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

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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 Sub-tiers

**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, SAM.gov.
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”
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

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

Check your email

We sent an email test@test.com with a link to confirm your email address. Follow the link to continue creating your account.

Didn’t receive an email? Resend

Or, use a different email address

You can close this window if you’re done.

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address
Create a Password for Login.gov

NOTE:
Password must be at least 12 characters long.
Set-up Authentication for Login.gov

Authentication method setup
Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least one of the two different options in case you lose one of your methods.

- **Security key**
  A physical device, often shaped like a USB drive, that you plug into your device.

- **Government employee ID**
  PIV/CAC cards for government and military employees. Deskto only.

- **Authentication application**
  Download or use an authentication app of your choice to generate secure codes.

- **Text or voice message**
  Receive a secure code by SMS text or phone call.

- **Backup codes**
  A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind, backup codes are easy to lose.

Send your security code via text message (SMS) or phone call
We will send you a security code each time you sign in.
Message and data rates may apply. Do not use web-based (VoIP) phone services or premium rate (toll) phone numbers.

**Phone number**
Example: (201) 555-0123

- **(123) 123-4567**

**How should we send you a code?**
You can change this selection the next time you sign in. If you entered a landline, please select “Phone call” below.

- [ ] Text message (SMS)
- [ ] Phone call

**Mobile terms of service**

[ ] Choose another option

[Send code]

[Continue]
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.
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
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

TEST ACCOUNT
1234 Test Avenue
Seattle, WA 98101
USA
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
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. learn more about the difference between only getting a Unique Entity ID and registering your entity.

Go to Homepage  Go to Workspace
My Entity is Not Listed

Select **My Entity is Not listed**

Click on the **Verify Entity Details** button
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
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>
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

FILED 8:00 AM February 25, 2014 Sec. Of State

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:

Article III
The name and Florida street address of the registered 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, 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 any position as registered agent.

Registered Agent Signature

ComEd

Account Number 999999999

Visit ComEd.com

Customer Services: Power Outage
English: 1-877-COMED (1-877-466-3331)
Spanish: 1-866-999-4555
Hearing/Speech Impaired: 1-800-927-2222

ComEd Commercial Customer

COMED COMMERCIAL CUSTOMER

Service Location: 180 MARY ST CHICAGO

Phone Number: 312-999-9999

Service Date: January 31, 2022

Bill Summary

Account Number 999999999
Name: COMED COMMERCIAL CUSTOMER
Previous Balance: $201.63
Total Payments: $293.01
Amount Due on February 15, 2022: $321.63

More Information

Customer Charges: $17.22
Standard kWh Charges: $12.66
Environmental Cost Recovery Adj: $1.69
Renewable Portfolio Standard: $0.96
EPA Recycling Fee: $0.61
Energy Efficiency Programs: $0.38
Energy Transition Assistance: $0.43

Commercial Demand - 0 to 100 kW

Electricity Supply Services

$164.08

Electricity Supply Charge: $164.08
Transmission Service Charge: $3,660.62
Purchased Electricity Adjustment: $9.80

Delivery Services - ComEd

$116.19

Customer Charges: $17.22
Standard kWh Charges: $12.66
Environmental Cost Recovery Adj: $1.69
Renewable Portfolio Standard: $0.96
EPA Recycling Fee: $0.61
Energy Efficiency Programs: $0.38
Energy Transition Assistance: $0.43

For Electric Supply Services visit
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.


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

Small Businesses & Nonprofits
$70 Million in pandemic relief funds are now available
Email & phone support in English, Spanish, Chinese (Mandarin), Russian

Starting August 17th

PHONE: (888) 242-0169
EMAIL: commercegrants@Submittable.com

All applicants are encouraged to email for the quickest response!
OneEastside SPARK

OneEastside 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 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, marissa@centrocululturalmexicano.org, or Mayra Muñoz mayra@centrocululturalmexicano.org 425-896-7067, 16300 Redmond Way, Suite 100, Redmond, WA 98052 www.centrocululturalmexicano.org
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