

### Quick Start Guide for Getting a Unique Entity ID



SAM.gov is the official free, government-operated website for the management of government awards. There is NO charge to register or maintain your entity information in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID.

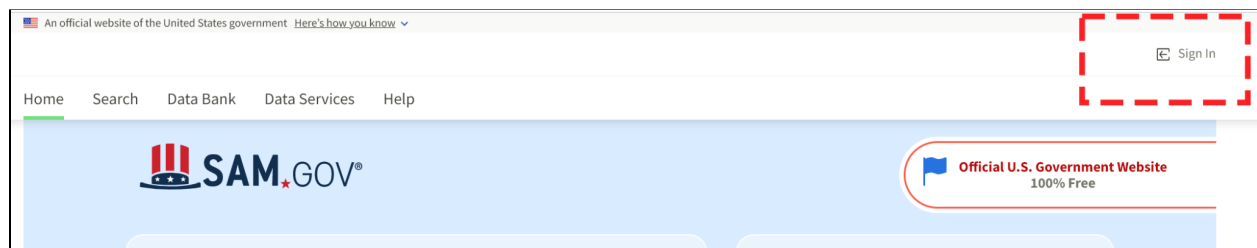
#### If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)


#### If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want to only get a Unique Entity ID and do not want to complete a full entity registration in SAM.gov, follow the steps below.

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.



Sign In. When on your Workspace page, go to the bottom and click on the Get Started box:



Requests

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Sign Out

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SB

Susan Barone  
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Account Details

Roles

Email Settings

Saved Searches

Followed Records

Pending Requests

No available requests

Notifications

No available notifications

Entity Information

Reference Services

Request A Role

Entity Information

Entities

See All

0

Active Registration

0

ID Assigned

0

Inactive Registration

0

Pending ID Assignment

0

Work in Progress Registration

0

Submitted Registration

No Active Registrations

Register Your Entity or Get a Unique Entity ID

What do I need for registration?

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

How to renew or update an entity

Renew/Update

Click on Create New Entity Box

The screenshot shows the SAM.GOV workspace interface. At the top, the SAM.GOV logo is on the left, and navigation links for Requests, Notifications, Workspace (which is active), and Sign Out are on the right. Below this is a secondary navigation bar with Home, Search, Data Bank, Data Services, and Help. A 'Back to Workspace' link is visible on the left. The main content area has a light blue background and contains a white card with the following text: 'Welcome', 'You are about to create a new entity record.', and 'We will ask a few short questions to help us recommend the best option for you.' A green button labeled 'Create New Entity' is centered and circled in red. Below this are three columns of text with corresponding green buttons: 'Are you trying to update an existing entity record?' with a 'Go to Workspace' button; 'Is your entity based outside of the United States?' with a link to the 'NCAGE Request Tool' and a 'Download Guide' button; and 'Download Your Registration Guide' with a 'Download Guide' button.

**SAM.GOV**

Requests Notifications **Workspace** Sign Out

Home Search Data Bank Data Services Help

< Back to Workspace

## Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

**Create New Entity**

**Are you trying to update an existing entity record?**  
Please go to your Workspace and select the "Renew/Update" button for that entity.  
**Go to Workspace**

**Is your entity based outside of the United States?**  
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.  
**Download Guide**

**Download Your Registration Guide**  
**Download Guide**

- Select With a business or other organization which receives funds directly from the US federal govt.
- Select Apply as a grantee for federal funds distributed by a government entity other than the federal government (e.g. state, local, etc.)

Then click Next at the bottom of the page

## What is your goal?

**I want to do business...** (Select the option most relevant to you)

☐ Directly with the U.S. federal government.

☒ With a business or other organization which receives funds directly from the U.S. federal government.

☐ Other.

**Select the answer that best fits your intentions today:**

☐ Provide goods or services as a federal subcontractor. ⓘ

☐ Receive a subaward under a federal grant/financial assistance program. ⓘ

☐ Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ⓘ  
(e.g. state, local, tribal, territorial)

☒ Apply as a grantee for federal funds distributed by a government entity other than the federal government. ⓘ  
(e.g. state, local, tribal, territorial)

☐ Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.

☐ Participate in, or apply for, other programs. Please describe.  
Please specify

e.g. Program Name

123 characters allowed

[X CANCEL](#) [PREVIOUS](#) [NEXT >](#)

Select Local government office (i.e. of a county or city)  
Then click Next at the bottom of the page

## Who required your entity to be in SAM.GOV?

Only select the primary source.

☐ Federal government

Federal Hierarchy (Optional)

Enter Code or Name ▼

☐ U.S. state or territory government or office

▼

☒ Local government office, i.e., of a county or a city

☐ Tribal government or office

☐ A company or business

☐ Hospital system or healthcare organization (for profit or non-profit)

☐ Non-profit organization

☐ University or research facility (for profit or non-profit)

☐ Industry group, professional association, trade publication, etc.

☐ APEX Accelerators (formerly known as PTACs)

☐ I decided on my own

☐ None of the above  
Please specify

e.g. Program Name

123 characters allowed

× CANCEL

< PREVIOUS

NEXT >


This page will automatically show that SAM.gov recommends a Unique Entity ID only which is what you want. Click on Select

### Choose an Option

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose **Unique Entity ID Only**.

	Recommended
	Unique Entity ID Only
<b>What you get:</b>	
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	—
<b>When you need it:</b>	
To receive an award from someone else receiving federal funds ⓘ	✓
To apply directly for federal grants or loans ⓘ	—
To bid on federal contracts (prime) ⓘ	—
<b>What you must complete:</b>	
Entity Validation ⓘ	✓
IRS Taxpayer Validation ⓘ	—
CAGE/NCAGE Validation ⓘ	—
<b>Level of Effort ⓘ</b>	Lowest
<b>Expiration ⓘ</b>	—
<div>Select</div>	

See other options  
If you believe you need more than a Unique Entity ID



Download Your Registration Guide

Download Guide

4. On the next page, enter information about your entity. All fields are required, unless marked as optional.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

### Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

**Legal Business Name**  
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

**Physical Address**  
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City

State

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Previous

Cancel

Next

**PLEASE NOTE:** Once you complete the information and click Next, the SAM.gov system will show a screen with possible matches if it does not have an exact match. If you have a different address or an old name is showing but you know it is your business (i.e. a dba is showing but you changed to an LLC) Select that choice and then it will ask you to make changes to that selection and you can change your company name and/or address.

5. On the next page, your entity name and address will be [validated by SAM.gov](#). The next page will show an entity matched in SAM.gov. If your entity information is correct, select “Next.”
  - a. If the match shown is not your entity or you are unable to find a match, you can [create a help ticket](#) with the Federal Service Desk from the page. Select the “Create Incident” button to contact the Federal Service Desk (FSD.gov) for assistance.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

### Validate Entity Information

The information you provided matches the following entity. If this is your entity, select **Next** to continue.

YOU ENTERED

Foundation

University Heights, Ohio 44118

UNITED STATES

WE FOUND THE FOLLOWING MATCH

FOUNDATION

CLEVELAND HEIGHTS, OH 44118

USA

Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

Start Over

Create Incident

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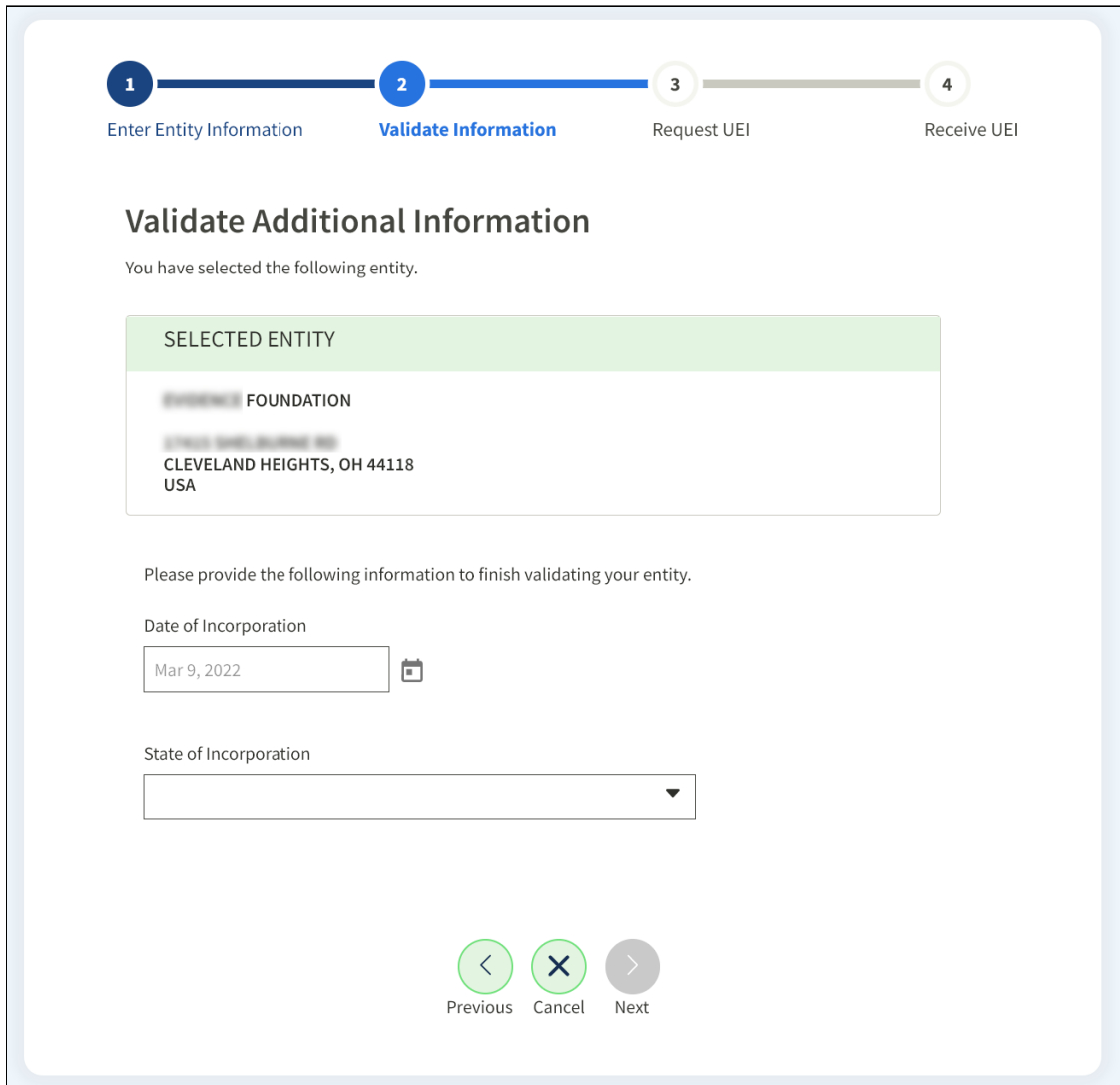
Previous

Cancel

Next



6. You may be required to enter your entity's date and state of incorporation to complete validation.



1 Enter Entity Information 2 **Validate Information** 3 Request UEI 4 Receive UEI

### Validate Additional Information

You have selected the following entity.

**SELECTED ENTITY**  
FOUNDATION  
CLEVELAND HEIGHTS, OH 44118  
USA

Please provide the following information to finish validating your entity.

Date of Incorporation  
Mar 9, 2022

State of Incorporation

Previous Cancel Next

**Note:** On this page you may be asked to Attach a document that has you Full Company Name and Address on it. The best document to use is your Article of Incorporation or a tax document.

- On the next page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”

1

Enter Entity Information

2

Validate Information

3

Request UEI

4

Receive UEI

### Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Entity Name: [REDACTED]

Entity Address: [REDACTED]

USA

☒ **Include in public search**

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

☒ I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

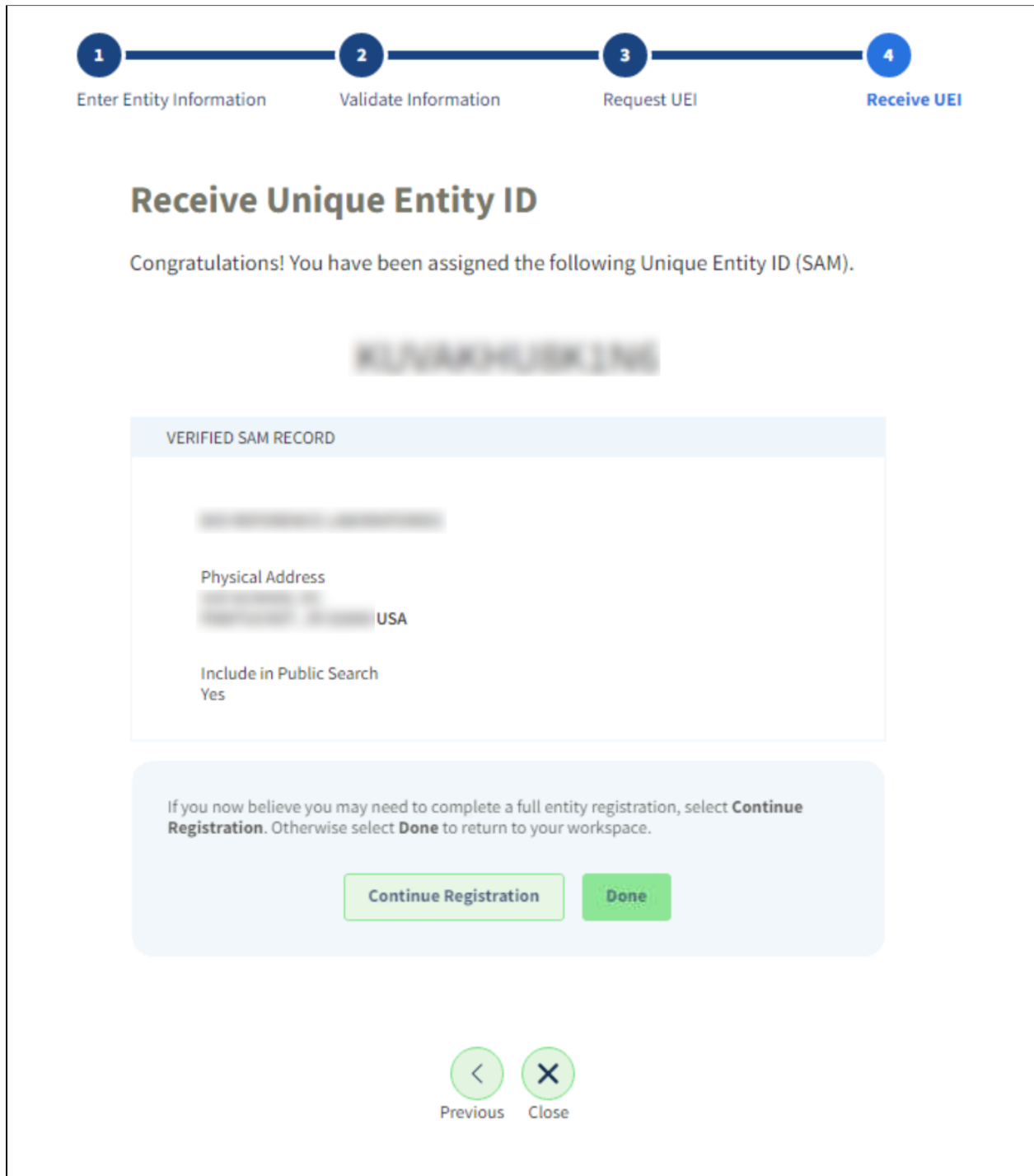
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Previous

Cancel

- On the last page, your Unique Entity ID will be displayed and you can begin to use it for your entity. Select “Done” to go back to your Workspace.



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

### Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID (SAM).

**KLVAKHUBKINE**

VERIFIED SAM RECORD

Physical Address

USA

Include in Public Search  
Yes

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Done** to return to your workspace.

Continue Registration Done

Previous Close