

# Register with SAM.gov



Universal Service  
Administrative Co.

# Obtain a Unique Entity Identification (UEI) Number

- Register with [SAM.gov](https://sam.gov) to obtain a Unique Entity Identification Number (UEI)
  - Registration is free
  - UEI is a 12-character alphanumeric ID used in SAM.gov to identify a unique entity
  - UEIs do not expire, but registrations must be updated and renewed annually to remain in “active registration” status
    - USAC will check to verify the UEI is active when reviewing a provider’s election notice
  - A UEI is required for the FCC approval process and to file an election notice

# Registering with SAM.gov

- When selecting the purpose of the registration select the “Financial Assistance Awards only” option
- Use the [Entity Registration Checklist](#) to walk you through the process
- You will need the following information to get a UEI
  - Legal Business Name
  - Physical Address (A post office box may NOT be used as your physical address)
  - Date of Incorporation
  - State of Incorporation (Entities outside the U.S. may need to provide alternate information)
  - National Provider Identifier (NPI) – this is for Non-U.S. entities only

# Registering with SAM.gov

- You will need to create an account by clicking the “Sign In” button in the top right corner of the SAM.gov [home page](#)

Home Search Data Bank Data Services Help

**SAM.GOV®**

Official U.S. Government Website  
100% Free

**The Official U.S. Government System for:**

<b>Contract Opportunities</b> (was fbo.gov)	<b>Assistance Listings</b> (was cfda.gov)
<b>Contract Data</b> (Reports ONLY from fpds.gov)	<b>Entity Information</b> Entities, Disaster Response Registry, and Exclusions
<b>Wage Determinations</b> (was wdol.gov)	<b>Entity Reporting</b> SCR and Bio-Preferred Reporting
<b>Federal Hierarchy</b> Departments and Subtiers	

**NEW** [Learn More](#)

**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**


**Sign In**

# Registering with SAM.gov

- You will be taken to Login.gov to sign in
- If you have a login and password enter your email address and password, then click “Sign In”
- If you do NOT have a login and password scroll to the bottom of the page to create an account

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**

Email address

Password  Show password

**Sign in**


**Create an account**


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

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[Back to sam.gov](#)

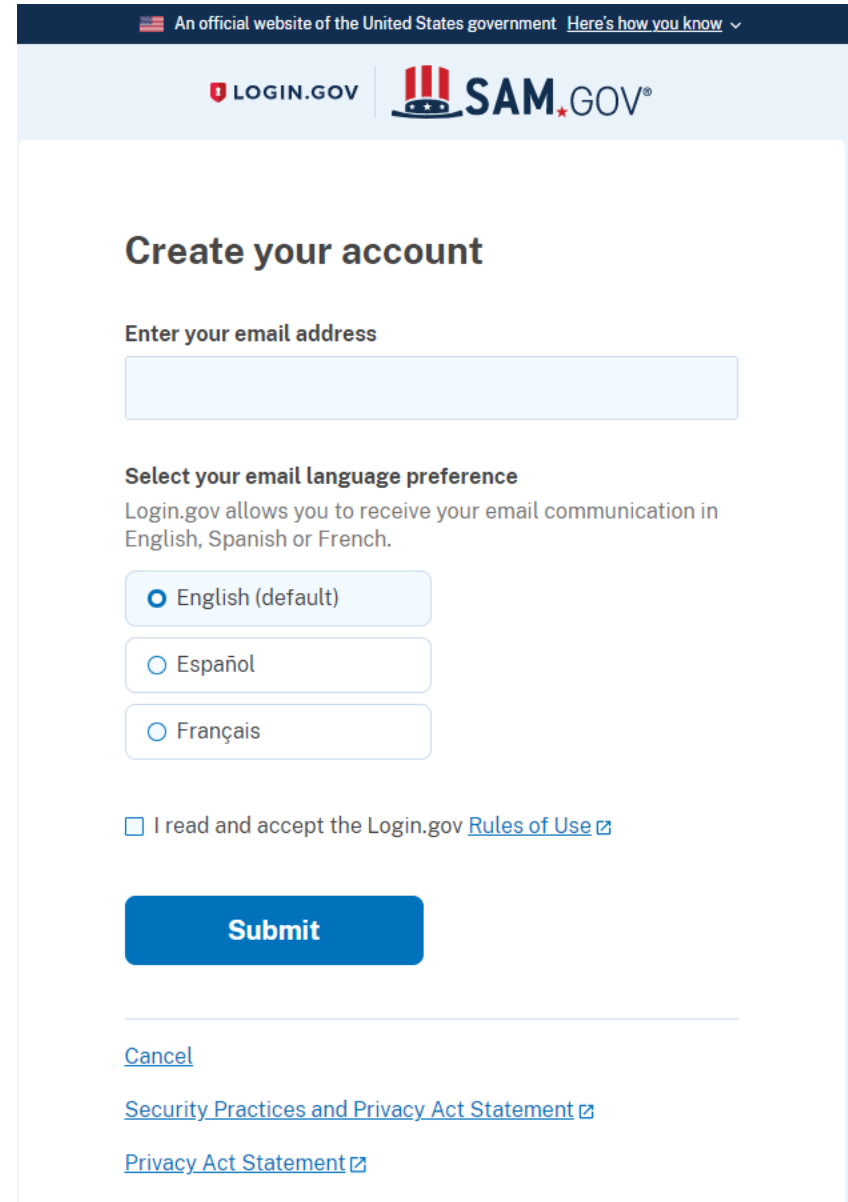
[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#) 

[Privacy Act Statement](#) 

# Registering with SAM.gov

- Select “Create an Account”
  - Enter your email address
  - Select your email language preference
  - Review and accept Login.gov Rules of Use
  - Click Submit
- You will receive an email to validate the email address
- Follow the instructions in the email to continue the registration process
- Once you are logged in make sure you are on the “[Home](#)” page



The screenshot shows the SAM.gov registration page. At the top, there is a dark blue header with the text "An official website of the United States government" and a link "Here's how you know". Below this is a light blue navigation bar with the "LOGIN.GOV" logo and the "SAM.GOV" logo. The main content area is white and features the heading "Create your account". Underneath, there is a form with the following elements: a text input field labeled "Enter your email address"; a section titled "Select your email language preference" with a subtext "Login.gov allows you to receive your email communication in English, Spanish or French." and three radio button options: "English (default)", "Español", and "Français"; a checkbox labeled "I read and accept the Login.gov Rules of Use" with a link to the rules; a prominent blue "Submit" button; and at the bottom, three links: "Cancel", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

# Registering with SAM.gov

- Once you have finished creating an account, follow the instructions in the [Entity Registration Checklist](#) to complete the process
- The registration process will ask a series of questions about your entity
- Below are some examples of what will be asked while registering, but this list is not exhaustive:
  - Ownership Details
  - General Information
    - Country of Incorporation, State of Incorporation etc.
  - Financial Information
    - This is your standard Checking or Savings Account that accepts an ACH-EFT Credit; be certain that your bank provides the ACH-EFT ABA Routing Number for your account
    - No payments are issued by paper check, or WIRE Transfer



# Registering with SAM.gov

- Below are some examples of what will be asked while registering, but this list is not exhaustive:
  - Points of Contact (POCS) information
  - Size Metrics
    - Locations, number of employees etc.





# Registering with SAM.gov

- Service providers are solely responsible for keeping their financial/ACH-EFT information current within the system
- USAC recommends assigning at least two administrators to the registration
  - The admins should keep their accounts active by logging in every 30 days



# Registering with SAM.gov

- Can take up to 10 business days once you register for your registration to become active in SAM.gov
- Can check the status of your entity registration using the SAM.gov [status tracker](#)

## Check Entity Registration Status

This tool allows you to check the status of your entity registration.



**Non-federal users:** You may only check the registration status of entities linked to your SAM.gov account.

**Federal users:** If you need to view registrations that are not publicly available, use the **Search** link in the header menu of SAM.gov, while signed in.

### Sign In to Get Started

You must be signed in to check the status of your entity's registration.

Sign In

# Resources for Registering with SAM.gov

- Refer to the [Entity Registration Checklist](#)
- For help with the process visit the SAM.gov “[Help](#)” page
- To check the status of your registration use the SAM.gov [status tracker](#)