![SAM.gov logo] | *Quick Start Guide for*
Getting a Unique Entity ID

Quick Start Guide for Getting a Unique Entity ID

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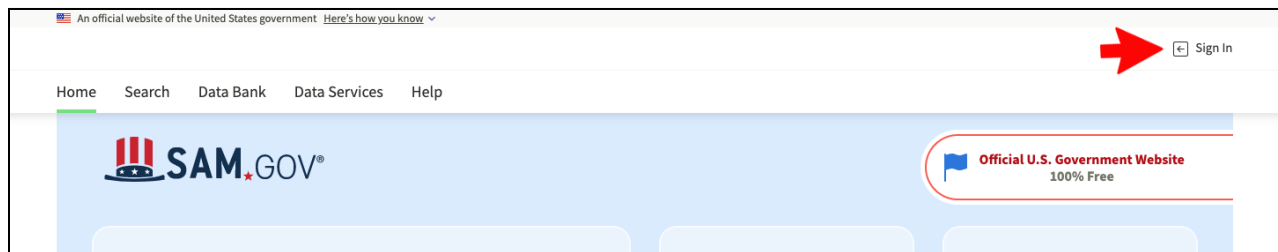
If your entity is registered in SAM.gov, you already have a Unique Entity ID

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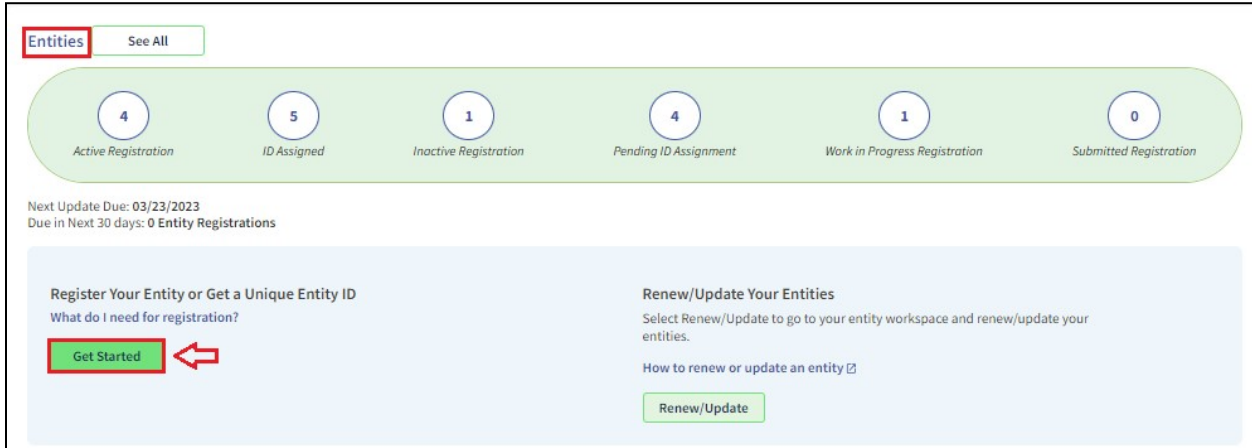
If your entity is not registered in SAM.gov and you only want a Unique Entity ID

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:

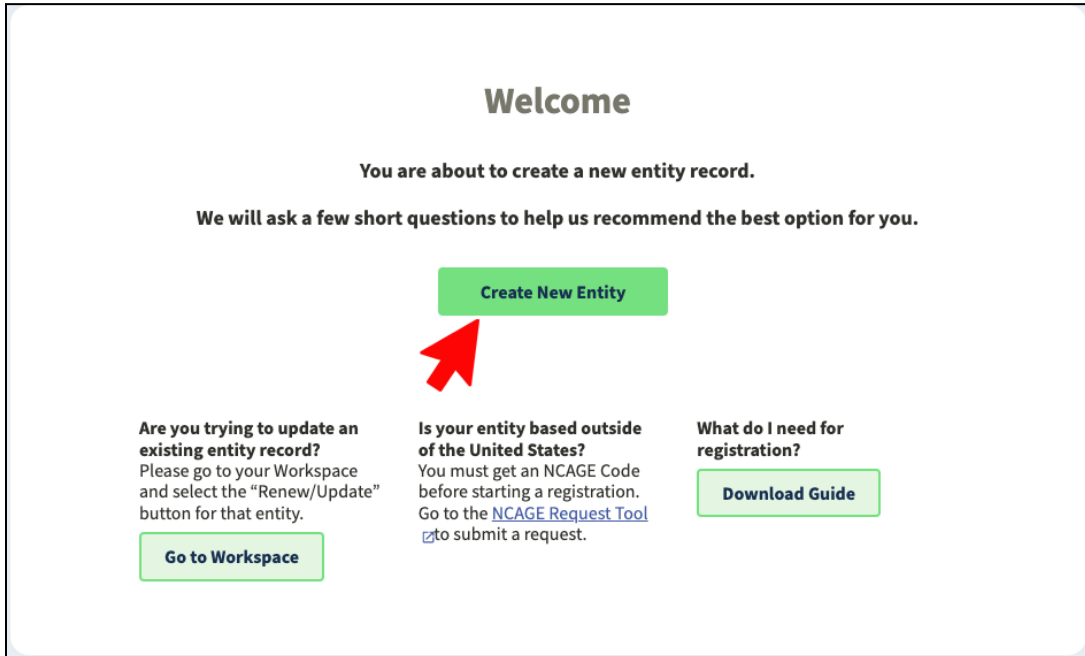1. Go to SAM.gov and select "Sign In" from the upper right corner of the page.

   a. When you select sign in, you will be prompted to accept the U.S. Government System terms to sign into the SAM.gov website. Select the green "Accept" button.

   b. 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. Once you sign in, the system navigates you to your Workspace. On the "Entities" widget, select the "Get Started" button.

3. On the next page is a welcome screen. Select the "Create New Entity" button.

4. This page asks, "What is your goal?" Select the option most relevant to you. Select, "Next."

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. ⑦

○ Receive a subaward under a federal grant/financial assistance program. ⑦

○ Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ⑦

(e.g. state, local, tribal, territorial)

○ Apply as a grantee for federal funds distributed by a government entity other than the federal government. ⑦

(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

⟨   ✕   ⟩
Previous Cancel Next

5. Next, answer the question, "Who required your entity to be in SAM.gov?" Select "Next."

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

‹ Previous   ✕ Cancel   › Next

6. SAM.gov will suggest the Unique Entity ID. Choose the green "Select" button at the bottom of the column.

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

Select

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

Download Your Registration Guide

Download Guide

‹ ✕
Previous Cancel

7. The "Enter Entity Information" page displays. Enter your organization's legal business name, doing business as name (if applicable), and physical address. Then, select "Next."

Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next.**

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.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license 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

Street Address 1

Street Address 2 (Optional)

ZIP Code

City   State / Territory ⓘ

⟨   ✕   ⟩
Previous   Cancel   Next

8. The "You Are About to Validate Your Entity" page displays. Check that you can provide documentation to validate your business, if required. Select, "Next."

You Are About to Validate Your Entity

What is validation? ⓘ

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- **Legal business name** ☑
- **Physical address** ☑ (no P.O. boxes or virtual offices)
- **Start year** ☑
- **National identifier** ☑ (non-U.S. entities only)
- **Country or state of incorporation, if applicable**

Some entities may need to provide documentation to complete validation, which will take additional time to process.

☑ I can provide **official documentation**, if necessary, to validate my entity.

Are you prepared for validation and registration?

[Download Guide]

< Previous   ✕ Cancel   > Next

NOTE: If you need to validate your entity, please see the "Documenting your entity" section of this guide.

9. The "Is Your Entity Already in SAM.gov?" page displays. Select whether or not you recognize your organization in the list displayed. If your organization is listed, select the radio button next to it. Then, select "Next."

If you do not recognize your business in the list, select "I don't recognize my entity in this list" and select "Next".

Proceed to Step 11 (Skip Step 10).

10. The "Are All of Your Entity Details Correct?" page displays. Review the information for your business. Select "Yes, all details are correct." Then select, "Next."

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

Doing Business As:

○ Yes, all details are correct
○ No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

Previous   Cancel   Next

11. The "Enter Incorporation Information" page displays. Enter the start year and state of incorporation for your business. Then, select "Next."

Enter Incorporation Information

Start Year

State of Incorporation

Start Year could be

- your year of incorporation
- your "established date"
- the year you legally began doing business
- the year you received your employer identification number (EIN)

State of incorporation could be where

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

Previous   Cancel   Next

12. The "Request Unique Entity ID" page displays. Review and confirm your business name, DBA, and address are accurate. If you don't want your business included in public search, deselect the green box outside of "Include in public search." If you deselect the checkbox:

   a. Your information will be visible to you, other users with a role with your entity, and U.S. federal government users.

   b. Your information will not be visible to any other users when searching SAM.gov.

   c. Your information is **still available** under the U.S. Freedom of Information Act (FOIA) and is included in data extracts and application programming interface (API) data.

13. Select the box that you are authorized to conduct transactions on behalf of your company. Then, select the "Receive Unique Entity ID" green rectangle.

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Doing Business As:

☑ **Include in public search**

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. Learn more about SAM.gov public search.

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

◁ ✕
Previous Cancel

14. The "Receive Unique Entity ID" page displays. Your 12-character Unique Entity ID is displayed on this screen. Select "Continue Registration" or "Go to Workspace."

Documenting your entity

15. Your entity name and address will be validated by the SAM.gov EVS. The EVS independently verifies an entity's existence, location, and uniqueness. You can review the process for entity validation here.

16. If you do not find your information when validating your entity in SAM.gov, you must submit documentation to prove your entity's legal business name, physical address, start year, and state of incorporation. Once you submit your documents, you will get a reference ID number and you will have to wait for the EVS to enter or update your validation data before you can proceed.

17. If you submit documentation, then the entity validation service will update your entity information. Once that has happened, return to SAM.gov to complete your validation.

How do I check the status of my entity?

To check the status of your Unique Entity ID or registration, see How do I check the status of an entity registration or Unique Entity ID assignment in SAM.gov?