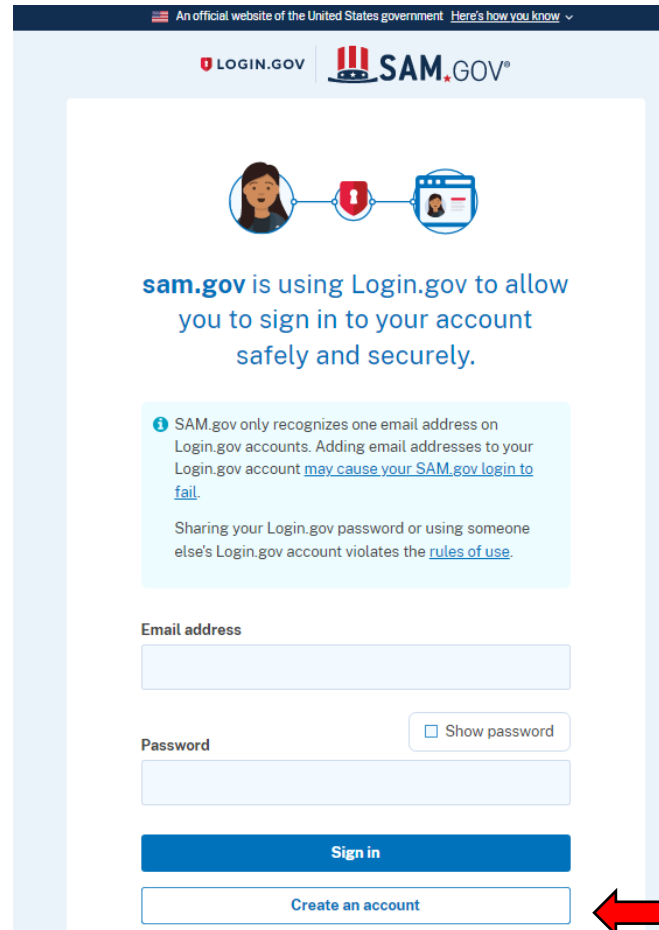


## Step 1: Receive UEI

*\*If you want to apply directly for federal assistance, you will need to register.*

Step 1: Visit [Sam.gov](https://sam.gov) and click 'Sign In'. If you do not already have an account with Sam.gov, you will need to 'Create an Account'.



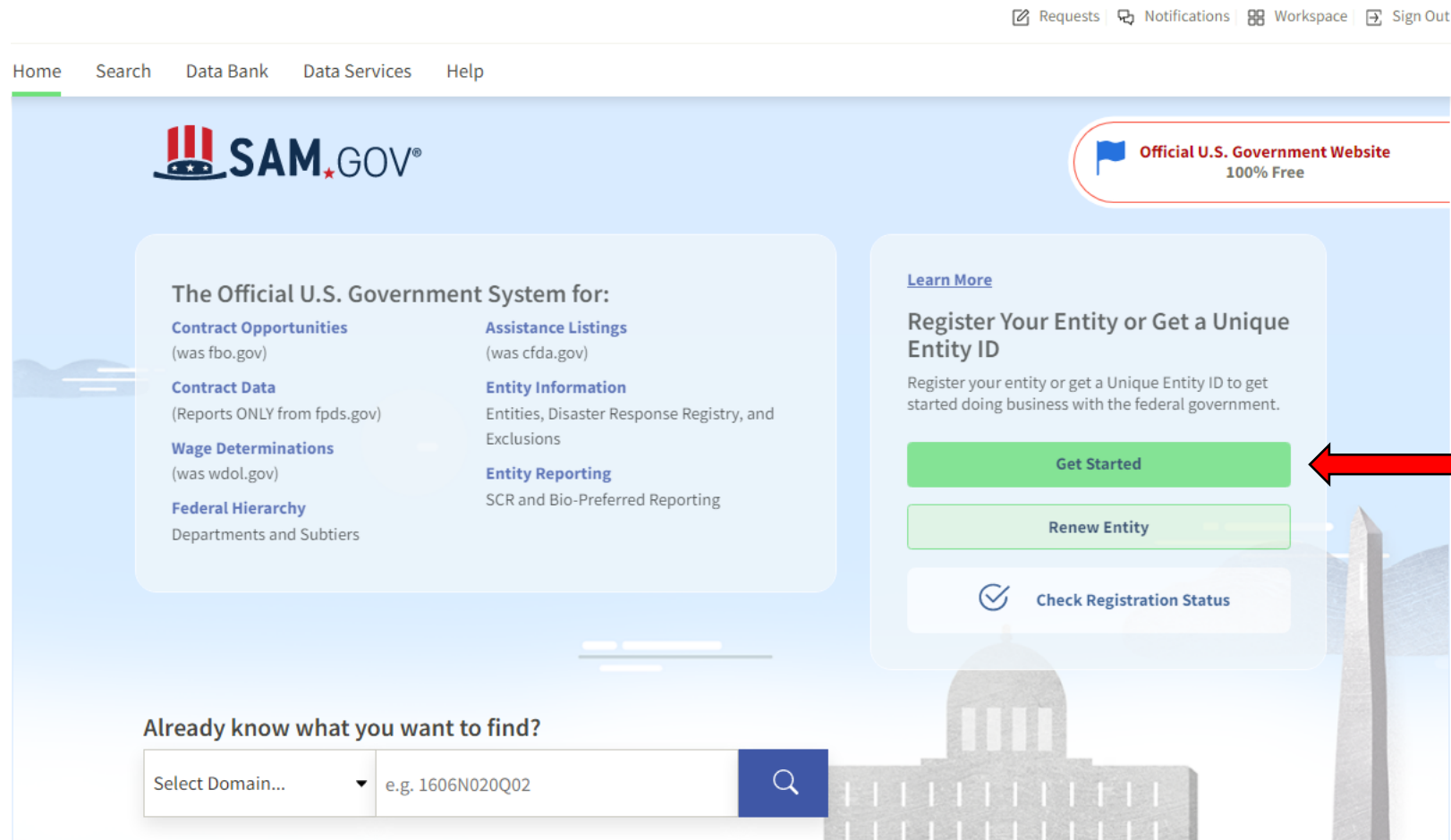
The screenshot shows the SAM.gov login interface. At the top, it says "An official website of the United States government" and "Here's how you know". Below that are the "LOGIN.GOV" and "SAM.GOV" logos. The main heading reads "sam.gov is using Login.gov to allow you to sign in to your account safely and securely." There is a light blue information box with a warning icon that says: "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." Below this is another line of text: "Sharing your Login.gov password or using someone else's Login.gov account violates the rules of use." The form contains an "Email address" input field, a "Password" input field with a "Show password" checkbox, a blue "Sign in" button, and a white "Create an account" button.

[Click Here](#): To watch a video from Sam.gov on how to get a Unique Entity ID or continue with slide presentation.

 Click Here to create your account with Sam.gov<sub>1</sub>

## Step 2: Receive UEI

Step 2: After you have created an account and signed in, you will be brought to the Sam.gov homepage.



The screenshot shows the SAM.GOV homepage. At the top, there are navigation links: Home, Search, Data Bank, Data Services, and Help. Below the navigation is the SAM.GOV logo and a badge that says "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, and Exclusions), and Entity Reporting (SCR and Bio-Preferred Reporting). The right column features a "Learn More" link and 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), and "Check Registration Status" (white with a checkmark icon). A red arrow points to the "Get Started" button with the text "Click 'Get Started'". 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".

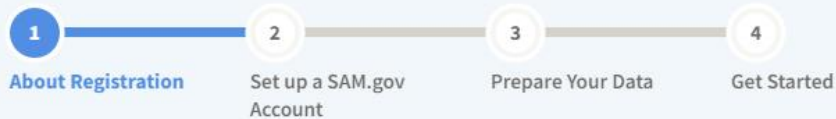
Step 2 (Continued): After you have clicked 'Get Started', you will be brought to the Entity Registration page.

## 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

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?](#)



Entity Information Home

### 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



Check Registration Status

Tip: Review the Four Steps in the blue box on the left 'Before You Get Started'

After you have reviewed the Four Steps, click 'Get Started' to receive an Unique Entity ID (UEI).

### 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?](#)

## Step 3: Receive UEI

### 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. [↗](#)

Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration. 

[What's the difference between getting a UEI only and registration ↗](#)



Select 'Register for Financial Assistance Awards Only' and click Next.



**What do I need for registration?**  
Download our guide.

Download



#### Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request ↗](#) to submit a request.



Previous



Cancel



Next



1 **Get Started** 2 Get Unique Entity ID 3 Continue Registration 4 Done

### 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

**!** If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

Previous Cancel Next

1) Select 'No' and click Next

1 **Get Started** 2 **Get Unique Entity ID** 3 Continue Registration 4 Done

### You will be registering the following:

- Entity Type: **Business or Organization**
- Purpose of Registration: **Financial Assistance Awards**

Apply for grants and loans, as described by [2 CFR 200](#)

**What do I need for registration?**  
Download our guide.

Download

Previous Cancel Next

2) Click Next

1 **Get Started** 2 Get Unique Entity ID 3 **Continue Registration** 4 Done

### 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: **Financial Assistance Awards**

**What do I need for registration?**  
Download our guide.

Download

To register for **Financial Assistance Awards**, complete the following sections.

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

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) Tool to submit a request.

Previous Cancel Next

3) Click Next



## Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

### 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

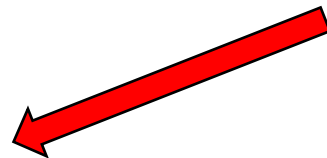
### Street Address 1

### Street Address 2 (Optional)

### ZIP Code

### City

### State



Tip: Entity's legal business name is the name registered with the [Secretary of the Commonwealth](#) or the name/address used on legal documents, tax returns, or banking documents.

Tip: If Sole Proprietor, Legal Business Name is your name. Enter your Business Name in 'Doing Business As' (Line 2).

After you have entered your Entity Information, click Next.

## Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

### 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

**WORCESTER DENTIST GROUP**  
255 PARK AVE  
STE 410  
WORCESTER, MA 01609-1989  
USA

**CITY OF WORCESTER**  
418 MAIN ST  
WORCESTER, MA 01608-1755  
USA

**WORCESTER ELECTION COMMISSION**  
455 MAIN ST  
RM 208  
WORCESTER, MA 01608-1870  
USA

**WORCESTER CHABAD ON CAMPUS**  
53 MIDLAND ST  
WORCESTER, MA 01609  
USA

Show More

Tip: If you were previously registered in Sam.gov, you may recognize your entity in the list.

For new registrations, click 'I don't recognize my entity in this list'.

Tip: If this is your first time registering on Sam.Gov and your entity is not shown after the Search - you will need to provide information on the next screen for the Federal Service Desk to add your entity to the database.



### Enter Incorporation Information

Start Year

State of Incorporation

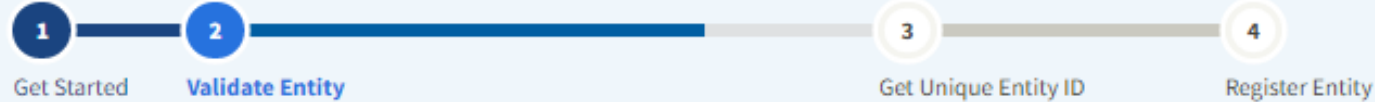
**Start Year** could be

- your year of incorporation
- your "established date"
- the year you legally began doing business
- the year you received your employer identification number (EIN)

**State of incorporation** could be where

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

Enter your Start Year and State of Incorporation. Click Next.



### Confirm Entity Information

YOU ENTERED

**Worcester Entity LLC**

455 Main Street  
Worcester, Massachusetts 01608  
UNITED STATES

Year of Incorporation  
2020

State of Incorporation  
Massachusetts


If update is correct select **Next**. If you need to further revise the details, select **Previous**.

Review information you have entered and click Next.



Document Your Entity Details

1 Review requirements.

 View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

Worcester Entity LLC	Year of Incorporation 2020
455 Main Street Worcester, Massachusetts 01608 UNITED STATES	State of Incorporation Massachusetts

2 Attach documents.

You must attach one or more official documents that prove each of the items listed.

- 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 U.S. state of incorporation in the same document
- Legal business name and start year in the same document.

Add Document

3 Provide Details (Optional).

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

500 characters allowed

You will need to provide Sam.Gov with documentation that states all of the following - **Business Name, Address, Start Year, and State of Incorporation** ([click here](#) for full list of supported documents).

**Commonly Used Documents for Entity Validation**

- Articles of Incorporation/Organization/Formation\*
- Certificate of Formation/Organization\*
- Department of Treasury IRS letter assigning your EIN
- Department of Treasury IRS Tax Exemption Status Letter (must be 5 years old or less)
- Secretary of State Certificate of Filing\*

**For Sole Proprietors or Individuals Doing Business as**

- Business Certificate or DBA Documents (stamped by City Clerk's Office)
- Department of Treasury IRS letter assigning your EIN
- Driver's License (only if Name and Address are **exactly** the same as entered in Entity Information Screen – Slide #6).

**Tip:** Documents marked with \* can be found with the [Secretary of the Commonwealth of Massachusetts](#).

## Step 3: Receive UEI (Continued)

### What happens after creating validation incident?

- After submitting validation incident in Sam.gov, you will be receive a FSD incident number **(THIS IS NOT YOUR UEI)** and you will be redirected to your account's Workspace (Workspace page can be found in top right corner next to Sign In/Sign Out).
  - Only submit **one** validation incident per entity.
- It will take an estimated 3-5 business days for your incident to be resolved **(pay attention to any future emails you may receive from Sam.gov after creating incident)**.
- After you have received a confirmation email from Sam.gov that they have created a new record for your entity – follow steps below
  1. Log in to SAM.gov and go to your Workspace to continue with your registration.
  2. Enter your entity information (repeat steps from Slide 2-6 of this document).
  3. Once you locate your entity and select that match in SAM.gov, you will be given your Unique Entity ID.

To Contact the Federal Service Desk for assistance with a ticket (Monday – Friday 8am-8pm): 866-606-8220