Quick Start Guide for Getting a Unique Entity ID

SAM.gov is the official free, government-operated website for the management of government awards. There is NO charge to register or maintain your entity information in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID.

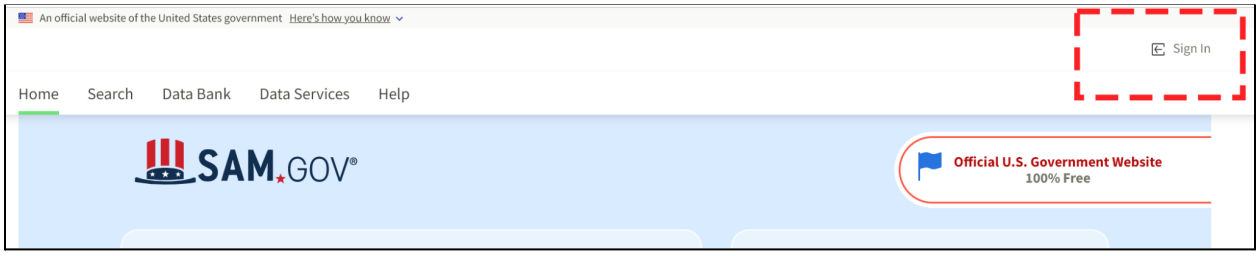
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. Learn how to view your Unique Entity ID (SAM) here.

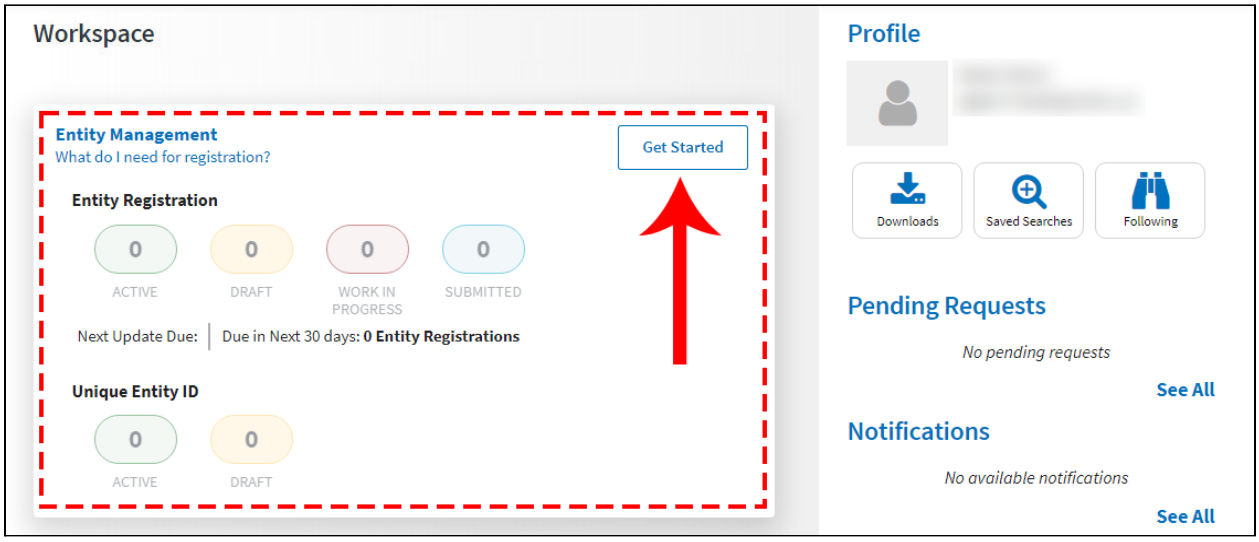
If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want to only get a Unique Entity ID and do not want to complete a full entity registration in SAM.gov, follow the steps below.

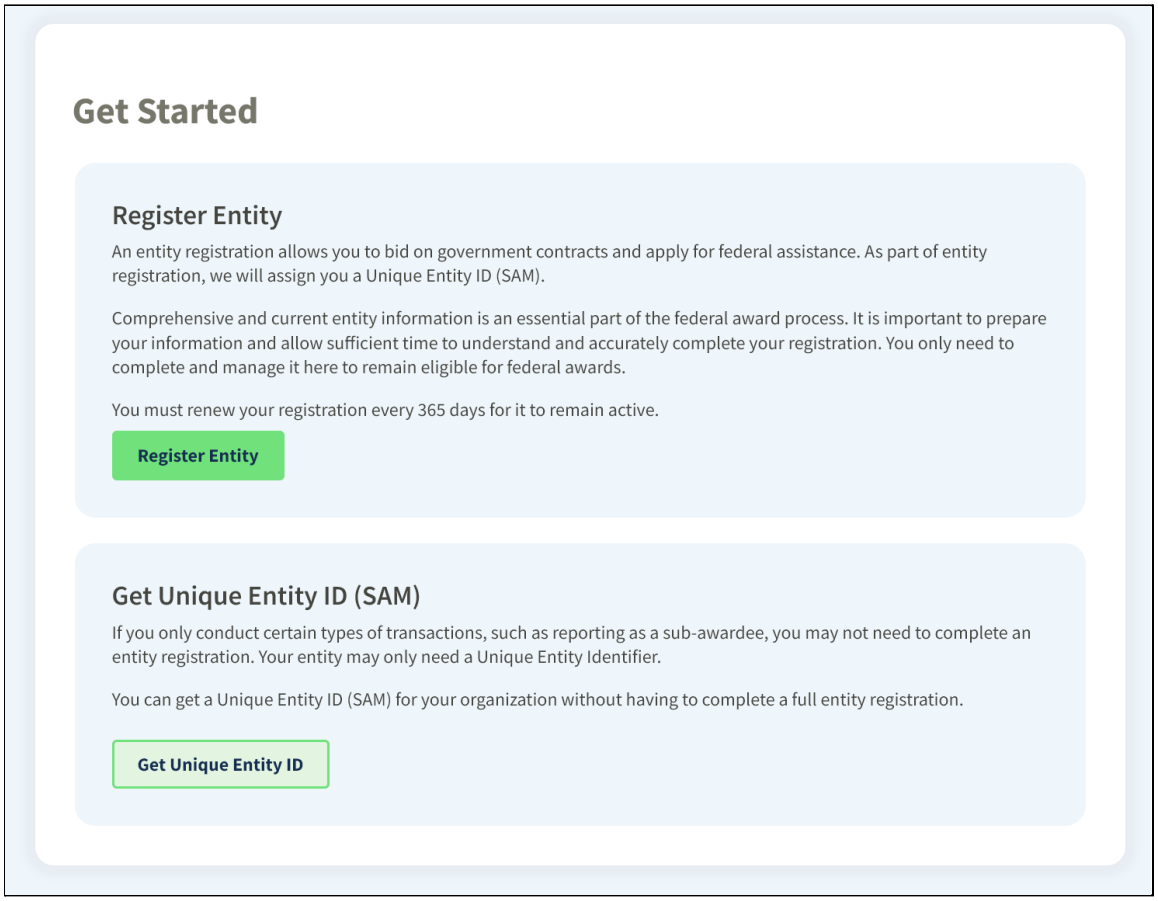
1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov can be accessed here. Once you create your user credentials, you will return to SAM.gov to complete your profile.



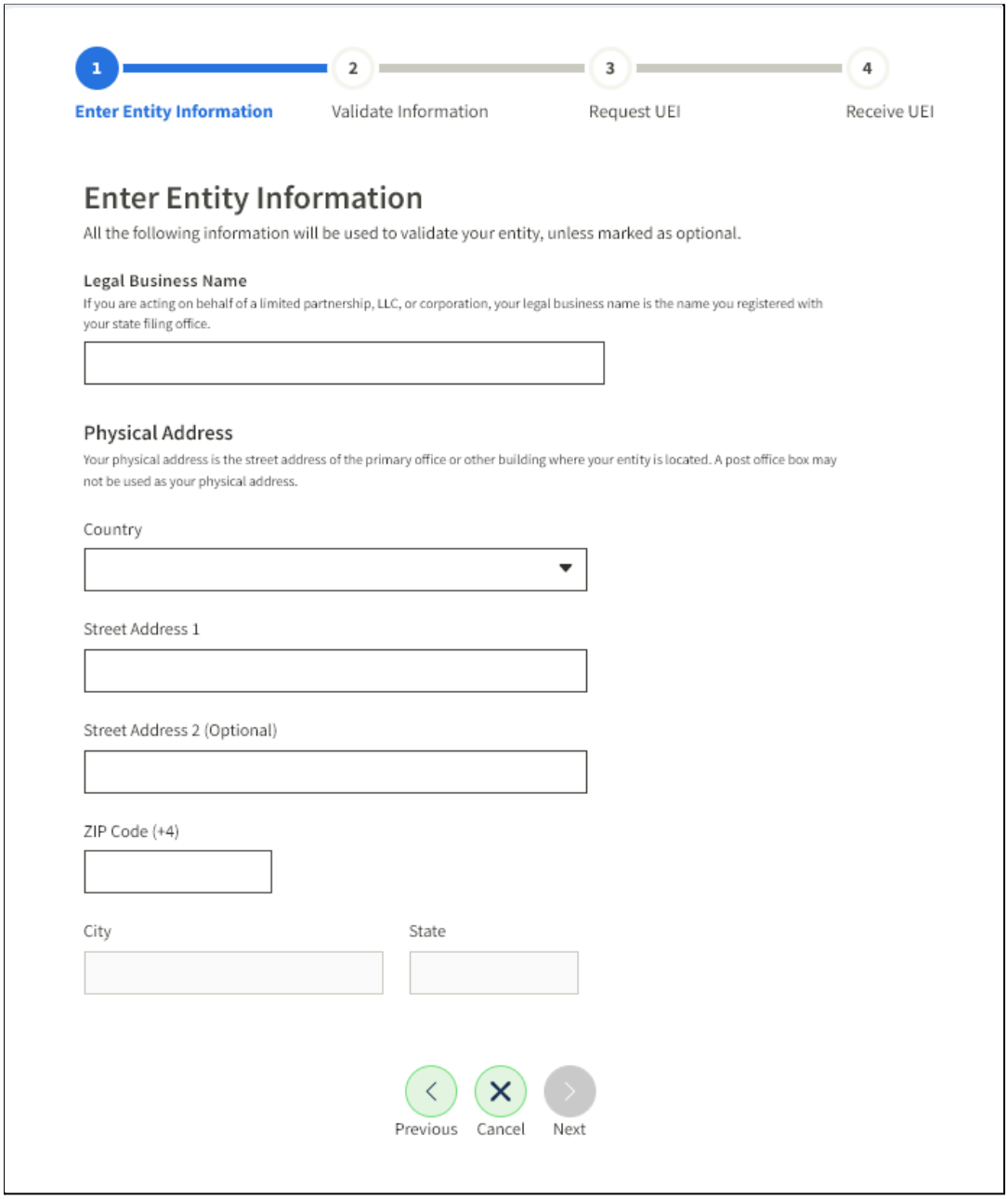
2. After you sign in, the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button.



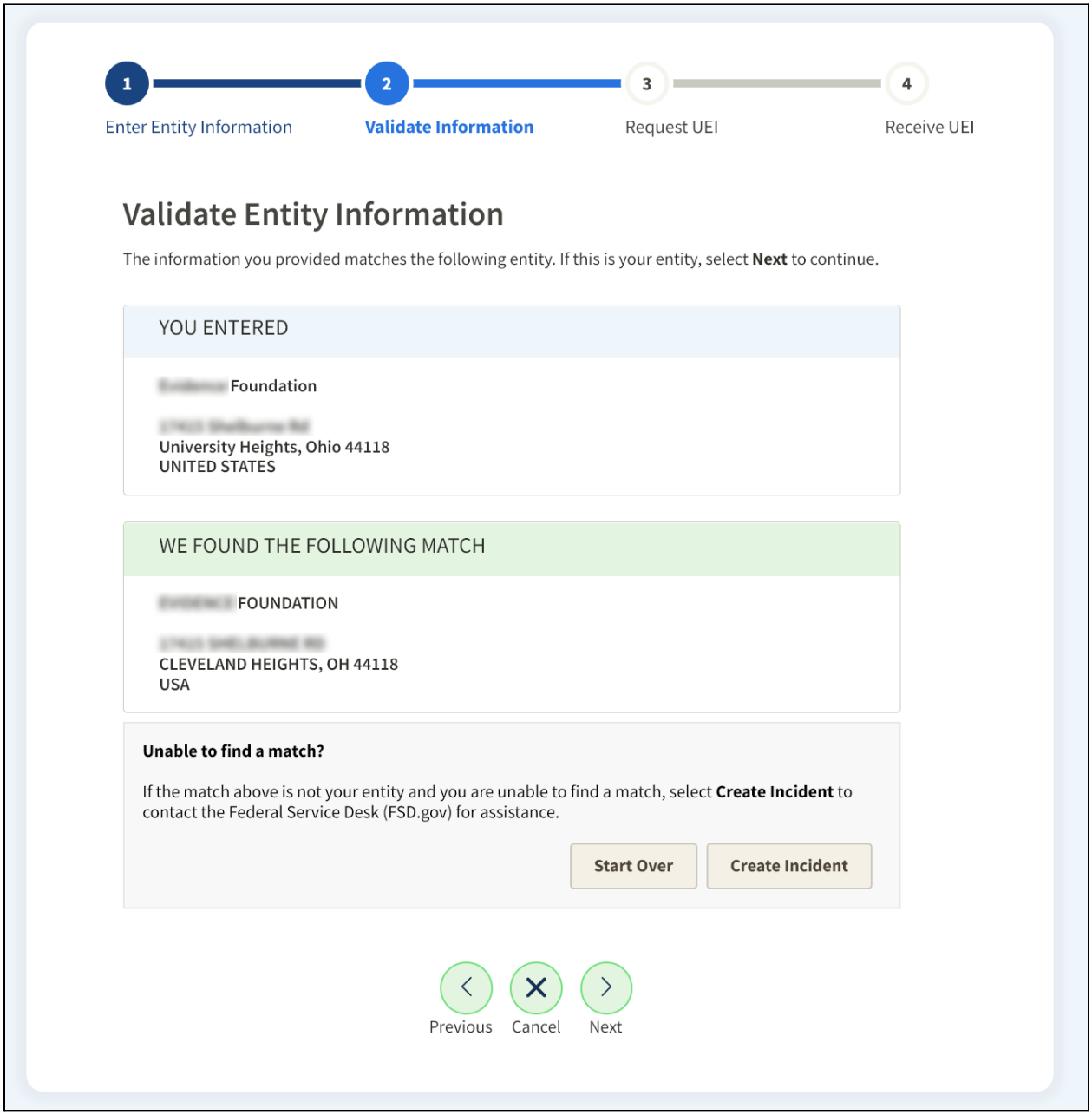
3. Select the "Get Unique Entity ID" button on the next page.



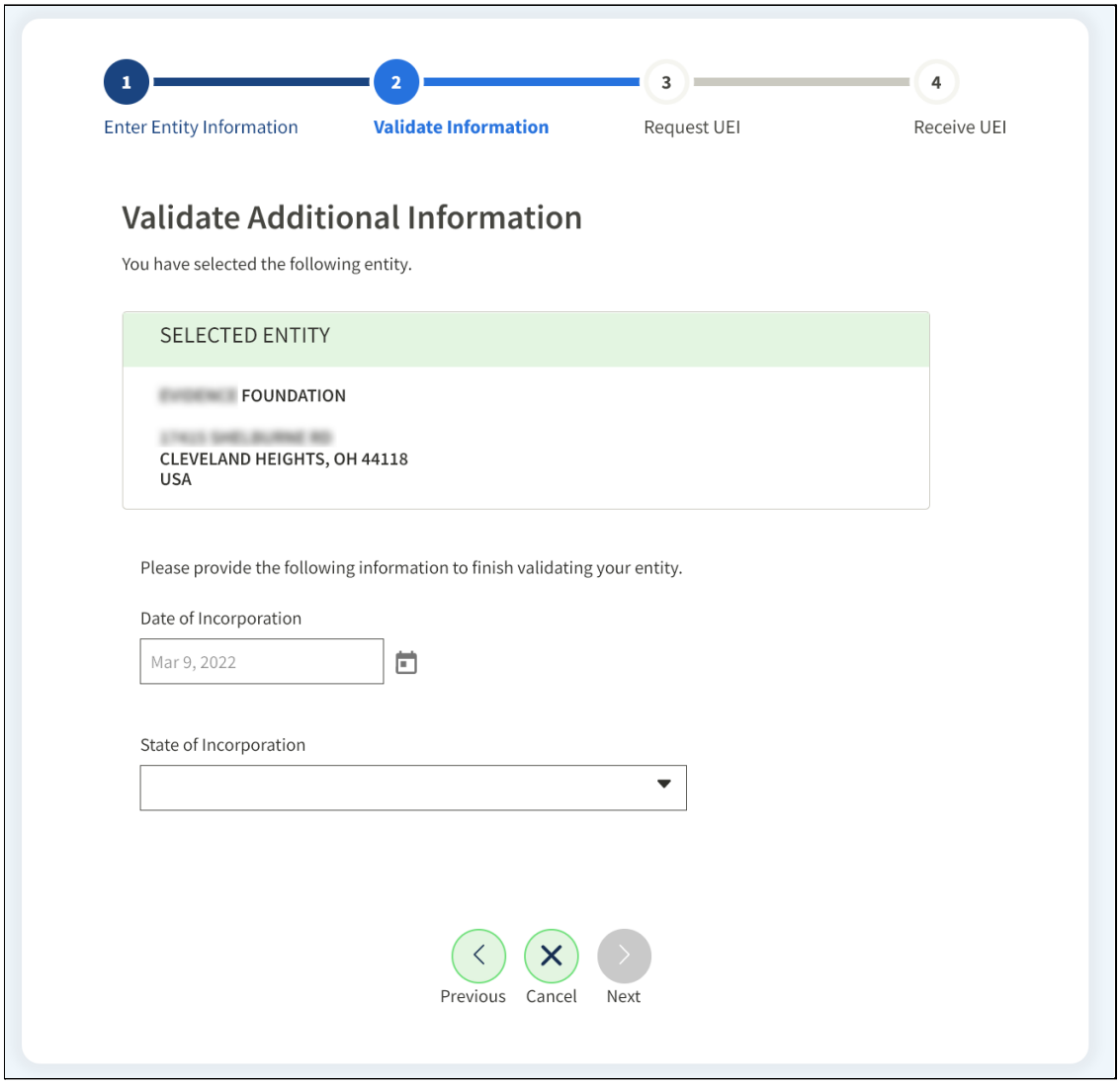
4. On the next page, enter information about your entity. All fields are required, unless marked as optional.



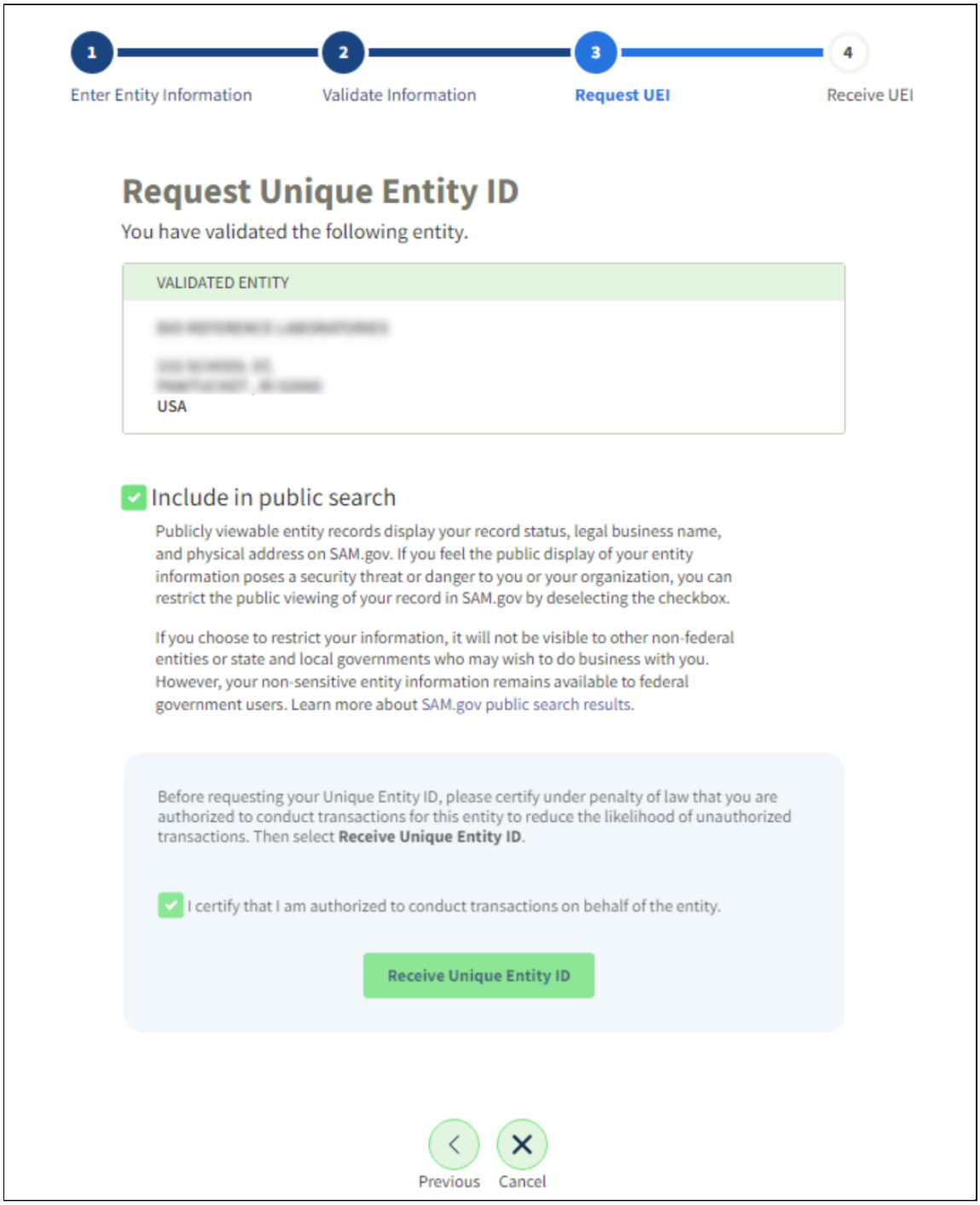
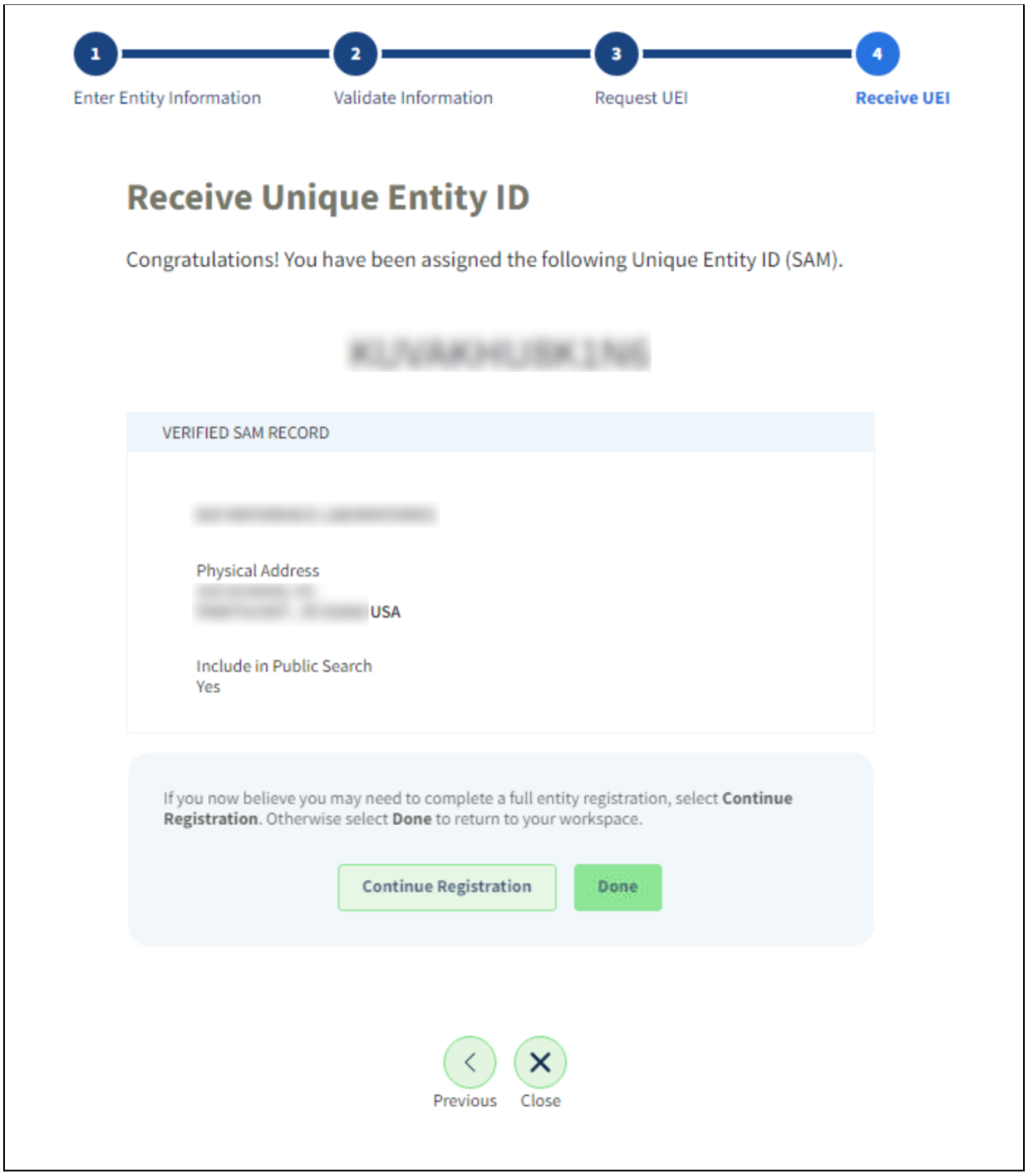
5. On the next page, your entity name and address will be validated by SAM.gov. The next page will show an entity matched in SAM.gov. If your entity information is correct, select "Next."
    a. If the match shown is not your entity or you are unable to find a match, you can create a help ticket with the Federal Service Desk from the page. Select the "Create Incident" button to contact the Federal Service Desk (FSD.gov) for assistance.



6. You may be required to enter your entity's date and state of incorporation to complete validation.



7. On the next page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select "Receive Unique Entity ID."



8. On the last page, your Unique Entity ID will be displayed and you can begin to use it for your entity. Select “Done” to go back to your Workspace.