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

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.

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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 .

Checking Your Status by search options

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

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.
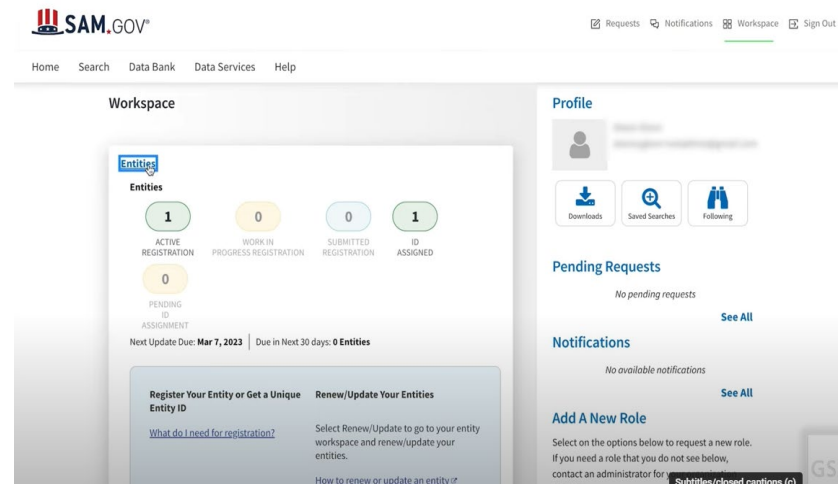
Registration Process continued...

- 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.

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.
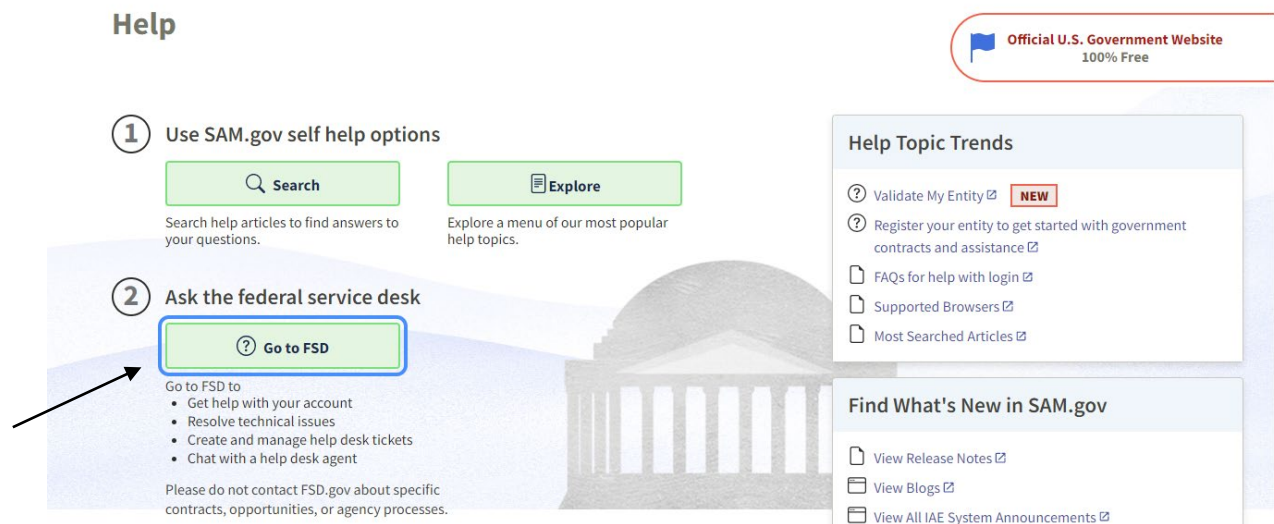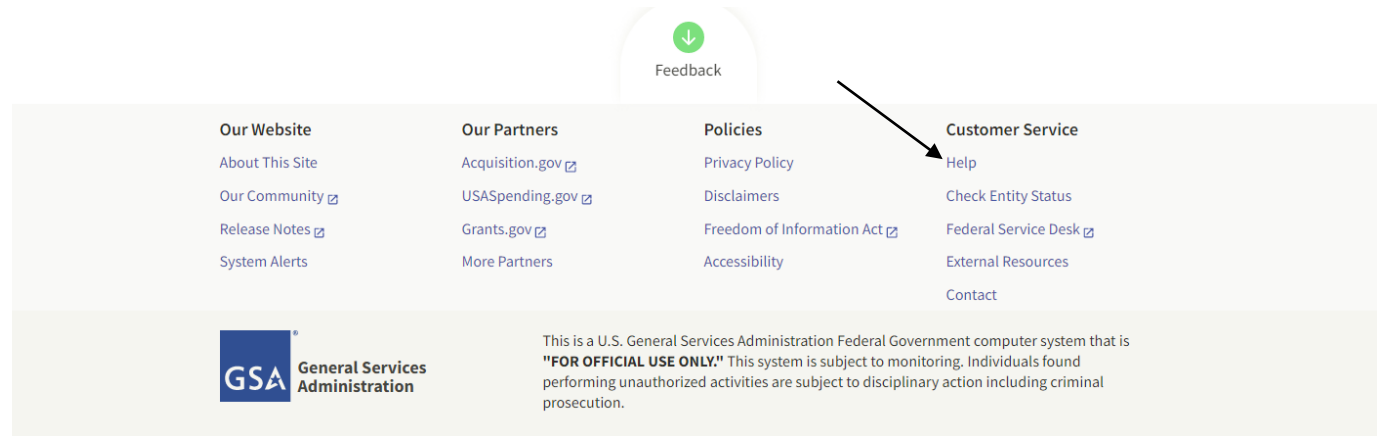
Creating An Incident

- 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.

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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