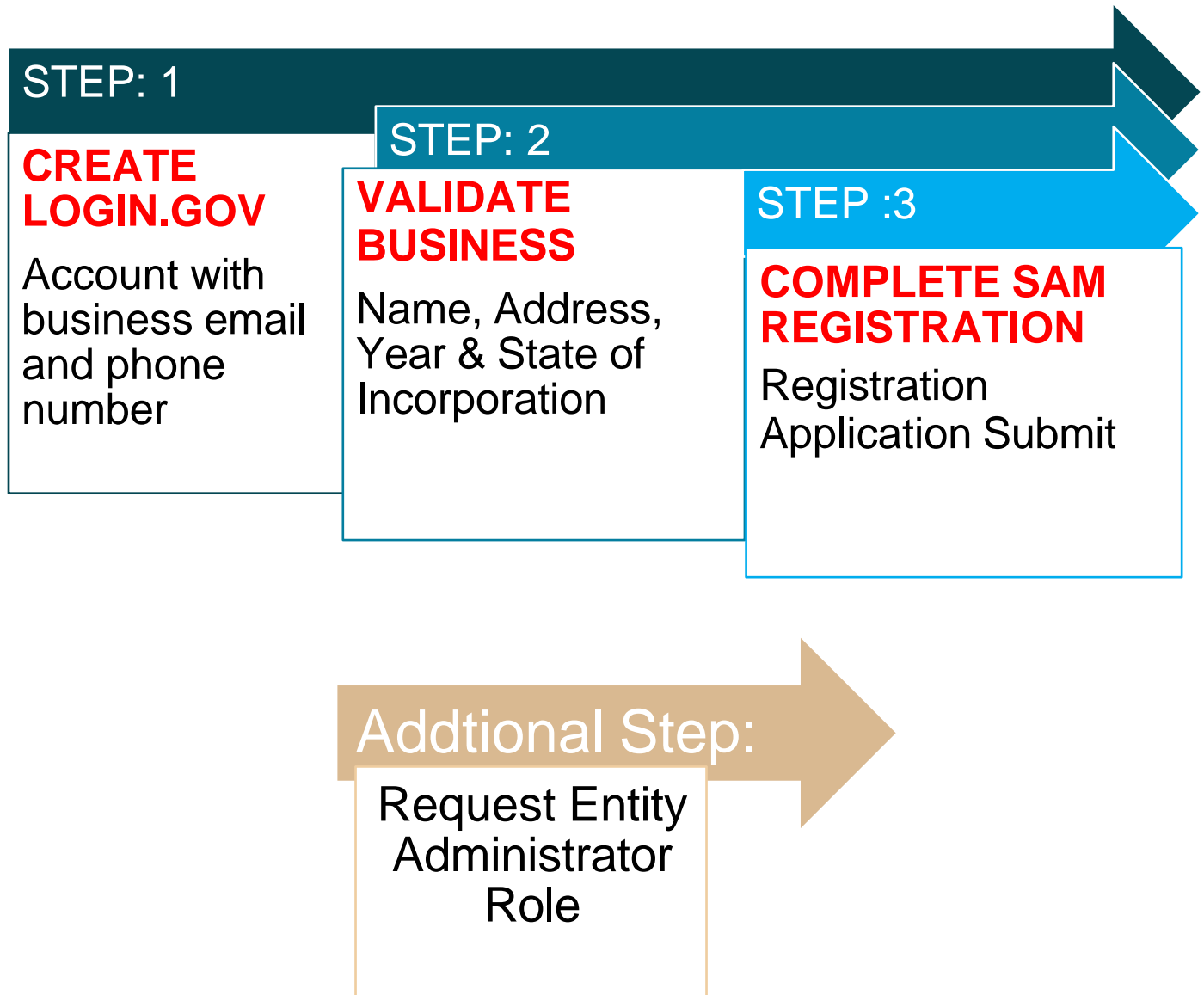




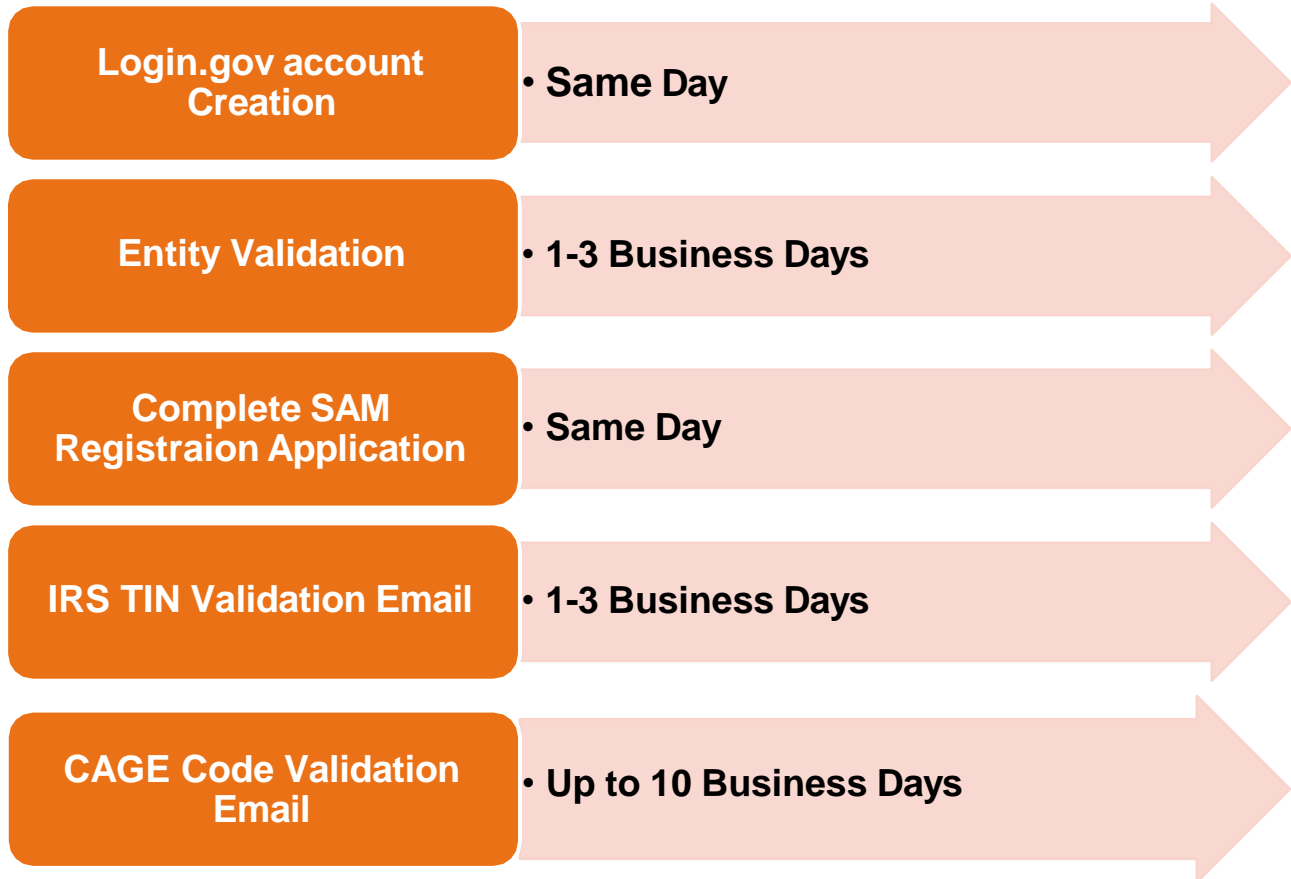
SAM.GOV REGISTRATION OVERVIEW

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.

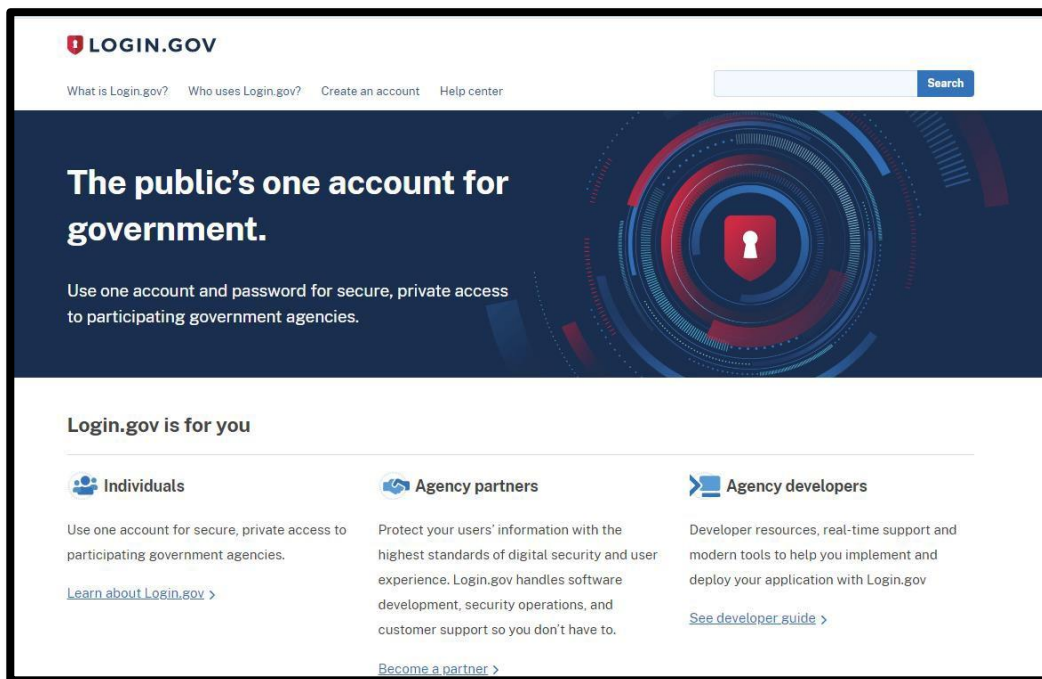
Receive GSA/SAM Entity Activation Email.

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

STEP 1: CREATE LOGIN.GOV ACCOUNT

Create a login.gov account.

www.login.gov



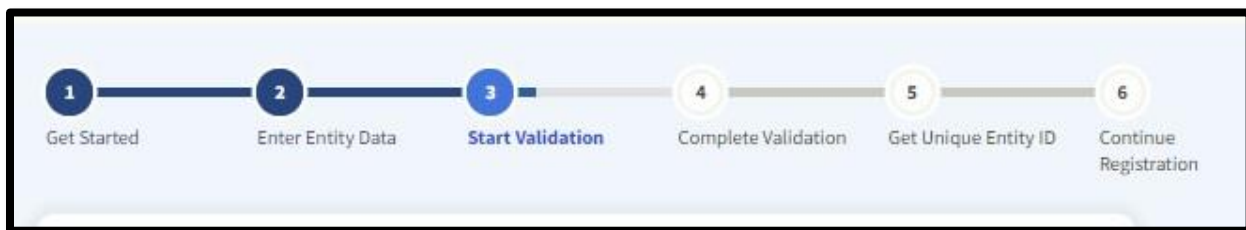
- Create an account.
- Use company email address.
- Create a secure password.
- Write down – User ID & Password.
- Set up Authentication code with SMS/Text.
- Keep all information consistent with official documents.

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.*

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

Article of Organization/Incorporation can be found on the CT Secretary of State page.

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 SAM email with instructions.

d) Obtain Unique Entity ID#.

SAM.gov Entity Validation Policy:

- Before you begin – Check Business Name, Address, Business Start Date at the *CT Secretary of State page:*

[onlineBusinessSearch \(ct.gov\)](https://onlinebusinesssearch.ct.gov)

- Business information must match with your CT Secretary of State registration.
- Business information must match with EIN/TIN.

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

Click the link below to watch the video.

<https://www.youtube.com/watch?v=yO0lyz6oiMc>

ADDITIONAL SUGGESTED ASSISTANCE

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

MCC - [About - Minority Construction Council \(mccforct.org\)](#)
