

The background features a complex geometric pattern of overlapping triangles and diamonds in shades of blue, yellow, and grey. A large white diamond shape is centered on the left side, containing the text 'SAM.gov'.

SAM.gov

# Why do I have to register?

This allows you to do business with the U.S. Government like bidding on government contracts and applying for federal assistance.

# Important Notes

- Various documents will be needed regarding your business to submit the registration.
- You will be applying for the “Financial Assistance Awards Only” option.
- Make sure your entity is submitted for registration, not just your Unique Entity ID.

# Starting the Process

Click [here](#) for a step-by-step video of Validating Your Entity on SAM.gov

Entity Information Home

## 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
- 2 Set up a SAM.gov Account
- 3 Prepare Your Data
- 4 Get Started

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**.

[What does it mean to get only a Unique Entity ID and not register?](#)

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 renewal. If you're already registered, you already have a Unique Entity ID.

- Go to your Entity Management Workspace to update or renew your registration
- Check the status of your registration.
- How do you know if you are already registered?

Click [here](#) for information on Entity Validation Document Requirements & Acceptable/Unacceptable Documents.

It may take a few days before your submitted documentation is reviewed and proceed to the next step. Make sure to check back within 5 days to see if more information is requested.

During this process you will be assigned an incident number.

You will need to go back and finish the validation process. This time as you search for your entity, a list of potential matches should pop up in the search. Refer to Starting the Process slide for video.

Home > GSAFSD Tier 0 Knowledge Base (Knowledge Base) > Entity Registration - Frequently Asked Questions


KB0055230 - Latest Version

## What documentation do I need to validate my entity?

Revised by Jared Davidson • about a month ago • 67123 Views • ★★★★★

### What documentation should I use?

- [Entity Validation Document Requirements](#). Check this one-pager first to learn what documents to provide.



- [Can I Use this Document for Entity Validation?](#) See whether a specific type of document is allowed. Also shows what not to attach.
- [Examples of Acceptable and Unacceptable Documents](#)

### How do I know which entity information to submit documents for?

When going through the validation process, the upload documents screen will tell you which parts of your entity information you need to prove based on your answers on the prior screens. This is determined by your validation case and your entity, not your entity type. For example, some universities may not be required to submit

# Checking Your Status

- You can verify your status on your Workspace. You must be signed in to check your registration status. Click [here](#) for the meanings of the different statuses. You can also check your entity status on the Homepage.

- Or [here](#)

If you notice your registration has been submitted for 15 business days or longer: Verify your workspace and the Check Status button on the home page of SAM.

If they are the same- Contact CAGE to inquire further about your processing status.  
•If they present conflicting statuses i.e., workspace shows submitted but status tracker shows differently- contact the [Federal Service Desk](#) .

The screenshot displays the SAM.GOV Workspace interface. At the top, the SAM.GOV logo is visible, along with navigation links for Home, Search, Data Bank, Data Services, and Help. The main content area is titled "Workspace" and features a "Entities" section. This section contains a grid of six status indicators, each with a "0" and a label: ACTIVE REGISTRATION, ID ASSIGNED, INACTIVE REGISTRATION, PENDING ID ASSIGNMENT, WORK IN PROGRESS REGISTRATION, and SUBMITTED REGISTRATION. To the right of this grid, it states "Next Update Due: Due in Next 30 days: 0 Entity Registrations". Below the grid, there are two main action buttons: "Get Started" and "Renew/Update". The "Renew/Update" button is highlighted with a green border. To the right of the main workspace content, there is a "Profile" sidebar with a user profile picture, a "Downloads" button, a "Saved Searches" button, and a "Following" button. Below the profile, there are sections for "Pending Requests" (showing "No pending requests") and "Notifications" (showing "No available notifications"). At the bottom of the sidebar, there is an "Add A New Role" section with a dropdown menu labeled "Select a Role" and a checkbox labeled "I verify I have a business need for this role."

# Checking Your Status by search options

Click [here](#) for step-by-step instructions on how to search

The screenshot shows the SAM.gov homepage with several key elements and annotations:

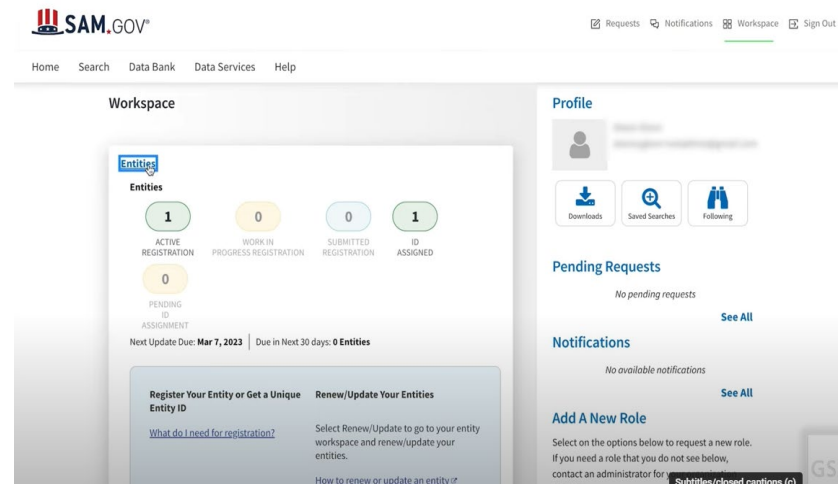
- Alerts:** A yellow warning icon points to an "Entity Validation Processing" alert (Jan 31, 2023) and a "Planned Maintenance Schedule" alert (Apr 3, 2022). A "See All Alerts" button is visible.
- Navigation:** A top navigation bar includes "Requests", "Notifications", "Workspace", and "Sign Out". A secondary navigation bar contains "Home", "Search", "Data Bank", "Data Services", and "Help".
- Header:** The SAM.GOV logo is on the left, and a badge on the right states "Official U.S. Government Website 100% Free".
- Main Content:** A central panel titled "The Official U.S. Government System for:" lists 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, Exclusions, and Responsibility/Qualification (was fapiis.gov) - marked "NEW"), and Entity Reporting (SCR and Bio-Preferred Reporting). An arrow points from "Contract Data" to "Entity Information".
- Registration:** A panel on the right titled "Register Your Entity or Get a Unique Entity ID" includes buttons for "Get Started", "Renew Entity", and "Check Entity Status". An arrow points to the "Check Entity Status" button.
- Search:** A search box at the bottom is titled "Already know what you want to find?". It features a "Select Domain..." dropdown and a text input field containing "e.g. 1606N020Q02". An arrow points to this search box.
- Footer:** Two boxes at the bottom are labeled "Announcements" and "Have Questions about SAM.gov?".

# Registration Process

- Once the UEI is assigned, you need to continue the process of getting your entity registered.
- Click [here](#) for a step-by-step video on completing the registration of your entity.
- Or [here](#) for written step by step instructions.

Select the Entities icon in the left corner. This will take you to display a list of your entities.

Incomplete registrations will remain saved in SAM.gov for 90 days.





# Registration Process continued...

The screenshot displays a web interface for managing registrations. On the left, there is a sidebar with a 'Show Workspace For Non-Federal Entities' section containing 'Non-Federal Entities', 'BioPreferred Reporting', and 'Service Contract Reporting'. Below this is a 'Filter By' section with dropdown menus for 'Search by Keyword', 'Search by Entity', 'Search by Status', 'Expiration Date', 'Search by FSD Number', and 'Address Update', along with a 'Reset' button. The main content area shows a list of entities. The first entity is an 'Active Registration' with a 'Unique Entity ID', 'Purpose of Registration: Federal Assistance Awards', 'CAGE/NCAGE: (blank)', and 'Physical Address'. Its 'Expiration Date' is 'Mar 7, 2023'. The second entity is an 'ID Assigned' registration with a 'Unique Entity ID' and 'Physical Address'. The 'Expiration Date' for the second entity is also 'Mar 7, 2023'. A dropdown menu is open for the 'Expiration Date' of the second entity, showing options: 'Actions', 'View Record', 'Update', and 'Register'. A red star icon is next to the 'Register' option, and a black arrow points to it. The 'GSA' logo is visible in the bottom right corner.

- Select the three dots near the Expiration Date.
- Select the Register option from the drop-down.
- This will begin the official start of the Registration.
- Allow at least ten business days after you submit your registration for it to become active.

# Renewing Your Entity

- Entities need to be renewed on an annual basis and must remain in Active Status.

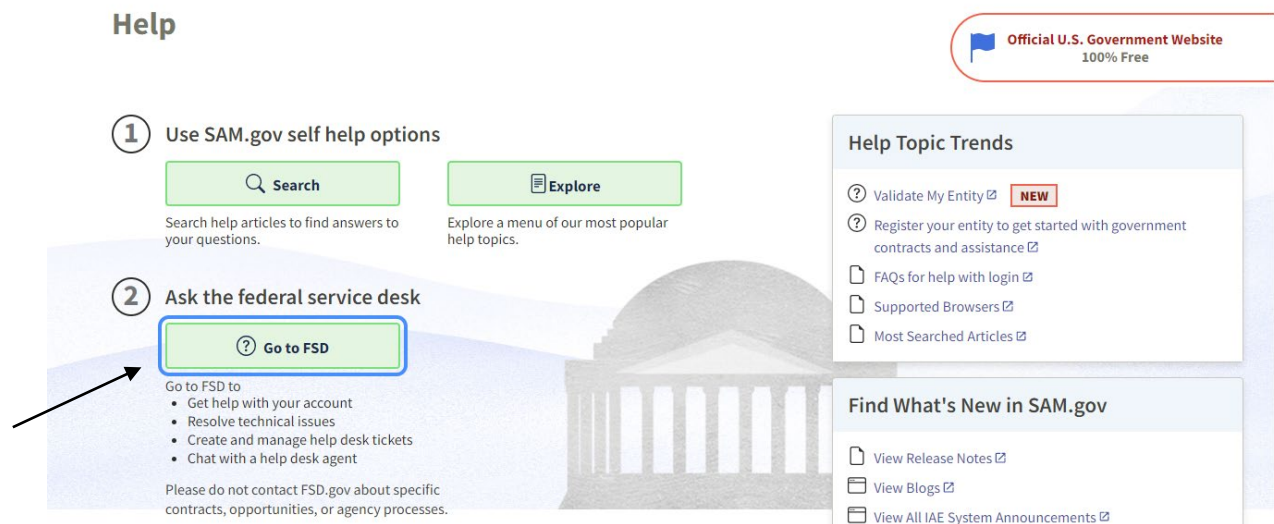
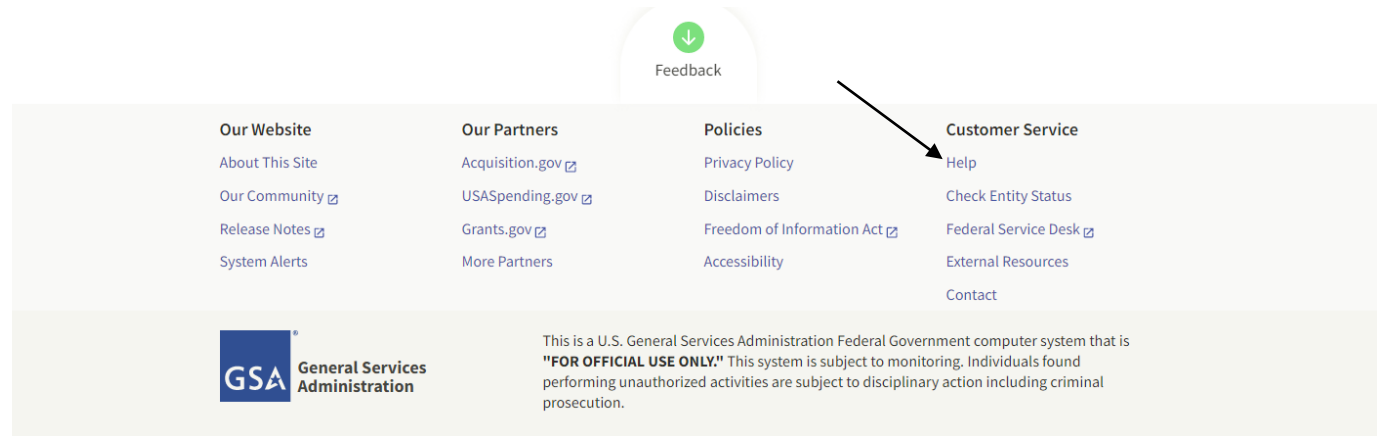
The screenshot displays the SAM.GOV website interface. At the top right, there are links for Requests, Notifications, Workspace, and Sign Out. The main navigation bar includes Home, Search, Data Bank, Data Services, and Help. The SAM.GOV logo is prominently displayed in the center. A badge on the right side of the page states '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, Exclusions, and Responsibility/Qualification (was fapiis.gov) NEW), and Entity Reporting (SCR and Bio-Preferred Reporting). The right column features 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' (green), 'Renew Entity' (light green, highlighted with a red box and an arrow), and 'Check Entity Status' (white with a checkmark icon). At the bottom, there is a search bar with the text 'Already know what you want to find?' and a dropdown menu labeled 'Select Domain...' with the example 'e.g. 1606N020Q02' and a search icon.

# Role Management

- When someone registers an entity on SAM.gov they automatically become the entity administrator.
- It is advised to have more than one administrator. This and other roles can be assigned by the original administrator who created the account.
- As administrator, one can assign or reject role requests. Requestors will receive a notification.
- Click [here](#) for a more detailed video about Role Management.
- If your Entity Administrator is no longer with the company or there is not an Entity Administrator associated with the registration click [here](#) for more detailed instructions.

# Additional Assistance

- The Help icon is located at the footer of all pages on SAM.gov.
- This will lead to a page allowing you to search articles for answers, explore the most popular help topics, and to communicate with the FSD (Federal Service Desk) for assistance.
- If you are unable to find an answer using the search options or help topics, click on Go to FSD or the Federal Service Desk icon at the bottom where you can Create an Incident.



# Creating An Incident

- At the bottom of the Federal Service Desk page, select Create an Incident.
- This will allow you to submit your question directly to the service desk. You can attach documentation to your submission supporting your issue.

**Still have a question?**  
If you are unable to find an answer to your question using search knowledge base or help topics, you can select **Create an Incident** to login and submit a ticket or you can select **Live Chat** to login and chat with the FSD Service Desk.

Create an Incident Live Chat

Home Knowledge Base

Home > Create an Incident Search

### Create an Incident

\* System Name  
-- None --

Is this related to a Special Project?  
-- Choose --

Issue Type  
-- None --

\* Subject

\* Please describe the issue below

**Attachment Disclaimer**  
In order to ensure your ticket is processed in a timely manner, it is recommended that your attachment not exceed 50 MB and be uploaded as one of the file types listed below:

- PDF files
- MS Word (.doc) and (.docx)
- PNG

Submit

Required information  
System Name Subject  
Please describe the issue below

# Additional Assistance

- Government Agency Coordination Office – Apex Accelerator
- Funded in part through a cooperative agreement with the Department of Defense
- Based out of PennWest California, with satellite offices in Pittsburgh and Slippery Rock
- One-on-one counseling on government procurement policies
- Identifying codes for federal government contracting
- Notifying companies of bid opportunities
- Assisting with government registrations
- Advising on bid preparation
- Conducting seminars and webinars on government contracting
- Hosting procurement fairs for face-to-face marketing
- Notifying businesses of subcontracting opportunities
- Submitting an application

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