

UEI Number Request via Sam.gov_Tutorial

UEI Number

1. What is the Unique Entity Identifier (UEI) Number?

- the UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov, it is the authoritative identifier for all entities doing business with the federal government.

2. Why it is UEI required?

- Entities that plan to pursue contracts with the federal government or receive federal funds or a subaward must have a UEI number issued via www.SAM.gov as well as a valid registration on www.SAM.gov.

3. Steps to submit a request for a UEI number:

Steps to Request the UEI Number:

- **Step 1:**

Log into: <https://sam.gov/content/entity-registration>

- **Step 2:**

The screenshot shows the SAM.gov website interface. At the top, there is a browser address bar with the URL sam.gov/content/entity-registration. Below the address bar, there is a notification for "SAM.gov Maintenance Downtime" dated Jun 6, 2023. The SAM.gov logo is prominently displayed on the left side of the page. A navigation menu includes links for Home, Search, Data Bank, Data Services, and Help. The main content area features a large heading: "Get Started with Registration and the Unique Entity ID". Below this heading, a sub-heading reads "Submitting a registration and getting a Unique Entity ID are FREE." A blue callout box with a white border and a red arrow pointing to a green "Get Started" button contains the text: "Click on the **Get Started** button on the landing page". To the left of the "Get Started" button, there is a section titled "Before You Get Started" which includes a four-step process: 1. About Registration, 2. Set up a SAM.gov Account, 3. Prepare Your Data, and 4. Get Started. To the right of the "Get Started" button, there is a section titled "Register Your Entity or Get a Unique Entity ID" with a "Renew Entity" button below it.

Steps to get the UEI Number:

- **Step 3:**

The screenshot shows the SAM.gov website with a modal dialog box overlaid. The dialog box has the SAM.gov logo at the top and the following text:

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.

This system contains Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI). Individuals entering data into this system must only enter PII and/or CUI when it is specifically requested. Exposure of PII and/or CUI as a result of an individual inadvertently entering PII and/or CUI into a public data field where it is not required is the sole responsibility of the individual entering the data. Failure to follow these instructions may result in your record being deactivated. Individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

Using another person's email address and password to access SAM is strictly prohibited.

Keep your login information confidential.

At the bottom of the dialog box are two buttons: "Cancel" and "Accept". The "Accept" button is highlighted with a blue border and a red arrow points to it from a text box that says "Click on the **Accept** button to confirm the terms".


Steps to get the UEI Number:

- **Step 4:**

secure.login.gov

An official website of the United States government [Here's how you know](#)

LOGIN.GOV | SAM.GOV



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

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account

Click on **Create an Account** button to set up your account

Steps to get the UEI Number:

- **Step 5:**

The screenshot shows the 'Enter email' step of the SAM.GOV registration process. The page header includes the URL 'secure.login.gov/sign_up/enter_email', the text 'An official website of the United States government', and logos for 'LOGIN.GOV' and 'SAM.GOV'. The main content area features a 'Sign in' button and a 'Create an account' button. Below these is a section for 'Create an account for new users' with an email input field, a language preference section with radio buttons for 'English (default)', 'Español', and 'Français', a checkbox for 'I read and accept the Login.gov Rules of Use', and a 'Submit' button. Four callout boxes with red arrows point to these elements: '1) Add entity email address' points to the email input field; '2) Select language' points to the language preference section; '3) Check this box to confirm acceptance of the login.gov Rules of use' points to the checkbox; and '4) Click on Submit' points to the 'Submit' button.

secure.login.gov/sign_up/enter_email

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV

1) Add entity email address

2) Select language

3) Check this box to confirm acceptance of the login.gov Rules of use

4) Click on Submit

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

Sign in Create an account

Create an account for new users

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

Steps to get the UEI Number:

- **Step 6:**

Open your inbox and look for an email from login.gov.

Confirm your email Inbox x

 **Login.gov** <no-reply@login.gov>
to me ▾

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=0a5f5d18-eea1-4548-a74d-b23fb1e98c55&confirmation_token=1dRsSgmVFE7CxD_pNQXv

Click on **Confirm email address**

Steps to get the UEI Number:

- **Step 7:**

The screenshot shows the SAM.GOV account creation interface. At the top, the URL is `secure.login.gov/sign_up/enter_password?confirmation_token=1dRsSgmVFE7CxD_pNQXv`. The page header includes the text "An official website of the United States government" and the logos for LOGIN.GOV and SAM.GOV. A green notification bar at the top of the form area states "You have confirmed your email address". The main heading is "Create a strong password", followed by instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." Below this are two input fields: "Password" and "Confirm password". A checkbox labeled "Show password" is present. A blue "Continue" button is located below the input fields. At the bottom of the form, there is a link for "Password safety tips" and a link to "Cancel account creation".

secure.login.gov/sign_up/enter_password?confirmation_token=1dRsSgmVFE7CxD_pNQXv

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV

✔ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue

[Password safety tips](#) +

[Cancel account creation](#)

Create your **account password**, make sure to save it , then click on **continue**.

Steps to get the UEI Number:

- **Step 8:**

secure.login.gov/authentication_methods_setup

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV®

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

Choose the authentication method for your account, for ease of use choose **Authentication Application.**

Steps to get the UEI Number:

- **Step 9:**


secure.login.gov/authenticator_setup

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV®

Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

- 1 Give it a nickname**
If you add more than one app, you'll know which one is which.
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**

Or enter this code manually into your authentication app
- 4 Enter the temporary code from your app**
Example: 123456

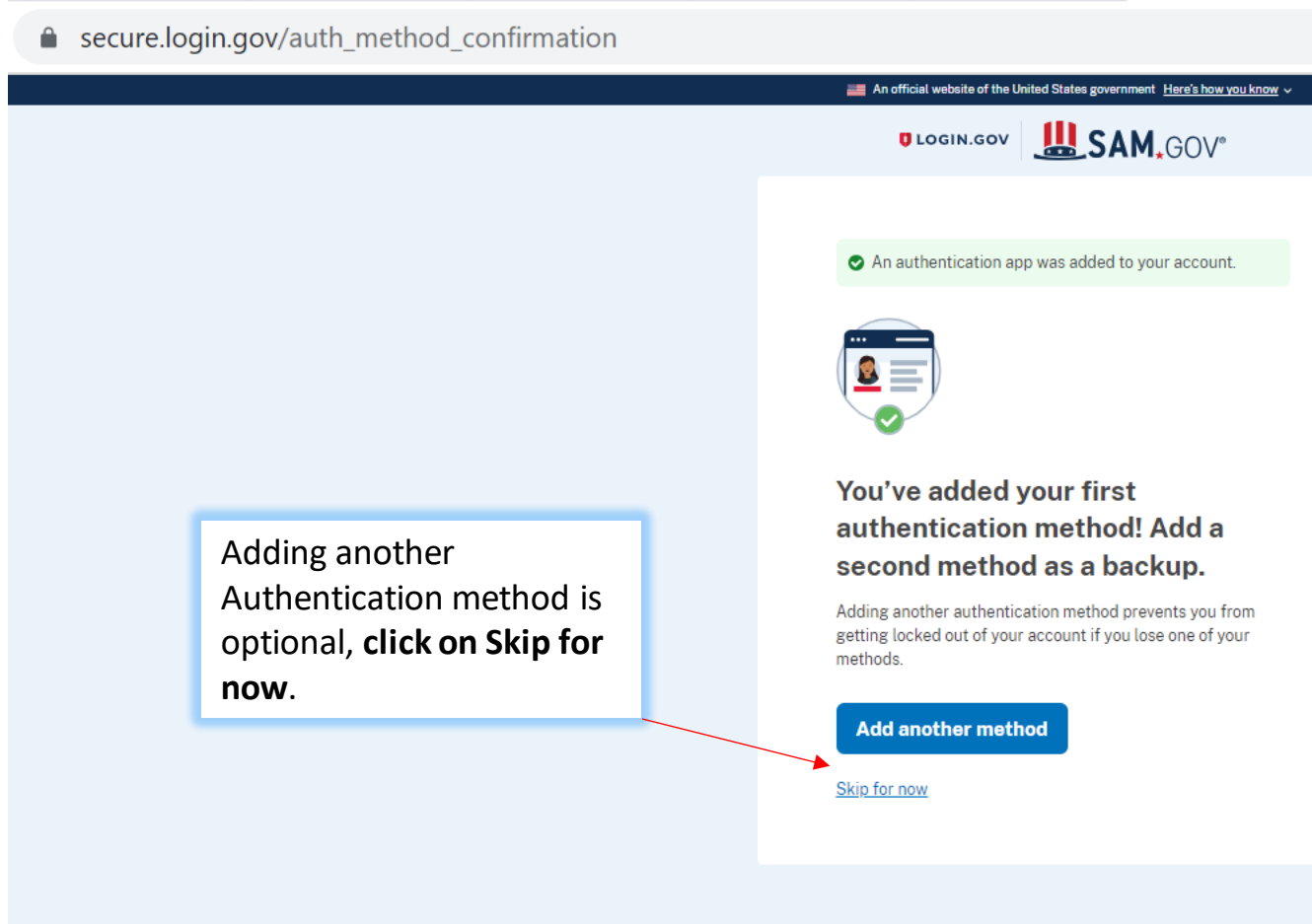
Remember this browser

1) Download the Authentication Application on your phone then Scan the QR code.

2) The application will then generate a code that need to add here .

Steps to get the UEI Number:

- **Step 10:**



The screenshot shows a web browser window with the URL `secure.login.gov/auth_method_confirmation`. The page header includes the text "An official website of the United States government" and the logos for "LOGIN.GOV" and "SAM.GOV". A green notification bar at the top right states "An authentication app was added to your account." Below this is a circular icon of a smartphone with a green checkmark. The main text reads: "You've added your first authentication method! Add a second method as a backup." A sub-note explains: "Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods." At the bottom, there is a blue button labeled "Add another method" and a link labeled "Skip for now". A white callout box with a blue border on the left side contains the text: "Adding another Authentication method is optional, **click on Skip for now.**" A red arrow points from the callout box to the "Skip for now" link.

Steps to get the UEI Number:

- **Step 11:**

Choose the authentication method for your account, for ease of use choose **Authentication Application.**

 An official website of the United States government [Here's how you know](#) ▾

 Sign In

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



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

Federal Hierarchy

Departments and Subtiers

Assistance Listings

Entity Information

Entities, Disaster Response Registry,
Exclusions, and Responsibility/
Qualification (was fapiis.gov) **NEW**

Entity Reporting

SCR and Bio-Preferred Reporting

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

Steps to get the UEI Number:

- **Step 12:**

secure.login.gov

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV®

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

Sign in **Create an account**

Sign in for existing users

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address
[Redacted]

Password
[Redacted]

Show password

Sign in

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

Add email and password, then sign in.

Steps to get the UEI Number:

- **Step 13:**

secure.login.gov

An official website of the United States government [Here's how you know](#)

LOGIN.GOV | SAM.GOV®

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

[Sign in](#) [Create an account](#)

Sign in for existing users

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address
[Redacted]

Password
[Redacted]

Show password

[Sign in](#)

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

Add email and password, then sign in.

RFA 1_Specific Eligibility Criteria:

- **Step 14:**

The screenshot shows a web browser window with the address bar displaying `secure.login.gov/login/two_factor/authenticator`. The page header includes the text "An official website of the United States government" and the logos for "LOGIN.GOV" and "SAM.GOV". The main content area is titled "Enter your authentication app code". Below the title, it says "One-time code" with an example "Example: 123456". There is a text input field with a red arrow pointing to it from a callout box. Below the input field is a checkbox labeled "Remember this browser" which is checked. A blue "Submit" button is positioned below the checkbox. At the bottom of the form, there is a link "Don't have your authenticator app? Choose another authentication method" and a "Cancel" link.

Use authentication app on the phone and add **the authentication code** in here, then submit

Enter your authentication app code

One-time code
Example: 123456

Remember this browser

Submit

Enter the code from your authenticator app. If you have several accounts set up in your app, enter the code corresponding to **Login.gov**.

Don't have your authenticator app?
[Choose another authentication method](#)

[Cancel](#)

RFA 1_Specific Eligibility Criteria:

- **Step 15:**

The screenshot shows the SAM.gov website at the URL `sam.gov/login-gov/profile-registration`. The page title is "Complete Your Profile". The user has just created a login.gov account and is being prompted to agree to the terms of service. A callout box with the text "Check the box then Next" and a red arrow points to the checkbox for the terms of service. Below the terms of service are two buttons: "Next" and "Cancel".

Complete Your Profile

Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

Terms of Service

- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.

Next

Cancel

RFA 1_Specific Eligibility Criteria:

- Step 16:

sam.gov/login-gov/profile-registration

An official website of the United States government [Here's how you know](#)

SAM.GOV

Requests | Notifications | Workspace | Sign Out

Home Search Data Bank Data Services Help

Add first and last name then submit

Complete Your Profile

Next, complete the following fields. Unless marked as optional, all fields are required.

First Name

Last Name

Email Address

Business Phone (Optional)
Country Code is 1 for USA and North America

Country Code	Phone	Extension
<input type="text" value="1"/>	<input type="text" value="ex: (555)555-5555"/>	<input type="text" value="ex: 1234"/>

RFA 1_Specific Eligibility Criteria:

- **Step 17:**

sam.gov/profile/request-role?initialRequest=true

US An official website of the United States government [How's this page for you?](#)

SAM.GOV Requests | Notifications | Workspace | Sign Out

Home Search Data Bank Data Services Help

Request Role (Optional)

Note: if you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.

Request Details

Entity Required
To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (UEI or CAGE) or Entity Name to find your entity.

Enter UEI, LBN, CAGE, DoDAAC, or Office Code

Role Required
The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your administrator.

Select a Role

Domain Required
You may select more than one domain, if appropriate.

Select a Domain

Additional Details Required
Provide additional details about your position and why you need the requested role to help your administrator make the appropriate role assignment.

This step is optional, click on "skip and finish"

Skip and Finish Finish

RFA 1_Specific Eligibility Criteria:

- **Step 18:**

Click on "Get Started"

RFA 1_Specific Eligibility Criteria:

- **Step 19:**

The screenshot shows the SAM.GOV workspace interface. The browser address bar displays `sam.gov/workspace/em/getstarted`. The page header includes the SAM.GOV logo and navigation links for Requests, Notifications, Workspace, and Sign Out. A secondary navigation bar contains Home, Search, Data Bank, Data Services, and Help. A 'Back to Workspace' button is visible at the top left of the main content area.

The main content area features a 'Welcome' message: "You are about to create a new entity record. We will ask a few short questions to help us recommend the best option for you." A red box highlights the "Create New Entity" button, with a red arrow pointing to it from the text "Click on 'Create New Entity'".

Below the main message are three sections:

- Are you trying to update an existing entity record?**
Please go to your Workspace and select the "Renew/Update" button for that entity.
[Go to Workspace](#)
- Is your entity based outside of the United States?**
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.
- What do I need for registration?**
[Download Guide](#)

RFA 1_Specific Eligibility Criteria:

- **Step 20:**

The screenshot shows a web browser at the URL `sam.gov/workspace/em/getstarted`. The page header includes the SAM.GOV logo and navigation links for Home, Search, Data Bank, Data Services, and Help. A 'Back to Workspace' button is visible on the left. The main content area displays a survey question: 'What is your goal?' with a green arrow icon. Below the question are three radio button options: 'Directly with the U.S. federal government.', 'With a business or other organization which receives funds directly from the U.S. federal government.' (which is selected), and 'Other.'. At the bottom of the form are three buttons: 'Previous', 'Cancel', and 'Next'.

RFA 1_Specific Eligibility Criteria:

- Step 20:

sam.gov/workspace/em/getstarted

SAM.GOV

Requests | Notifications

Home Search Data Bank Data Services Help

Back to Workspace

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

Select the answer that best fits your intentions today:

- Provide goods or services as a federal subcontractor. ?
- Receive a subaward under a federal grant/financial assistance program. ?
- Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ?
(e.g. state, local, tribal, territorial)
- Apply as a grantee for federal funds distributed by a government entity other than the federal government. ?
(e.g. state, local, tribal, territorial)
- Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.
- Participate in, or apply for, other programs. Please describe.
Please specify

e.g. Program Name

123 characters allowed

RFA 1_Specific Eligibility Criteria:

- Step 20:

sam.gov/workspace/em/getstarted

SAM.GOV Requests Notifications

Home Search Data Bank Data Services Help

[Back to Workspace](#)

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

Select the answer that best fits your intentions today:

- Provide goods or services as a federal subcontractor. ?
- Receive a subaward under a federal grant/financial assistance program. ?
- Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ?
(e.g. state, local, tribal, territorial)
- Apply as a grantee for federal funds distributed by a government entity other than the federal government. ?
(e.g. state, local, tribal, territorial)
- Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.
- Participate in, or apply for, other programs. Please describe.
Please specify

e.g. Program Name

123 characters allowed

RFA 1_Specific Eligibility Criteria:

- **Step 21:**

sam.gov/workspace/em/getstarted

[Back to Workspace](#)

Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

U.S. state or territory government or office

Local government office, i.e., of a county or a city

Tribal government or office

A company or business

Hospital system or healthcare organization (for profit or non-profit)

Non-profit organization

University or research facility (for profit or non-profit)

Industry group, professional association, trade publication, etc.

APEX Accelerators (formerly known as PTACs)

I decided on my own

None of the above
Please specify

123 characters allowed

RFA 1_Specific Eligibility Criteria:

- **Step 22:**

🔒 sam.gov/workspace/em/getstarted

Choose an Option

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose **Unique Entity ID Only**.

	Recommended
	Unique Entity ID Only
What you get:	
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	—
When you need it:	
To receive an award from someone else receiving federal funds ⓘ	✓
To apply directly for federal grants or loans ⓘ	—
To bid on federal contracts (prime) ⓘ	—
What you must complete:	
Entity Validation ⓘ	✓
IRS Taxpayer Validation ⓘ	—
CAGE/NCAGE Validation ⓘ	—
Level of Effort ⓘ	Lowest
Expiration ⓘ	—

Click on "Select" to go to the next page

Select

RFA 1_Specific Eligibility Criteria:

- **Step 23:**

sam.gov/workspace/em/entities/register

1 Get Started 2 **Enter Entity Data** 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Start Registration

Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

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.

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

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

City

State / Territory

1) Enter legal business name exactly as it's written on the officially translated document

2) Choose "Tunisia" from the drop-down list

3) Add entity address as written on the officially translated document

4) Add the Zip code "code postal"

5) Add the City and state as added in the officially translated document

RFA 1_Specific Eligibility Criteria:

- **Step 24:**

🔒 sam.gov/workspace/em/entities/register

< Start Validation

- 1 Get Started
- 2 Enter Entity Data
- 3 **Start Validation**
- 4 Complete Validation
- 5 Get Unique Entity ID
- 6 Start Registration

You Are About to Validate Your Entity

What is validation? ⓘ


The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) ⓘ
- [Physical address](#) ⓘ (no P.O. boxes or virtual offices)
- [Start year](#) ⓘ
- [National identifier](#) ⓘ (non-U.S. entities only)
- **Country or state of incorporation, if applicable**

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.

 Are you prepared for validation and registration?

[Download Guide](#)

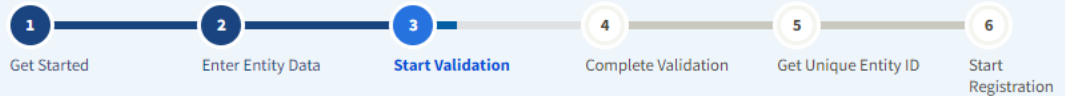
[Previous](#) [Cancel](#) [Next](#)

RFA 1_Specific Eligibility Criteria:

- **Step 26:**

🔒 sam.gov/workspace/em/entities/register

Start Validation



Based on the entity information entered in the previous step the system will present a list of entities with the same information, if you don't see your entity in the provided list check the box for "I don't recognize my entity in this list", then next.

Review Entity Information



Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

LEGAL ENTITIES LIST

WHERE DO THESE RESULTS COME FROM?

Showing Top Results

[Redacted]
[Redacted]
[Redacted]
TUN

Corporate

Private limited companies

Previous Cancel Next

RFA 1_Specific Eligibility Criteria:

- **Step 26:**

sam.gov/workspace/em/entities/register

< Start Validation

- 1 Get Started
- 2 Enter Entity Data
- 3 **Start Validation**
- 4 Complete Validation
- 5 Get Unique Entity ID
- 6 Start Registration

Add the incorporation year of the entity, this information should match the incorporation document.

Enter Incorporation Information

Start Year

This field is required

Start Year could be

- your year of incorporation
- your "established date"
- the year you legally began doing business

Previous Cancel Next

RFA 1_Specific Eligibility Criteria:

- Step 27:

🔒 sam.gov/workspace/em/entities/register

Document Your Entity Details

1 Review Requirements

⚠️ View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

██████████	Year of Incorporation
██████████	██████████
Tunic	
TUNISIA	

2 Attach Documents

You must attach one or more official documents that prove each of the items listed. A check here confirms you have provided proof for the required item.

- Legal business name and physical address in the same document
 - Legal business name and start year in the same document
- The documents you provide may additionally include:
- Legal business name and doing business as name in the same document

Add Document

3 Provide Details (Optional)

Please provide additional context for your specific situation, if necessary.

500 characters allowed

To attach the original document and then the translated one click on "Add document"

RFA 1_Specific Eligibility Criteria:

- **Step 28:**

🔒 sam.gov/workspace/em/entities/register

Document Your Entity Details

1 Review Requirements

⚠️ View this list of acceptable documents to understand the requirements.

Select the document Type from the drop-down list

Add Document

Select a Document Type

This field is required

This document includes the following. Select all that apply.

- Legal business name and physical address in the same document
- Legal business name and doing business as name in the same document
- Legal business name and start year in the same document

Select Document

Drag file here or [choose from folder](#)

Cancel

Submit

500 characters allowed

RFA 1_Specific Eligibility Criteria:

- Step 28:

The screenshot shows the SAM.gov registration process. The URL is sam.gov/workspace/em/entities/register. The navigation menu includes Home, Search, Data Bank, Data Services, and Help. The current step is "Start Validation", indicated by a blue circle with the number 3. The progress bar shows six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation, 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. A callout box on the left contains the text: "This is the reference Number for the submitted request. Check your email, you'll receive a notification that the documents and UEI request have been submitted." A red arrow points from this box to a blacked-out reference number in the "Entity Documentation Submitted" confirmation message. The confirmation message also includes a link to "Read this article" and a "Go to Workspace" button.

Home Search Data Bank Data Services Help

< Start Validation

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Start Registration

This is the reference Number for the submitted request. Check your email, you'll receive a notification that the documents and UEI request have been submitted.

Entity Documentation Submitted
Reference Number [\[Redacted\]](#)

SAM.gov will review your documentation and contact you if we have any questions. [Read this article](#) to learn more about what happens next.
Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

Go to Workspace