


Where Government Contracting Starts



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities	Assistance Listings
Contract Data (Reports ONLY from fpds.gov)	Entity Information Entities, Disaster Response Registry, Exclusions, and Responsibility/ Qualification (was fapiis.gov) NEW
Wage Determinations	Entity Reporting SCR and Bio-Preferred Reporting
Federal Hierarchy Departments and Subtiers	

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](#)


Registering in SAM Part 1 Entity Validation & UEI Assignment

System for Award Management Walkthrough – Getting Started

Jody King, Assistant Director
January 9, 2025

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www.apexalaska.org / info@apexalaska.org






search here

Where Government Contracting Starts

Program Introduction

HOME GETTING STARTED EVENTS & TRAINING TOOLS NEWS ABOUT



Answers to Common Questions

Our FAQ area has info on UEI, SAM, GSA, and other government contracting topics.

see our extensive FAQ

Are you new to government contracting?


Government contracting is a more complex involved business process than what is usually found in the private sector.

ARE YOU READY
for government contracting? »

THE 10-STEP APPROACH
to government contracting »

- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska APEX is one of 96+ other APEX Accelerators across the US, Puerto Rico, & Guam

<https://apexalaska.org/>
<https://www.napex.us/>
<https://www.apexaccelerators.us/#/>



UAA Business Enterprise Institute
UNIVERSITY of ALASKA ANCHORAGE

The Alaska APEX is a program of the UAA Business Enterprise Institute and is funded in part through a cooperative agreement with the Department of Defense Office of Small Business Programs

- ❖ Why SAM – what is it and why is it required?
- ❖ What you need to get started
- ❖ Creating your login – Login.gov
- ❖ Entity Validation System (EVS) process
- ❖ Potential Validation Fail Points
- ❖ Using the Federal Services Desk website

Note:

Part 1 only address new profile registration & validation process

Part 2 discusses updating existing active & inactive registrations and walks through the entire SAM registration process

**System for Award Management (SAM):**

- ❖ All entities who will be receiving federal funds either through a contract and/or grant shall be registered in the System for Award Management (SAM) before an award can be executed or a payment processed for payment.

FAR 4.1100 Scope

This subpart prescribes policies and procedures for requiring contractor registration in the System for Award Management (SAM) to—

- (a) Increase visibility of vendor sources (including their geographical locations) for specific supplies and services; and
- (b) Establish a common source of vendor data for the Government.

FAR 4.1102 Policy

(a) Offerors and quoters are required to be registered in SAM at the time an offer or quotation is submitted in order to comply with the annual representations and certifications requirements ...

(c) Contracting officers shall use the legal business name or "doing business as" name and physical address from the contractor's SAM registration for the provided unique entity identifier to identify the contractor in section A of the contract schedule, similar sections of non-uniform contract formats and agreements, and all corresponding forms and data exchanges. Contracting officers shall make no changes to the data retrieved from SAM.

System for Award Management (SAM):

- ❖ Prior to applying for any funding opportunity, prospective applicants must first register with SAM.gov. An active SAM registration is required to both do business with the federal government and to apply for funding opportunities. You must have an active entity registration to be eligible to receive contract awards or payments, submit assistance award applications via Grants.gov or receive certain payments from some federal government agencies.
- ❖ The Federal Government-wide policy at 2 CFR Part 25 (Universal Identifier and System for Award Management) states that an “agency may not make an award to an entity until the entity has complied with the requirements ... to provide a valid unique entity identifier and maintain an active SAM registration with current information.”

Subpart A - General

§ 25.100 Purposes of this part.

This part provides guidance to Federal awarding agencies to establish:

- (a) The unique entity identifier as a universal identifier for Federal financial assistance applicants, as well as recipients and their direct subrecipients, and;
- (b) The System for Award Management (SAM) as the repository for standard information about applicants and recipients.

[75 FR 55673, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014; 80 FR 54407, Sept. 10, 2015; 85 FR 49522, Aug. 13, 2020]

§ 25.105 Types of awards to which this part applies.

This part applies to a Federal awarding agency's grants, cooperative agreements, loans, and other types of Federal financial assistance as defined in § 25.406.

[85 FR 49522, Aug. 13, 2020]

§ 25.110 Exceptions to this part.

- (a) *General.* Through a Federal awarding agency's implementation of the guidance in this part, this part applies to all applicants and recipients of Federal awards, other than those exempted by statute or exempted in paragraphs (b) and (c) of this section that apply for or receive agency awards.
- (b) *Exceptions for individuals.* None of the requirements in this part apply to an individual who applies for or receives Federal financial assistance as a natural person (i.e., unrelated to any business or nonprofit organization he or she may own or operate in his or her name).

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25>

- ❖ Determine who is the Entity Administrator (EA)
 - ✓ SAM username/password ⇔ Login.gov account information
 - Valid email address!
 - ✓ Requesting an Unique Entity Identifier (UEI) you will need:
 - Correct Legal Name – Sole Proprietor, Partnership, LLC, Corporation
 - Correct physical address for each specific location
 - Verify correctness of physical address via USPS database
https://tools.usps.com/go/ZipLookupAction_input
- ❖ Replacing an Entity Administrator (EA)
 - ✓ Complete & Notarize Entity Administrator Letter
https://www.fsd.gov/qsafsd_sp?id=qsafsd_kb_articles&sys_id=b22051b6875eda907fc785550cbb35f0
 - ✓ Submit help ticket to FSD.gov requesting to associate UEI to new EA
 - ✓ Make sure that the new EA has a SAM account before submitting incident ticket

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Getting Started

Home Search Data Bank Data Services Help

SAM.GOV Official U.S. Government Website 100% Free

The Official U.S. Government System for:

- Contract Opportunities
- Contract Data (Reports ONLY from fpds.gov)
- Wage Determinations
- Federal Hierarchy Departments and Subtiers
- Assistance Listings
- Entity Information Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov) **NEW**
- Entity Reporting SCR and Bio-Preferred Reporting

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 Entity Status

<https://sam.gov>

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Terms Acceptance

Entity Validation Processing Show Details Jul 25, 2023

Planned Maintenance Schedule Show Details Apr 3, 2022

Home Search Data Bank Data Services Help

SAM.GOV Official U.S. Government Website 100% Free

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 is strictly prohibited.

Keep your login information confidential.

Cancel Accept

Already know what you want to find?

Select Domain... e.g. 1606N020Q02




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Creating your Login - Login.gov

1. [Sign In](#)

SAM.GOV®

Official U.S. Government Website
100% Free



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

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

Français

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

Submit

[Cancel](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

3. Confirm your email

Check your email

We sent an email to [email@email.com](#) with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

4. Click on link in email

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address


https://secure.login.gov/sign_up/emailconfirm?_request_id=3d1f6ba5-fbc4-4864-9073-09166eaad24a&confirmation_token=vtqEjVW1yUrs-869

Please do not reply to this message. If you need help, visit www.login.gov/help

Creating new SAM profiles:

New Entity Administrators for existing SAM profiles must create a SAM account before submitting an EA letter on FSD.gov

- If you no longer have access to the email used for login.gov – you will have to delete the account



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Creating your Login - Login.gov

5. Create your password

LOGIN.GOV SAM.GOV®

✔ You have confirmed your email address

Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Password strength: Great

Continue

[Password safety tips](#)

[Cancel account creation](#)

6. Select method

LOGIN.GOV SAM.GOV®

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) 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 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](#)

7. Enter a phone number

LOGIN.GOV SAM.GOV®

Get your one-time code

We'll send you a one-time code each time you sign in.

Phone number

How you'll get your code


Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.
[Mobile terms of service](#)

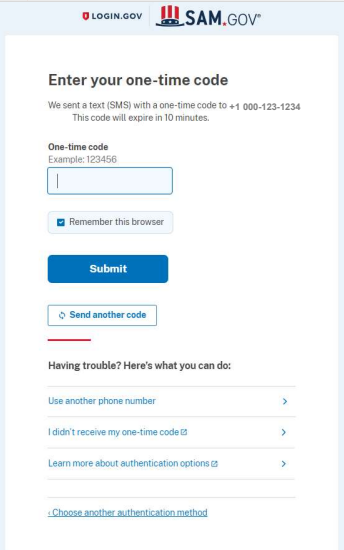
[Choose another authentication method](#)



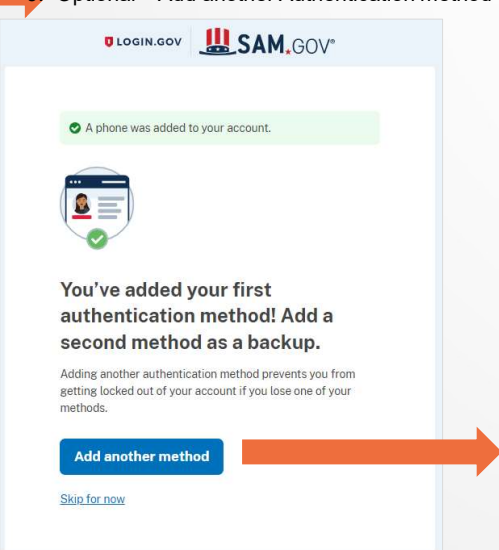
Where Government Contracting Starts

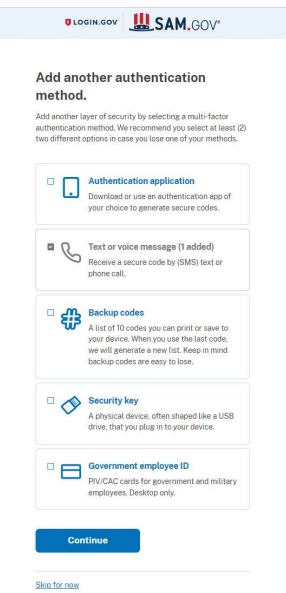
Creating your Login - Login.gov


8. Enter code



9. Optional – Add another Authentication method



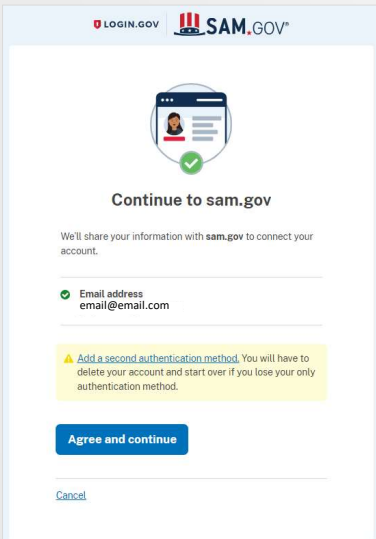




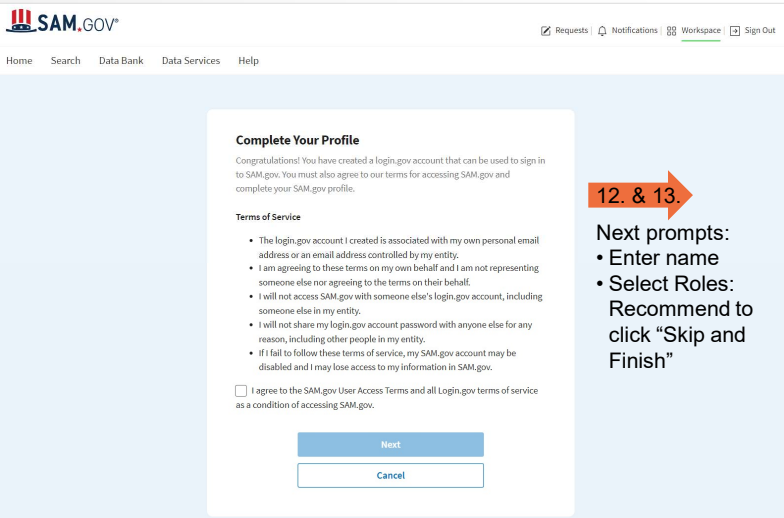
Where Government Contracting Starts

Creating your Login – SAM.gov

10. Continue to SAM.gov




11. Complete Your Profile – Follow prompts to finish your profile



12. & 13.

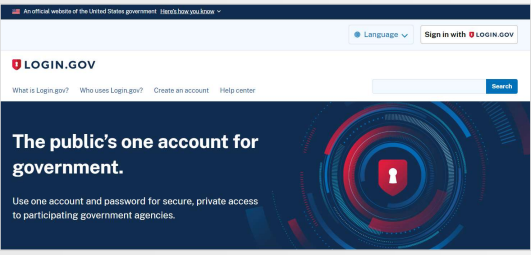
Next prompts:

- Enter name
- Select Roles: Recommend to click "Skip and Finish"



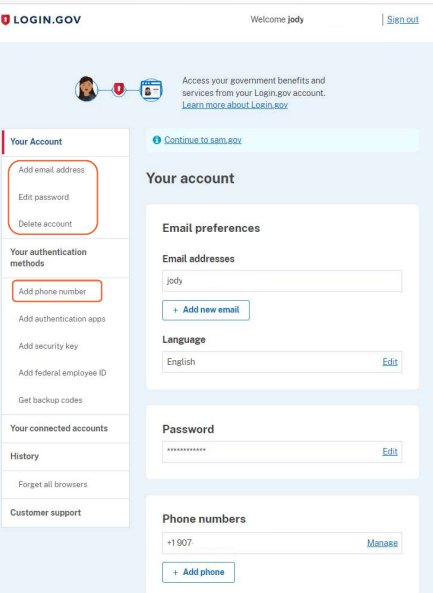
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Updating Login.gov



The public's one account for government.

Use one account and password for secure, private access to participating government agencies.



LOGIN.GOV | Welcome jody | Sign out

Access your government benefits and services from your Login.gov account. [Learn more about Login.gov](#)

Your Account

- Add email address
- Edit password
- Delete account

Your authentication methods

- Add phone number
- Add authentication apps
- Add security key
- Add federal employee ID
- Get backup codes

Your connected accounts

History

- Forget all browsers
- Customer support

Your account

[Continue to sam.gov](#)

Email preferences

Email addresses

jody

+ Add new email

Language

English | Edit

Password

***** | Edit


Phone numbers

+1 907 | Manage

+ Add phone

Login.gov Tips:

- Start from the website that you want to access
- Update/add access information at the main login.gov website
- If you no longer have access to the email used for login.gov – you will have to delete the account



Where Government Contracting Starts

Creating your Login – SAM.gov

14. Welcome to your Workspace

Workspace

Pending Requests

No available requests

Notifications

No available notifications

Entity Information | Reference Services | Request A Role

JK **Name** | Account Details | Saved Searches

Email address | Roles | Followed Records

Email Settings

Entity Information

Entities: [See All](#)

0
Active Registration

0
ID Assigned

0
Inactive Registration

0
Pending ID Assignment

0
Work in Progress Registration

0
Submitted Registration

No Active Registrations

Register Your Entity or Get a Unique Entity ID

What do I need for registration?


[Get Started](#)

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

How to renew or update an entity ID

[Renew/Update](#)



Where Government Contracting Starts

Requesting Roles in SAM

PROFILE
Request Role
Note: All fields are required.

Request Details

Entity *Required*
To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (UEI or CAGE) or Entity Name to find your entity.

Enter UEI, LBN, CAGE, DoDAAC, or Office Code

Role *Required*
The following roles are available based on your profile. If you need an administrative or other specialized role, reach out 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.

To assign roles after completing registration, click on “Workspace” then “Profile” then My Roles. You *might* need to assign yourself as the Entity Administrator for your SAM.gov profile.

Profile / My Roles

Account Details

My Roles

Following

Entity

Search Entities

Roles

Data Entry

Administrator

Opportunities Administrator

Domains

Entity Registration

Contract Opportunities

Entity Reporting

PROFILE
My Roles


Showing 1 - 3 of 3 results

Sort By: Entity Name

Entity	Role	Domain(s)	Permission(s)
KING JODY L UEI: KVGBPX7GWHB5 ANCHORAGE, AK, 99503-5737, USA	Administrator	Entity Registration Entity Reporting	
KING JODY L UEI: KVGBPX7GWHB5 ANCHORAGE, AK, 99503-5737, USA	Opportunities Administrator	Contract Opportunities	
KING JODY L UEI: KVGBPX7GWHB5 ANCHORAGE, AK, 99503-5737, USA	Data Entry	Contract Opportunities	

Role History

May 21, 2021 at 6:25PM
Role Assigned
SAM Migration assigned the Administrator for the Jody L King.



Where Government Contracting Starts

Registering a New Entity

1. To start your entity registration from your Workspace – click “Get Started”

Workspace

JK Jody King
jodyking07@gmail.com

Account Details Roles Email Settings | Saved Searches Followed Records

Pending Requests

No available requests

Notifications

No available notifications

Entity Information Reference Services Request A Role

Entity Information

Entities

0

0

0

0

0

0

Active Registration ID Assigned Inactive Registration Pending ID Assignment Work in Progress Registration Submitted Registration

No Active Registrations

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

Renew/Update Your Entities
Select Renew/Update to go to your entity workspace and renew/update your entities.

How to renew or update an entity

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Registering a New Entity

← Back to Workspace

2 Click on "Create New Entity"

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

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New Entity – What is your goal?

← Back to Workspace


3 Select Goal

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.

X CANCEL **PREVIOUS** **NEXT**



Where Government Contracting Starts

New Entity – What is your goal?

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.

Select the answer that best fits your intentions today:

Bid on a federal procurement opportunity as a prime contractor. ⓘ

Apply for federal financial assistance. ⓘ
(e.g. grants, loans)

Follow agency instructions related to a federal credit card transaction made to my entity (not common). ⓘ

Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.

Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. ⓘ

Please specify

e.g. Program Name

123 characters allowed

< Previous
Cancel
Next >

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.

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 U.S. federal government.

Participate in, or apply for, other programs. Please describe.

Please specify

e.g. Program Name

123 characters allowed

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.

Select the answer that best fits your intentions today:

Bid or compete for a contract not including federal funds.
(e.g. a contract solely funded by a state government, a contract with a private enterprise)

Apply for a grant or loan not including federal funds.
(e.g. a city grant using only municipal funds)

Pursue a non-federal business certification, licensing, or program qualification.
(e.g. a state or county business license)


Be prepared for future opportunities with organizations outside of the federal government, but I don't have any in mind right now.

Apply for, or participate in, other programs not funded by the federal government. Please describe.
(e.g. a research program)

Please specify

e.g. Program Name

123 characters allowed



Where Government Contracting Starts

New Entity – What is your goal?

4

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.

Select the answer that best fits your intentions today:

Bid on a federal procurement opportunity as a prime contractor. ⓘ

Apply for federal financial assistance. ⓘ
(e.g. grants, loans)

Follow agency instructions related to a federal credit card transaction made to my entity (not common). ⓘ

Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.

Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. ⓘ

Please specify

e.g. Program Name

123 characters allowed

5

Who required your entity to be in SAM.GOV?

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)

Non-profit organization

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


Industry group, professional association, trade publication, etc.

APEX Accelerators (formerly known as PTACs)

I decided on my own

None of the above
Please specify

e.g. Program Name



Where Government Contracting Starts


Reviewing Options

6 Choose an Option

It looks like you intend to do business directly with the U.S. federal government on a procurement opportunity as a prime contractor. We recommend you choose All Awards.

This option also allows you to pursue financial assistance directly from the U.S. federal government.

	Unique Entity ID Only	Financial Assistance	All Awards
What you get:			
Unique Entity ID ⓘ	✓	✓	✓
Entity Available in Search ⓘ	✓	✓	✓
CAGE Code ⓘ	—	✓ <small>(For some entities)</small>	✓
When you need it:			
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 ⓘ	—	✓ <small>(For some entities)</small>	✓
Level of Effort ⓘ	Lowest	Medium to High	Highest
Expiration ⓘ	—	1 Year	1 Year
	Select	Select	Select



Where Government Contracting Starts

Reviewing Options – UEI Only

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.

Select the answer that best fits your intentions today:

Bid or compete for a contract not including federal funds.
(e.g., a contract solely funded by a state government, a contract with a private enterprise)
 Apply for a grant or loan not including federal funds.
(e.g., a city grant using only municipal funds)
 Pursue a non-federal business certification, licensing, or program qualification.
(e.g., a state or county business license)
 Be prepared for future opportunities with organizations outside of the federal government, but I don't have any in mind right now.
 Apply for, or participate in, other programs not funded by the federal government. Please describe.
(e.g., a research program)
 Please specify:

e.g. Program Name

123 characters allowed

Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government
 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)
 Industry group, professional association, trade publication, etc.
 APEX Accelerators (formerly known as PTACs)
 I decided on my own
 None of the above
 Please specify:

e.g. Program Name

123 characters allowed

Choose an Option

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose Unique Entity ID Only.

	Unique Entity ID Only
What you get:	
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	—
When you need it:	
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 ⓘ	—
	Select

See other options if you have government more than 1 Unique Entity ID

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New Entity Located in the US

Progress: 1 Get Started | 2 Enter Entity Data | 3 Start Validation | 4 Complete Validation | 5 Get Unique Entity ID | 6 Continue Registration

7 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
- My entity is physically located in the United States (If entity is physically located in US territory, then you can select entity located in the United States.)
- My entity is not physically located in the United States

Warning: 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.

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Do you have a CAGE Code?


Progress: 1 Get Started | 2 Enter Entity Data | 3 Start Validation | 4 Complete Validation | 5 Get Unique Entity ID | 6 Continue Registration

8 Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

- Yes, and I can provide:
- No, the entity does not have a CAGE code and will receive one through the registration process.



Where Government Contracting Starts

Existing CAGE Code

Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

Yes, and I can provide:

No, the entity does not have a CAGE code and will receive one through the registration process.

[Provide CAGE Code](#)

Search for CAGE Code

Search the DLA CAGE database for the legal business name and physical address associated with the CAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct CAGE code. If you do not want to use a CAGE code, select **Cancel**.

CAGE Code


[Cancel](#) [Search](#)

Search for CAGE Code

CAGE code is already in use
The CAGE code you have entered is already in use by another registration in SAM. Are you sure you want to try and register using this CAGE code with this Unique Entity ID? If so, please check the number and try again. If you have entered the number correctly, you need to deactivate the existing SAM registration already using this CAGE code before trying to add this CAGE code to this registration record.

Search the DLA CAGE database for the legal business name and physical address associated with the CAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct CAGE code. If you do not want to use a CAGE code, select **Cancel**.

[Cancel](#) [Search](#)



Where Government Contracting Starts

Located Outside of the US

1 Get Started | 2 Enter Entity Data | 3 Start Validation | 4 Complete Validation | 5 Get Unique Entity ID | 6 Continue Registration

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

My entity is physically located in the United States
(If entity is physically located in US territory, then you can select entity located in the United States.)

My entity is not physically located in the United States

Warning: 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.

[CANCEL](#) [PREVIOUS](#) [NEXT](#)

Do you already have an NCAGE code?

North Atlantic Treaty Organization (NCAGE) codes are NCAGE codes for entities located outside the United States and its territories. All non-U.S. entities which require an NCAGE code must get one before completing an entity registration.

Yes, and I can provide:

No, the entity does not have a NCAGE code.

Info: 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.

Search for NCAGE Code

Search the DLA NCAGE database for the legal business name and physical address associated with the NCAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct NCAGE code. If you do not want to use a NCAGE code, select **Cancel**.

NCAGE Code

[Cancel](#) [Search](#)

Do you already have an NCAGE code?

North Atlantic Treaty Organization (NCAGE) codes are NCAGE codes for entities located outside the United States and its territories. All non-U.S. entities which require an NCAGE code must get one before completing an entity registration.

Yes, and I can provide:

No, the entity does not have a NCAGE code.

Info: 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.

NCAGE Required

The NATO Commercial and Government Entity (NCAGE) code is a five-character, alpha-numeric identifier assigned to entities located outside the United States and its outlying areas by NATO. All international registrations MUST go through NCAGE Code validation.


The NCAGE is NOT the SAM assigned Unique Entity ID.

If your entity already has a NCAGE code, please go back to provide it.

If you do not have one, go to [Request a NCAGE](#) to have one assigned free of charge.

You MUST have a NCAGE in order to proceed.

[PREVIOUS](#) [NEXT](#)



Registering Government Entity

Where Government Contracting Starts

1 Get Started | 2 Enter Entity Data | 3 Start Validation | 4 Complete Validation | 5 Get Unique Entity ID | 6 Continue Registration

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.

[CANCEL](#) [PREVIOUS](#) [NEXT](#)


Select your entity type

Please select:

- U.S. State Government**
Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.
- U.S. Local Government**
Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.
- Tribal Government**
Any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 53), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.
- Foreign Government**
(1) A foreign government or foreign governmental entity;
(2) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-298f);
(3) An entity owned (in whole or in part) or controlled by a foreign government; or
(4) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.

⚠️ 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.

Next screen: Do you have a CAGE Code



New Entity Recap & Data Prep

Where Government Contracting Starts

1 Get Started | 2 Enter Entity Data | 3 Start Validation | 4 Complete Validation | 5 Get Unique Entity ID | 6 Continue Registration

9. You will be registering the following:

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

A business or organization is any entity that does not qualify as a government entity (state, local, tribal, or foreign).

Bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR) [\(F\)](#).

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

[Download Your Registration Guide](#)
[Download Guide](#)

[CANCEL](#) [PREVIOUS](#) [NEXT](#)

10. 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**


[Download Your Registration Guide](#)
[Download Guide](#)

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

- [ID](#) Get a Unique Entity ID
- [E](#) Core Data
- [F](#) Points of Contact
- [A](#) Assertions
- [C](#) Representations & Certifications

i 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](#) [\(R\)](#) Tool to submit a request.

[CANCEL](#) [PREVIOUS](#) [NEXT](#)



Where Government Contracting Starts

Enter Entity Information

1 Get Started
2 Enter Entity Data
3 Start Validation
4 Complete Validation
5 Get Unique Entity ID
6 Continue Registration

11

- ❖ Legal Business Name
 - Sole Proprietor ⇔ Individual Name
 - Partnership ⇔ Business Name on Business License
 - LLC or LLP ⇔ Entity Name
 - Corporation ⇔ Entity Name
- ❖ Doing Business As (dba) ⇔ Name on Business License
- ❖ Physical Address
 - Must have proof of physical Address
 - Must match USPS zip lookup database
 - Cannot be:
 - Commercial Mail Facility (FedEx, UPS, Mail Cache, etc.)
 - Virtual Office
 - Can be residential or commercial location

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
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 / Territory:



Where Government Contracting Starts

Entering Information

11
Enter Entity Information

13

11 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
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 / Territory:

12 You Are About to Validate Your Entity

What is validation?

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's:

- Legal business name
- 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 validation, which will take additional time to process.

I can provide official documentation, if necessary, to validate my entity.

13 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

CANDY LAND CORNER STORE 1112 NELCHINA ST ANCHORAGE, AK 99501-4823 USA	Retail Trade
COOK, ANN E 601 E NORTHERN LIGHTS BLVD STE A ANCHORAGE, AK 99503-2811 USA	Retail Trade Ultimate Parent
THE CANDY LADY 6674 HOLLY LN ANCHORAGE, AK 99502-2150 USA	Retail Trade Sole Proprietor
DANNY CANDY 4313 19ANCE DR APT 105 ANCHORAGE, AK 99508-5658 USA	

12. You Are About to Validate Your Entity

What is validation?

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's:

- **Legal business name**
- **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 validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.

[Download Your Registration Guide](#)

[Download Guide](#)

National Identifier

Authorized by Lilla Jimmerson • 11mo ago • 2941 Views • ★★★★★

National Identifier is the unique ID assigned to you by the country where your business originates. Only non-US entities need to provide a national identifier during entity validation and registration.

The national identifier could take a variety of forms, depending on how your home country assigns them. Common national identifiers include Company Number, Trade Register Number, VAT/TAX Number, and Company ID number.

Legal Business Name

Revised by Lilla Jimmerson • 5mo ago • 11729 Views • ★★★★★

Your entity's legal business name is the name registered with your state filing office or the name used on legal documents, tax returns, or banking documents.

If you are operating a sole proprietorship, your legal business name is your own name, while your Doing Business As (DBA) name is any other name you use for your business. Your DBA name could be a trade name or one used for marketing purposes and is different from your legal business name.

Physical Address

Revised by Kyisha Robinson • 3d ago • 5389 Views • ★★★★★

Your entity's physical address is the location where the principals of your organization conduct their business. The physical address includes street number; street name; city; country; U.S. state, U.S. territory, or province; and ZIP code or postal code.

A post office box is not a physical address. **P.O. boxes will not be accepted** on your entity validation, registration, or for a Unique Entity ID.

If you work at more than one location or use a virtual office, your entity's physical address in SAM.gov should be the address where you keep the books and records for your organization.

Date of Incorporation

Revised by Kyisha Robinson • 3mo ago • 4231 Views • ★★★★★

SAM.gov may request your start year while validating your entity information. If requested, you must provide the year that your entity became incorporated, began doing business, or was founded or established.

Documentation you submit **must** match the year you entered. Some entities may not be required to provide a start year. Documentation for the start year may be listed as "optional" on the Document Your Entity Details page, based on the information in the entity validation service (EVS) records.

If your entity is **incorporated**, give the year of your incorporation.

If your entity is **not incorporated**, provide the year of the date that your entity formally began doing business or was founded.

For example:

- The year a sole proprietorship provides on their tax filing as the year they opened their business, or the year they got their Employee Identification Number (EIN).
- The year a university was established or a university department was established
- The year a local government or department within a city or township was established by statute

For details on documentation required for the start year refer to: [KE0955230 What documentation do I need to validate my entity?](#)

13. 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. I don't recognize my entity in this list.

If some details are not correct, you can update them.

Select From the List

Then select **Next** to continue.

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

<input checked="" type="radio"/>	CANDY LAND CORNER STORE 1112 NELCHINA ST ANCHORAGE, AK 99501-4823 USA
----------------------------------	--

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

CANDY LAND CORNER STORE

Physical Address
1112 NELCHINA ST
ANCHORAGE, AK 99501-4823
USA

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- RIC is missing
- Address is old
- Doing business as is missing

15. Update Entity Details

Review the details for the entity you selected. Select only details you need to add or update. You will then be able to enter your corrected information.

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, licensee name, or acronym. Leave blank if not applicable.

Physical Address

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 (+4)

City State



Where Government Contracting Starts

Entity Info Correct

14.

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

CANDY LAND CORNER STORE

Physical Address
1112 MELCHINDEN BLVD
USA

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

CANCEL

PREVIOUS
NEXT

15. In this case, we don't have to complete the form to correct any data so it skips to the next step

16.

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

CANDY LAND CORNER STORE

1112 MELCHINDEN BLVD
USA 0001-4823

Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.


If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. Learn more about SAM.gov public search.

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

CANCEL
PREVIOUS



Where Government Contracting Starts

Existing Entity Profile

14.

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

KING JODY L

Physical Address
1 N Street
City, ST 00001-0001
USA

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

CANCEL

PREVIOUS
NEXT

15. In this case, we don't have to complete the form to correct any data so it skips to the next step

16.

Entity Is Already Registered

YOUR ENTITY

KING JODY L ACTIVE REGISTRATION

Unique Entity ID
KVGBPX7GWHBS


1 N Street
City, ST 00001-0001
USA

Expiration Date
Nov 19, 2025

This entity is already registered in SAM.gov. To manage this entity, select **Request Role**. Your request will be sent to the Entity Administrator for review.

Request Role

CANCEL
PREVIOUS



Where Government Contracting Starts

No Matching Record

13 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

CANDY LAND CORNER STORE 1112 NELCHINA ST ANCHORAGE, AK 99508 UNITED STATES	Retail Trade
--	--------------

14 Enter Incorporation Information

Start Year

State of Incorporation

15 Confirm Entity Information

YOU ENTERED

Candy Land	Year of Incorporation 2025
2121 Best Blvd Anchorage, AK 99508 UNITED STATES	State of Incorporation Alaska

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

16 Document Your Entity Details

1 Review Requirements

View this list of acceptable documents to understand the requirements.

YOUR LEGAL ENTITY

Candy Land	Year of Incorporation 2025
2121 Best Blvd Anchorage, AK 99508 UNITED STATES	State of Incorporation Alaska

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

3 Comments (Optional)

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

500 characters allowed



Where Government Contracting Starts

No Matches Found

16 Document Your Entity Details

1 Review Requirements

View this list of acceptable documents to understand the requirements.

YOUR LEGAL ENTITY

Candy Land	Year of Incorporation 2025
2121 Best Blvd Anchorage, AK 99508 UNITED STATES	State of Incorporation Alaska

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 Comments (Optional)

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

500 characters allowed

Simple, short sentences!

Comments are IMPORTANT!

Add space between comments.

Keep it easy to read.

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

Drag file here or choose from folder

Select the correct document type

You must be able to check all 4 boxes



Where Government Contracting Starts

Validate Your Entity

What documentation do I need to validate my entity?

Revised by Dana Singletary • 11d ago • 48856 Views • ★★★★★

What documentation should I use?

- Entity Validation Document Requirements. **Check this one-pager first to learn what documents to provide.**



Click on blurry image to access this document

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230&sys_kb_id=4c37ff941b77811406b09796bc4bcba&spa=1

- Can I Use this Document for Entity Validation? See whether a specific type of document is allowed. Also shows what not to attach.
- Examples of Acceptable and Unacceptable Documents



Where Government Contracting Starts

Validation Documents

Entity Validation Documentation Requirements




Instructions:

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) Bank Statements* (reflect information that isn't necessary for validation) Certificate of Formation/Organization (if stamped as filed with an authority) Department of Treasury IRS letter assigning your EIN Secretary of State Certificate of Filing Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL) Utility Bill* (water, gas, or electric only) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> Bylaws for your company (if stamped as filed with an authority) Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment City Business Tax Certificate* Department of Treasury IRS Tax Exemption Status Letter* "Doing-business-as" or DBA document (if stamped as filed with an authority) Driver's License (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name) IRS Form 5822-B or Form 990 for address change (filed only) IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors) IRS Form 1099* if you are the recipient (not the filer) License to Operate* (issued by city, state) Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) Partnership documentation (if stamped as filed with an authority) Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used) Share Certificate State Sales and Use Tax Permit* Tax invoice* (federal, state, local, international) Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office. 	<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) Certificate of Formation/Organization (if stamped as filed with an authority) Department of Treasury IRS letter assigning your EIN Secretary of State Certificate of Filing Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the website URL) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> Bylaws for your company (if stamped as filed with an authority) Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment "Doing-business-as" or DBA document (if stamped as filed with an authority) IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors, only if it contains your business start date) Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) Partnership documentation (if stamped as filed with an authority) Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began 	<ul style="list-style-type: none"> Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). <i>Do not submit screens from U.S. federal websites.</i> Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. Government-issued tax receipt/return Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) <p>All international documents must have a satisfactory English language translation attached.</p>

Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) **must** be 5 years old or less.

Revised December 2022




Where Government Contracting Starts

Creating an Incident Ticket

- 1 Get Started
- 2 Enter Entity Data
- 3 **Start Validation**
- 4 Complete Validation
- 5 Get Unique Entity ID
- 6 Continue Registration

20 →




Documentation Successfully Submitted

Reference Number INC-GSAFSD11581062	We should review your documents in 1.5-3.5 business days.*
---	--

After we look at your documents, we will tell you how to complete your validation.


*This is an estimate of how many business days it will take us to respond. Business days do not include weekends or U.S. federal holidays.

[Close](#)



Where Government Contracting Starts

Waiting for UEI Assignment



Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help


Entity Workspace Enter an entity ID, name, or keyword [Get Started](#) [Actions](#)

Show Workspace For Non-Federal Entities

Filter By: Keyword, Entity, Status, Expiration Date, FSD Number, Address Update

Results per page: 25 Sort by: Expiration Date Ascending

Jody Smith Pending ID Assignment

**Entity Under Review**
While you have an open validation case, you cannot update or register this entity.

Unique Entity ID: (blank)	Doing Business As: (blank)	Expiration Date: (blank)
Physical Address: 1212 Pine St Anchorage, AK 99520 USA		

[Open Cases](#)

ALASKA APEX ACCELERATOR Where Government Contracting Starts

FSD.gov

My Incidents 1 Need Help *****@***.com

View all requests
Entity Not Found Reference Number: 7644a4f9-0fa9-40a5-a18d-d16e7d608267
INC-GSAFSD11581062

Home Knowledge Base Live Chat with FSD

fsd.gov

Official U.S. Government Website
100% Free

Federal Service Desk

Start here for help on SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov

Have a question?
Search for help or select a category from our help topics.

Search Help
User Guides, FAQs, Videos, Definitions

Search

SAM.GOV®
Why is my entity Validation Incident in both SAM.gov and FSD.gov?

Entity Validation Help

Check Entity Status Chat

https://www.fsd.gov/gsafsd_sp

Live Chat

ALASKA APEX ACCELERATOR Where Government Contracting Starts

FSD.gov

My Incidents 1 Need Help *****@***.com

fsd.gov

Home Knowledge Base

Home > INC-GSAFSD9052814

Entity Not Found Reference Number: 6c97e698-5d59-42d3-8256-1f8802db69b9

Type your message here... Send

8m ago
API.pdf
3.5 KB

G

GSA
8m ago
GSAFSD SAM API Incident
INC-GSAFSD9052814 Created

Start

Cancel

Number	INC-GSAFSD9052814
State	New
Priority	3 - Moderate
Created	8m ago
Updated	8m ago

Hours of Operation Monday - Friday 8 a.m. to 8 p.m. ET

Attachments

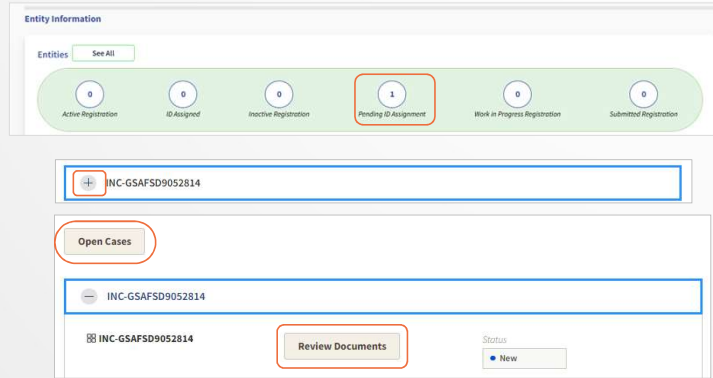
API.pdf (3.5 KB)
8m ago



Additional Information Requested

Submitted incident ticket – now what?

- ❖ Wait for response from GSA
 - Watch for email either stating entity has been entered or additional information is needed.
- ❖ Any additional documents must be uploaded from SAM.gov using the same incident ticket.
 - Go back to workspace
 - Click on “Pending ID Assignment”
 - Click on “Open Cases”
 - Click on the + sign next to the incident ticket
 - Click on “Review Documents”
This will expand the original document
 - Go through the same process to select the document type, check needed boxes to select what the document is validating, add comments, and then submit document
 - Go back to FSD.gov site and add comments



Next Steps

Submitted incident ticket – now what?

- ❖ Once you receive the email stating that the entity has been added (or information corrected) follow the directions to continue with the entity registration.
- ❖ If you follow the steps and are not able to complete the registration for reasons such as:
 - Entity is not available on selection list
 - Entity is on selection list; however, the data is not showing corrections (wrong address, etc.)
 - Only part of the information has been corrected – for example legal name fixed but still has old address
 - Are required to validate documents which creates a new incident ticket

Then contact PTAC / APEX Accelerator for assistance.

1. Sign in to SAM.gov. Select the "Workspace" link at the top of the screen.

2. Select the "Entities" link at the top of the box.

3. Find your entity in the list. After the entity name, there is a status. It will say "Pending ID Assignment" (A), "ID Assigned" (B), or "Work in Progress Registration" (C and D). Depending on your entity status, use the steps in A, B, C, or D:

A. If your entity status is "Pending ID Assignment," select the "Get Started" button. This will let you continue, and you will not have to submit documents again.

1. Enter the name and address above on the "Enter Entity Information" screen.

2. You'll see matching information in a list.

3. Pick the match and confirm the information is correct.

4. Then you can request your Unique Entity ID.

5. You will get your Unique Entity ID.


6. Your entity is now validated. If you need to apply for assistance or bid on a contract, use the "Continue Registration" button.

B. If your entity status is "ID Assigned," find the three vertical dots after the entity's name. This will open a menu.

1. Select "Validate Entity" from the menu.

2. Enter the name and address above on the "Enter Entity Information" screen.

Sample EVS email response



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Entity Validation Timeline

fsd.gov Sign In

Home Knowledge Base

Home > GSAFSD Tier 0 Knowledge Base (Knowledge Base) > Entity Registration - Frequently Asked Questions

KB0064315 - Latest Version

How long does entity validation take?

Revised by Kyisha Robinson • a day ago • 21526 Views • ★★★★★


Entity validation is the first step in getting your Unique Entity ID (UEI) or registering in SAM.gov. Since we need to be confident we have the correct legal business name and physical address, we need you to confirm this information by finding an exact match to our database. Most entities find a match immediately, but in some cases additional documentation and a manual review is required.

If you submitted documents to us, we will review them and contact you by email from fsdsupport@gsa.gov with further instructions. The review time will depend on whether we can make a match from your original document submission (KB0055230) or if we need to request additional documentation (KB0057690). Less complex cases where documents matching the requirements have been provided may be resolved in as few as five days, where other cases may take several weeks. As of **07/25/23**, the average time to complete a manual review is five (5) business days.

Remember, once we complete our review, you will be provided instructions via email from fsdsupport@gsa.gov on how to return to SAM.gov and complete the entity validation process.

[Copy Permalink](#)

Helpful? Yes No 69% found this useful Rate this article ★★★★★



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Next Steps

If all corrections have been made & you are able to select an entity that doesn't need correction you should be able to move through a series of pages until you see a screen that allows you to

- Click a green "Receive UEI" button
- or
- click a green "Continue Registration" button

Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

KING JODY L • Active Registration

UNIQUE ENTITY ID	PURPOSE OF REGISTRATION	PHYSICAL ADDRESS
	ALL AWARDS	

CAGE/NCAGE	EXPIRATION DATE
	OCT 27, 2023

Include in public search


This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search](#)

Continue Registration

Download Your Registration Guide

Download Guide



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Registering Your Entity





Register Entity

- Core Data
 - Continue Update / Renewal**
 - Business Information
 - CAGE or NGAGE Code
 - Ownership Details
 - Predecessor Details
 - General Information
 - Financial Information
 - Executive Compensation Questions
 - Proceedings Questions
 - Review Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration

Core Data

Continue Update / Renewal


You have the following steps left to complete:

-  Core Data
-  Assertions
-  Representations and Certifications
-  Points of Contact

Back to Workspace

Cancel

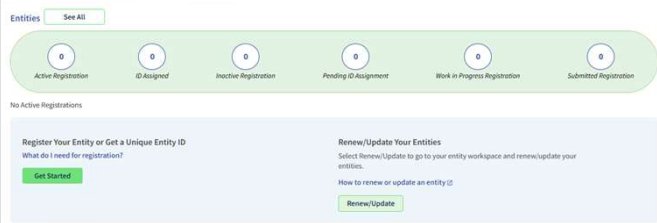
Continue



Where Government Contracting Starts

Validation & Registration Hurdles

- ❖ Log into SAM and have all zeros under Entities
 - UEI no longer associated with username (email)
 - Used wrong email address
 - System data is not available – system error
- ❖ Can not access existing SAM profiles
 - EA/POC no longer at company
 - Can no longer use original email associated with SAM account
- ❖ Name Validation issues
 - Entity no longer in good standing or involuntarily dissolved
 - Name entered into Secretary of State database incorrectly
 - Name misspelled in SAM entity listing
 - No active business license
- ❖ Address Validation issues
 - Old address on entity documents or business license
 - Physical address doesn't exist in USPS database or might not have a physical address
 - Lacking valid documents to prove physical address
- ❖ Unable to verify entity start date





Questions?

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To request assistance, sign up here: <https://akptac.ecenterdirect.com/signup>



How can the Alaska APEX help you?