

## 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.***

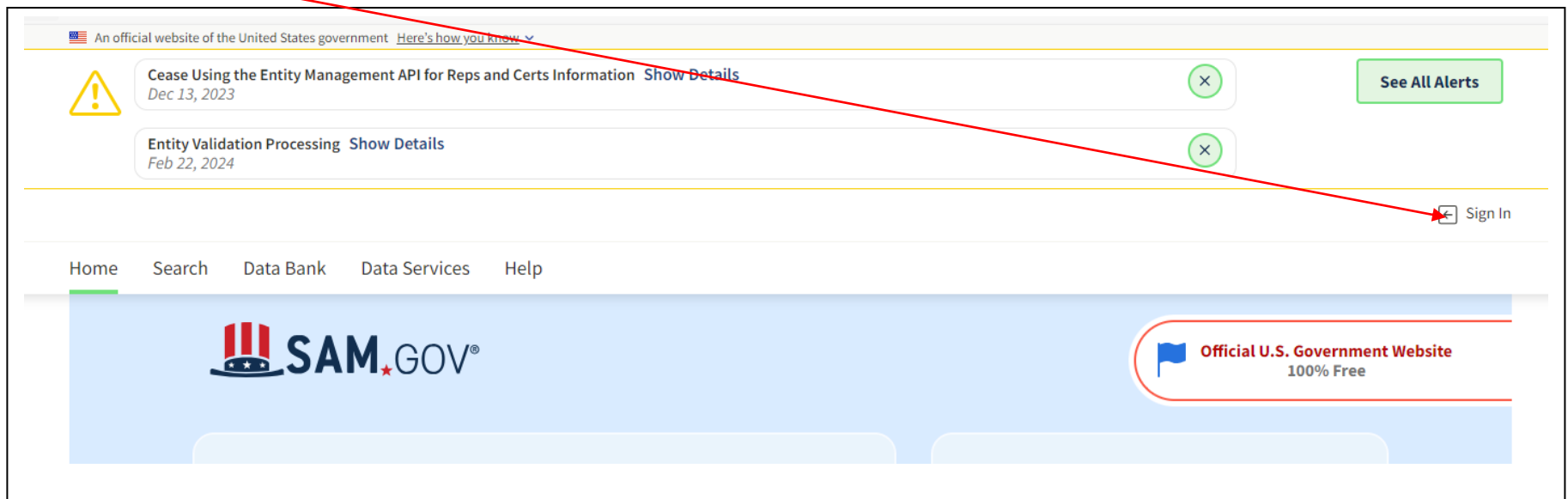
SAM Federal Service Desk helpful FAQs:

[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?](#)

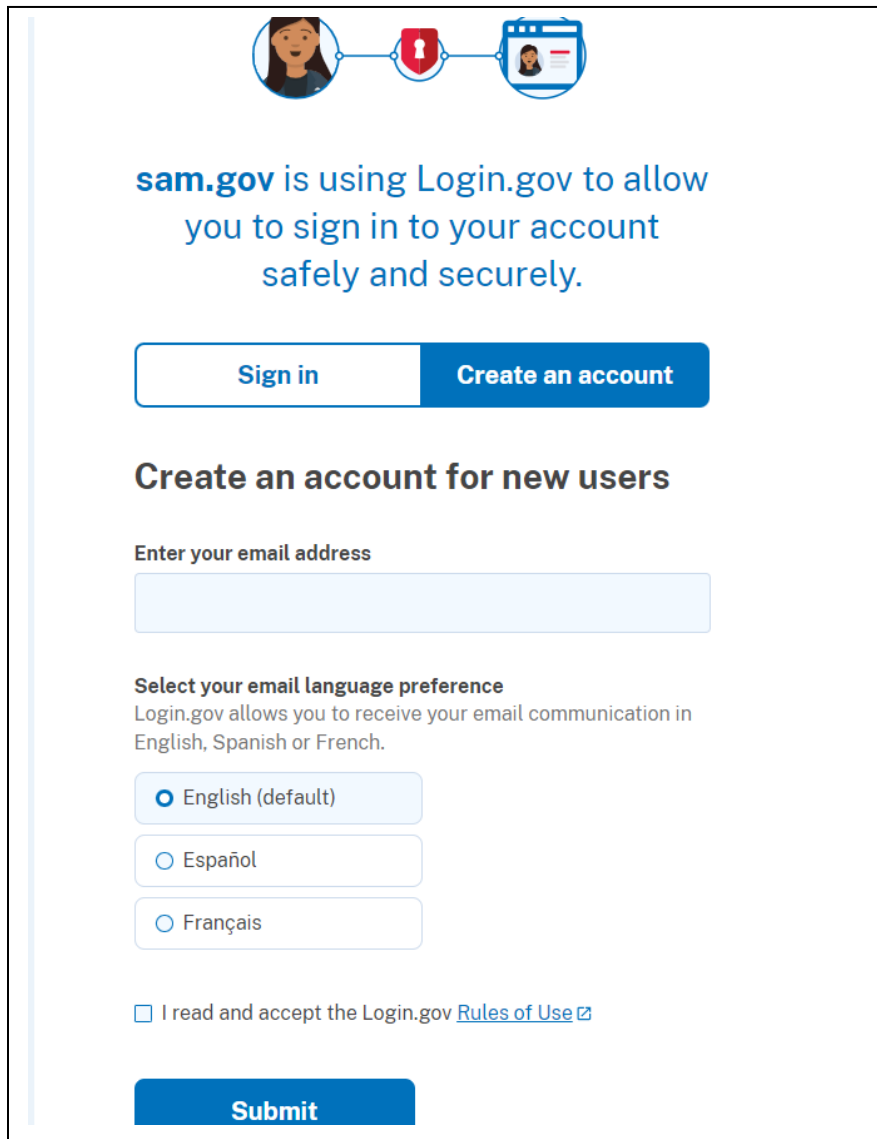
**Navigate to SAM.gov, <https://sam.gov/content/home>** - ensure you navigate to the **Official US Government Website**

**Select “Sign In”**



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)



The image shows a screenshot of the Login.gov interface for creating a new account. At the top, there is a header with three icons: a person, a shield, and a document. Below this, the text reads: "sam.gov is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". The "Create an account" button is highlighted. Below the buttons, the section is titled "Create an account for new users". There is a text input field labeled "Enter your email address". Below this, there is a section titled "Select your email language preference" with the text "Login.gov allows you to receive your email communication in English, Spanish or French." There are three radio button options: "English (default)", "Español", and "Français". Below these, there is a checkbox labeled "I read and accept the Login.gov Rules of Use" with a link to the rules of use. At the bottom, there is a "Submit" button.

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

Sign in Create an account

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

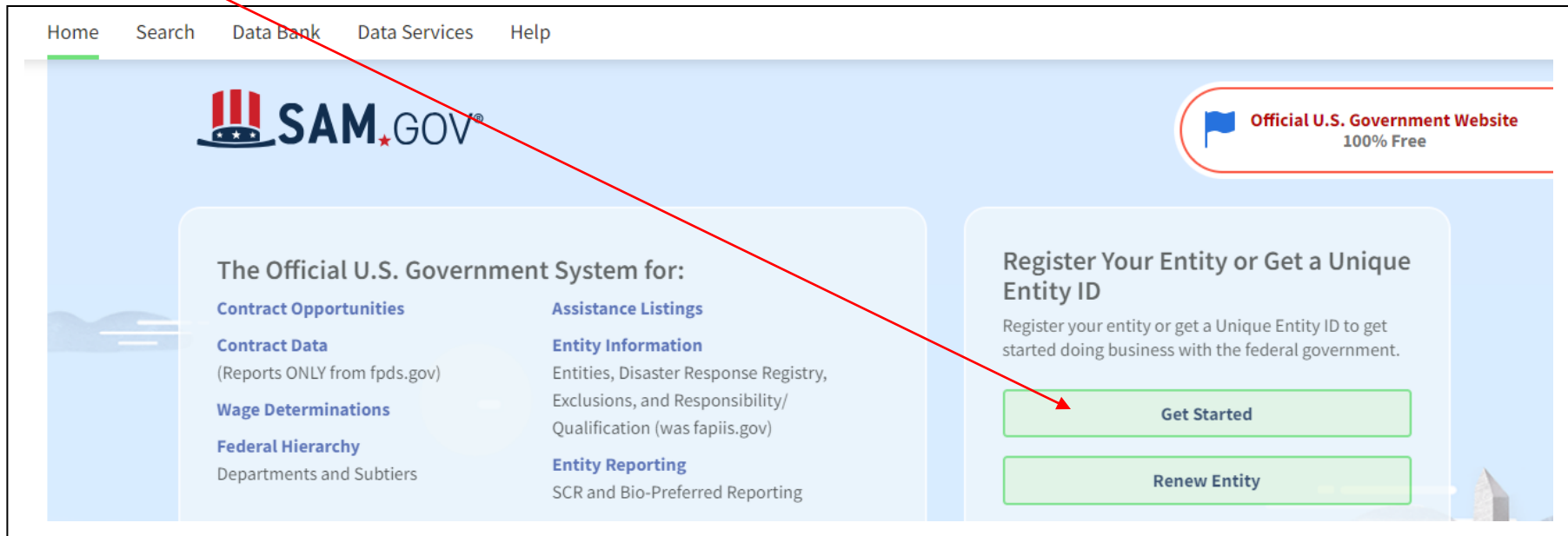
☐ I read and accept the Login.gov [Rules of Use](#)

Submit

# SAM.gov info for RTP grantees

Click on Get Started:

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



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

**Workspace**

**Pending Requests**

No available requests

**Notifications**

- Entity Registration** was updated - STATE OF NEW HAMPSHIRE  
Jan 22, 2024
- Contract Opportunities** was updated - SPE605-22-R-0209: AFRICA PC&S FUEL PROGRAM (1.8F) (2022-2027)  
Jan 16, 2024

[See All Notifications](#)

**Entity Information**   **Reference Services**   **Request A Role**

**Entity Information**

**Entities** [See All](#)

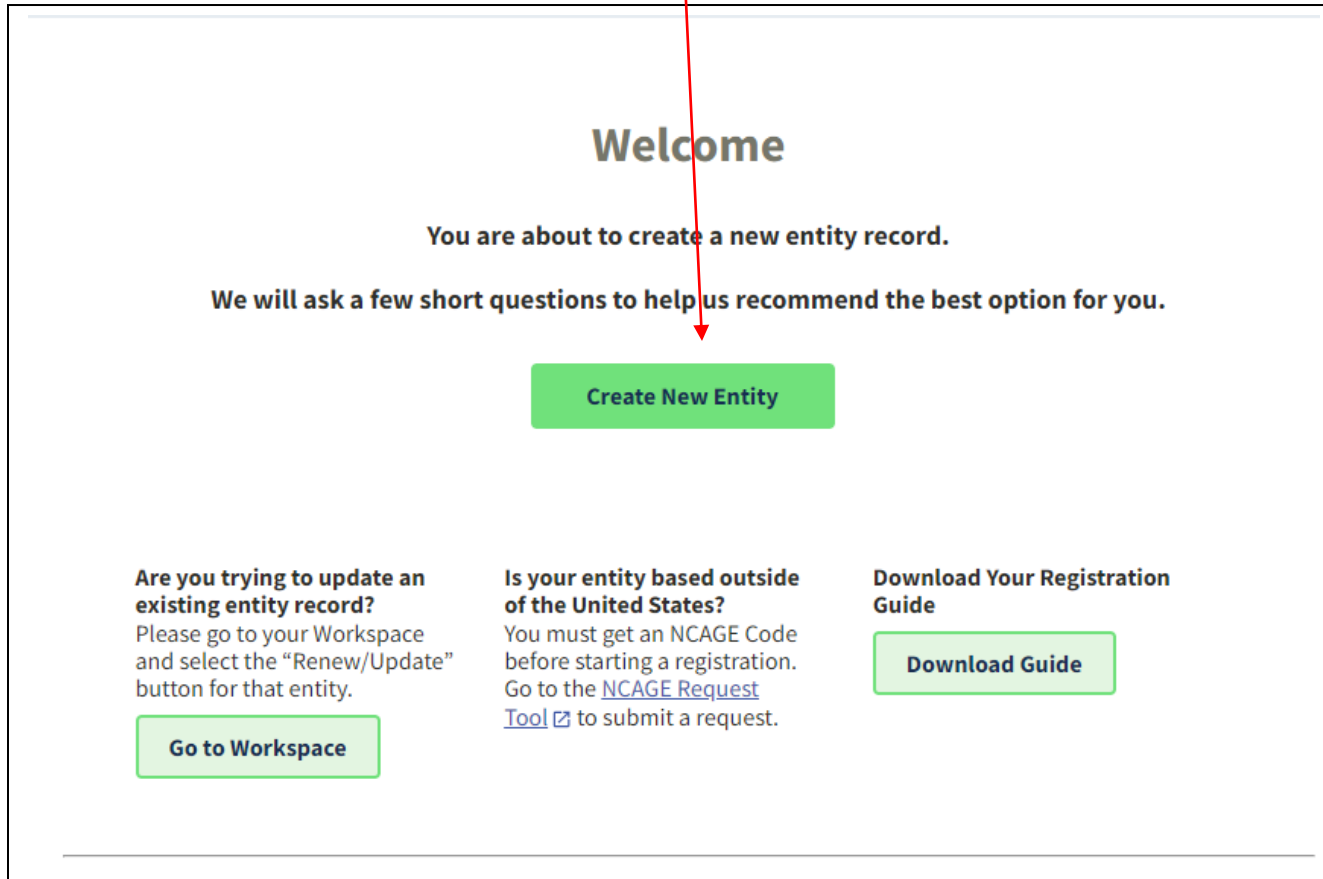
Active Registration	ID Assigned	Inactive Registration	Pending ID Assignment	Work in Progress Registration	Submitted Registration
0	0	0	0	0	0

No Active Registrations

**Register Your Entity or Get a Unique Entity ID**  
What do I need for registration?  
[Get Started](#)

**Renew/Update Your Entities**  
Select Renew/Update to go to your entity workspace and renew/update your entities.  
[How to renew or update an entity](#)  
[Renew/Update](#)

**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”:

**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 2<sup>nd</sup> 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 all

Select 2<sup>nd</sup> 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
<b>What you get:</b>	
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	—
<b>When you need it:</b>	
To receive an award from someone else receiving federal funds ⓘ	✓
To apply directly for federal grants or loans ⓘ	—
To bid on federal contracts (prime) ⓘ	—
<b>What you must complete:</b>	
Entity Validation ⓘ	✓
IRS Taxpayer Validation ⓘ	—
CAGE/NCAGE Validation ⓘ	—
<b>Level of Effort ⓘ</b>	Lowest
<b>Expiration ⓘ</b>	—
	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 [i](#)

[X](#) 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](#)

✕ CANCEL

< PREVIOUS

NEXT >

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

Click on **NEXT**

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

X

CANCEL

<

PREVIOUS

NEXT

>

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

☐ NORTH COUNTRY ATV  
57 PERCY RD  
NORTH STRATFORD, NH 03590-4114 USA

Other Services (except Public Administration)

Corporation

☐ NEW HAMPSHIRE COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE  
100 N MAIN ST STE 300  
CONCORD, NH 03301-5055 USA

Branches

Branches

☐ NEW HAMPSHIRE HUNGER SOLUTIONS INC  
100 N MAIN ST, STE 400  
CONCORD, NH 03301-5055 USA

Retail Trade

Ultimate Parent

☐ NORTH COUNTRY STUDIO  
205 N MAIN ST  
CONCORD, NH 03301-5048 USA

☐ 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.

The screenshot shows a web interface for SAM.gov with a navigation bar at the top containing five tabs: 'Get Started', 'Enter Entity Data', 'Start Validation' (which is highlighted in blue), 'Complete Validation', and 'Get Unique'. Below the navigation bar is a large white box with a light blue border. Inside this box, the heading 'Are All of Your Entity Details Correct?' is displayed. Below the heading is a light blue box with the title 'LEGAL ENTITY YOU SELECTED'. Inside this box, the text 'NORTH COUNTRY ATV' is shown, followed by the address '57 PERCY RD', 'NORTH STRATFORD, NH 03590-4114', and 'USA'. Below the address box are two radio button options. The first option is 'Yes, all details are correct' and is currently selected. The second option is 'No, some details are incorrect. For example,' followed by a bulleted list: 'Suite # is missing', 'INC is missing', 'Address is old', and 'Doing business as is missing'. At the bottom of the white box are three buttons: a 'CANCEL' button with a blue 'X' icon, a 'PREVIOUS' button with a green background and left arrow icon, and a 'NEXT' button with a grey background and right arrow icon.

## 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.

The screenshot shows the 'Enter Incorporation Information' screen in the SAM.gov registration process. At the top, a progress bar indicates five steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (current step), 4. Complete Validation, and 5. Get Unique Entity Identifier. The main content area has the title 'Enter Incorporation Information'. Below the title, there are two input fields: 'Start Year' with a placeholder 'YYYY' and 'State of Incorporation' with a dropdown arrow. Below these fields is a light gray box containing instructions: 'Start Year could be' followed by a bulleted list: 'your year of incorporation', 'your "established date"', 'the year you legally began doing business', and 'the year you received your employer identification number (EIN)'. Below this, it says 'State of incorporation could be where' followed by a bulleted list: 'you incorporated your organization', 'you filed your certificate or articles of formation', and 'your organization is located, if not incorporated'. At the bottom of the form, there are three buttons: 'CANCEL' with a close icon, 'PREVIOUS' with a left arrow, and 'NEXT' with a right arrow.

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](mailto:govcontracting@livefree.nh.gov).