

SAM (System for Award Management).gov UEID (Unique Entity ID) request

What is SAM.gov? You can use SAM.gov to register to do business with the U.S. government. A SAM.gov registration is required to bid on and receive payment for U.S. federal government contracts or to receive federal funds. Registering includes both entity validation and entity registration. A full registration is not required by the federal government if your contract or grant is not directly federally funded.

Ensure Secretary of State documentation is up to date prior to beginning this process.

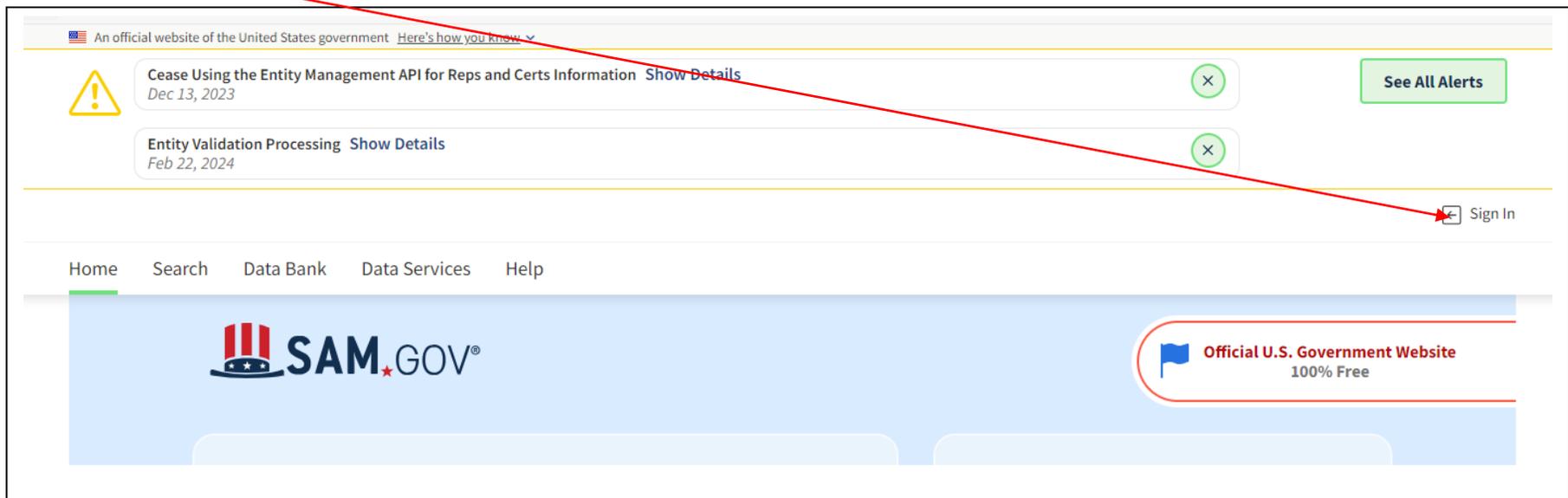
SAM Federal Service Desk helpful FAQs:

[GSAFSD Tier 0 Knowledge Base - Do I have to re-register my entity or update my entity to get a Unique Entity ID?](#)

[GSAFSD Tier 0 Knowledge Base - Will the Unique Entity ID ever expire?](#)

Navigate to SAM.gov, <https://sam.gov/content/home> - ensure you navigate to the Official US Government Website

Select "Sign In"

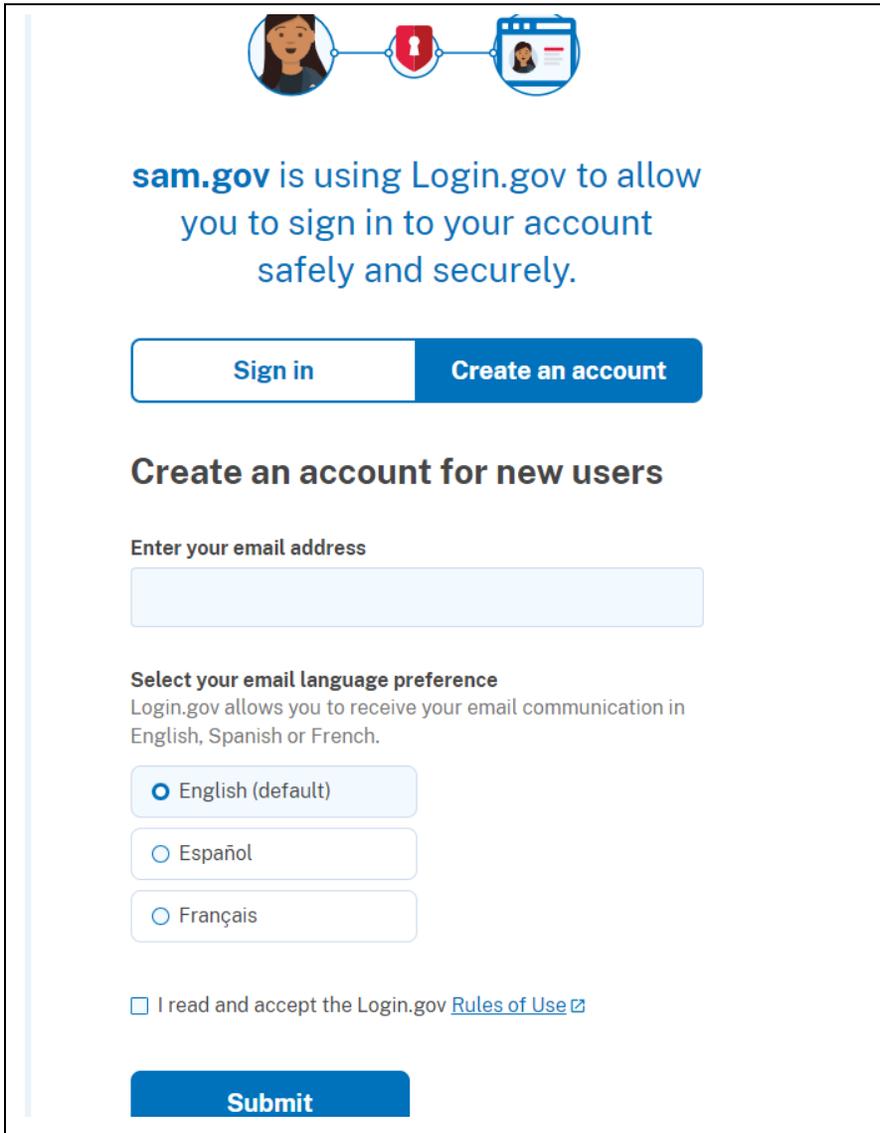


The screenshot displays the SAM.gov website interface. At the top, there is a header with the text "An official website of the United States government" and a link "Here's how you know". Below this, there are two alert boxes: "Cease Using the Entity Management API for Reps and Certs Information" dated Dec 13, 2023, and "Entity Validation Processing" dated Feb 22, 2024. A "See All Alerts" button is located to the right of these alerts. A red arrow points from the text "Select 'Sign In'" to the "Sign In" button in the top right corner. The main navigation menu includes "Home", "Search", "Data Bank", "Data Services", and "Help". The SAM.gov logo is prominently displayed in the center, and a badge on the right side of the page states "Official U.S. Government Website 100% Free".

SAM.gov info for RTP grantees

Sign in brings you to a login.gov screen, where you can Create an account or sign in.

CREATE AN ACCOUNT: Use an email address associated with the entity, when possible, which you can access during the registration process. Review and confirm agreement to rules of use, then click submit. Will receive an email to verify your email address, follow link to complete account setup including a password (12+ characters) and 2 factor authentication options (phone for text or call, and backup method if able)



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

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Click on Get Started:

*Possible you end up on a second screen and need to click Get Started, again.

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The SAM.gov logo is prominently displayed on the left. On the right, a badge states 'Official U.S. Government Website 100% Free'. The main content area is divided into two columns. The left column, titled 'The Official U.S. Government System for:', lists several categories: Contract Opportunities, Contract Data (Reports ONLY from fpds.gov), Wage Determinations, Federal Hierarchy (Departments and Subtiers), Assistance Listings, Entity Information (Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov)), and Entity Reporting (SCR and Bio-Preferred Reporting). The right column, titled 'Register Your Entity or Get a Unique Entity ID', includes the text 'Register your entity or get a Unique Entity ID to get started doing business with the federal government.' Below this text are two green buttons: 'Get Started' and 'Renew Entity'. A red arrow originates from the text 'Click on Get Started:' and points directly to the 'Get Started' button.

Alternatively could end up in Workspace and may need to scroll down (screenshot taken @ 90%) to find Get Started:

The screenshot displays the SAM.gov Workspace interface. At the top left, the word "Workspace" is prominently displayed. To the right, a user profile for Danielle Bishop (danielle.bishop@livefree.nh.gov) is shown, with links for "Account Details", "Roles", "Email Settings", "Saved Searches", and "Followed Records".

Below the header, there are two main sections: "Pending Requests" and "Notifications". The "Pending Requests" section shows "No available requests". The "Notifications" section lists updates for "Entity Registration" and "Contract Opportunities", with a "See All Notifications" button.

A navigation bar contains three items: "Entity Information", "Reference Services", and "Request A Role".

The "Entity Information" section features a "See All" button and a dashboard with six categories, each with a "0" count: "Active Registration", "ID Assigned", "Inactive Registration", "Pending ID Assignment", "Work in Progress Registration", and "Submitted Registration".

Below the dashboard, there are two main action areas. The left area, titled "Register Your Entity or Get a Unique Entity ID", includes the text "What do I need for registration?" and a green "Get Started" button, which is highlighted with a red arrow. The right area, titled "Renew/Update Your Entities", includes the text "Select Renew/Update to go to your entity workspace and renew/update your entities." and a "Renew/Update" button.

Welcome Screen: Click Create New Entity, you will then be asked a series of questions intended to guide you to obtain a Unique Entity ID or complete a SAM Registration for financial assistance only, or a full SAM Registration.

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

Create New Entity

Are you trying to update an existing entity record?
Please go to your Workspace and select the “Renew/Update” button for that entity.

Go to Workspace

Is your entity based outside of the United States?
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

Download Your Registration Guide

Download Guide

[← Back to Workspace](#)

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.

[× CANCEL](#) [← PREVIOUS](#) [NEXT →](#)

Making selection triggers more information to appear, need to now “Select the answer that best fits your intentions today”:

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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. ⓘ
- Receive a subaward under a federal grant/financial assistance program. ⓘ
- Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ⓘ
(e.g. state, local, tribal, territorial)
- Apply as a grantee for federal funds distributed by a government entity other than the federal government. ⓘ
(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

Select the 2nd option under each section if recipient of grant funds from a NH State Agency

Click Next (may need to scroll down)

< PREVIOUS

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 al

Select 2nd option, U.S. State or territory government or office.

OR Federal Government

Selecting None of the above requires more information.

Click Next (may need to scroll down)

< PREVIOUS

NEXT >

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 ⓘ	—
<input type="button" value="Select"/>	

Click Select (may need to scroll down)

*If see multiple options here, may be best to choose middle, for financial assistance or reach out for guidance.

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.

This field is required

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 

 CANCEL

 PREVIOUS

NEXT 

Complete fields to match Secretary of State documentation EXACTLY.

DBA can be left blank.

Physical Address is a requirement, PO BOX is NOT accepted. If no physical address for business with SOS, use officer physical address.

Tip: select Country from the dropdown, do not auto-fill or type in

Once completed **NEXT** should be green, click on it, and wait. May take a few minutes.

1 Get Started 2 Enter Entity Data **3 Start Validation** 4 Complete Validation 5 Get Unique Entity ID

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.

 **Download Your Registration Guide**
[Download Guide](#)

Check the box next to "I can provide official documentation, if necessary, to validate my entity."

Click on **NEXT**

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List of Results will appear, if any are your entity, select I recognize my entity in the legal entities list, then select the Entity in the List, if list is more than 4 entities, click Show More button to view all before making selection.

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

NORTH COUNTRY 91 N STATE ST STE 202 CONCORD, NH 03301-4300 USA	Arts, Entertainment, and Recreation
NEW HAMPSHIRE JUVENILE COURT DIVERSION NETWORK, INC. 100 N MAIN ST STE 400 CONCORD, NH 03301-5055 USA	Ultimate Parent
DEPARTMENT OF BUSINESS & ECONOMIC AFFAIRS NEW HAMPSHIRE 100 N MAIN ST STE 100 CONCORD, NH 03301-5054 USA	None Active
BUSINESS AND ECONOMIC AFFAIRS, NEW HAMPSHIRE DEPARTMENT OF 100 N MAIN ST STE 100 CONCORD, NH 03301-5054 USA	Public authority/State/Government

[Show More](#)

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

Select From the List
Then select Next to continue

<input type="radio"/> NORTH COUNTRY ATV 57 PERCY RD NORTH STRATFORD, NH 03590-4114 USA	Other Services (except Public Administration) Corporation
<input type="radio"/> NEW HAMPSHIRE COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE 100 N MAIN ST STE 300 CONCORD, NH 03301-5055 USA	Branches Branches
<input type="radio"/> NEW HAMPSHIRE HUNGER SOLUTIONS INC 100 N MAIN ST, STE 400 CONCORD, NH 03301-5055 USA	Retail Trade Ultimate Parent
<input type="radio"/> NORTH COUNTRY STUDIO 205 N MAIN ST CONCORD, NH 03301-5048 USA	
<input type="radio"/> NORTH COUNTRY COMPUTER 41 TERRILL PARK DR CONCORD, NH 03301-5258 USA	Arts, Entertainment, and Recreation Ultimate Parent

Entity Selected is displayed, confirm details are correct.

Get Started Enter Entity Data **Start Validation** Complete Validation Get Unique

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

NORTH COUNTRY ATV

57 PERCY RD
NORTH STRATFORD, NH 03590-4114
USA

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

X CANCEL **< PREVIOUS** **NEXT >**

NOTES:

If select Yes, all details are correct should be able to move forward and receive Unique Entity ID in next screen(s). At times, may be required to provide documentation in future screens. Use PDF printout of SOS page, with headers and footers to show timestamp of when it was printed. Click the buttons to select that the documentation provides verification of Start Year/Date of Incorporation, Legal Business Name and Legal Business Address, upload document, and submit. Will receive Incident #, and email that an incident has been created, should receive UEID in a few days.

If select No, some details are incorrect will need to select details that need to be added or updated, update it, and provide documentation to verify. Select/identify what is being updated and verified (Address, Name, DBA, etc) and provide Secretary of State pdf printout with timestamp and submit. Will receive Incident #, and email that an incident has been created, should receive UEID in a few days.

Select Yes, All details are correct and reach next screen where need to input year of incorporation and state of incorporation.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity Identifier

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

Next step should be a final step with an option to click to receive your Unique Entity Identifier, and to continue with a SAM registration should you wish.

As stated in notes on prior page it is possible at this point that verification documentation needs to be provided, follow instructions to submit incident and wait for responses. If experience issues in this process please reach out for assistance, govcontracting@livefree.nh.gov.