

Quick Start Guide for Getting a Unique Entity ID

 SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete an 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. [Learn more about the difference between getting a Unique Entity ID only and registering your entity.](#)

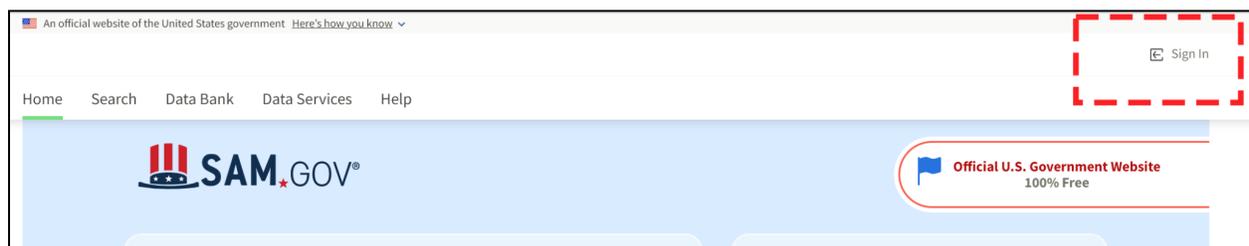
If your entity is registered in SAM.gov, you already have a Unique Entity ID

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

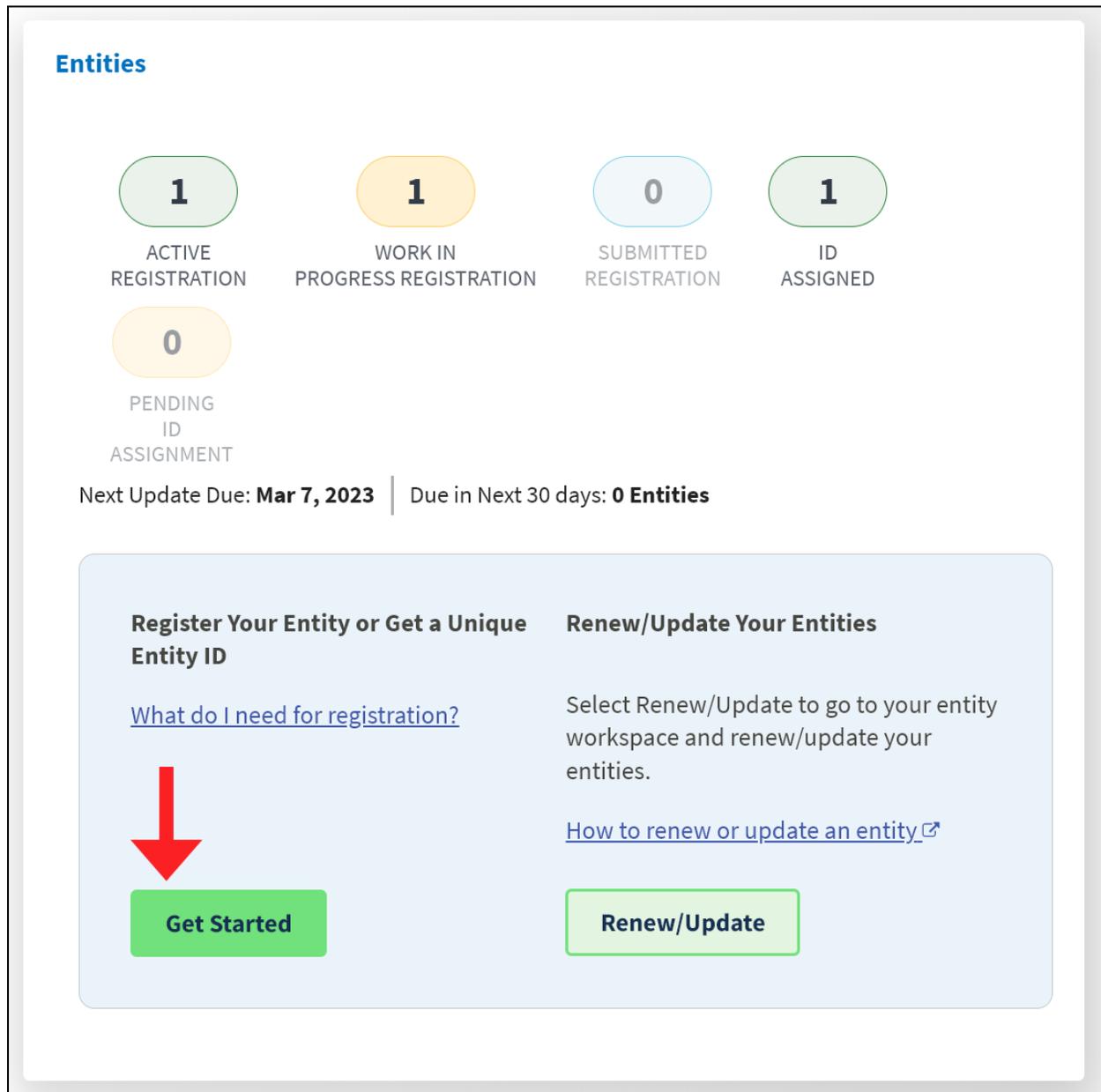
If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want only to get a Unique Entity ID and do not want to complete an entity registration in SAM.gov, follow these steps:

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 must create one. SAM.gov uses Login.gov for usernames and passwords. [View more help with using Login.gov.](#) Once you create your user account, return to SAM.gov to complete your profile.



2. After you sign in, the system will navigate you to your Workspace. On the “Entities” widget, select the “Get Started” button.



The screenshot shows the 'Entities' widget in the SAM.GOV system. It displays a summary of registration and ID assignment status:

Category	Count
ACTIVE REGISTRATION	1
WORK IN PROGRESS REGISTRATION	1
SUBMITTED REGISTRATION	0
ID ASSIGNED	1
PENDING ID ASSIGNMENT	0

Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

The widget includes two main action areas:

- Register Your Entity or Get a Unique Entity ID:** Includes a link [What do I need for registration?](#) and a prominent green **Get Started** button, which is highlighted with a red arrow.
- Renew/Update Your Entities:** Includes the text "Select Renew/Update to go to your entity workspace and renew/update your entities." and a link [How to renew or update an entity](#) with an external link icon. Below this is a green **Renew/Update** button.

3. Select the “Get Unique Entity ID only” option on the next page.

What do you want to do?

Choose what you need and we will show you what information to prepare.

- Register for Financial Assistance Awards Only
 - To apply for grants and loans as described by [2 CFR 200](#).
 - Includes getting a Unique Entity ID and entity registration.
- Register for All Awards
 - To bid on federal contracts and other procurements, as described by the [Federal Acquisition Regulation \(FAR\)](#).
 - To apply for grants and loans as described by [2 CFR 200](#).
- Get a Unique Entity ID Only
 - May be required to report subawards, such as federal subcontracts or sub-grants
 - You will get a Unique Entity ID. This is NOT an entity registration.

[What's the difference between getting a UEI only and registration](#)

**What do I need for registration?**

Download our guide.

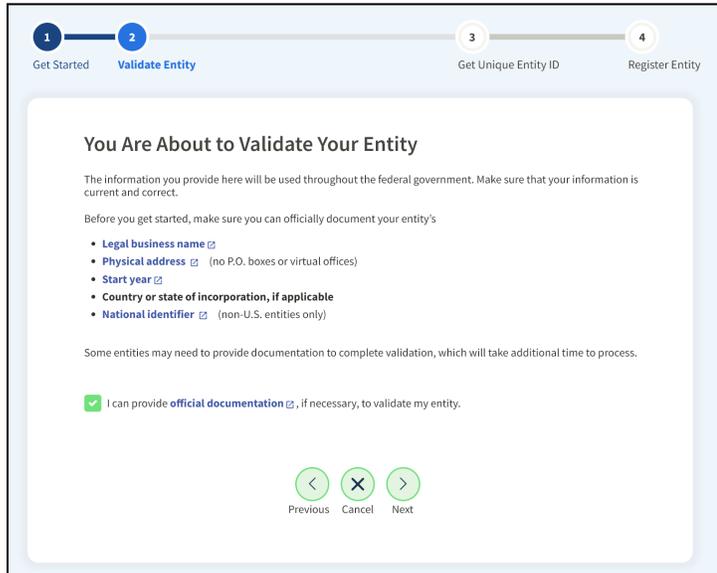
[Download](#)

**Is your entity based outside of the United States?**

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) to submit a request.

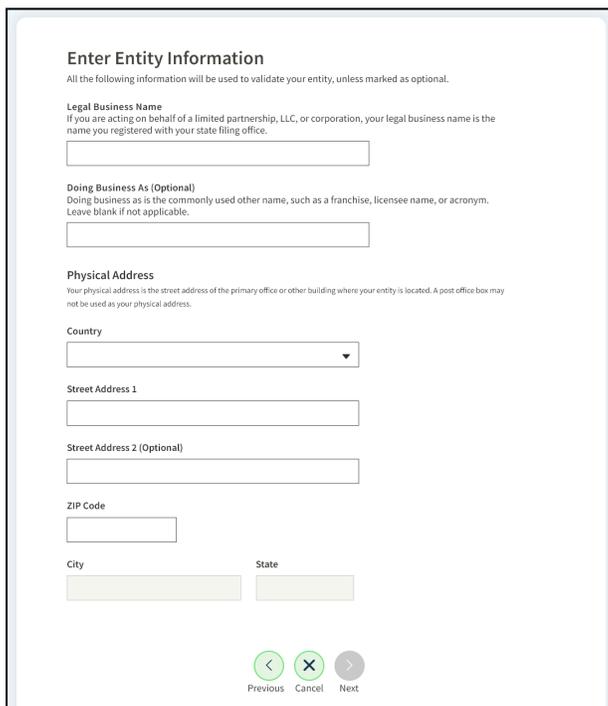
[Previous](#) [Cancel](#) [Next](#)

- Next, the “You Are About to Validate Your Entity” page displays. It lists the information used to validate your entity. You may need to submit documents later in the process to complete validation. Select the checkbox and then select “Next.”



The screenshot shows a progress bar at the top with four steps: 1. Get Started, 2. Validate Entity (highlighted), 3. Get Unique Entity ID, and 4. Register Entity. The main content area is titled "You Are About to Validate Your Entity" and includes instructions to ensure information is current and correct. It lists required fields: Legal business name, Physical address (no P.O. boxes or virtual offices), Start year, Country or state of incorporation (if applicable), and National identifier (non-U.S. entities only). A checkbox is checked, indicating the user can provide official documentation. Navigation buttons for Previous, Cancel, and Next are at the bottom.

- On the next page, enter your entity’s legal business name, doing business as name (if applicable), and physical address, then select “Next.” All fields are required, unless marked as optional.

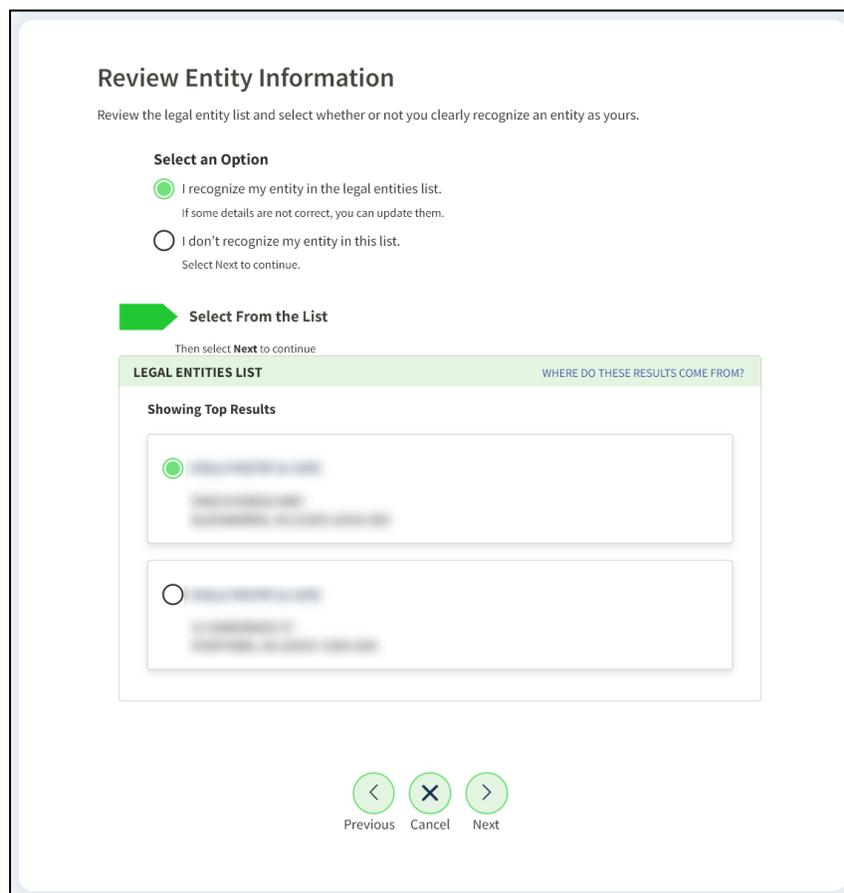


The screenshot shows the "Enter Entity Information" page with the following fields and instructions:

- Legal Business Name:** All the following information will be used to validate your entity, unless marked as optional. 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.
- Doing Business As (Optional):** Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.
- 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:** A dropdown menu.
- Street Address 1:** A text input field.
- Street Address 2 (Optional):** A text input field.
- ZIP Code:** A text input field.
- City:** A text input field.
- State:** A text input field.

Navigation buttons for Previous, Cancel, and Next are at the bottom.

6. Your entity name and address will be [validated](#) by the SAM.gov entity validation service (EVS). The EVS independently verifies the uniqueness of an entity.
 - a. If the EVS has your entity information or has entities with similar information, the next page will show a list of entities.
 - i. If your entity information is shown in the list, select “I recognize my entity in the legal entities list. If some details are not correct, you can update them.” Then select the entity from the list, then select “Next.”
 1. You should select this option if all entity details are correct or if a few details are missing or incorrect. For example, your legal business name is shown, but LLC or Corp is missing, or an old address for your entity is shown. Go to step 7.



- b. If your entity is not listed, select “I don’t recognize my entity in this list.” then select “Next.” Go to step 8.
- c. If the EVS does not have any entities that resemble your information, the next page will ask for your start year and state of incorporation. (You won’t see a list of entities at all.) Go to step 9.

7. If you choose “I recognize my entity in the legal entities list,” the next page will ask you to confirm your entity details. If some information is missing or incorrect, select “No.” If all information is complete and correct, select “Yes” and go to step 11.
 - a. Then, the next page will allow you to update information that needs to be corrected.
 - b. Once corrected, the next page will ask for your entity’s start year and state of incorporation.
8. If you choose “I don’t recognize my entity in this list,” the next page will ask for your entity’s start year and state of incorporation.
9. Enter your start year and state of incorporation, then select “Next.”
 - a. Start year could be your year of incorporation, your “established date,” the year you legally began doing business, or you received your employer identification number (EIN). If your entity is incorporated, use your year of incorporation.
 - b. State of incorporation could be where you incorporated your organization, filed your certificate or articles of formation, or where the organization is located, if not incorporated.
10. If your entity information was not shown in the entity list or if information needs to be updated, you must submit documentation to prove your information. If this is the case for your entity, you will be navigated to a page where the required information will be listed, and you can upload documents. Check your documents against the list to ensure they are acceptable and to avoid unnecessary delays due to unacceptable documents. Once you submit your documents, you will get a reference ID number and you will have to wait until the EVS has entered or updated your validation data before you can proceed.

Document Your Entity Details

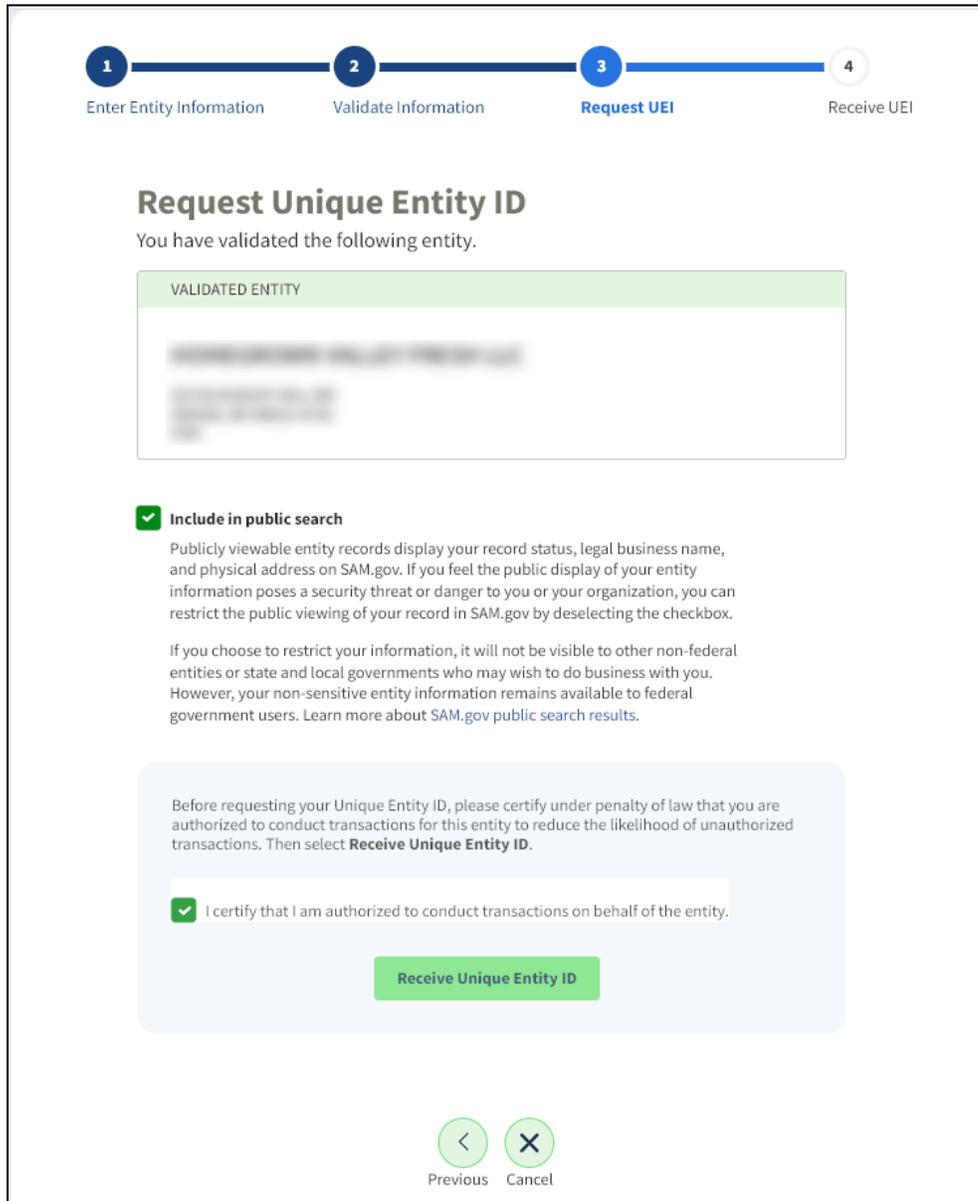
- 1** Review requirements.

 View this list of [acceptable documents](#) to understand the requirements.

YOU ARE DOCUMENTING	
	Year of Incorporation 2015
	State of Incorporation Virginia
- 2** Attach documents.

You must attach one or more [official documents](#) that prove each of the items listed.

11. For entities that did not need to update entity information, or for those who have passed entity validation with the EVS, 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 search and view your entity record on SAM.gov. However, your non-sensitive entity information remains available to federal government users and is [available through public data services](#).



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

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.

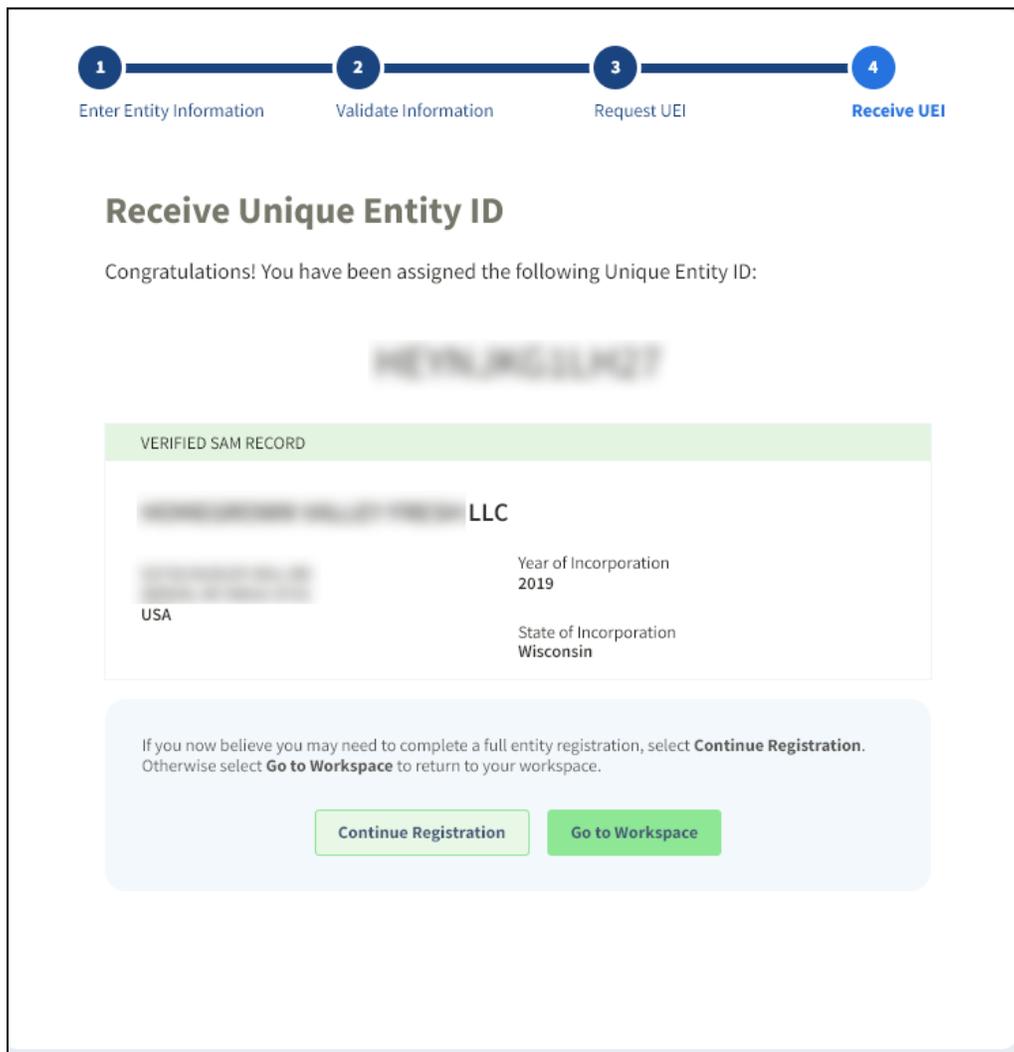
If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

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

12. You must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”
13. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details. You can begin to use the Unique Entity ID for your entity right away. Select “Go to Workspace” to exit.



The screenshot shows a progress bar at the top with four steps: 1. Enter Entity Information, 2. Validate Information, 3. Request UEI, and 4. Receive UEI. The fourth step is highlighted in blue. Below the progress bar, the heading reads "Receive Unique Entity ID". The main content area displays a congratulatory message: "Congratulations! You have been assigned the following Unique Entity ID:" followed by a blurred Unique Entity ID. Below this is a "VERIFIED SAM RECORD" section with a table of entity details:

VERIFIED SAM RECORD	
[Redacted]	LLC
[Redacted]	Year of Incorporation 2019
USA	State of Incorporation Wisconsin

At the bottom, there is a light blue box with the text: "If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace." Below this text are two buttons: "Continue Registration" and "Go to Workspace".