Quick Start Guide for Getting a Unique Entity ID

SAM.gov is an official website of the United States government. There is no charge to register or maintain your entity registration in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete an entity registration. If you only conduct certain types of transactions, such as reporting as a subaward, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID. Learn more about the difference between getting a Unique Entity ID only and registering your entity.

If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's available on your entity registration record in SAM.gov. Learn how to view your Unique Entity ID.

If your entity is not registered in SAM.gov and you only want a Unique Entity ID

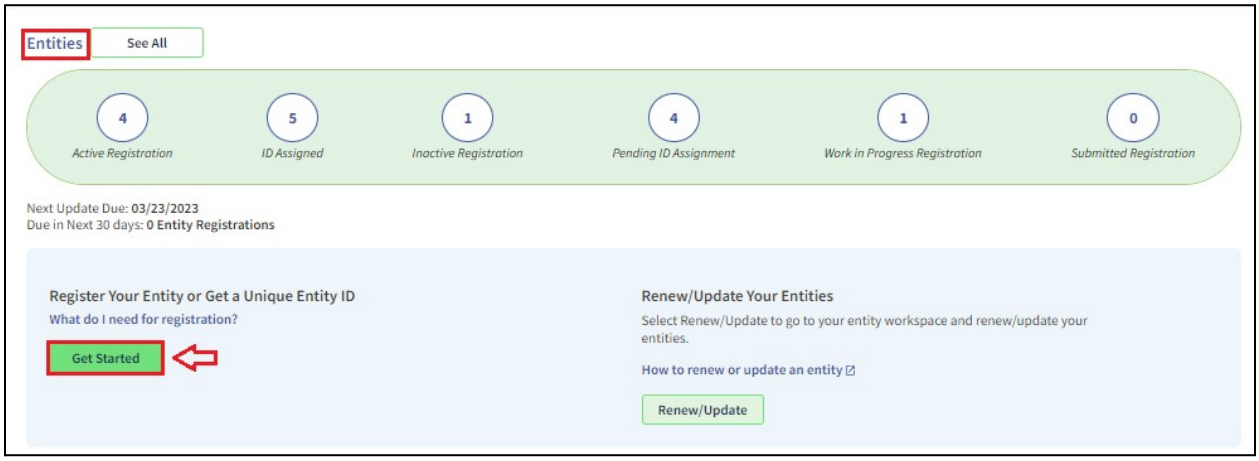
If you want only to get a Unique Entity ID and do not want to complete an entity registration in SAM.gov, follow these steps:

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page.

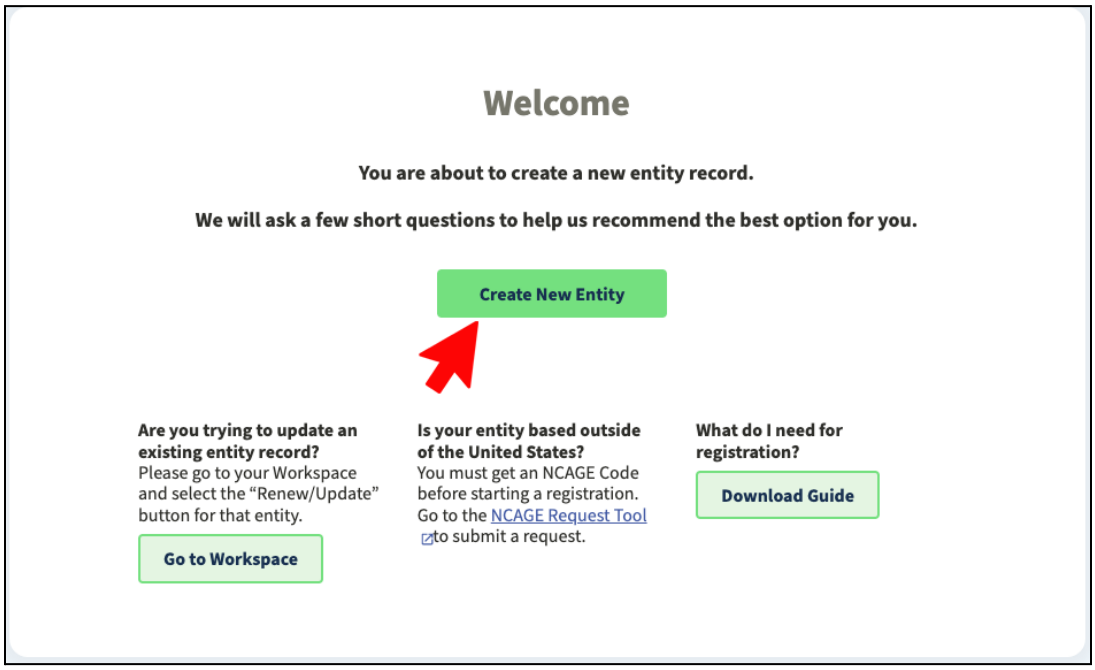
   a. When you select sign in, you will be prompted to accept the U.S. Government System terms to sign into the SAM.gov website. Select the green "Accept" button.

   b. If you do not have a SAM.gov account, you must create one. SAM.gov uses Login.gov for usernames and passwords. View more help with using Login.gov. Once you create your user account, return to SAM.gov to complete your profile.

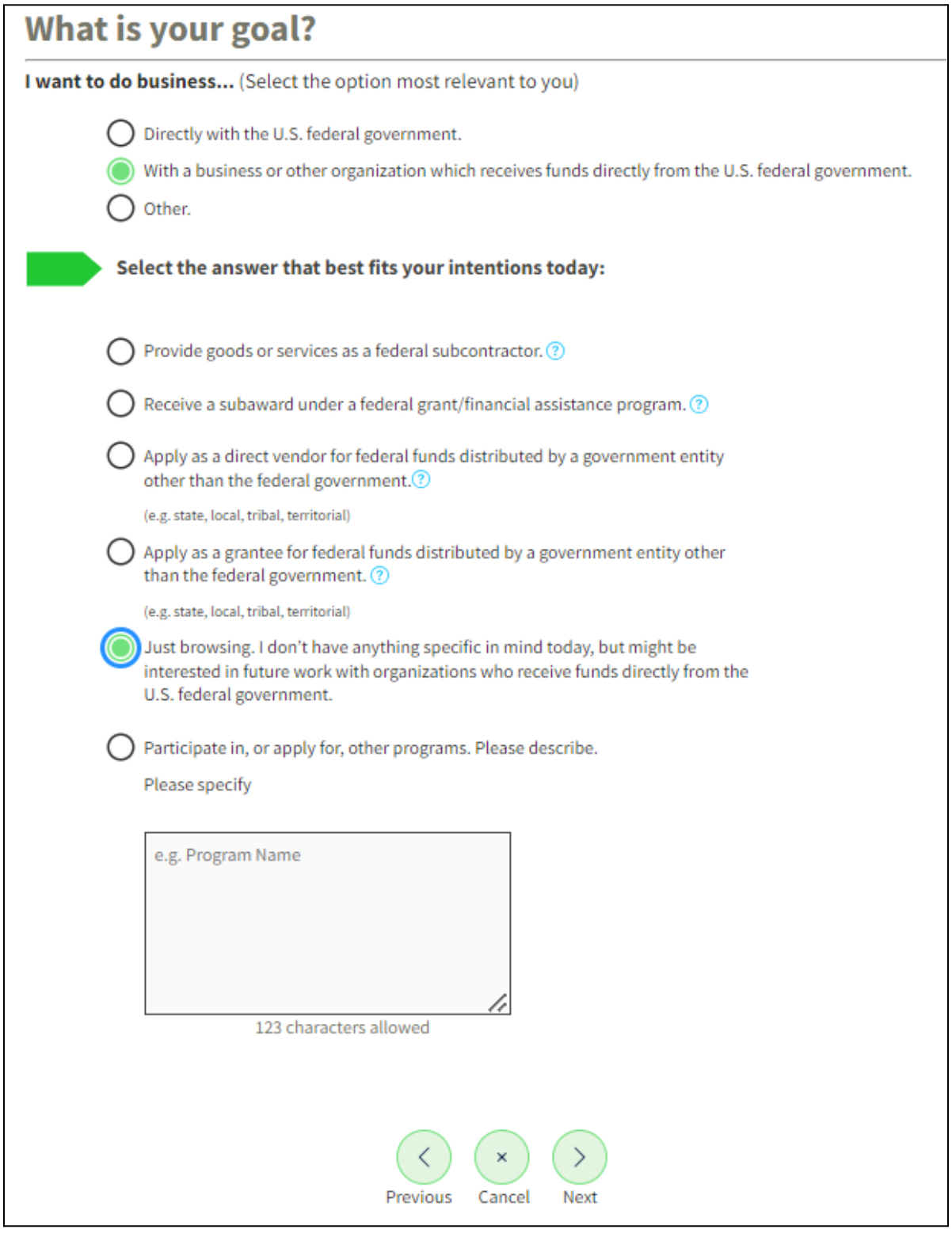
2. Once you sign in, the system navigates you to your Workspace. On the "Entities" widget, select the "Get Started" button.



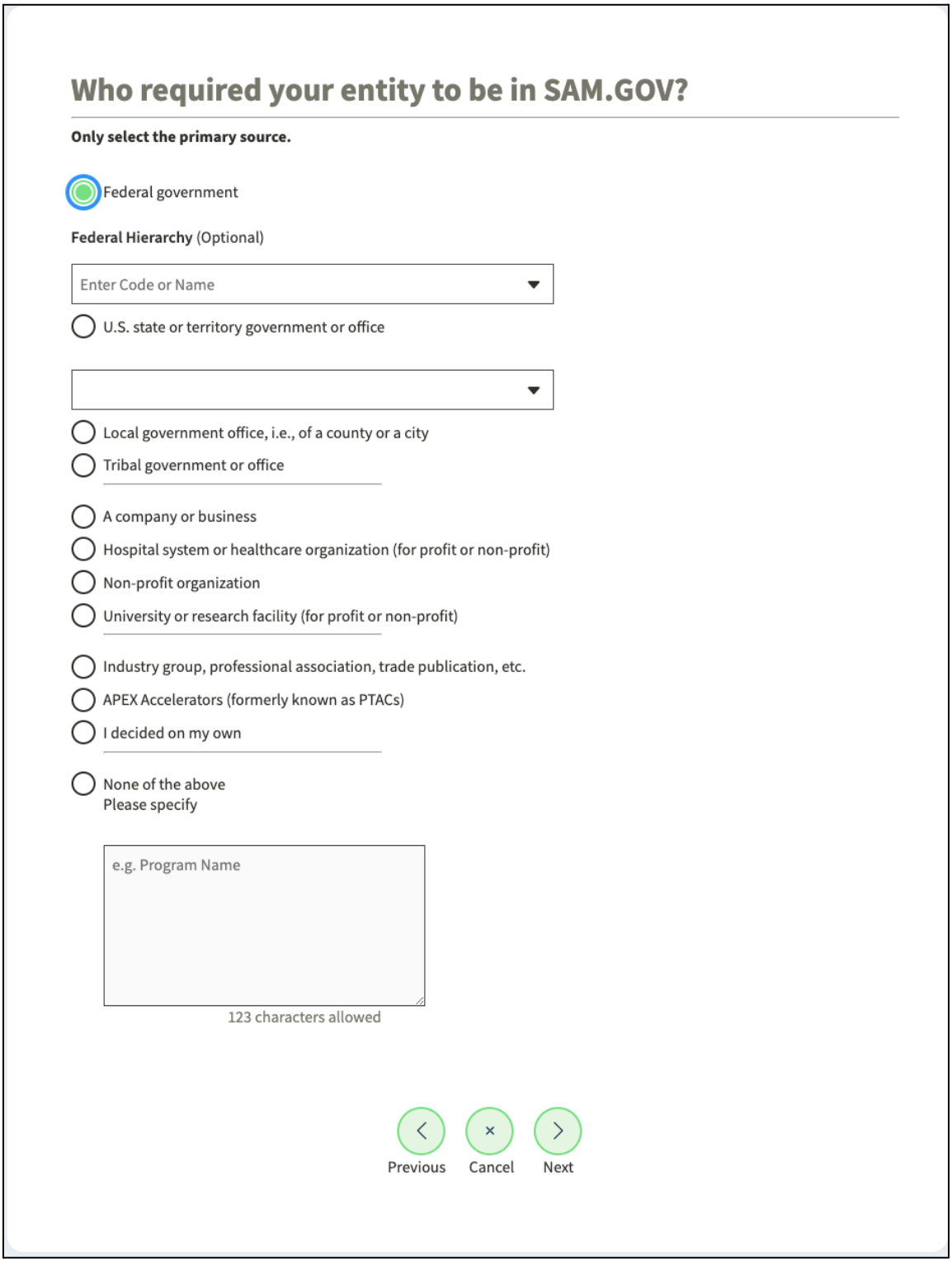
3. On the next page is a welcome screen. Select the “Create New Entity” button.



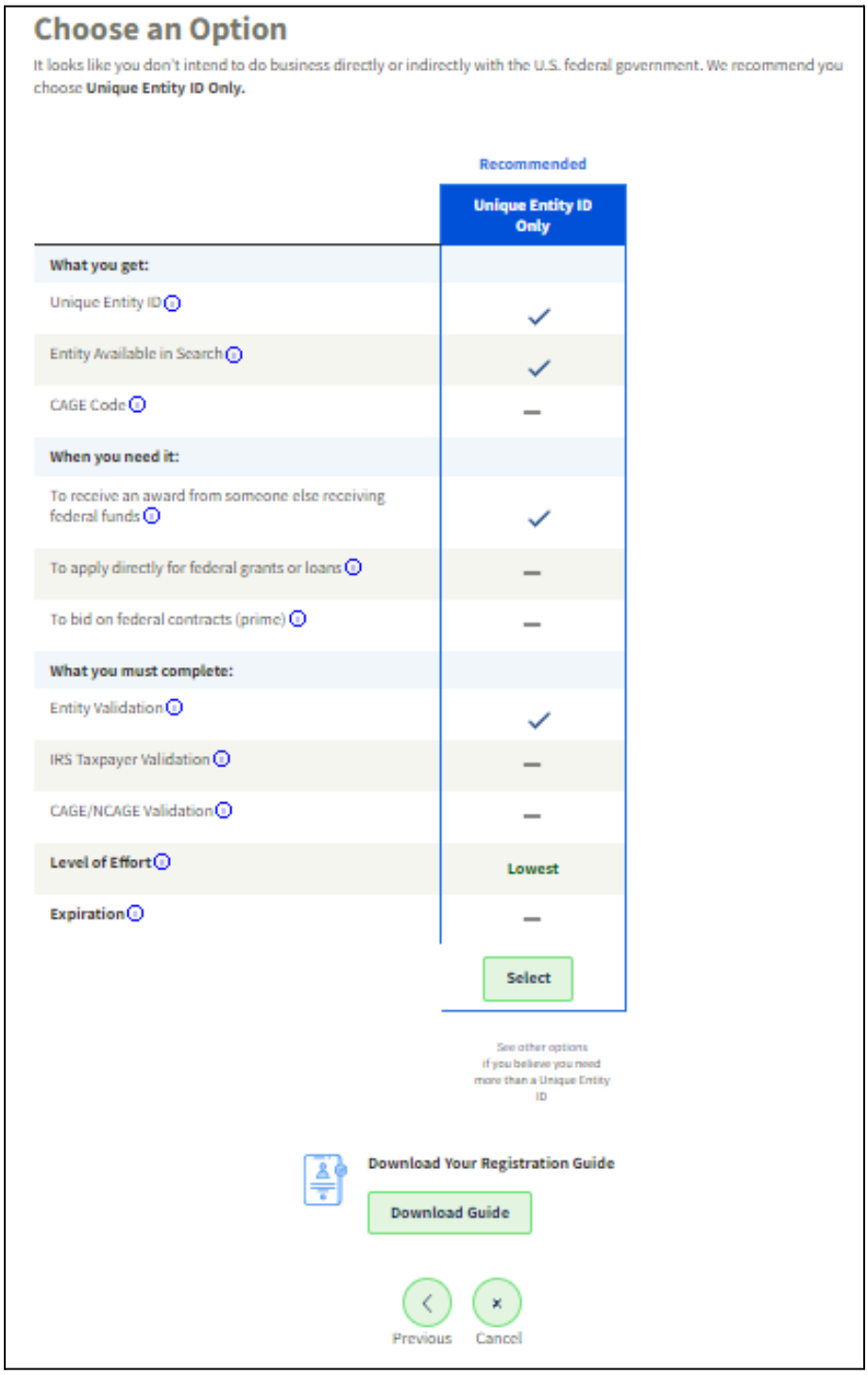
4. This page asks, “What is your goal?” Select the option most relevant to you. Select, “Next.”



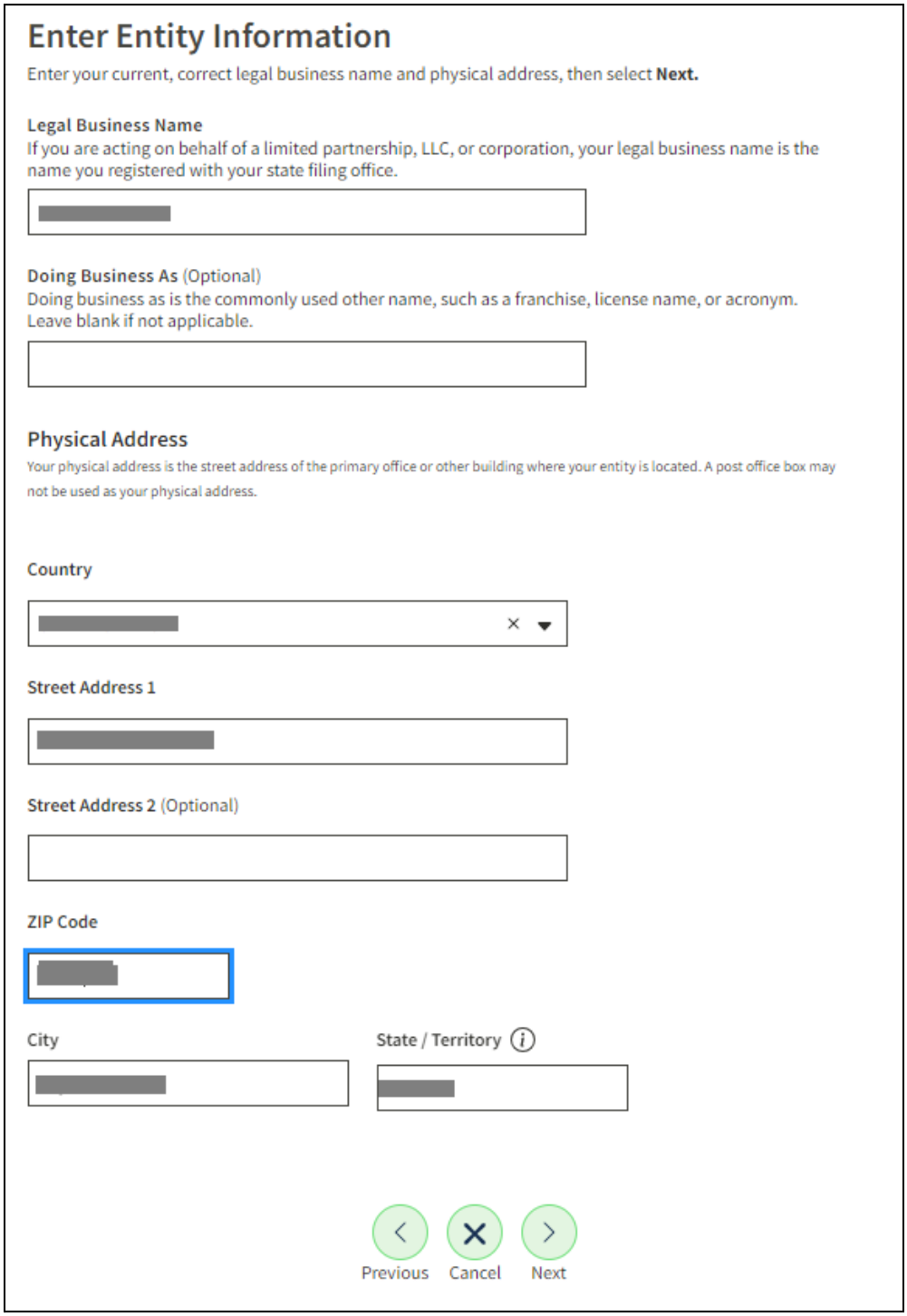
5. Next, answer the question, “Who required your entity to be in SAM.gov?” Select “Next.”



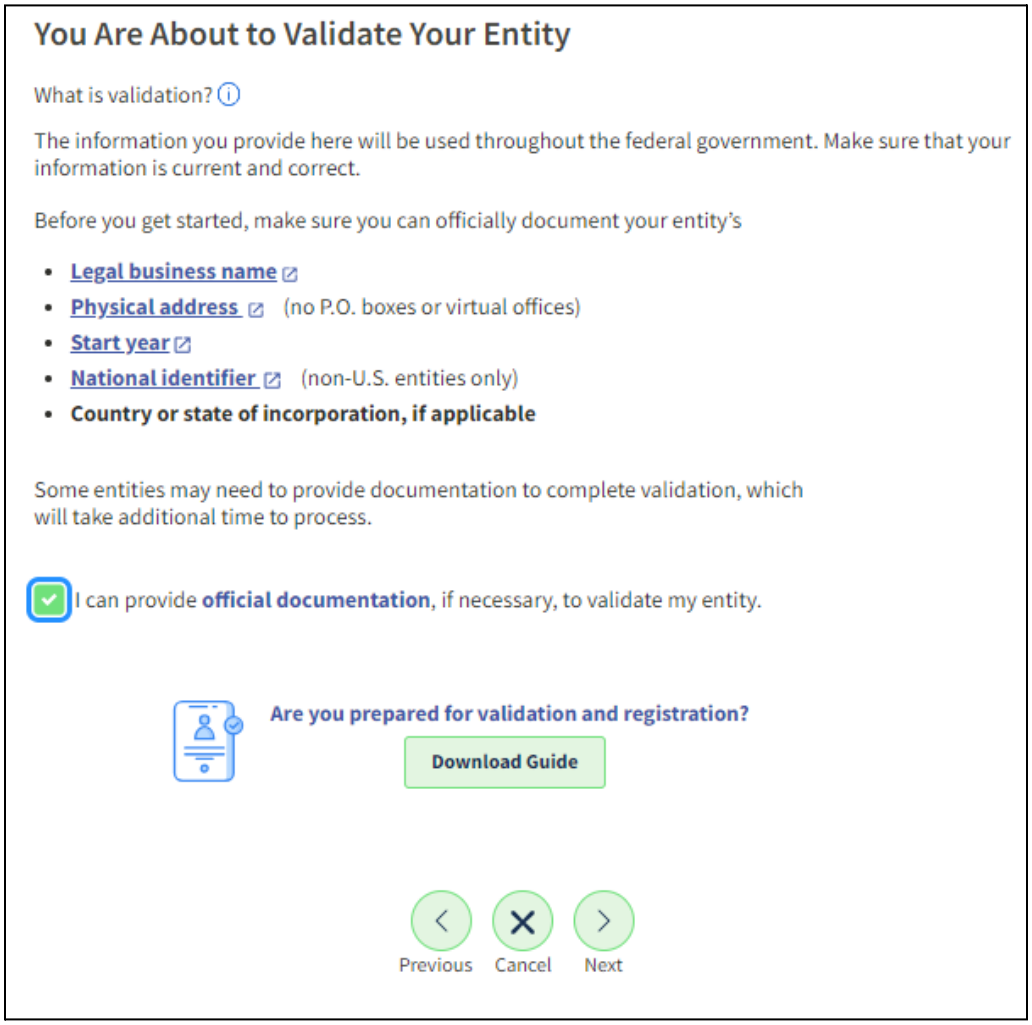
6. SAM.gov will suggest the Unique Entity ID. Choose the green “Select” button at the bottom of the column.



7. The "Enter Entity Information" page displays. Enter your organization's legal business name, doing business as name (if applicable), and physical address. Then, select "Next."

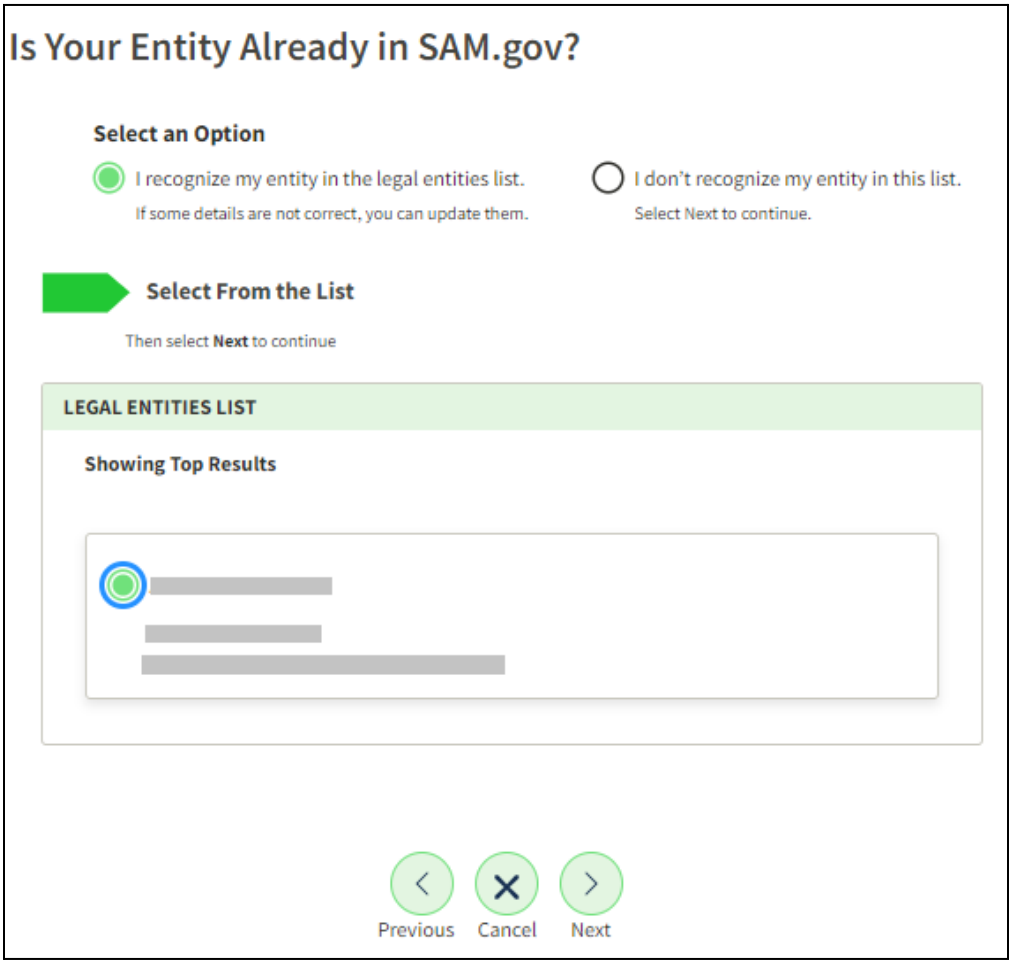


8. The "You Are About to Validate Your Entity" page displays. Check that you can provide documentation to validate your business, if required. Select, "Next."



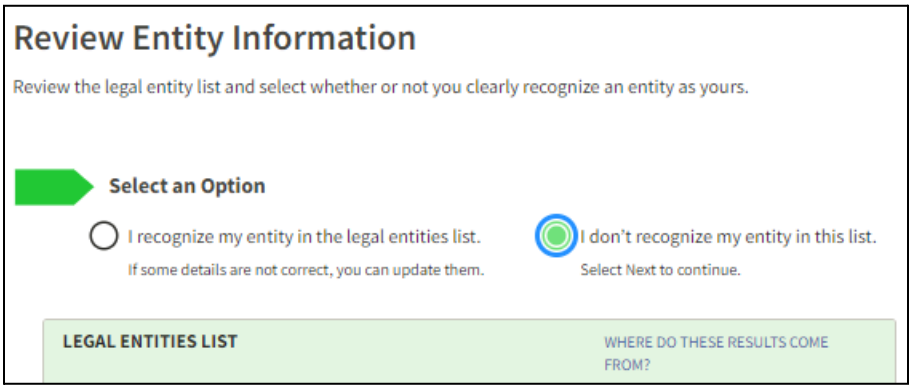
NOTE: If you need to validate your entity, please see the "Documenting your entity" section of this guide.

9. The "Is Your Entity Already in SAM.gov?" page displays. Select whether or not you recognize your organization in the list displayed. If your organization is listed, select the radio button next to it. Then, select "Next."

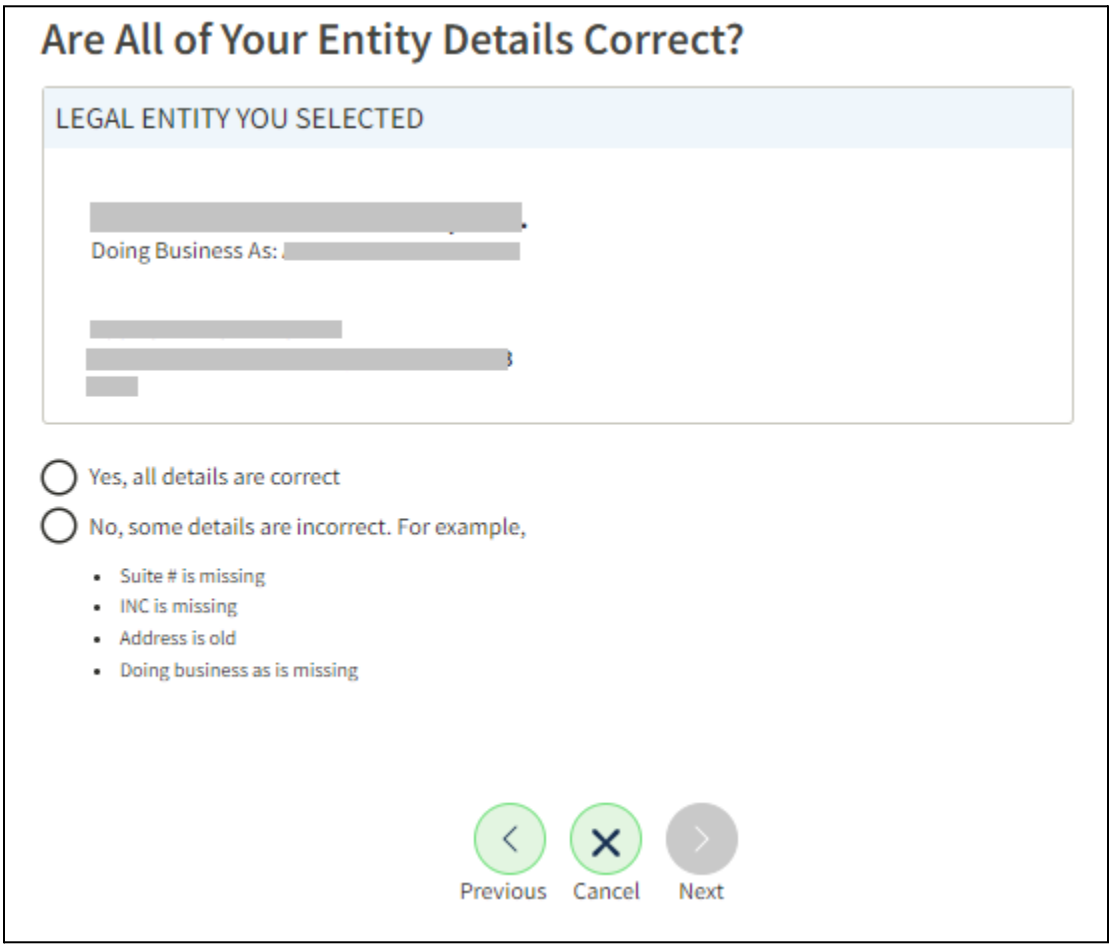


If you do not recognize your business in the list, select "I don't recognize my entity in this list" and select "Next".

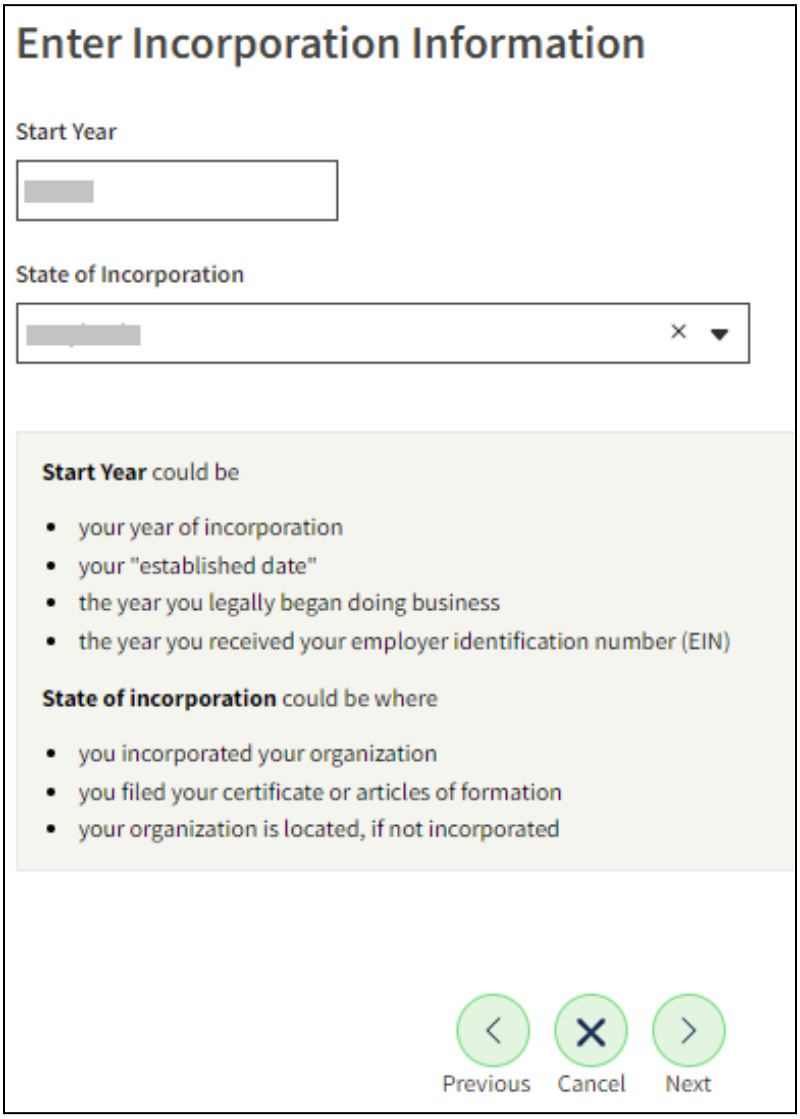
Proceed to Step 11 (Skip Step 10).



10. The “Are All of Your Entity Details Correct?” page displays. Review the information for your business. Select “Yes, all details are correct.” Then select, “Next.”



11. The “Enter Incorporation Information” page displays. Enter the start year and state of incorporation for your business. Then, select “Next.”



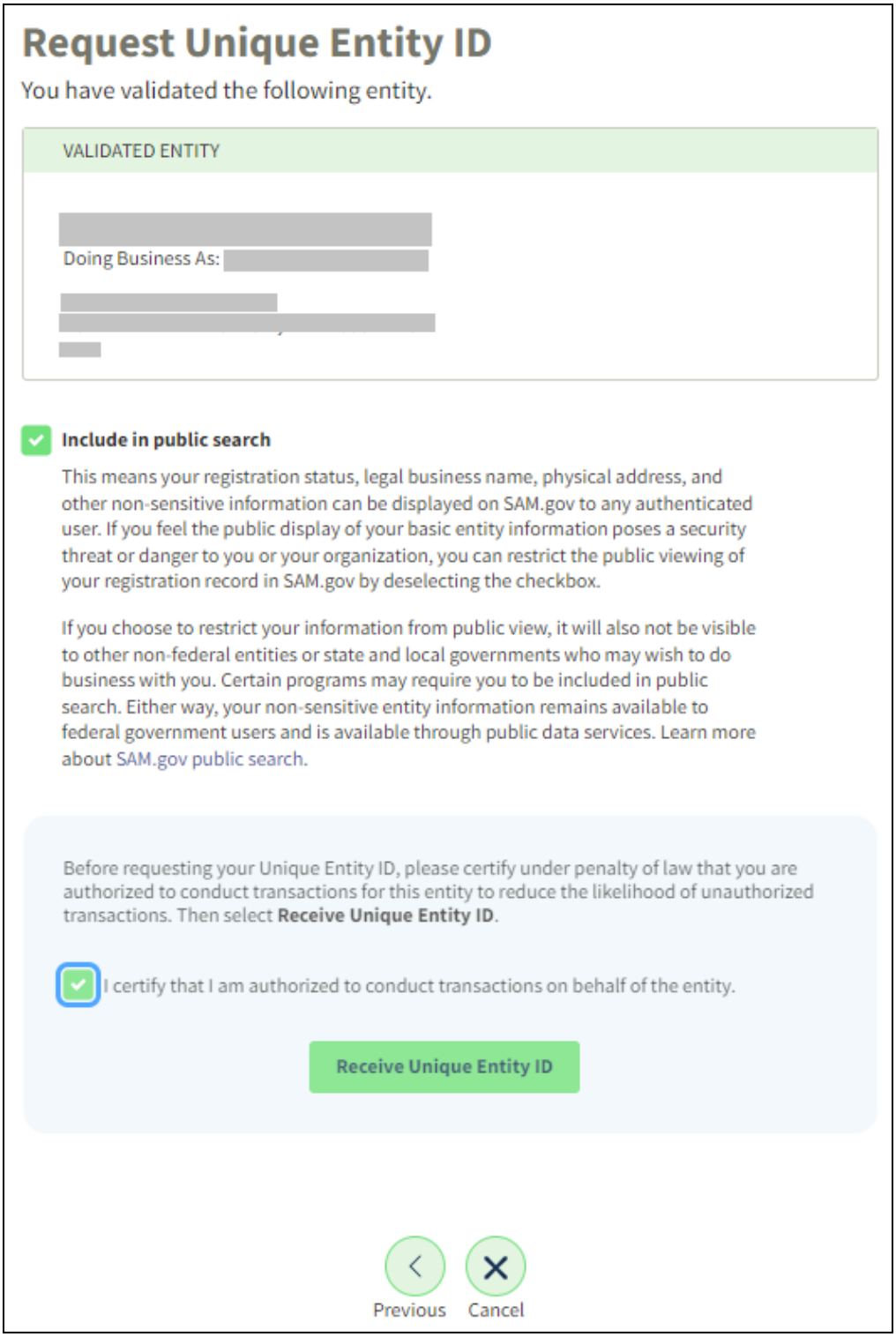
12. The “Request Unique Entity ID” page displays. Review and confirm your business name, DBA, and address are accurate. If you don't want your business included in public search, deselect the green box outside of “Include in public search.” If you deselect the checkbox:

    a. Your information will be visible to you, other users with a role with your entity, and U.S. federal government users.

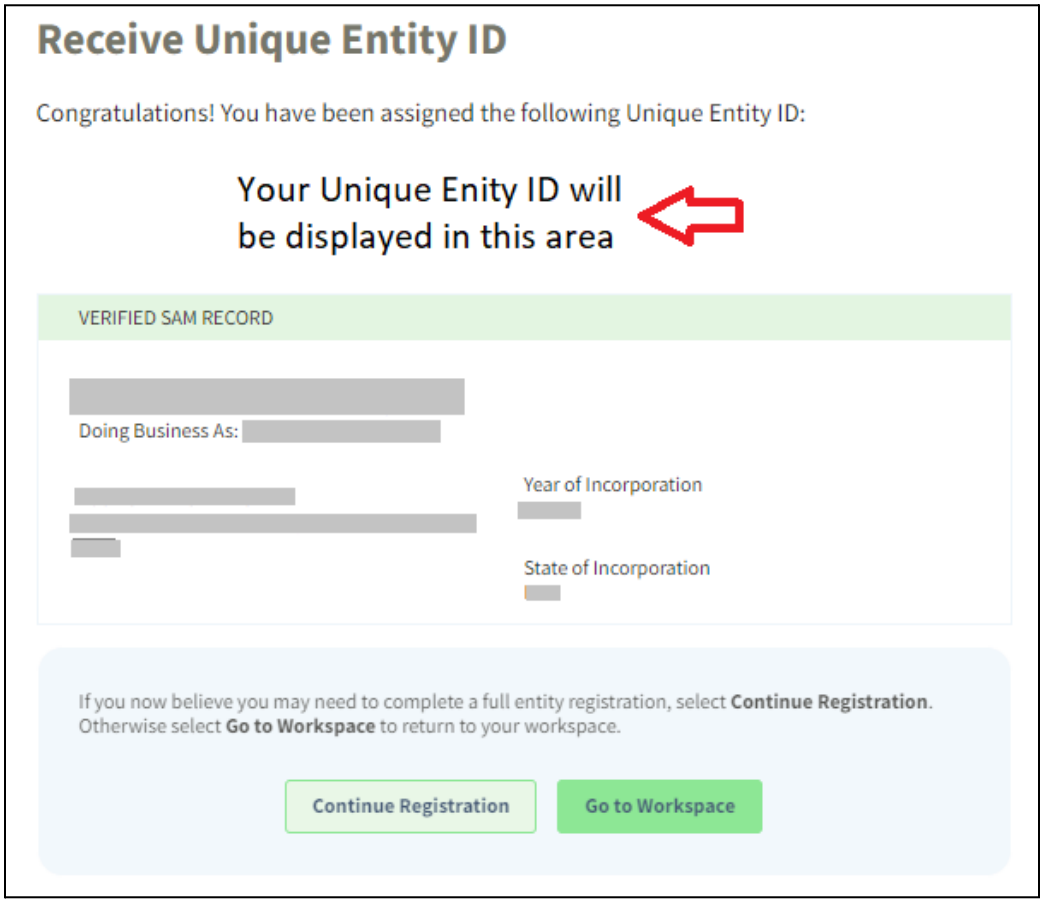
    b. Your information will not be visible to any other users when searching SAM.gov.

    c. Your information is **still available** under the U.S. Freedom of Information Act (FOIA) and is included in data extracts and application programming interface (API) data.

13. Select the box that you are authorized to conduct transactions on behalf of your company. Then, select the “Receive Unique Entity ID” green rectangle.



14. The “Receive Unique Entity ID” page displays. Your 12-character Unique Entity ID is displayed on this screen. Select “Continue Registration” or “Go to Workspace.”



Documenting your entity

15. Your entity name and address will be validated by the SAM.gov EVS. The EVS independently verifies an entity's existence, location, and uniqueness. You can review the process for entity validation here.
16. If you do not find your information when validating your entity in SAM.gov, you must submit documentation to prove your entity's legal business name, physical address, start year, and state of incorporation. Once you submit your documents, you will get a reference ID number and you will have to wait for the EVS to enter or update your validation data before you can proceed.
17. If you submit documentation, then the entity validation service will update your entity information. Once that has happened, return to SAM.gov to complete your validation.

How do I check the status of my entity?

To check the status of your Unique Entity ID or registration, see How do I check the status of an entity registration or Unique Entity ID assignment in SAM.gov?