



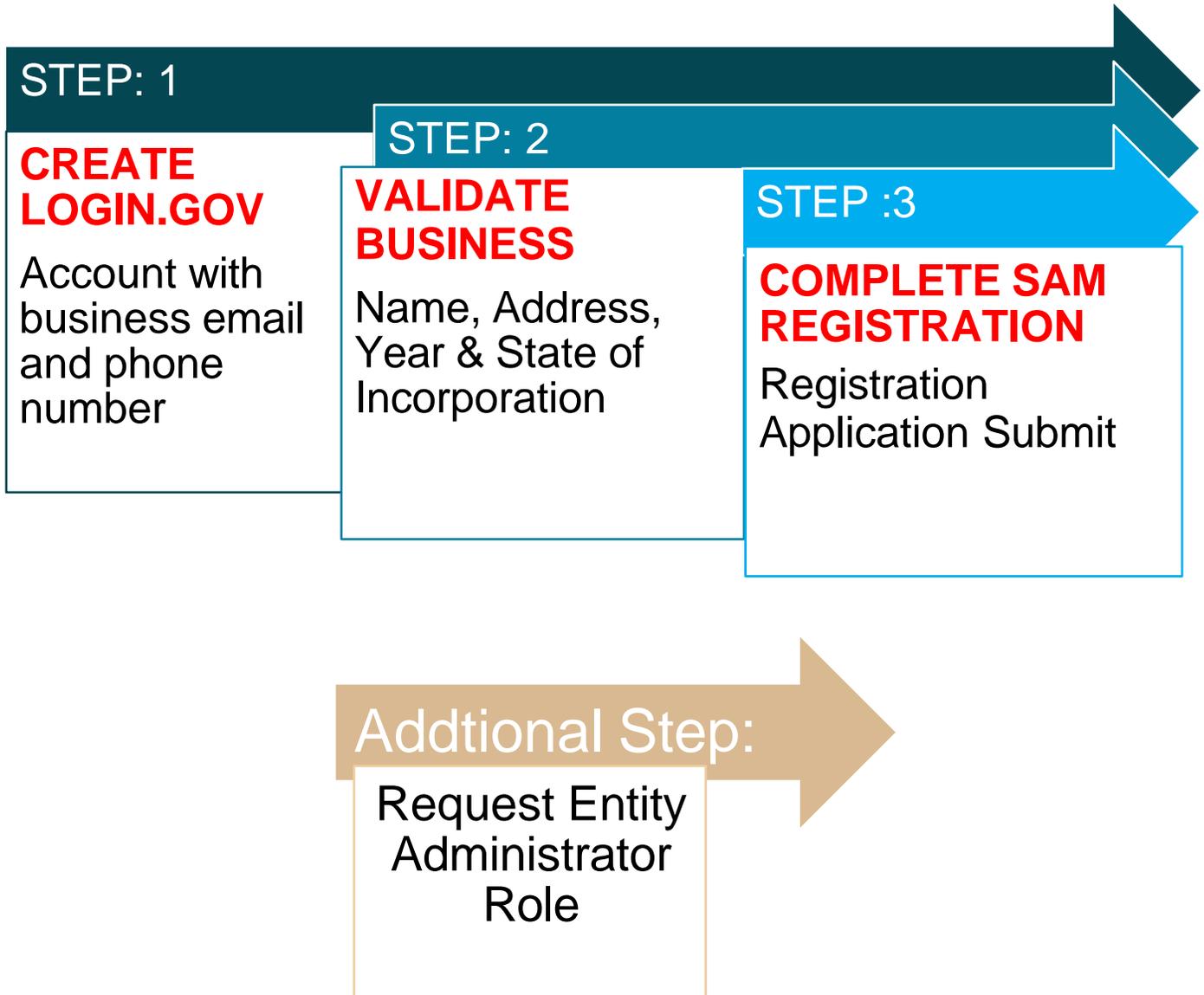
SAM.GOV REGISTRATION

OVERVIEW

Preparation Guide

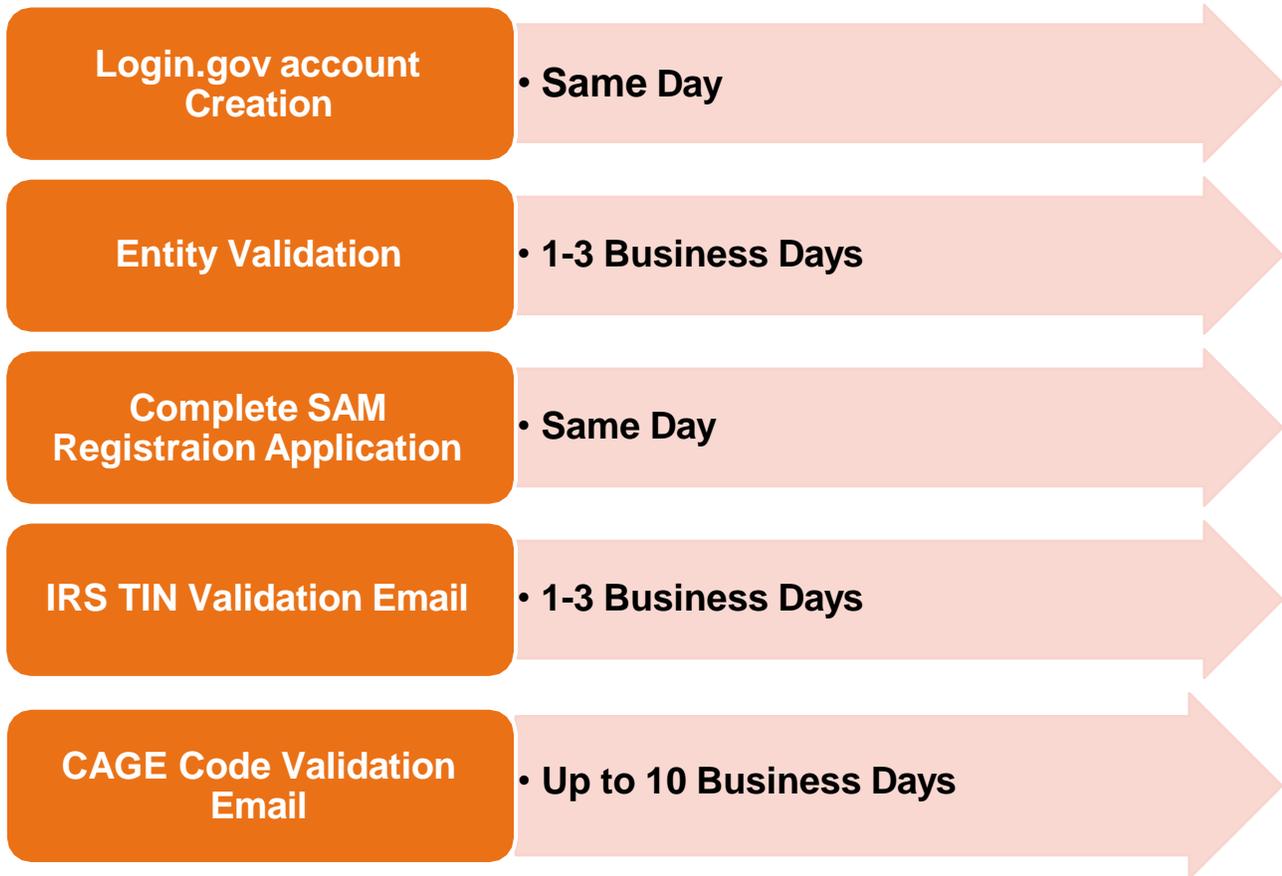


SAM.GOV REGISTRATION STEPS





Approximate Process Timeline





DETAIL STEPS

Create a Login.gov account.

- Use a company email address and phone number.

Validate Business & Obtain Unique Entity ID

- Validate: Name, address, start year, state of incorporation.
- Upload: Bank Statement and Article of Organization/Incorporation.

Complete SAM Registration Application.

- Complete Registration & submit – Need EIN/TIN Number
- Need Bank Account # and Routing number.

Request Entity Administrator Role

- Submit Notarized letter to become the Entity Administrator.

IRS TIN Validation (IRS Email)

- Receive email validation from IRS.

DLA CAGE CODE Validation (DLA Email)

- If there is any discrepancy in business information.
- DLA CAGE will send an email to request further information.

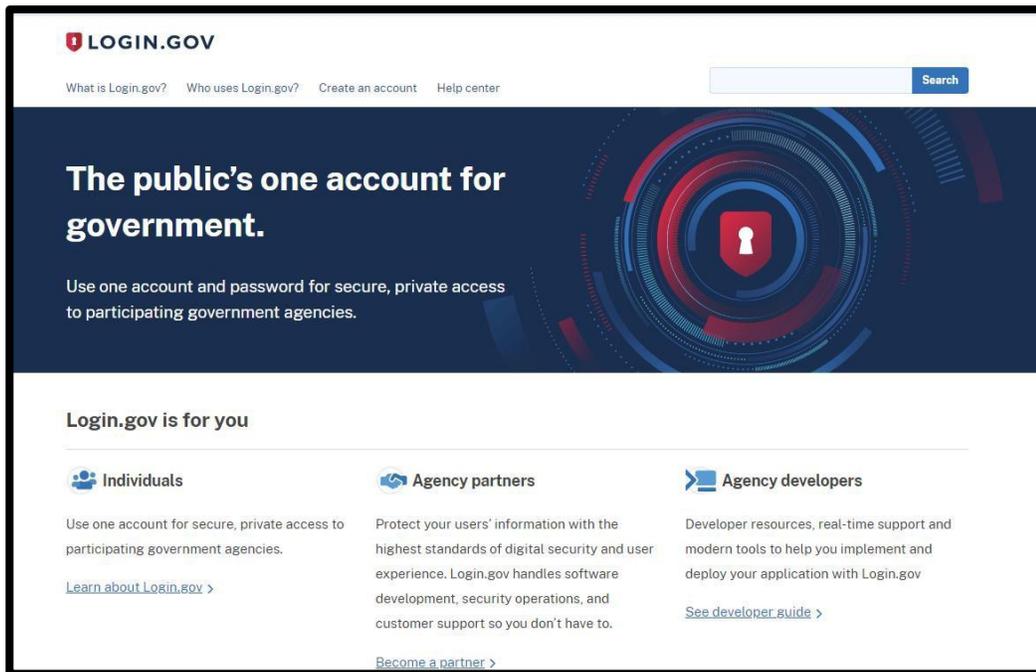
Receive GSA/SAM Entity Activation Email.

- Receive email from GSA/SAM – Entity is now Active.

STEP 1: CREATE LOGIN.GOV ACCOUNT

Create a login.gov account.

www.login.gov



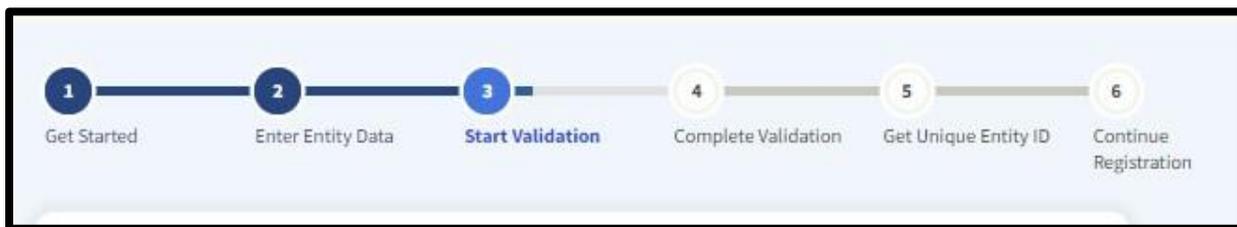
- **Create an account.**
- **Use company email address.**
- **Create a secure password.**
- **Write down – User ID & Password.**
- **Set up Authentication code with SMS/Text.**
- **Keep all information consistent with official documents.**

STEP 2: ENTITY VALIDATION & UEI#

Validate – Business Name, Address, Year, & State.

www.sam.gov

- Get started.
- Enter Entity Data
- Start Validation
- Complete Validation
- Get Unique Entity ID
- Continue SAM Registration





Upload Supporting Documents for entity validation:

- **Validate the following:**
 - *Business name.*
 - *Business Address.*
 - *State of incorporation.*
 - *Year of incorporation.*

What documentation should I use?

- **Acceptable Entity Validation Documents.**
 - *Article of organization/Incorporation (year & State).*
 - *Bank Statement with Business (Name and Address).*
- **Acceptable Entity Validation Documents for Sole Proprietors**
 - *Driver's License, Passport, IRS Form with Schedule C*

a) Upload document to Validate business info.

- *Article of organization/Incorporation (year & State).*
- *Bank Statement with Business (Name and Address).*

b) Receive a Federal Service Desk, or FSD#.

c) Look out for GSA/SAM email with instructions.



d) Obtain Unique Entity ID#.

GSA Federal Service Desk: [GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

Entity Validation Documentation Requirements



Instructions:

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Bank Statements* (redact information that isn't necessary for validation) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL) • Utility Bill* (water, gas, or electric only) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • City Business Tax Certificate* • Department of Treasury IRS Tax Exemption Status Letter* • "Doing-business-as" or DBA document (if stamped as filed with an authority) • Driver's License (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name) • IRS Form 8822-B or Form 990 for address change (filed only) • IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors) • IRS Form 1099* if you are the recipient (not the filer) • License to Operate* (issued by city, state) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used) • Share Certificate • State Sales and Use Tax Permit* • Tax invoice* (federal, state, local, international) • Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office. 	<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the website URL) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • "Doing-business-as" or DBA document (if stamped as filed with an authority) • IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors, only if it contains your business start date) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began 	<ul style="list-style-type: none"> • Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). <i>Do not submit screens from U.S. federal websites.</i> • Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. • Government-issued tax receipt/return • Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) <p>All international documents must have a satisfactory English language translation attached.</p>

Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) **must** be 5 years old or less.

Revised December 2022



What is the difference between getting a UEI# Vs. Entity SAM Registering?

Entity Registration:

- Entity registration: Contracts and Financial [Assistance directly from Federal Government.](#)
- SAM register: bidding on federal contracts.

Unique Entity ID only:

- Entities with no direct federal contracts, such as sub-awardees.
- Entities who do not directly bid on contracts or apply for assistance.
- Subrecipient – with subawards from a pass-through contract.
- Non-Federal entity who is Subrecipient of federal grant from a pass-through.



VIDEO INSTRUCTION:



Entity Validation Process

<https://zoom.us/clips/share/A2F3MSBtJdLthPuOCEZNFSLU7G079jhVrQ4JIATt4n8y8sn7y>

GSA SAM.GOV RESOURCE LINKS

How to update an Entity Registration in SAM.gov:

[Quick Start Guide for Updating an Entity Registration.](#)

Entity Registration FAQs:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

Entity Registration Videos:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

Entity Registration Glossary Terms:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

SAM Entity Validation

[SAM.gov Entity Validation \(gsa.gov\)](#)

ADDITIONAL ASSISTANCE

SBDC - [About Us | Connecticut Small Business Development Center \(uconn.edu\)](#)
