Getting a Unique Entity ID (UEI) on SAM.gov

August 4, 2022





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Home Search Data Bank **Data Services** Help





The Official U.S. Government System for:

Contract Opportunities

(was fbo.gov)

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

(was wdol.gov)

Federal Hierarchy

Departments and Subtiers

Assistance Listings

(was cfda.gov)

Entity Information

Entities, Disaster Response Registry, and

Exclusions

Entity Reporting

SCR and Bio-Preferred Reporting

Learn More

Register Your Entity or Get a Unique **Entity ID**

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Registration Status

Already know what you want to find?

Select Domain...



▼ e.g. 1606N020Q02

What is a Unique Entity ID (UEI)?

- As of April 4, 2022, all entities receiving federal funds via contracts, grants, etc. must have a UEI
- Working Washington 5 (WW5) is a state grant program, however the funding for WW5 comes from the federal government
- A UEI is the unique 12-character (alpha numeric) ID assigned by the federal government via SAM: System for Award Management, <u>SAM.gov</u>

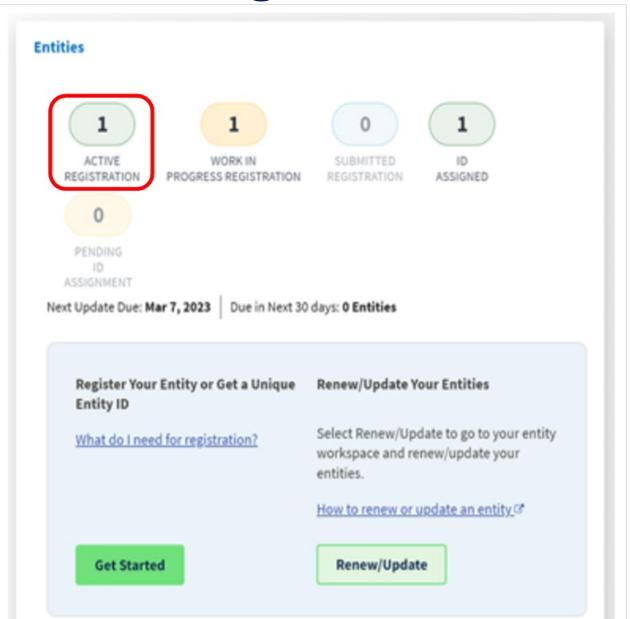
Already Registered in SAM.gov

- If your entity is registered in SAM.gov, you already have a Unique Entity ID (UEI) that is viewable in SAM.gov
- This includes inactive registrations
- Your UEI is located on your SAM.gov entity record

View Your UEI in SAM.gov

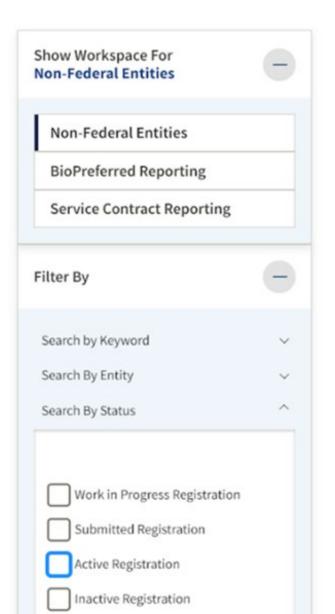
Log in to SAM.gov.

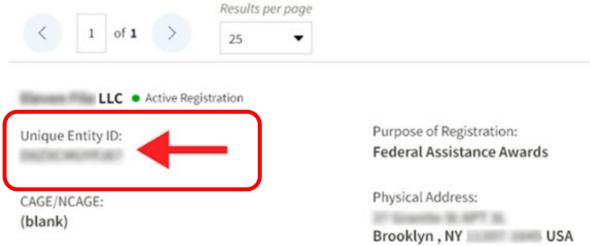
In the Entities section of your Workspace, select the numbered bubble above "Active Registration"



View Your UEI in SAM.gov

Your Unique
Entity ID (UEI)
will be displayed
below your
Entity Name

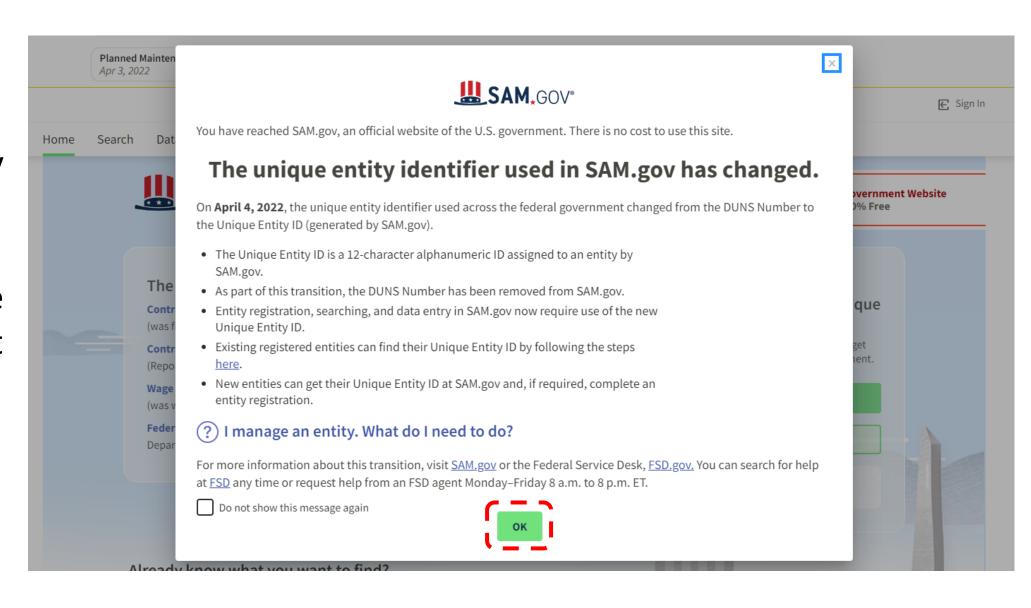




Obtaining a Unique Entity ID (UEI) from SAM.gov

Go to www.SAM.gov

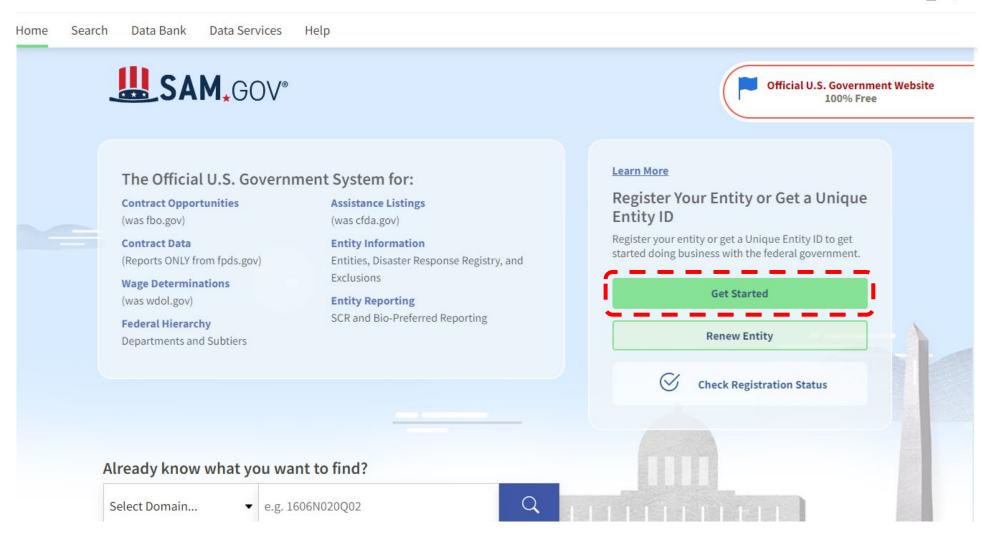
Review the updates to the system and hit "OK"



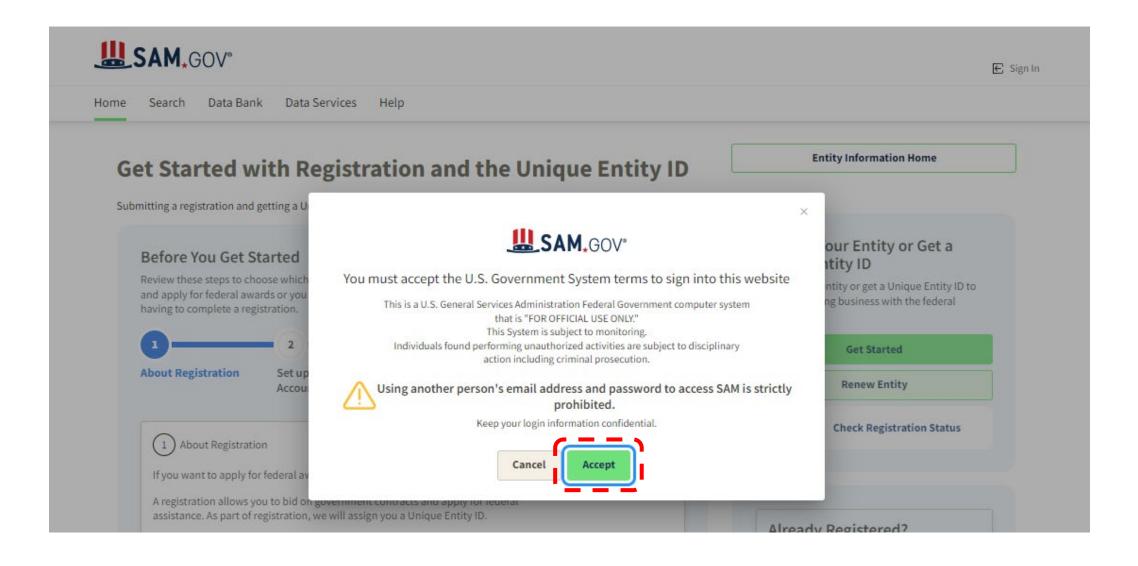
Registering Your Entity with SAM.gov

€ Sign In

Click on the "Get Started" button twice



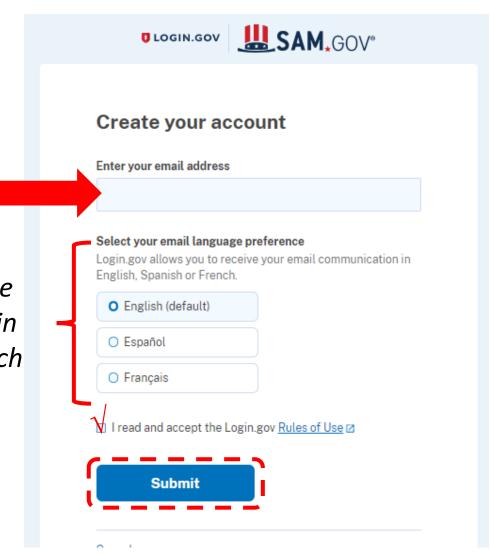
Accept the Terms to Sign Into SAM.gov



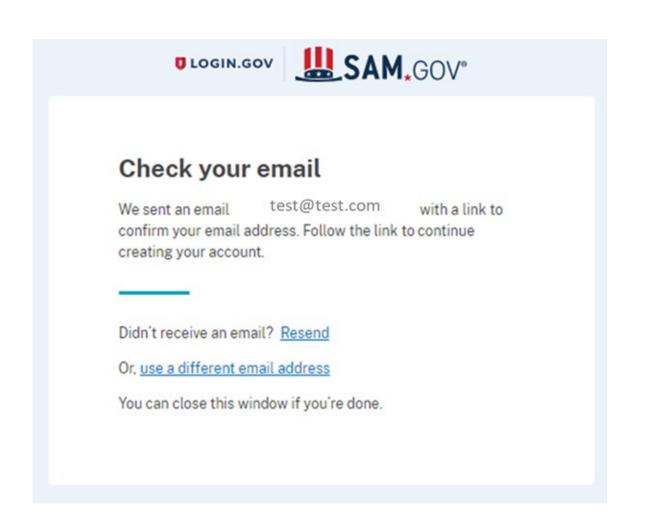
Signing up with Login.gov

To sign into
www.SAM.gov you
will first need a
login.gov account

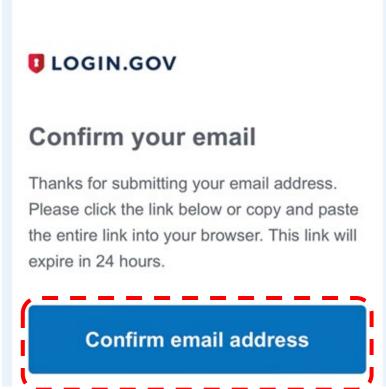
You can select to receive email communications in English, Spanish or French



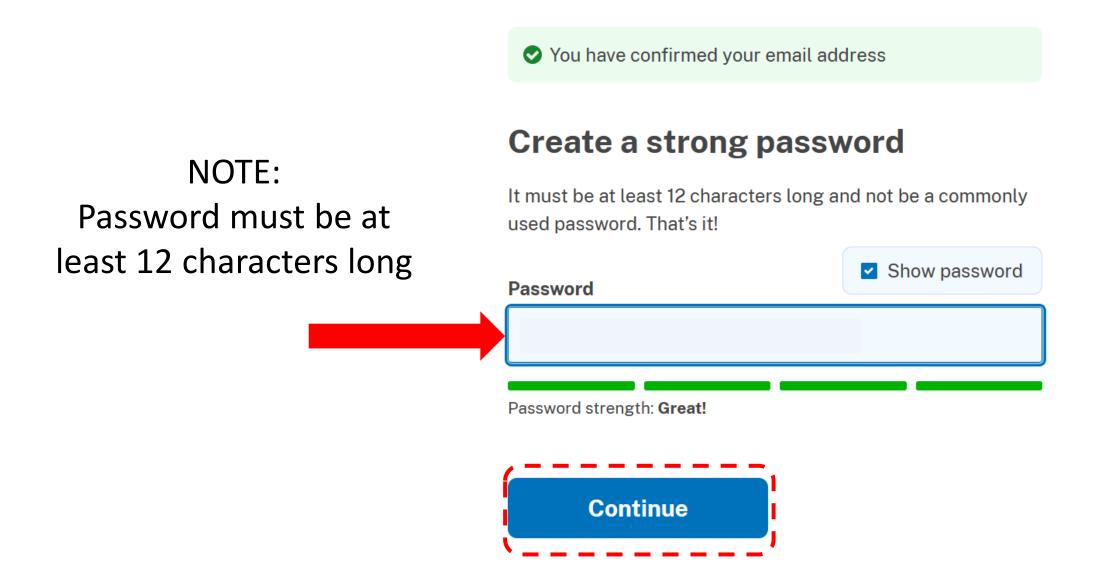
Check and Confirm Your Email



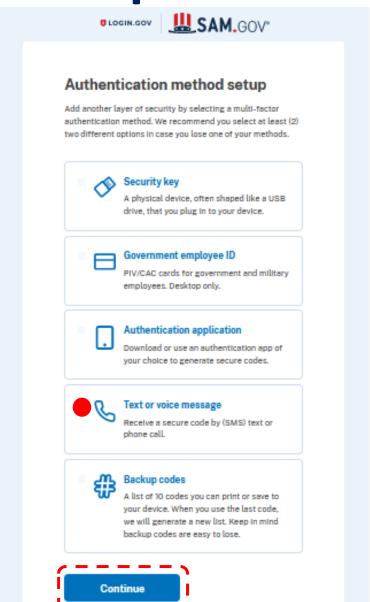


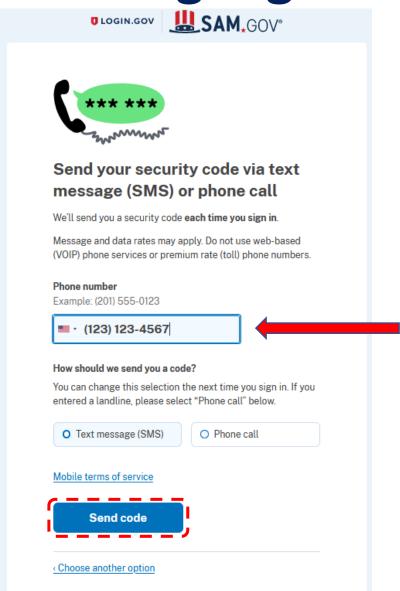


Create a Password for Login.gov

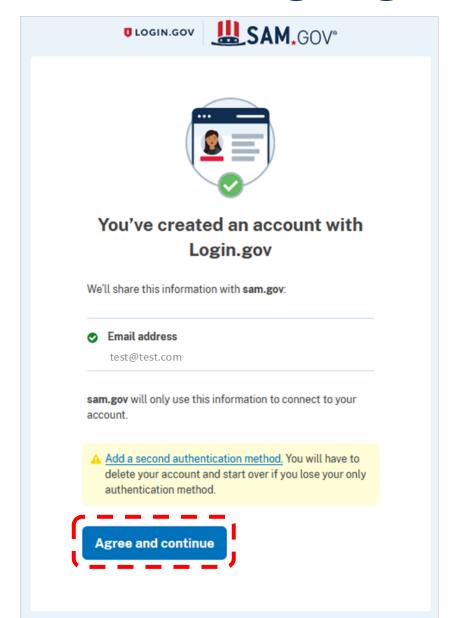


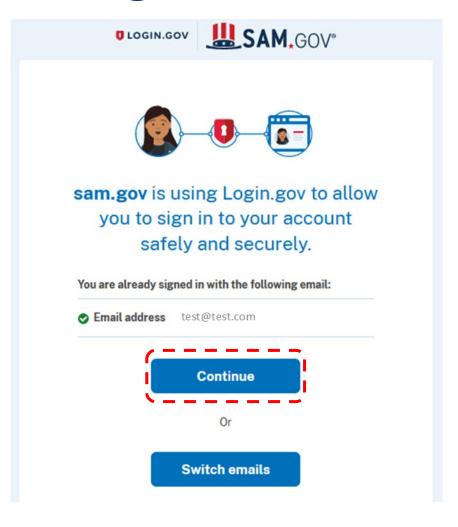
Set-up Authentication for Login.gov



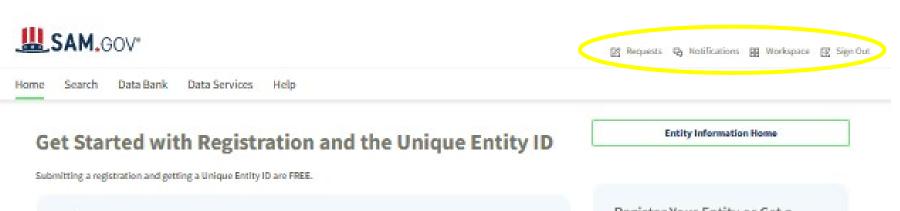


Login.gov → SAM.gov

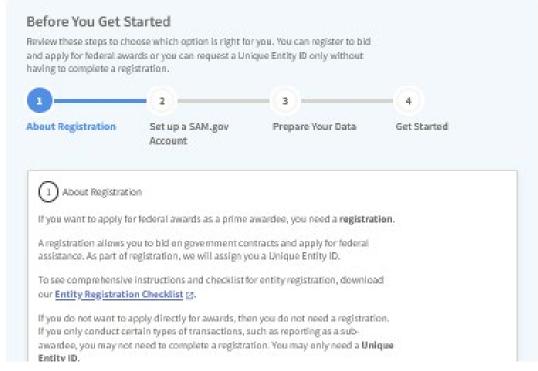




Get Started in SAM.gov



You will return to the Get Started screen, but this time from within your new profile



Register Your Entity or Get a
Unique Entity ID

Register your entity or get a Unique Entity ID to
get started doing business with the federal
government.

Get Started

Renew Entity

Check Registration Status

Already Registered?

You must renew your registration every 355 days to keep it active. You can make updates to your registration anytime or during renewal. If you're already registered, you already have a Unique Entity ID.

Get a Unique Entity ID Only

The information required for the **Get a Unique Entity ID Only** option is minimal

The system will validate your organization's business name and address

What do you want to do?

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



- 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). gg
- To apply for grants and loans as described by 2 CFR 200. ⊗





- 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 of



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 gr to submit a



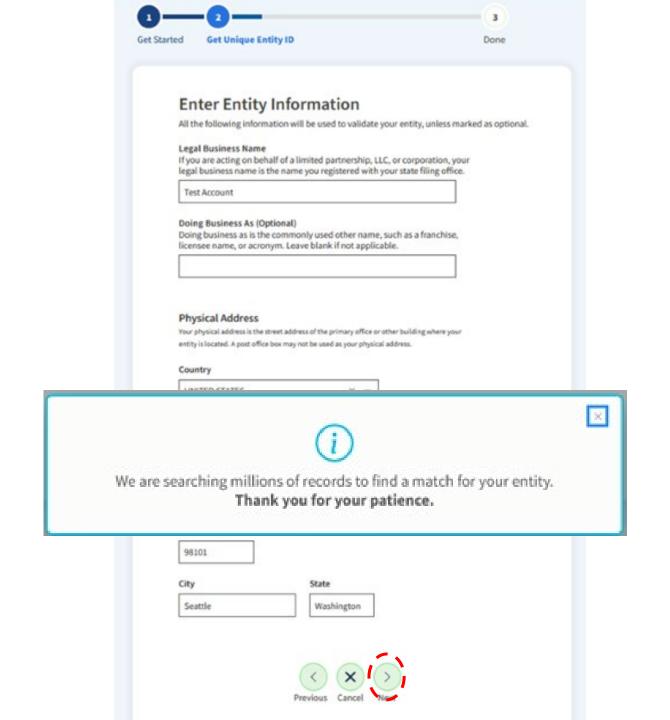




Enter Entity Information

Enter your Legal
Business Name and
Physical Address and
hit next

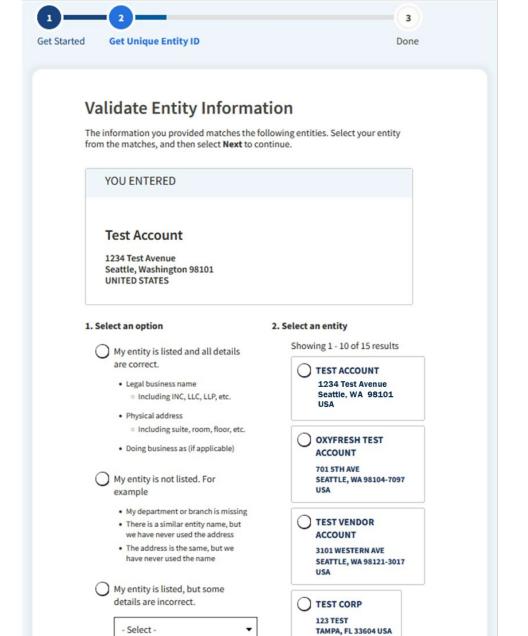
The system will search for a match for your information



Validate Your Entity Information

Review your entity matches and select an option:

- My entity is listed and all details are correct
- My entity is not listed
- My entity is listed, but some details are incorrect
 - My legal business name is incorrect
 - My physical address is incorrect
 - My legal business name and physical address are incorrect





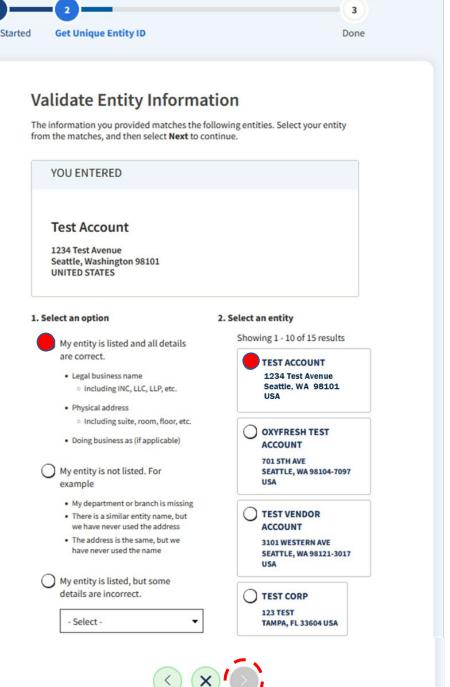




My Entity is Listed and **All Details Are Correct**

Click on the Entity and Address match

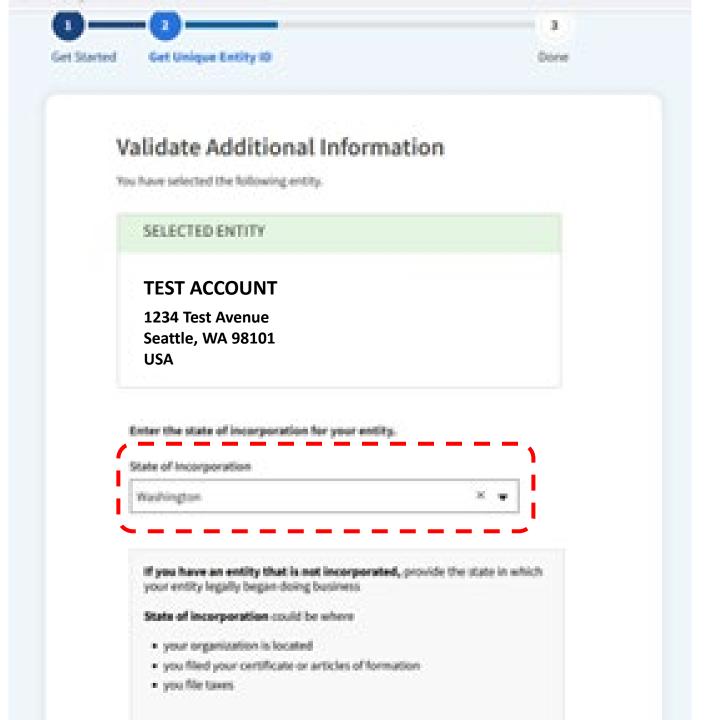
Select the first option: My Entity is listed, and all details are correct





Validate Additional Information

Select State of Incorporation



All Details Are Correct Receive Unique Entity ID

Make your listing private by unchecking the **Include in public** search box

Certify you are authorized to conduct transactions on behalf of the entity



Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

TEST ACCOUNT

1234 Test Avenue Seattle, WA 98101 USA

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**.





SDAELFKTLSY7

VERIFIED SAM RECORD

TEST ACCOUNT

1234 Test Avenue Seattle, WA 98101 USA State of Incorporation Washington

You can go to your Workspace to view your Unique Entity ID or update your entity record.

This entity does not have a registration in SAM.gov. It only has a Unique Entity ID. This means you may not be eligible for some awards. You can choose to register your entity now or in the future. bears more about the difference between only getting a Unique Entity ID and registering your entity.

Ge to Homepage

Go to Workspace

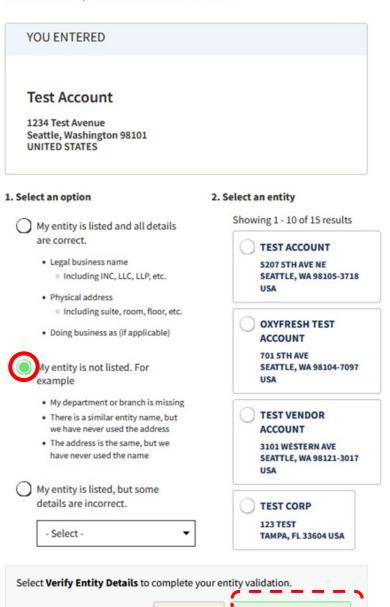
My Entity is Not Listed

Select My Entity is Not listed

Click on the **Verify Entity Details** button

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.



Try Again

My entity is listed, but some information is incorrect

Click on the **Entity listing that is closest to a match**

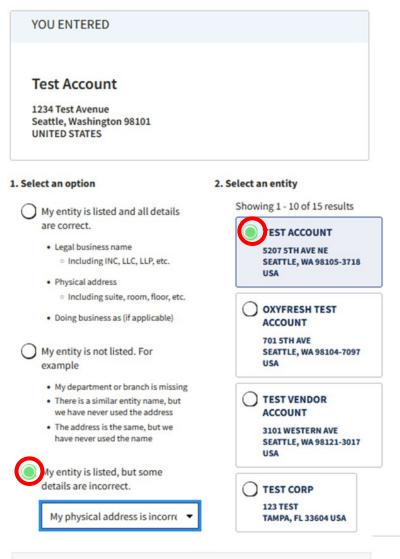
Select **My entity is listed, but some of the information is incorrect**. Choose the relevant dropdown options

- My legal business name is incorrect
- My physical address is incorrect
- My legal business name and physical address are incorrect

Click Verify Entity Details button

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.



Select Verify Entity Details to complete your entity validation.

Try Again

Verify Entity Details

Verify Entity Details

The Federal Service Desk (FSD) will help to resolve your issue

You will need to attach documents and provide additional details

Watch for emails from

General Services

Administration Federal

<fsdsupport@gsa.gov>

Verify Entity Details

The Federal Service Desk will review your entity search history to help resolve your issue requesting a unique entity identifier. You may add attachments and enter any additional details for customer service below.

1. Review official documentation requirements.

Read the list of acceptable documents and file types. [2]

Official documentation must contain your:

- Legal business name and physical address in the same document. The document must be less than 5 years old.
- Legal business name and date of incorporation in the same document
- U.S. state of incorporation (U.S. entities only)
- National identifier (non-U.S. entities only)

2. Attach documents.

You must attach documents that prove your current, correct information to complete entity validation.

Drag file here or choose from folder

Attachment Name	File Size (kB)	Upload Date	Virus Scan	Action
No Attachments				

Provide specific details.

Please describe your specific situation. For example:

- My current registration is correct and I've provided supporting documents.
- · My legal business name has changed and I've provided supporting documents.
- My physical address has changed and I've provided supporting documents.



500 characters allowed

Acceptable Documents to Validate Your Info

- Certified copies of Share certificates, Articles of organization/incorporation,
 Tax returns/filings*, Certificate of formation, Articles of formation, or
 Certificate of organization
- Utility bills
- Bank statements*
- "Doing business as" documentation
- Stock ownership
- Employer Identification Number documentation from IRS
- Tax ID confirmation documents from IRS
- Company bylaws
- Operating agreements
- Non-expired driver's license (does not need to be a REAL ID)—sole proprietors and individuals doing-business-as only

Sample Documents

Acceptable for:

- Legal business name
- Physical address
- Shows it was officially accepted by an authoritative source (e.g. a seal, stamp, etc.)

Electronic Articles of Organization For Florida Limited Liability Company



Article I

The name of the Limited Liability Company is:

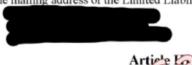
ACME, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

123 Main St. Anytown, FL 12345

The mailing address of the Limited Liability Company is:



The name and Florida street addr Gegistered agent is:

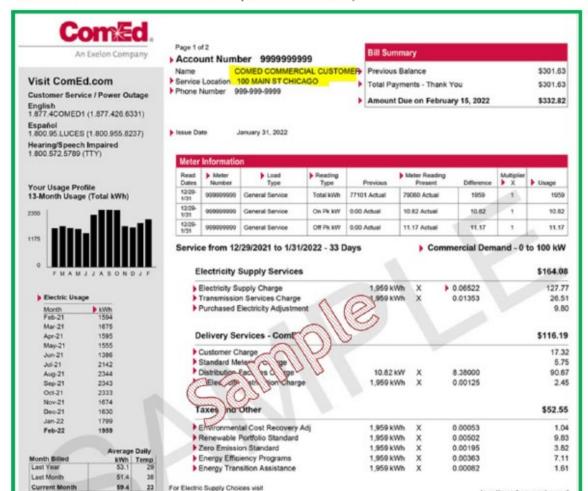


Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature:

Acceptable for:

- This is an approved document type
- Legal business name
- Physical address (if it's the same as the Service Location on this sample statement)



Creating an Incident: Attach Documents and Complete the Text Box

- Clearly state what is not correct or state that no matches were presented
- Include the correct name, address, or other data for which you are providing documentation. Provide the name (electric bill, articles of incorporation. etc.) of the document(s) you are including
- Providing as much detail as possible will help the validation agents to resolve your issue

"There were no matches for my entity. I have included a recent utility bill to show my legal business name and physical address."

"My entity's physical address does not show in any of the matches presented. My correct name and address is ______. I have included a recent utility bill with my correct legal business name and physical address for evidence."

Tips for Validation Tickets

- If you run into issues this process can take a while, so visit SAM.gov and work on getting your Unique Entity ID (UE) as soon as possible.
- Only create one Help Ticket/Incident per entity, creating multiple tickets does not speed up handling of your issue and actually slows down the overall process.
- Do not call or start a chat with the helpdesk at FSD.gov about entity validation. The specialists that handle entity validations are on a different team and can only communicate with you through your created help ticket/incident.



Working Washington 5 Grant

Application Walk Through

Thursday, August 18, 2022 9:00 a.m. - 10:30 a.m.

Register today:

https://bit.ly/WW5web2

SMALL BUSINESSES & NONPROFITS

\$70 MILLION

in pandemic relief funds are now available

Learn more about the grant program including eligibility requirements at: https://www.arts.wa.gov/wwr5/









Email & phone support in English,

Spanish, Chinese (Mandarin), Russian

Washington State
Department of
Commerce

Starting August 17th

PHONE: (888) 242-0169

EMAIL: <u>commercegrants@Submittable.com</u>

All applicants are encouraged to email for the quickest response!



OneEastside SPARK

OneEastide SPARK will be offering a series of in-person, small group meetings to assist organizations in East King County with their applications starting the week of August 22. Please stay tuned for more information.

CONTACT:

info@oneeastside.org



African Chamber of Commerce of the Pacific NW

The African Chamber of Commerce (ACCPNW) is available to assist organizations with linguistic and technical support for the Working Washington 5 Grant



CONTACT:

Emmanuel G. V. Dolo, gvdolo@gmail.com

Director of Programs

African Chamber of Commerce of the Pacific Northwest



BigHug / Korean American Resource Center (KARC)



주 상무부제공 제5차 월킹 와싱톤 신청서 지원은 빅허그봉사자들이 도움을 드릴것 입니다. 언어나 온라인 신청서 작성시 어려움이 있으면 빅허그 로 전화주세요. (425) 477-9279, 1-5 p.m.

BigHug Volunteers will help with the Working Washington 5 Grant application. If you have any difficulties with language or filling out the online application form, please contact BigHug.

CONTACT: BigHug (425) 477-9279, 1–5 p.m.



Centro Cultural Mexicano

Si necesitas ayuda para clarificar dudas acerca de los lineamientos y requisitos de la subvención, El Centro Cultural Mexicano puede asistirte.



If you need help clarifying guidelines and the requirements of the grant, Centro Cultural Mexicano can assist you.

CONTACT: Marissa Corona, <u>marissa@centroculturalmexicano.org</u>, or Mayra Muñoz <u>mayra@centroculturalmexicano.org</u> 425-896-7067, 16300 Redmond Way, Suite 100, Redmond, WA 98052 <u>www.centroculturalmexicano.org</u>



in Washighton State

Chinese Chamber of Commerce in Washington State

CCCWA华盛顿州中国总商会做为此次活动的协办单位之一,供中文服务。

联系方式: 电话 (206) 228-4158(如果没有马上接通电话,

请留言,总商会工作人员会尽快回复。)微信: lili2999

The Chinese Chamber of Commerce of Washington State (CCCWA) is a resource for businesses to contact if they have questions about WW5.

CONTACT: Lili Lu, (206) 228-4158, WeChat: lili2999 NOTE: If not connected, you can leave a message and we will reply as soon as possible



El Centro de la Raza

El Centro de la Raza is available to help with the Working Washington 5 grant opportunity



CONTACT:

Victor Cerdeneta Business Opportunity Center Specialist, Federal Way (360) 986-7022

vcserrato@elcentrodelaraza.org



Indian American Community Services

Indian American Community Services (IACS) is available to help business owners and nonprofit leaders with the Working Washington 5 grant opportunity including getting your UEI.



CONTACT:

directorcommunity@iaww.org (253) 234-9989 #5



Muslim Association of Puget Sound (MAPS) Small Business Resiliency Network (SBRN)



MAPS SBRN is available to assist organizations interested in the WW5 grant opportunity. They will be hosting a session on Thursday, August 19 from 2-5 p.m. for those needing hands-on assistance.

CONTACT:

MAPS SBRN at smallbiz@mapsredmond.org

