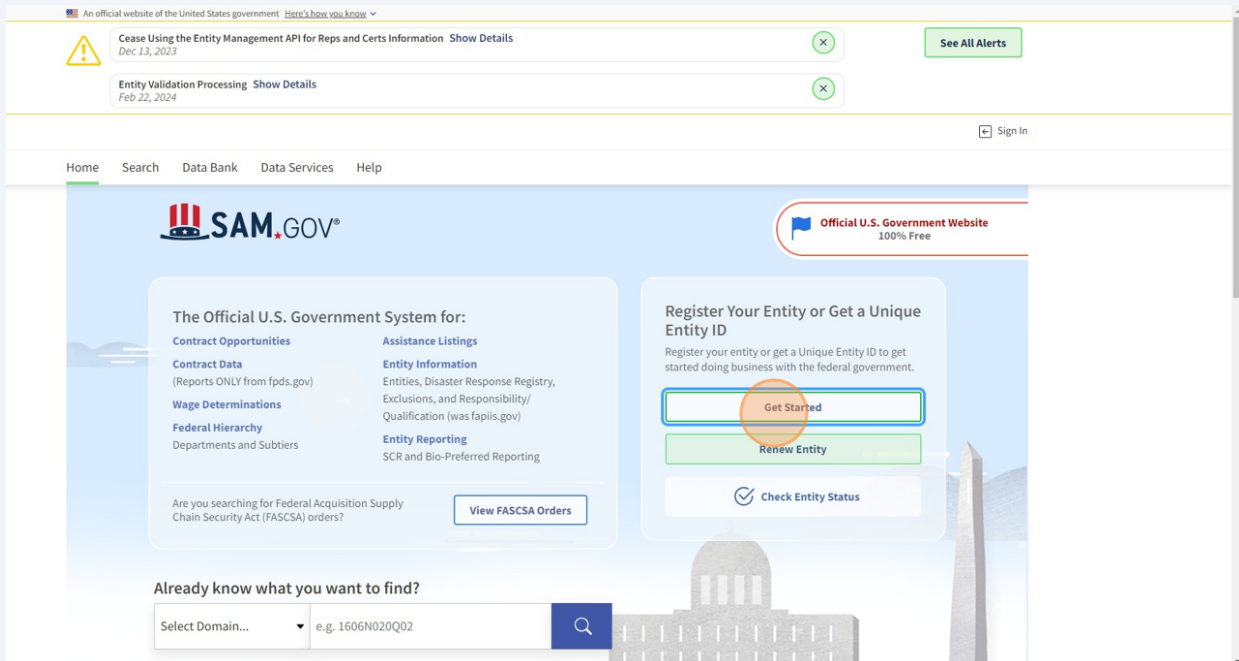


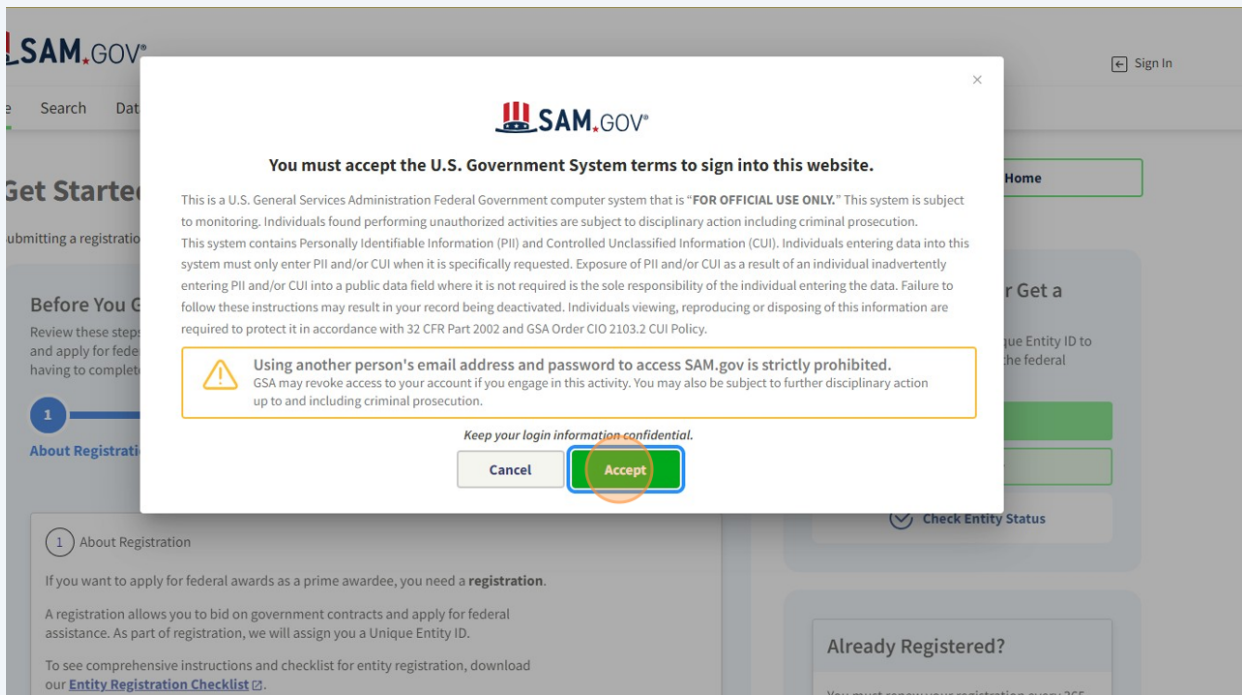
# Create Account on SAM.gov for Federal Funding.

1 Navigate to <https://sam.gov>

2 Click "Get Started"



### 3 Read terms and click "Accept"



The screenshot shows a modal dialog box on the SAM.gov website. At the top, it features the SAM.gov logo and the heading "You must accept the U.S. Government System terms to sign into this website." Below this, there is a paragraph of text explaining that the system is for official use only and is subject to monitoring. A yellow warning box highlights the prohibition against using another person's email and password. At the bottom, there are "Cancel" and "Accept" buttons, with the "Accept" button circled in orange. The background shows a blurred view of the website's registration process.

**You must accept the U.S. Government System terms to sign into this website.**

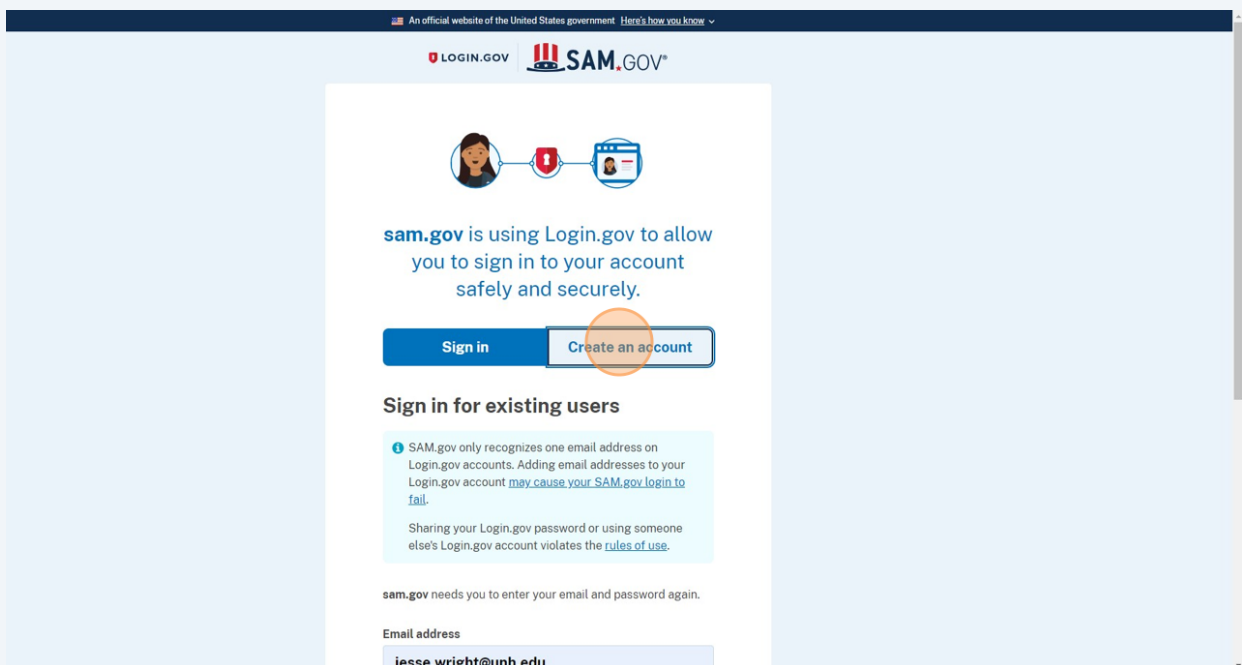
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. This system contains Personally 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.gov is strictly prohibited.**  
GSA may revoke access to your account if you engage in this activity. You may also be subject to further disciplinary action up to and including criminal prosecution.

Keep your login information confidential.

Cancel Accept

### 4 Click "Create an account"



The screenshot shows the SAM.gov login page. At the top, it features the LOGIN.GOV and SAM.GOV logos. Below this, there is a section titled "sam.gov is using Login.gov to allow you to sign in to your account safely and securely." This section contains "Sign in" and "Create an account" buttons, with the "Create an account" button circled in orange. Below the buttons, there is a "Sign in for existing users" section with a warning icon and text explaining that SAM.gov only recognizes one email address on Login.gov accounts. At the bottom, there is a form field for "Email address" with the value "jesse.wright@unh.edu" entered.

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**

**!** 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.](#)

Sam.gov needs you to enter your email and password again.

Email address  
jesse.wright@unh.edu

- 5 Click the "Enter your email address" field.

[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.

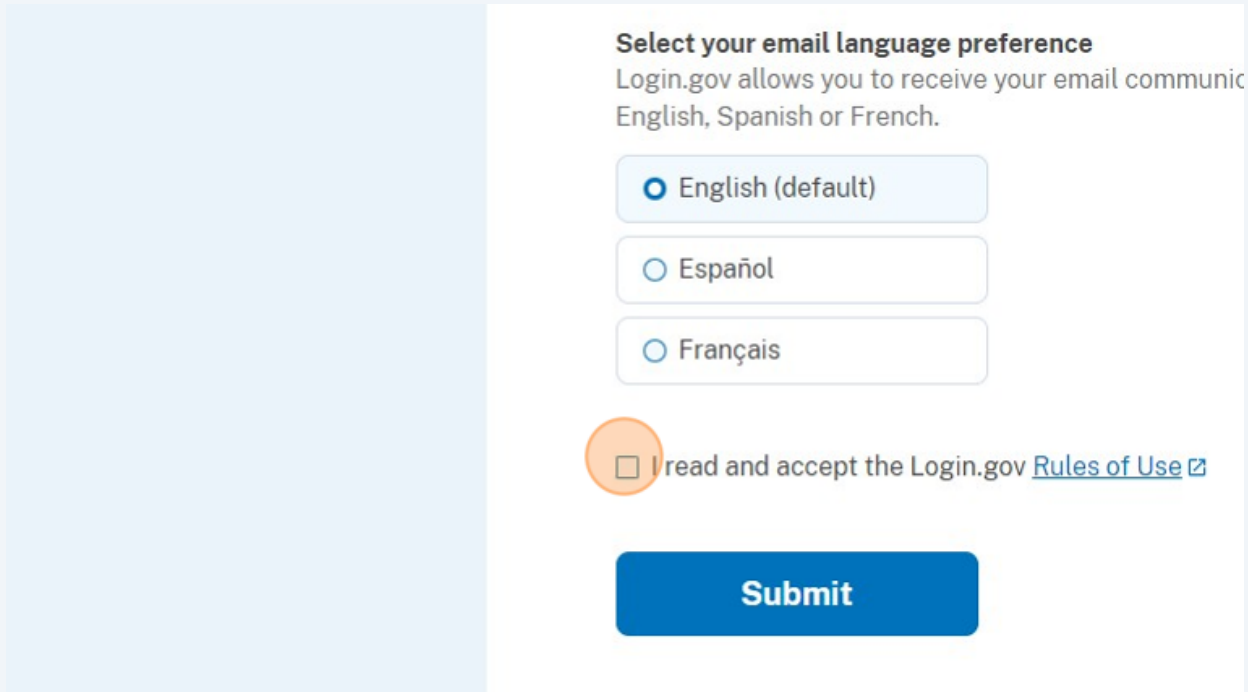
English (default)

Español

- 6 Type in your email address.

7

Select your preferred language. Read the linked Rules of Use (opens new tab) and then check the box for acceptance.



**Select your email language preference**  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

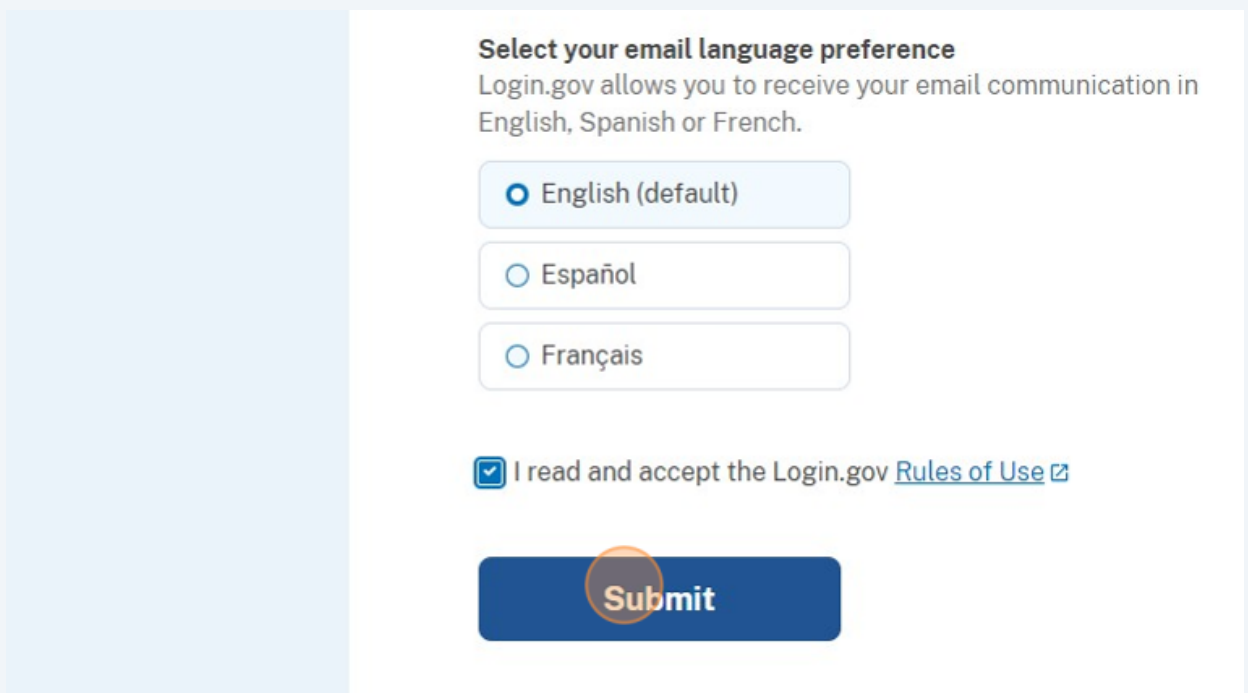
Français

I read and accept the Login.gov [Rules of Use](#)

**Submit**

8

Click "Submit"



**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**

9

The next page sets up an authentication method for security. The easiest is probably text or voice message. To select this method, click the check box next to "Text or voice message".

### Authentication method setup

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

-  **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.
-  **Security key**  
A physical device, often shaped like a USB

10

Click "Continue"

-  **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.

**Continue** 

[Cancel account creation](#)

11

If you selected text/call, you'll receive a one-time code. Click the "One-time code" field and enter the code send to your phone.

## Enter your one-time code

We sent a text (SMS) with a one-time code to +1 603-340-0049. This code will expire in 10 minutes.

### One-time code

Example: 123456

Remember this browser

Submit

[Send another code](#)

12

Click "Submit"

### One-time code

Example: 123456

696249

Remember this browser

Submit

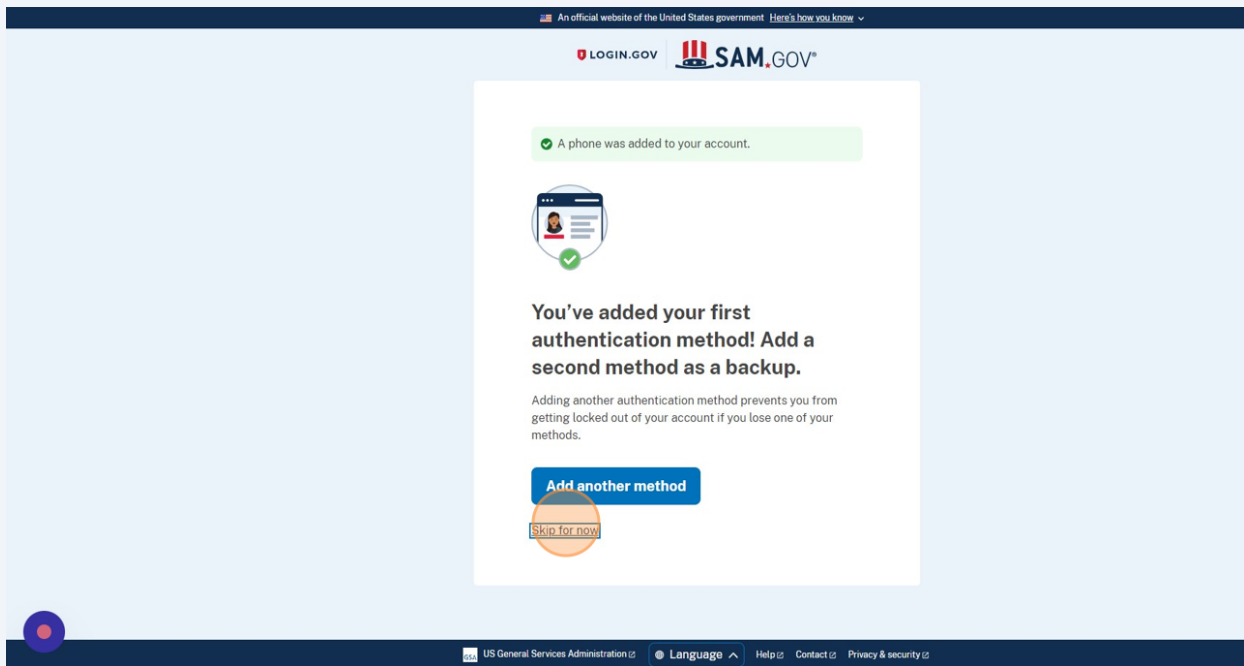
[Send another code](#)

Having trouble? Here's what you can do:

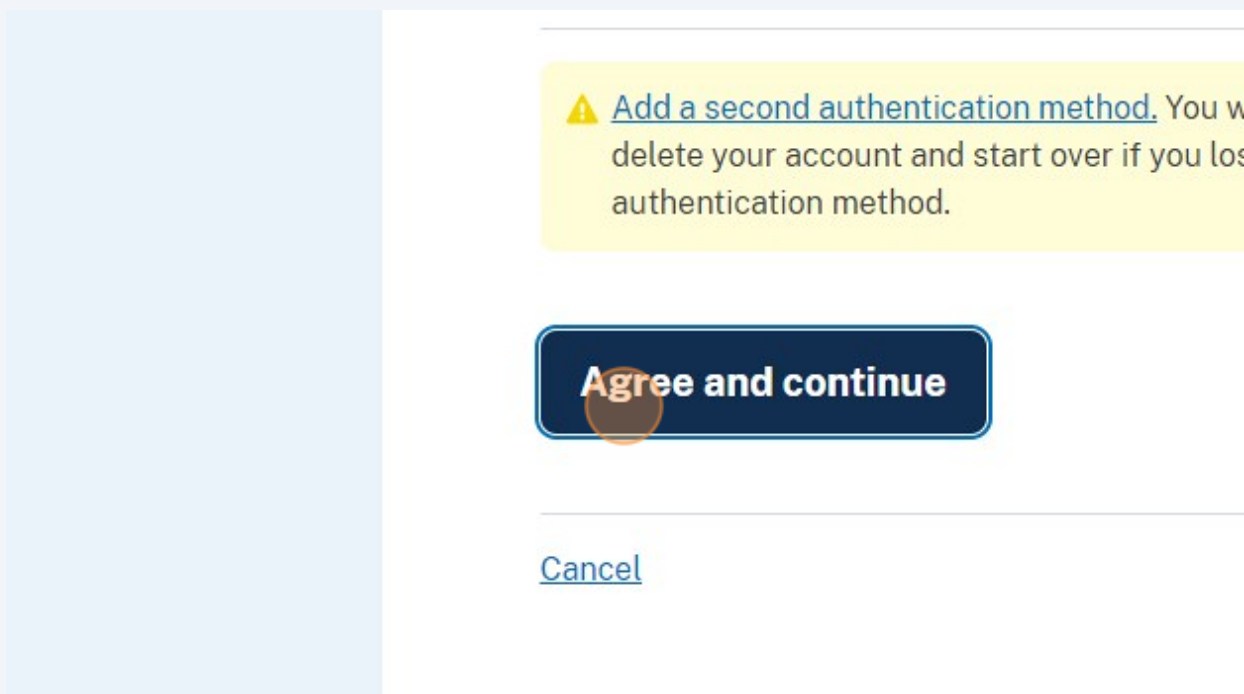
[Use another phone number](#)



13 You can add another authentication method or click "Skip for now"

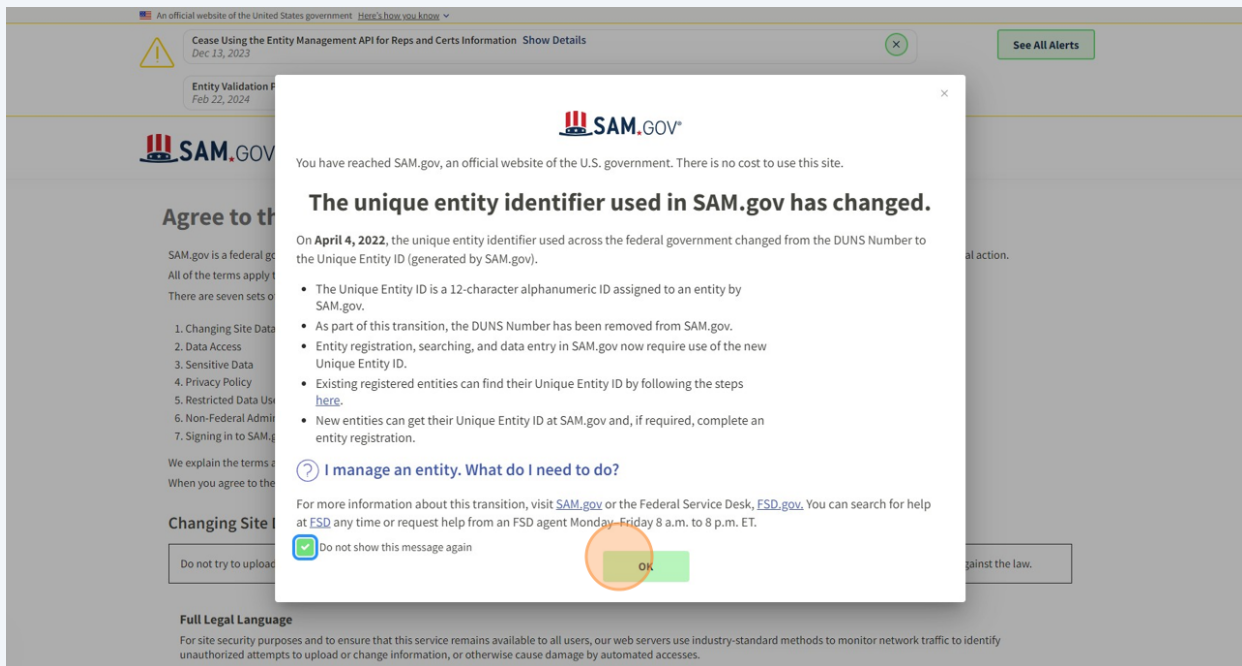


14 Click "Agree and continue"



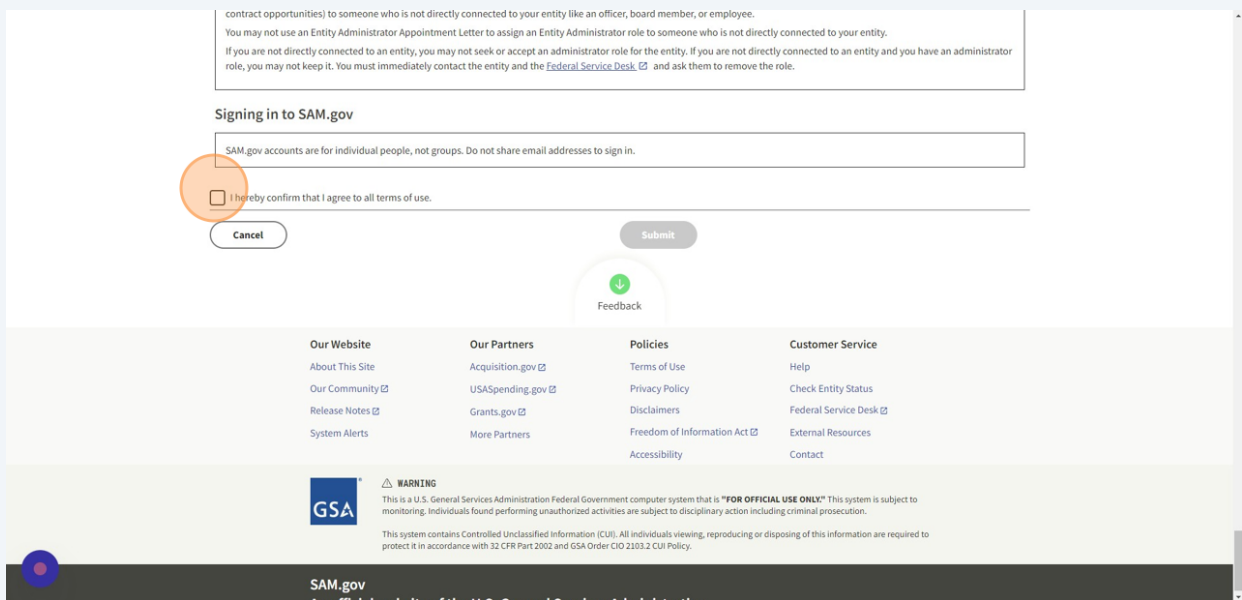
15

You'll be redirected to the [sam.gov](https://sam.gov) home page. There will be a pop up message saying that UEI is the new DUNS system. Just click "OK"



16

More terms. Check the box next to "I hereby confirm that I agree to all terms of use."





## 17 Click "Submit"

contract opportunities) to someone who is not directly connected to your entity like an officer, board member, or employee.  
You may not use an Entity Administrator Appointment Letter to assign an Entity Administrator role to someone who is not directly connected to your entity.  
If you are not directly connected to an entity, you may not seek or accept an administrator role for the entity. If you are not directly connected to an entity and you have an administrator role, you may not keep it. You must immediately contact the entity and the [Federal Service Desk](#) and ask them to remove the role.

### Signing in to SAM.gov

SAM.gov accounts are for individual people, not groups. Do not share email addresses to sign in.

I hereby confirm that I agree to all terms of use.

Cancel

Submit



Feedback

#### Our Website

[About This Site](#)  
[Our Community](#)  
[Release Notes](#)  
[System Alerts](#)

#### Our Partners

[Acquisition.gov](#)  
[USASpending.gov](#)  
[Grants.gov](#)  
[More Partners](#)

#### Policies

[Terms of Use](#)  
[Privacy Policy](#)  
[Disclaimers](#)  
[Freedom of Information Act](#)  
[Accessibility](#)

#### Customer Service

[Help](#)  
[Check Entity Status](#)  
[Federal Service Desk](#)  
[External Resources](#)  
[Contact](#)



#### WARNING

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 Controlled Unclassified Information (CUI). All 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.

SAM.gov

An official website of the U.S. General Services Administration

## 18 Add your name, email, and phone number. Click submit.

### Complete Your Profile

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

First Name

Last Name

Email Address

19

There will be a page to elect roles. Don't worry about that for now. Click "Skip and Finish"

an administrator or other operational role, refer 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.

20

You'll be redirected back to a 'workspace'. Click "Get Started" on the bottom left under register your entity.

Entity Information    Reference Services    Request A Role

**Entity Information**

Entities

0    0    0    0

Active Registration    ID Assigned    Inactive Registration    Pending ID Assignment

No Active Registrations

**Register Your Entity or Get a Unique Entity ID**  
What do I need for registration?

**Renew/Update Your Entity**  
Select Renew/Update to go to entities.  
How to renew or update an entity

## 21 Click "Create New Entity"

[Back to Workspace](#)

### Welcome

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.

Create New Entity

#### 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.

#### Download Your Registration Guide

Download Guide

## 22 Click "With a business or other organization which receives funds directly from the U.S. federal government."

[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.

× CANCEL

← PREVIOUS

NEXT →

23 Click "Receive a subaward under a federal grant/financial assistance program."

- 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

24 Click "NEXT"

The screenshot shows a form with a horizontal line. Below the line, there are two buttons: a light green button with a left arrow and the text "PREVIOUS", and a dark green button with a right arrow and the text "NEXT". The "NEXT" button is highlighted with a blue border and an orange circle.

The screenshot shows a circular button with a downward arrow icon and the text "Feedback" below it.

25 Click "U.S. state or territory government or office"

### Who required your entity to be

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

Enter Code or Name

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)

26 Click this text field.

Federal government

Federal Hierarchy (Optional)

Enter Code or Name

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)

27 Click "New Hampshire"

Federal government

**Federal Hierarchy (Optional)**

Enter Code or Name ▼

U.S. state or territory government or office

New × ▲

**New Hampshire**

New Jersey

New Mexico

New York

Non-profit organization

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

Industry group, professional association, trade publication, etc.

28 Click "NEXT"

---

29

This page is telling you that you likely only need to create a UEI (not register one). Click "Select"

The screenshot shows a registration form with the following sections:

- 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**: —

A blue box highlights the 'Level of Effort' and 'Expiration' rows. An orange circle highlights the 'Select' button at the bottom of this box. Below the box, there is a link: "See other options if you believe you need more than a Unique Entity ID".

At the bottom of the form, there is a "Download Your Registration Guide" section with a "Download Guide" button. At the very bottom, there are "CANCEL" and "PREVIOUS" buttons.

30

Fill in the "Legal Business Name" field as it appears on you taxes. Fill in the Doing Business As field if applicable (for example, you use a trade name that is different from your legal business name).

## 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

not be used as your physical address.

**31** Fill in your full address, county first.

**Physical Address**  
Your physical address is the street address of the primary office or other building where you  
not be used as your physical address.

**Country**

United St × ▲

UNITED STATES

**Street Address 2 (Optional)**

ZIP Code

**32** Fill in the address field with the physical address of your farm. NOTE THAT PO BOXES ARE NOT ALLOWED. Many people get rejected because they use a PO Box--just enter the physical address of your farm or wherever you keep the books for your business.

Your physical address is the street address of the primary office or other building where your  
not be used as your physical address.

**Country**

UNITED STATES × ▼

**Street Address 1**

**Street Address 2 (Optional)**

ZIP Code



33 Click "NEXT"



34 You'll now be asked to upload documents that prove the information about your business. Check the box next to "I can" and click Next.

- [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 registration. This process will take additional time to process.

I can provide **official documentation**, if necessary, to verify the information above.



**Download Your Registration Guide**

[Download Guide](#)

35

The next screen may be a list of possible matches for businesses that are already registered. If you see your business listed, select the first option "I recognize my entity in this list." If you don't see your business name, select the second option. Don't panic if you don't see this page, most of you will get directed to the next page automatically.

The screenshot shows a web interface with a progress bar at the top containing six steps: 'Get Started', 'Enter Entity Data', 'Start Validation' (highlighted in blue), 'Complete Validation', 'Get Unique Entity ID', and 'Continue Registration'. The main content area is titled 'Review Entity Information' and includes the instruction: 'Review the legal entity list and select whether or not you clearly recognize an entity as yours.' Below this is a 'Select an Option' section with two radio buttons: 'I recognize my entity in the legal entities list.' (with a note 'If some details are not correct, you can update them.') and 'I don't recognize my entity in this list.' (with a note 'Select Next to continue.'). At the bottom, there is a table header for 'LEGAL ENTITIES LIST' with a sub-header 'WHERE DO THESE RESULTS COME FROM?' and a status indicator 'Showing Top Results'.

36 Enter business start up information.

This page is titled enter incorporation information and it's kind of confusing language because for some of you, the business isn't Incorporated but they still want you to enter your information here on this page. In the start year section, enter the year of incorporation if your entity is incorporated. If your entity is not incorporated provide the year you began doing business.

## 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)

37

For State of Incorporation section, enter the state where you incorporated your business or where you filed your your certificate or articles of formation or where your business is located if it's not incorporated.

**Enter Incorporation Information**

Start Year

State of Incorporation

New Hampshire

**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)

38 Click "NEXT"

tification number (EIN)

nation  
orated

< PREVIOUS

NEXT >

Feedback

39

This next screen has you confirm your information. Is it all correct? If so, click next.

You'll want to pay attention to this screen because on the next page they're going to ask you to upload digital documents to prove this information and the documents you upload must show your information **exactly** as it appears on this screen so make sure you have documents to prove your legal entity name, physical address, state, and start year exactly as they appear here. If your documents have something different click the previous button and go back and revise your information so that the documents you upload match what's shown on this screen.

**Confirm Entity Information**

YOU ENTERED

<b>Test Farm Name</b> 123 Test Farm Dr North Conway, NH 03860 UNITED STATES	<b>Year of Incorporation</b> 2000 <b>State of Incorporation</b> New Hampshire
--	--

Please review what you entered for this entity. Select **Next** to confirm. Select **Previous** to modify.

Feedback

<b>Our Website</b> <a href="#">About This Site</a> <a href="#">Our Community</a> <a href="#">Release Notes</a> <a href="#">System Alerts</a>	<b>Our Partners</b> <a href="#">Acquisition.gov</a> <a href="#">USASpending.gov</a> <a href="#">Grants.gov</a> <a href="#">More Partners</a>	<b>Policies</b> <a href="#">Terms of Use</a> <a href="#">Privacy Policy</a> <a href="#">Disclaimers</a> <a href="#">Freedom of Information Act</a> <a href="#">Accessibility</a>	<b>Customer Service</b> <a href="#">Help</a> <a href="#">Check Entity Status</a> <a href="#">Federal Service Desk</a> <a href="#">External Resources</a> <a href="#">Contact</a>
--	--	---	---

40

This is the page where we can upload documentation proving the information you entered about your business is correct. Click "Add Document".

YOU ARE DOCUMENTING	
Test Farm Name	Year of Incorporation
123 Test Farm Dr North Conway, NH 03860 UNITED STATES	2000 State of Incorporation New Hampshire

**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 U.S. state of incorporation 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.

41

From the drop-down menu select the type of document you're attaching.

View this list of acceptable documents to understand the requirements.

### Add Document

Select a Document Type

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

Select Document

42

It's showing you here the types of documents you can upload to prove your information. For example, Articles of Incorporation or Articles of Formation, a recent bank statement, your certificate of formation from your state, certified tax returns, a recent utility bill, and for you sole proprietors, you can upload your driver's license. You can upload other types of documents as well. This is just some of the most common documents that people submit.

**Suggest attaching the letter you received from the IRS that assigned your employer identification number (EIN) if you have it!**

Select "other document" if you're submitting something different.

**Add Document**

Select a Document Type

Employer Identification Number or tax ID documentation from IRS ▼

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

**Select Document**

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

43

Once you've selected your document type, check the boxes to indicate the information that's contained in the document. For example, legal business name and physical address in the same document or legal business name and US state of incorporation in the same document. If the document contains multiple pieces of information, then you'll check multiple boxes. For example, your Articles of Incorporation from your state might contain your name, address, state, and start year, in which case you would check those three boxes. Then you can drag your document into the box and click submit. Attach as many documents as you need to verify all your information. That could be one document or it could be multiple documents. You just go through this 'Add Document' process for each one and be sure you check the boxes when you add your document because the website is not going to let you go on to the next page until these three boxes are checked. If you enter a doing business name, then you'll need to upload documentation for that as well.

In section three, there's this text box that says provide details, and it's listed as optional, but if your situation is more complicated be sure to use that box to spell out which documents validate which pieces of information.

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

**Select Document**

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

**Provide Details (Optional)**


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

## 44 Click 'Next'

The documents you provide may additionally include:

Legal business name and doing business as name in the same document

Showing 1 to 1 of 1

Document	Document Type	
 Document Maine Money Values.docx 201.533 KB	Utility bills	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Includes:

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

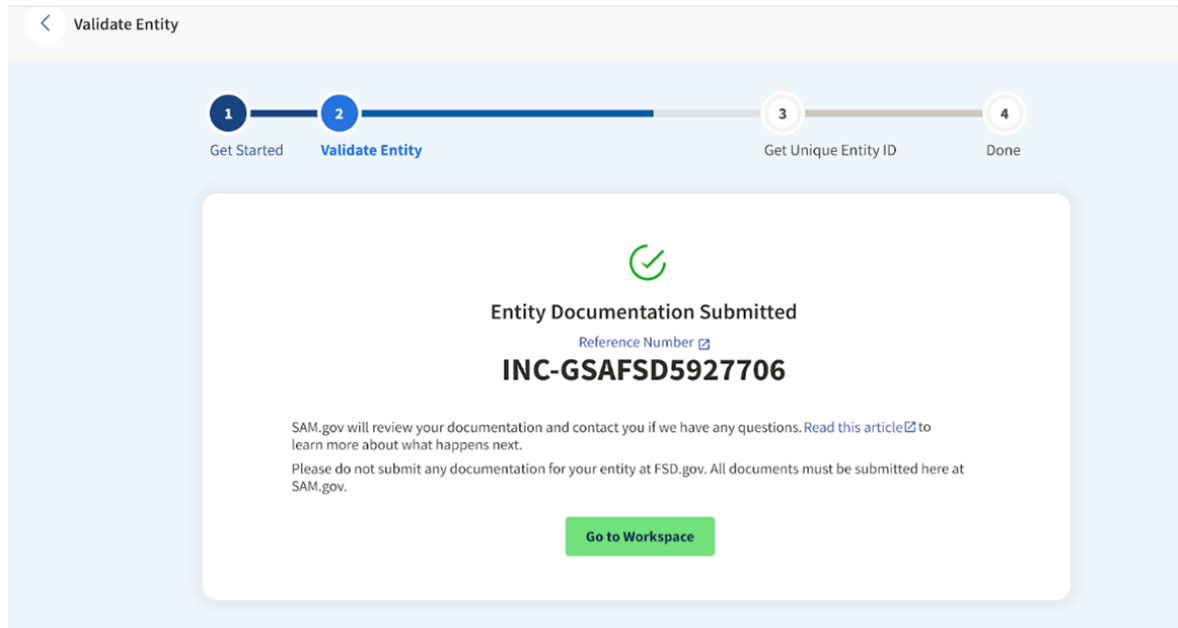
**3 Provide Details (Optional)**

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

500 characters allowed



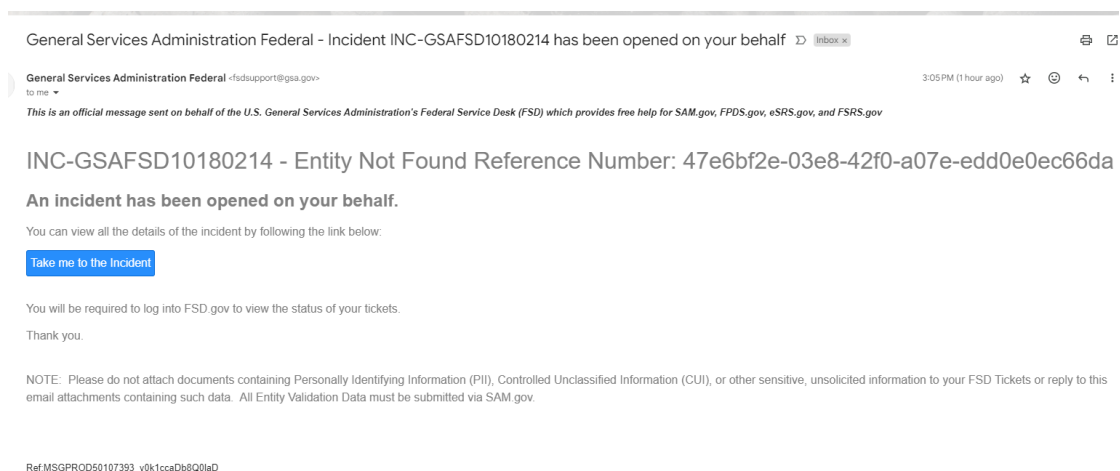
- 45 You'll be brought to a page that has a confirmation on it that your documentation has been submitted. It will give you a reference number and tell you how many days it will take them to review your documents.



- 46 You will also get an email with the results of your review. The email is a little scary--talking about 'incidents'. Don't be alarmed if your email looks like the one below.

If the EVS agent asks you for more documentation, return to your Workspace to add documentation to your request. When your submitted documents are accepted, your information will be updated. You will be notified when this is complete.

**Please monitor your email closely.** If you do not respond to a request for information within 5 business days, your request will be closed, your validation will not be complete, and you will have to start over to validate your entity.



**You are not yet done!** To complete validation, follow [these instructions on what to do next](#).