

If I already have my Unique Entity ID, how do I register my entity?

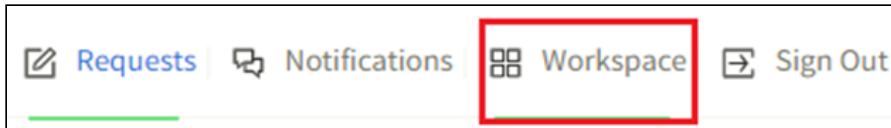
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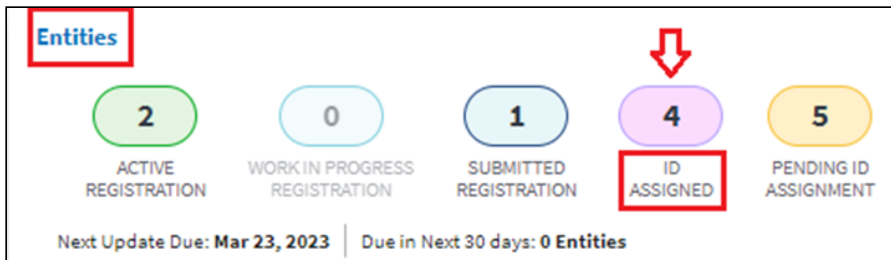
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If you have received your Unique Entity ID and need to register your entity in SAM.gov, follow the steps below:

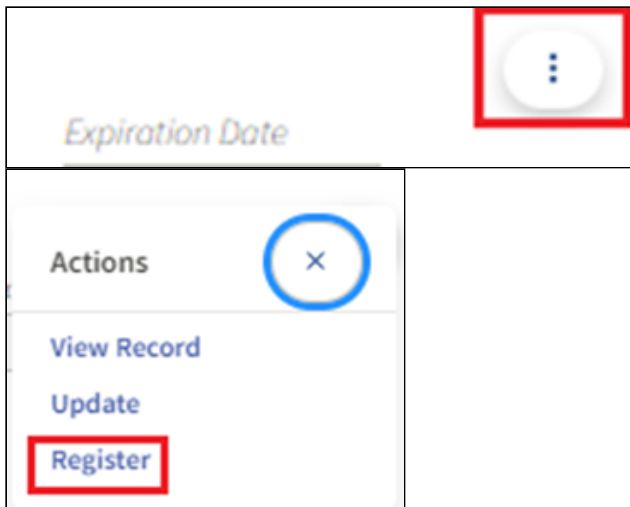
1. Navigate to SAM.gov and sign in via login.gov.
2. Navigate to your SAM.gov Workspace, by clicking "Workspace" in the subheader menu.



3. In the Workspace, find the "Entities" widget.
4. Select the number associated with "ID Assigned" or select "ID Assigned." This will display a list of your records with the Unique Entity ID assigned.



5. Locate the entity record you want to update, select the three dots (the Actions menu) near the expiration date, and select "Register."



6. You will be asked, "What would you like to do?" Select, "Register for Financial Assistance Awards Only" or "Register for All Awards" and select "Next."

What do you want to do?
Choose what you need and we will show you what information to prepare.

Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [?](#)
- Includes getting a Unique Entity ID and entity registration.

Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [?](#)
- To apply for grants and loans as described by 2 CFR 200. [?](#)

7. You will be asked, "Are you registering a government entity?" Select "Yes" or "No," and select "Next."

- If you select "Yes," the next screen will ask you to select your government entity type.

Are you registering a government entity?
Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes No

8. On the next screen, your selections will be displayed. Confirm your information is accurate and select "Next."

Expiration Date

9. The "Prepare Your Data" screen displays. Review the list of sections you will be required to complete based on whether you previously selected you would like to register for financial assistance or all awards.

Prepare Your Data

For registration, you are required to enter a lot of information about your entity. View a comprehensive guide to what you need for registration here before starting.

Purpose of Registration: **All Awards**

What do I need for registration? Download our guide.

Download

To register for **All Awards**, complete the following sections.

- Get a Unique Entity ID
- Core Data
- Points of Contact
- Assertions
- Representations & Certifications

10. Complete each section of the registration process:

A. Core Data section

B. Assertion section

- Not required if registering for federal assistance opportunities only.

C. Representation and Certification section

D. Points of Contact (POCs) section, including optional POCs

- You may remove optional POCs if they are no longer relevant.

11. If you qualify as a small business, there is a link for you to update your information in the Small Business Administration's (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification via the SBA Supplemental page. If the link is not available, go to the SBA General Login System and request access to "PRO-NET/DSBS." You can do this after your SAM.gov registration is submitted.

12. Select "Submit."

13. Review, then confirm your submission.

Once you have submitted your registration, you cannot make changes until the submitted registration is processed, or unless a validation step fails.

Prior to becoming active, your entity registration must pass the Taxpayer Identification Number (TIN) validation with the Internal Revenue Service (IRS) and the Commercial and Government Entity (CAGE) validation with the Defense Logistics Agency (DLA), if your entity has a CAGE code. The processing time may be longer if either party flags the registration data for manual validation.

You will receive a confirmation email once the registration is active. At that time, you will be eligible to apply for federal contracts or financial assistance from the federal government. Please allow an additional 24 hours before your active registration information is available in other government systems.