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# PREPARING FOR A FEDERAL GRANT APPLICATION

Before your organization can apply for federal grants, there are a series of basic requirements that need to be completed. You need to have a Login.gov account; this will also be used to log in and register at SAM.gov. Additionally, you will need your organization's Tax ID along with important information about the organization (outlined below).

## Login.gov Account

1. Visit Login.gov Create your account - Login.gov
2. Enter your email address and 'Submit'
3. Check your email
4. Access message from Login.gov and click 'Confirm your email address'
5. Follow prompts to create your Login.gov account and authenticate

## Employer Identification Number (EIN)

Your organization is required to have an EIN to register at SAM.gov. To apply for this Tax ID:

1. Access IRS.gov page EIN Individual Request - Online Application (irs.gov)
2. Follow prompts providing information about your organization
3. Your EIN will be provided immediately, but may take up to 2 weeks to be in the IRS system

## SAM.gov Registration

1. Visit www.sam.gov
2. Select the 'Get Started' button and then 'Accept'
3. Sign in using your Login.gov credentials
4. You will now have access to your Workspace
5. Click 'Get Started' in the Entity Management box
6. You can now register by clicking on the 'Register Entity' box and following the prompts

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- **Note:** You will receive an Unique Entity Identifier (UEI) if your organization does not currently have one assigned. **Already have a UEI?** UEI can be accessed by following these steps:
  - Sign in on SAM.gov
  - Select 'Entities' from your Workspace
  - Your entities will display along with their UEI

## Tips and Information

- The Legal applicant's SAM.gov registration must be active and set to 'public view' when the application is submitted.
- SAM.gov registration can take up to 10 days to be activated once registration is submitted.
- You will need to renew your SAM.gov registration annually.
- To register your organization on SAM.gov, you will need the following information:
  - Organization start date
  - Dates of your company's fiscal year-end
  - Marketing Partner Identification Number (MPIN) (You will create this when you register)
  - CAGE code (will be created at this time if you do not have it)
  - Physical address
  - Mailing address
  - Employer Identification Number (EIN) (Tax ID Number)
  - IRS Consent Form
  - Banking information – routing number, account number, account type
  - Executive compensation questions
  - Proceedings questions
  - Mandatory Points of Contact (POCs)

## More on Unique Entity Identifiers (UEI)

The official identifier for doing business with the U.S. government changed.

- The **process** to get a UEI to do business with the government **changed**
- The **definition** of entity uniqueness **did not change**

## What has changed?

- The DUNS Number was phased out as the official identifier for doing business with the federal government
- A new UEI was introduced, generated in the System for Award Management (SAM.gov), as the official identifier for doing business with the government
- It is easier to get a UEI to do business with the government
- A new service provider is used to validate entity uniqueness
- You now go to a single place, SAM.gov, to:
  - Get your UEI and register your entity to do business with the U.S. government
  - Make any updates to your legal business name and physical address associated with the UEI
  - Find customer support at a single helpdesk for all UEI and entity registration issues