

# How to apply for Unique Entity Identifier in SAM.gov

## Step 1 [SAM.gov | Home](#)

## Step 2

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. Below the navigation bar is the SAM.gov logo and a badge that says "Official U.S. Government Website 100% Free". The main content area is divided into two columns. The left column lists various services: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpds.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Information (Entities, Disaster Response Registry, and Exclusions), and Entity Reporting (SCR and Bio-Preferred Reporting). The right column features a "NEW Learn More" link and a section titled "Register Your Entity or Get a Unique Entity ID" with the text "Register your entity or get a Unique Entity ID to get started doing business with the federal government." Below this text are three buttons: "Get Started" (highlighted with a red arrow), "Renew Entity", and "Check Registration Status".

## Step 3

The screenshot shows the "Get Started with Registration and the Unique Entity ID" page. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help, and a "Sign In" link. Below the navigation bar is the SAM.gov logo. The main content area is titled "Get Started with Registration and the Unique Entity ID" and includes a sub-header "Entity Information Home". Below the title is a note: "Submitting a registration and getting a Unique Entity ID are FREE." The page is divided into two main sections. The left section is titled "Before You Get Started" and contains a progress bar with four steps: 1. About Registration (highlighted), 2. Set up a SAM.gov Account, 3. Prepare Your Data, and 4. Get Started. Below the progress bar is a detailed section for "1 About Registration" with the following text: "If you want to apply for federal awards as a prime awardee, you need a **registration**. A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID. To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#). If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-". The right section is titled "Register Your Entity or Get a Unique Entity ID" with a "NEW" badge and the text "Register your entity or get a Unique Entity ID to get started doing business with the federal government." Below this text are three buttons: "Get Started" (highlighted with a red arrow), "Renew Entity", and "Check Registration Status". At the bottom right, there is a section titled "Already Registered?" with the text "You must renew your registration every 365".

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### Step 4



You must accept the U.S. Government System terms to sign into this website

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY."  
This System is subject to monitoring.  
Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



### Step 5

The Login.GOV and SAM.GOV logos are displayed at the top of the page.

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

Email address

Password  Show password

**Sign in**

 A red arrow points to the "Create an account" button from the right.

[Sign in with your government employee ID](#)

# How to apply for Unique Entity Identifier in SAM.gov

## Step 6

LOGIN.GOV SAM.GOV

### Create your account

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**

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

The system may prompt for a phone number to send a security code for each time you login.

## Step 7



[Requests](#) [Notifications](#) [Workspace](#) [Sign Out](#)

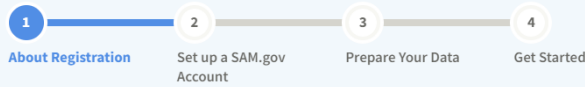
[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

### Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

#### Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



#### 1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#)

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**

[Entity Information Home](#)

NEW

#### 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 Registered?

You must renew your registration every 365 days to keep it active. You can make updates to your registration anytime or during

# How to apply for Unique Entity Identifier in SAM.gov

## Step 8



### Get Started

#### Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID.

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

#### Get Unique Entity ID

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)

## Steps 9-12

1 2 3 4  
Enter Entity Information Validate Information Request UEI Receive UEI

### Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

**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.

**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 (+4)

City  State

Previous  Cancel  Next

Complete Steps 1-4

