

Help Document: How to Obtain a Unique Entity ID through SAM.gov

The information in this document was compiled by VT DEC from existing information published by SAM.gov and fsd.gov and is intended as an informational resource. Obtaining a Unique Entity Identification number (“UEI”) is a federal requirement and necessary for recipients of certain loans and grants from the State of Vermont. UEIs are obtained from SAM.gov, a federal agency. Please note that State of Vermont employees are unable to assist with entity validation information or check into specific help tickets on your behalf due to privacy concerns.

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Summary: This document is intended to guide you through the process of obtaining a unique entity identification number, or “UEI.” The information in this help document is pulled from various “Knowledge Base” pages on fsd.gov.

The UEI was formerly a DUNS number until April 2022. If you have not signed into SAM.gov in some time, your DUNS number may have automatically been converted into a UEI number if your registration has remained active. If your DUNS or UEI registration has become inactive, click the “How do I update an existing entity registration in SAM.gov” section above to renew your registration.

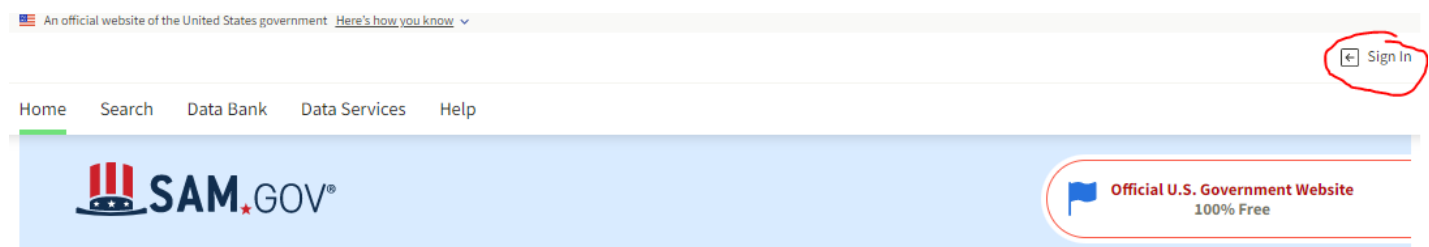
How to Create a SAM.gov Account

Getting a SAM.gov user account or “signing up” means getting an account and setting up a profile on SAM.gov. User account credentials are managed by login.gov, a service that allows you to sign in to many federal government websites with one set of credentials.

You must sign up and sign in to your account to use many of the features of SAM.gov, such as getting a Unique Entity ID, registering your entity, saving searches, following records, or viewing standard reports.

SAM.gov uses Login.gov to allow you to sign in to your account safely and securely. To create a SAM.gov user account please follow the steps below:

1. Navigate to [SAM.gov](https://sam.gov) and click the "Sign In" button in the upper right corner.



Select "Accept" to accept the US Government terms and conditions.



2. At this point, you will be directed to login.gov. If you already have a login.gov account, log in using the credentials you created. If you do not have a login.gov account, create one using the "Create an Account" button.



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

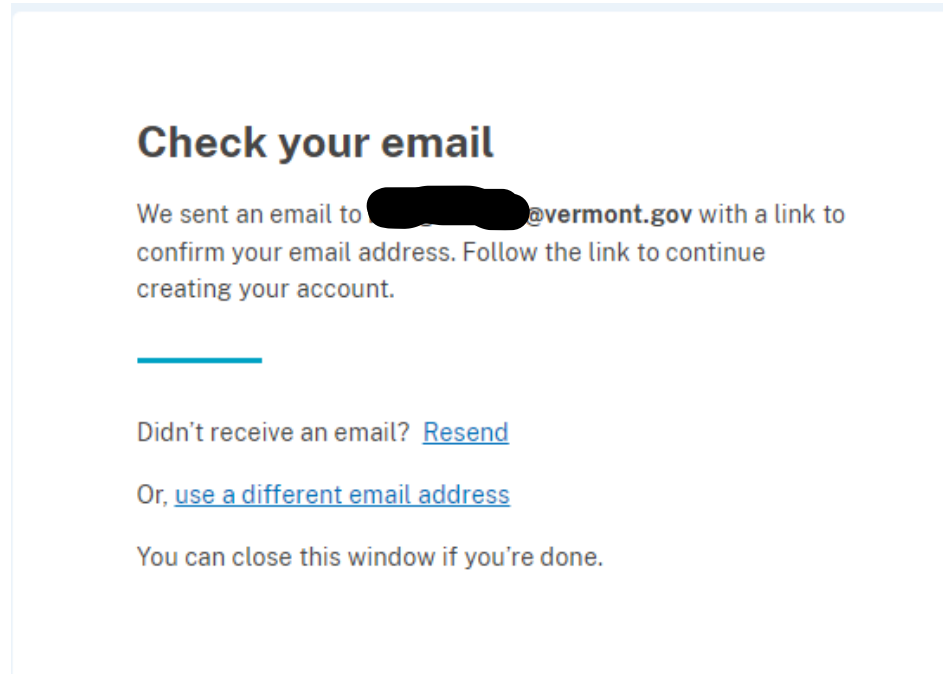
Password

☐ Show password

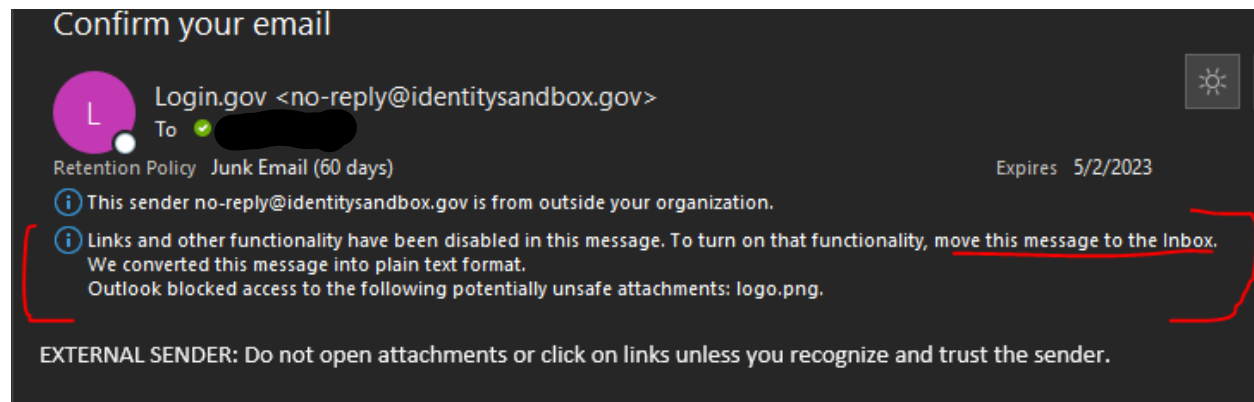
Sign in

Create an account

The system will send a confirmation email to the address you used to create your account.



This email from login.gov may be in your junk email folder. Below is an example of what this email looks like. Click the link in this email to confirm your account. In order to click the confirmation link, you may need to move this email from your junk folder to your inbox.



After clicking the link in this email or pasting the link address into your browser, create a password. Select at least one appropriate authentication method to protect your account. You may choose to skip adding another authentication method if you only select one.

 A DEMO website of the United States government [Here's how you know](#) 



 You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

☐ Show password

Password strength: ...

Continue

Password safety tips

+

[Cancel account creation](#)



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.

☐

**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.

☐

**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.

Continue

3. After you log in or create your account, you will be redirected to SAM.gov to complete your account details. You will be asked to agree to terms of service for SAM.gov.

Complete Your Profile

Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

Terms of Service

- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

☐ I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.

Next

Cancel

Once you have accepted the terms, you can fill in your name (required) and phone number (optional).

Complete Your Profile

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

First Name

Last Name

Email Address

Business Phone (Optional)

Country Code is 1 for USA and North America

Country Code

Phone

Extension

1

ex: (555)555-5555

ex: 1234

Submit

Cancel

You also have the option to request a role in the system.

Request Role (Optional)

Note: If you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.

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.

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.

Domain

Required

You may select more than one domain, if appropriate.

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.

Skip and Finish

Finish

Once you have completed your account details, you will be redirected to your SAM.gov Workspace. If you need to get a Unique Entity ID, select the Get Started button. If you need to renew or update your existing entity, select the Renew/Update button.

Jump to the [Signing into SAM.gov and Registering Your Entity](#) section

Jump to the [How do I update an existing entity registration in SAM.gov?](#) section

 An official website of the United States government [Here's how you know](#) 



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Workspace

Entities

0

ACTIVE
REGISTRATION

0

ID
ASSIGNED

0

INACTIVE
REGISTRATION

0

PENDING ID
ASSIGNMENT

0

WORK IN PROGRESS
REGISTRATION

0

SUBMITTED
REGISTRATION

Next Update Due:
Due in Next 30 days: 0 Entity
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?](#)

Renew/Update

System Accounts

0

ACTIVE

0

DRAFT

0

CHANGE REQUEST

0

PENDING

0

DEACTIVATED

Signing into SAM.gov and Registering Your Entity

1. Sign in or create an account at www.sam.gov.
2. Go to this page: [SAM.gov | Register Entity V2](#)
3. Select the “Get a Unique Entity ID Only” option, then click the Next arrow lower on the page:

Home Search Data Bank Data Services Help

< Back to Workspace

What do you want to do?

Choose what you need and we will show you what information to prepare.

☐ Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [↗](#)
- Includes getting a Unique Entity ID and entity registration.



☐ Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [↗](#)
- To apply for grants and loans as described by 2 CFR 200. [↗](#)



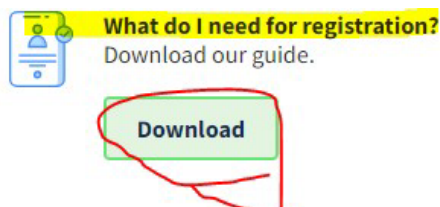
☒ Get a Unique Entity ID Only

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



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

4. For a checklist of items that you'll need for getting a UEI, download the guide lower on the page:



**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.

5. Enter your entity information on the next page:

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 ⓘ

Previous Cancel Next

6. Validate your Entity by providing official documentation:

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

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.

 Are you prepared for validation and registration?

[Download Guide](#)

[Previous](#) [Cancel](#) [Next](#)

Official documentation includes information to prove the legal business name, physical address, and incorporation information:

Recommended documents* to prove your legal business name, physical address, and incorporation information:

- Certified articles of incorporation/formation
- Certified business filing from your Secretary of State's office
- Employer Identification Number (EIN) assignment letter from the IRS
- Recent bank statement (redacted, less than five years old)
- Recent utility bill (less than five years old)

* [View this comprehensive list of acceptable documents](#) ⓘ, if you do not have one listed above. You may submit one or more documents to provide all the required information.

[Close](#)

7. The system will attempt to find your entity. Select an option based on if you see your entity in the list provided:

The screenshot shows a multi-step process for entity registration. At the top, a progress bar has six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (highlighted in blue), 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. The main content area is titled 'Review Entity Information'. Below the title, a green arrow points to a 'Select an Option' section. Two radio buttons are present: the first is selected and labeled 'I recognize my entity in the legal entities list. If some details are not correct, you can update them.'; the second is labeled 'I don't recognize my entity in this list. Select Next to continue.' Below these options is a box titled 'LEGAL ENTITIES LIST' with a sub-header 'Showing Top Results'. Inside this box, a card displays 'M-N-K MAINTENANCE & REMODELING, LLC' with address '32034 HELM ST DAGSBORO, DE 19939-3817 USA' and a 'Corporate' button. To the right of the list box is a link 'WHERE DO THESE RESULTS COME FROM?'. At the bottom of the screen are three circular buttons: 'Previous' (left arrow), 'Cancel' (X), and 'Next' (right arrow).

8. If you do not recognize your entity, enter some more details about your entity on the following screen:

Enter Incorporation Information

Start Year

YYYY

State of Incorporation

Dropdown menu for State of Incorporation.

Start Year could be

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

State of incorporation could be where

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

Previous Cancel Next

9. Confirm your entity information:

Confirm Entity Information

YOU ENTERED

MNK

1 National Life Drive
Montpelier, Vermont 05604
UNITED STATES

Year of Incorporation
2008

State of Incorporation
Vermont

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



10. Attach the official documentation you gathered earlier so that the system can verify your entity. The documentation must be on the list of acceptable forms of entity identification:

1

2

3

4

5

6

Get Started

Enter Entity Data

Start Validation

Complete Validation

Get Unique Entity ID

Start Registration

Document Your Entity Details

1 Review Requirements

 View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

MNK	Year of Incorporation 2008
1 National Life Drive Montpelier, Vermont 05604 UNITED STATES	State of Incorporation Vermont

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.

500 characters allowed

In step 2 of the photo above, you must select the type of document you are attaching:

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

Showing 1 to 2 of 2

Document	Document Type	
 Document EVS Sample Documents.pdf 1589.43 KB	Articles of incorporation/organization	Update Delete
Includes: Legal business name and physical address in the same document		
 Document EVS Sample Documents.pdf 1589.43 KB	Certificate of formation/organization	Update Delete
Includes: Legal business name and doing business as name in the same document		

Add Document

IMPORTANT NOTE! You must provide documentation that provides information that proves each of the 3 bullet points listed in Step 2: Attach Documents. This information can be in a single or multiple documents, depending on what documentation you have available.

Add Document

Select a Document Type

This field is required

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

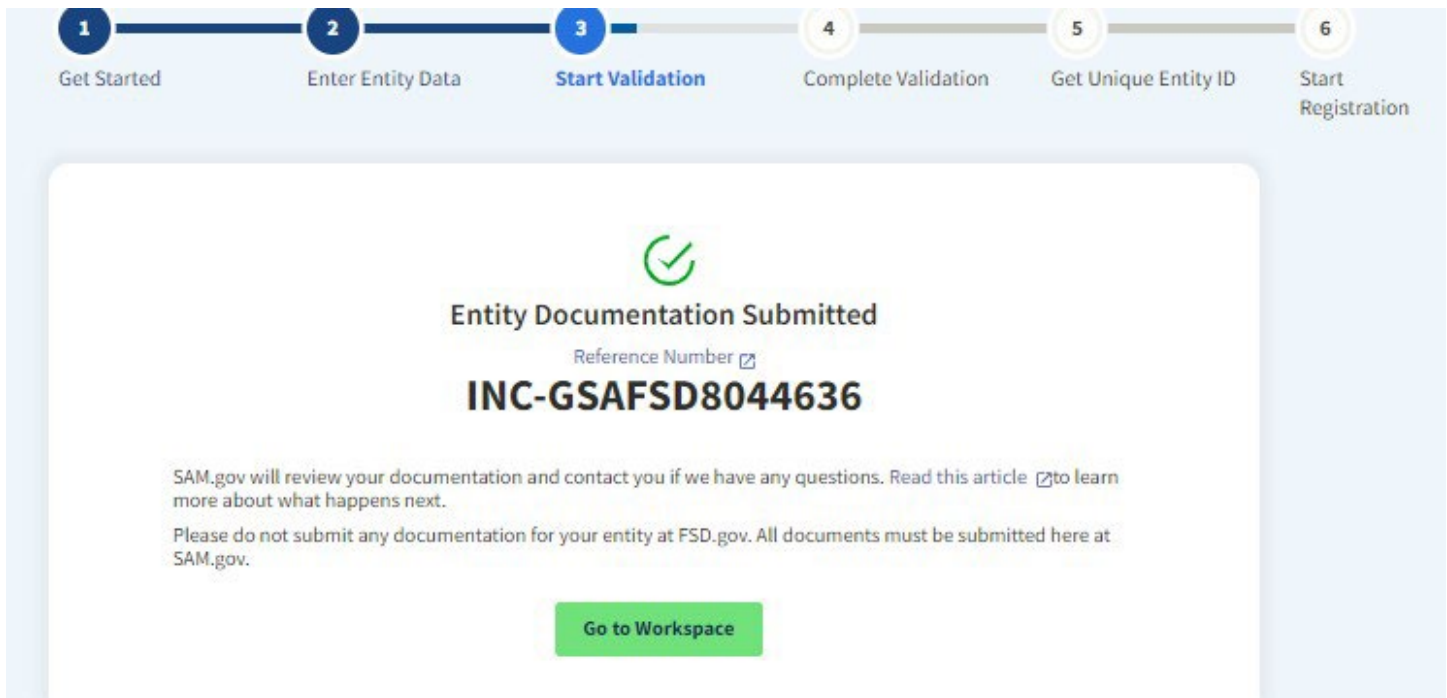
Select Document

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

Cancel

Submit

11. After attaching your documentation, click next. Your entity documentation has submitted and you will receive a reference number, also called a “FSD Number” (the reference number is not your unique identification number). Next, SAM.gov will review the documentation.



12. Read the next section to see what happens after you submit your verification documentation.

What happens after I submit my entity validation documentation?

After submitting your documents in SAM.gov, we will review your documentation. Once reviewed, we will contact you by email from General Services Administration Federal, fsdsupport@gsa.gov.

We will provide instructions on one of three (3) actions you must take:

Our review result	Where to go	What to do
We accept your documentation	SAM.gov	You MUST go back to SAM.gov and complete additional steps. Your entity is NOT validated until you have gone back to SAM.gov, restarted the validation process, and selected your correct name and address from the list a final time. See My entity information has been updated. What happens next? (KB0058397)
We have questions about your documentation	FSD.gov > My Incidents	Review the ticket and provide your answers within 5 business days. See How do I ask or respond to a question on my entity validation ticket? (KB0061458)
We need additional documentation	First go to SAM.gov to submit additional documentation. Then go to FSD.gov > My Incidents	Review the ticket and go to SAM.gov to attach requested documentation within 5 business days. See How do I add documentation to my entity validation incident after it has been created in SAM.gov? (KB0057690) Be sure to return to your FSD.gov ticket to let the agent know you provided your documentation. See How do I ask or respond to a question on my entity validation ticket? (KB0061458)

The only way to communicate with the customer service agent handling your ticket is through your ticket; do not call or chat.

When you are instructed to go back into SAM.gov to validate your information again

It is critical that you follow the instructions found at [KB0058397](#) (or see this article below). Regardless of your situation, you must go through these steps:

1. Enter your legal business name and physical address again on SAM.gov.
2. On the "Review Entity Information" page, you should find an exact match in the Legal Entities List for your entity's name and physical address.
3. Select "I recognize my entity," select the entity in the list, and select "Next."
4. Proceed with the rest of the process.

What Not to Do

- **Don't keep making tickets for the same entity.** You make a ticket by trying to validate and submitting documentation. If you've done that once for your entity, don't do it again. You should only create a new ticket if your [old one was closed and your validation issue was not resolved \(KB0061459\)](#).
- Don't open a ticket directly at FSD.gov about entity validation.

- Don't call or use the chat at FSD.gov for entity validation issues. The agents cannot help with validation issues over the phone or chat. The specialists who handle entity validations are on a different team that can only communicate with you through your FSD ticket.

Example EVS Help Desk Email for Missing/Unacceptable Documentation

Hello,

We reviewed the documentation you submitted and you need to take action within 5 business days. Your documentation was not an acceptable type of documentation.

*****Please upload additional documentation in SAM.gov within 5 business days, or your ticket will be automatically closed.*****

View the comprehensive list of acceptable documents at <https://go.usa.gov/xuSVt>

You may submit one or more documents to provide all the required information.

To upload documentation:

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 with the "FSD Incidents" button in the list.
4. Select the "FSD Incidents" button to see the incident number (it will look like INC-GSAFSD1234567).
5. Make sure the incident number matches the incident number on this message.
6. Select the "View" button next to the incident number.
7. Select the "Add Document" button in section 2 to add documentation of your correct entity information. Select the type of document you are adding and use one or more checkboxes to say what information is in the document.
8. Add more documents as needed.
9. When you have documented everything you need to, select Submit.
10. You have now added your documentation, but you are not yet done.

Go to FSD.gov and sign in with the same email address and password you use at SAM.gov.

1. Find "My Incidents" at the top of the screen and select it.
2. Select the incident number on this message.
3. In the box under the incident number and short description, enter "I have added documentation for my correct information."
4. Select "Send."
5. You are done for now. Wait to hear from us again via email.

Please respond to this email with any questions. Thank you.

EVS Help Desk

This is an official message sent by the SAM.gov Entity Validation Service (EVS) on behalf of the U.S. General Services Administration.

You can view all the details of the incident by following the link below:

[Take me to the Incident](#)

You will be required to log into FSD.gov to view the status of your tickets.

Thank you.

NOTE: Please do not attach documents containing Personally Identifying Information (PII), Controlled Unclassified Information (CUI), or other sensitive, unsolicited information to your FSD Tickets or reply to this email attachments containing such data. All Entity Validation Data must be submitted via SAM.gov.

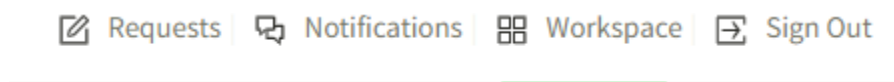
My entity information has been updated. What happens next?

Now that the entity validation service (EVS) has updated your information, you must return to SAM.gov and finish registering or getting your Unique Entity ID (UEI). For steps on how to complete the next task, follow the instructions below under the appropriate heading.

NOTE: For information on what your Entity Status means refer to [KB0029911](#).

To View Your Entity Status

1. Navigate to SAM.gov and sign in.
2. Using the link in the subheader menu, go to your "Workspace."



3. Select "Entities" to go to your "Entities Workspace."



4. Scroll or use the filters to locate the entity you need to register.

My Entity Status States "Pending ID Assignment" and I Just Need a UEI

If your entity record in SAM.gov states "Pending ID Assignment," follow the steps below.

1. From your "Entity Workspace," select "Get Started."
2. Go through the process of getting a UEI. This is the same process as before, but this time, you should see an exact match for your entity's name and physical address. Refer to [KB0050995](#), for a Quick Start Guide on getting a UEI.

My Entity Status States "Pending ID Assignment" and I Need to Register in SAM.gov

Click [here \(KB0051214\)](#) if you are unsure of the difference.

1. Complete all required sections of registration in SAM.gov.

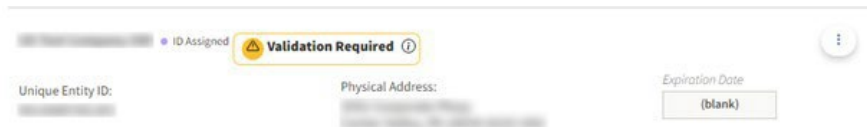
NOTE: Refer to [KB0038643](#) for steps to register a new entity on SAM.gov. Refer to [KB0039524](#) for frequently asked questions regarding entity registration.

2. Ensure you have completed and reviewed each section of registration [Core Data, Assertions (for all awards registrations), Representations & Certification, and Points of Contact (POCs)] to submit your registration for processing. [See our checklist](#) to help prepare for the process.
3. When you have finished, select "Submit."

My Entity Status States "ID Assigned" but I have a "Validation Required" alert

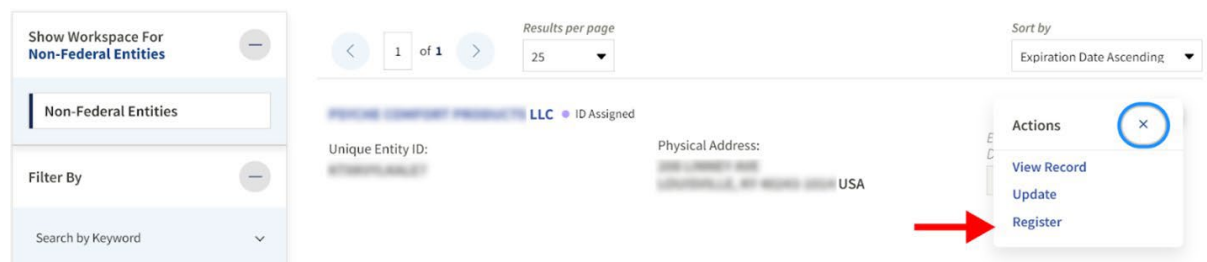
And entity record status of "ID Assigned" means that you have your Unique Entity ID. If your entity has a "Validation Required" alert, follow the steps below.

1. Select "Validate Entity" from the Actions Menu (the three vertical dots) to complete the Entity Validation process. You should find an exact match for your entity's name and physical address.



2. Determine whether you need to complete a SAM.gov registration:
 - If you are a subawardee or other who does **NOT** need to complete a SAM.gov registration, there are no further steps to take after you have been successfully validated.
 - If you need to register your entity in SAM.gov:

- a. Select "Register" from the entity's Actions Menu (the three vertical dots) in your Entities Workspace.



- b. Complete all required sections of registration in SAM.gov.

NOTE: Refer to [KB0038643](#) for steps to register a new entity on SAM.gov. Refer to [KB0039524](#) for frequently asked questions regarding entity registration.

- c. Ensure you have completed and reviewed each section of registration [Core Data, Assertions (for all awards registrations), Representations & Certification, and Points of Contact (POCs)] to submit your registration for processing. [See our checklist](#) to help prepare for the process.
- d. When you have finished, select "Submit."

My Entity Status States "Work in Progress"

If your entity record in SAM.gov states "Work in Progress" (WIP), you can continue your registration where you left off. However, if your WIP displays an incorrect entity name or physical address, please [follow these instructions \(KB0062898\)](#) to delete the WIP registration.

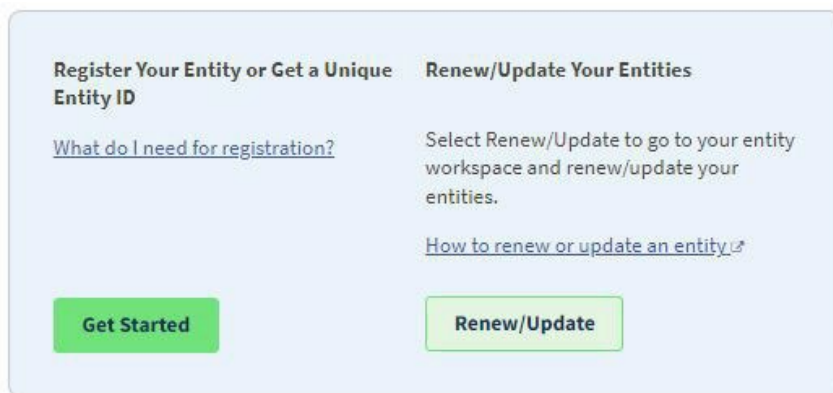
1. Return to your Entities Workspace and restart the validation process by selecting "Update" from the entity's Actions Menu (the three vertical dots).
2. Enter your [legal business name \(KB0058175\)](#) and [physical address \(KB0058176\)](#) on SAM.gov.
3. When you find your exact match in the legal entities list for your entity's name and physical address on the "Review Entity Information" page, select the "I recognize my entity" option.
4. Select the entity in the list.
5. Click "Next."

6. Enter your entity's start year and state of incorporation.
NOTE: Entities based outside of the United States will enter a national identifier.

Confirm your information and receive your validated UEI.

Confirming Updated Entity Details

1. Navigate to the entities Workspace and select "Renew/Update."



2. Review details displayed for selected entity.

What Happens Once I Submit My Registration?

When you submit your registration, the Internal Revenue Service (IRS) will verify your name used to file with the IRS and your taxpayer identification number (TIN), which could be your employer identification number (EIN) or your social security number (SSN).

Next, the Defense Logistics Agency (DLA) will review your information to determine if you have or need to be assigned a Commercial and Government Entity (CAGE) code. **NOTE:** It can take up to **10 business days** for these additional steps to occur.

If your entity fails these reviews, your government business point of contact will receive an email notification with instructions to update your information and resubmit your registration. Please ensure that this person monitors their email, including their spam or junk folder, during this time.

Please note that while SAM.gov interfaces with the system that process these additional reviews, we are not directly involved in their procedures or resolving issues with their reviews.

How do I ask or respond to a question on my entity validation ticket?

Your entity validation ticket has two components: a ticket (or incident) with the Federal Service Desk (FSD), which is used for tracking your issue and communicating with you, and the SAM.gov documentation you provided.

If the entity validation agent asks you a question in your FSD ticket, you will receive an email letting you know. To respond to the question, go to fsd.gov and sign in using the link at the top of the page.

FSD.gov, like SAM.gov, uses login.gov to sign you in to your account. Use the same email address and password you use to sign in to SAM.gov to sign in at fsd.gov.

Once you are signed in, the top menu on the site will have a link labeled “My Incidents.”

My Incidents **3**

When you select that link, a list of your tickets (open and closed) will appear. Select the ticket you want to respond to. This will open the ticket.

The screenshot shows the FSD.gov interface for a specific ticket. At the top, there is a breadcrumb trail: "Home > INC-GSAFSD" followed by a blurred reference number. A "Search" button is located in the top right corner. Below the breadcrumb, the ticket title is "Address Mismatch Reference Number:" followed by a blurred reference number and a paperclip icon. A text entry area with the placeholder "Type your message here..." and a "Send" button is positioned below the title. A response from the agent (AG) is shown in a message bubble, indicating it was received "21d ago". The response text reads: "Additional comments: I've added the additional document requested. It is my IRS letter that contains my new address."

In the ticket display, there is a text entry area under the ticket name and reference number. You can type a message to the entity validation agent here. Select the “Send” button when you are done.

How do I update an existing entity registration in SAM.gov?

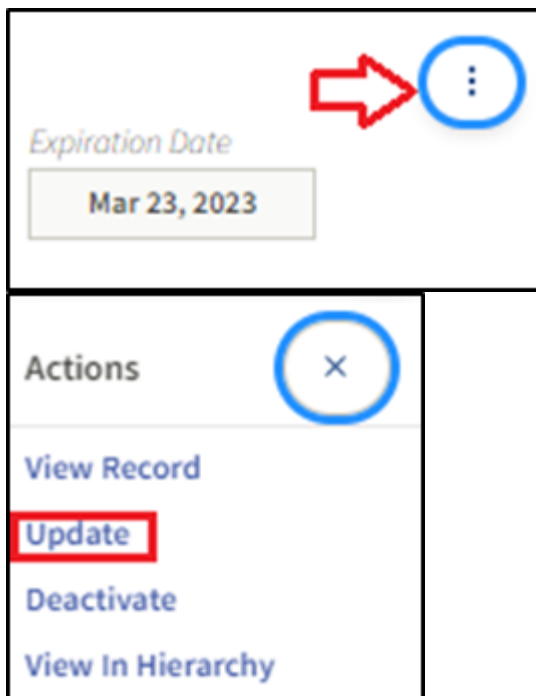
Note: If your SAM.gov Entity Administrator is no longer with the entity or there is not an Entity Administrator associated with the registration, please create a user account and submit a [Notarized Letter \(KB0016652\)](#) to gain access to update the existing registration.

To update your entity's registration, follow the steps below:

- Navigate to [SAM.gov](#) and sign in via login.gov.
- Navigate to your SAM.gov Workspace (the link is in the subheader menu).
- In the Workspace, find the "Entities" widget.



- Select the number above "Active" to display a list of your active registrations, or select the title of the widget to view all of your registrations.
- Locate the entity record you want to update, select the three dots near the expiration date (the Actions menu), and select "Update."



- You will be asked "What would you like to update?" Select to update/renew your entire entity registration, and select "Next."

- You will be prompted to validate your legal business name and physical address.
 - SAM.gov will search the entity validation service's data for a match to your entity. See the section above or this article on [entering your entity information and checking the search results \(KB0060385\)](#). Submit documentation of your entity information if needed and then restart the update process.
- Proceed through the validation process. For more information on validation, see [this article \(KB0058402\)](#).
- Once you have completed validation, continue to update your registration. Review each section and, if needed, update the information.
 - Update the Core Data section.
 - Update the Assertions section.
 - Not required if registering for federal assistance opportunities only.
 - Update the Representations and Certifications section.
 - Update the Points of Contact (POCs) section, including optional POCs.
 - You may remove optional POCs if they are no longer relevant.
- If you qualify as a small business, update your information in the Small Business Administration's (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification via the SBA Supplemental page.
- Select "Submit."
- Review, then confirm your submission.

Once you have submitted the update, you cannot make changes until the submitted registration is processed, or if a validation step fails.

Allow up to 10 business days after you submit your registration for it to become active in SAM.gov and an additional 24 hours for that registration information to be available in other government systems. You may quickly view your registration's status using the SAM.gov [Status Tracker](#). Your record will become active in SAM.gov once your TIN is validated by the Internal Revenue Service (IRS) and your CAGE or NCAGE code is validated or assigned by the Defense Logistics Agency (DLA), if applicable. Please watch your email, including your spam or junk folder, for messages from the IRS or DLA during this time. You will get an email from SAM.gov when your registration becomes active.

If you notice your registration has a status of Submitted for 15 business days or longer, and have not otherwise been contacted by the IRS or DLA to correct or update information, please contact the [Federal Service Desk](#).

FAQs: How to renew or update an entity

Here are some FAQs from other pages on fsd.gov that can help you learn how to update your entity's information when it changes or when it's time for your annual renewal.

1. [How to become the new entity administrator for your entity](#)
2. [What to do if you forgot your MPIN](#)
3. [How to update your registration](#) (also see previous section in this document)
4. [How to update financial information](#)
5. [How to update entity POC information](#)
6. [Next steps after updating entity's legal business name at SAM.gov](#)
7. [Quick start guides for entity registration](#)

Entity Validation Documentation Requirements

(See the next page)

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)
Most Commonly Used Documents: • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Bank Statements* (redact 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) Other Documents You Can Use: • 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 <i>non-expired</i> and have your exact name) • IRS Form 8822-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.	Most Commonly Used Documents: • 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) Other Documents You Can Use: • 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	• 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) All international documents must have a satisfactory English language translation attached.

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.

Examples of Acceptable and Unacceptable Documentation for Entity Validation

(See the pages below)

Sample Documents for Legal Business Name and Physical Address

Acceptable for:

- ✓ Legal business name
- ✓ Physical address
- ✓ Shows it was officially accepted by an authoritative source (e.g. a seal, stamp, etc.)

**Electronic Articles of Organization
For
Florida Limited Liability Company**

Article I

The name of the Limited Liability Company is:

ACME, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

123 Main St.
Anytown, FL
12345

The mailing address of the Limited Liability Company is:

[REDACTED]

Article III

The name and Florida street address of the registered agent is:

[REDACTED]

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: [REDACTED]

FILED 8:00 AM
February 25, 2014
Sec. Of State

Unacceptable Documentation

- ✗ Does not contain both legal name and physical address
- ✗ Does not show evidence of official acceptance
- ✓ Contains legal business name

CORPORATE BYLAWS

of

[REDACTED]

ARTICLE I
Company Formation

1.01. **FORMATION.** This Corporation is formed pursuant to the the laws of the State of [REDACTED].

1.02. **CORPORATE CHARTER COMPLIANCE.** The Board of Directors (the "Board") acknowledges and agrees that they caused Articles of Incorporation to be filed with the relevant state authority and all filing fees have been paid and satisfied.

1.03. **REGISTERED OFFICE & REGISTERED AGENT.** The registered office of the corporation shall be as stated in the Articles of Incorporation, unless amended. The address of the registered office may be changed from time to time. The Corporation must maintain a statement of acceptance from the Corporation's current registered agent.

1.04. **OTHER OFFICES.** The Corporation may have other offices as selected by the Board of Directors.

1.05. **CORPORATE SEAL.** The Corporation may adopt a corporate seal and use of a corporate seal is optional.

1.06. **PURPOSE.** This Corporation is formed to engage in any lawful business.

1.07. **ADOPTION OF BYLAWS.** These corporate bylaws are adopted by the Board of Directors.

ARTICLE 2
Board of Directors

2.01. **INITIAL MEETING OF THE BOARD.** The Board of Directors shall meet at the first meeting necessary to begin the business operations of the Corporation.

Tip: For this to be an acceptable document for legal business name, it would need to include both the legal business name and physical address and have a seal or other proof that it was filed with an authority.

- ✓ This is an approved document type
- ✓ Legal business name
- ✓ Physical address (if it's the same as the Service Location on this sample statement)

Return only this portion with your check made payable to ComEd. Please write your account number on your check.

- ✗ Even with the correct information, leases are unable to be verified and are not considered an acceptable form of documentation.

State of _____ Rev. 133A(0)C8

COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement (this "Agreement") is made this _____
20____, by and between _____, an entity with its principal place of business at _____,
at _____ ("Landlord"), and
_____ ("Tenant"). In consideration of _____,
the parties agree as follows:

1. Demised Premises. The premises leased shall consist of a portion of complex located at _____ ("Demised Premises").

a) **Description of Premises.** The Demised Premises shall be or complex located at the street address of _____ in the city of _____ as shown on the property map attached as Exhibit A.

b) **Size of Premises.** The Demised Premises consists of _____ square feet and comprises approximately _____ % of the total leasable area, and is commonly known as _____. The square footage of the Demised Premises determined by measuring from the outside of all exterior walls to the centerline. Landlord's architect or building contractor may measure the Demised Premises to determine the size.

c) **Reserved Uses.** Landlord reserves to itself the use of the roof, walls, and the area above and below the Demised Premises, together with the right to install, use, repair, and replace pipes, ducts, conduits, wires and structural elements throughout the Demised Premises and which serve either the Demised Premises or other areas of the Real Property.

d) **Common Area.** Landlord grants to Tenant the exclusive right to use, in common with all other tenants or occupants of the Real Property, the Common Area of the Real Property. The term "Common Area" shall mean all areas owned and maintained by Landlord within the Real Property, which are used or held for general tenant use, and maintenance of the Common Area in good repair and reasonably clear of obstructions. Tenant shall at all times be subject to the exclusive control and management of Landlord. Landlord shall have the right from time-to-time to:

e) **Parking Spaces.** Landlord agrees that Tenant, including its guests, employees, agents, and customers, has the right to use any of the parking space(s) located in the _____ Tenant accepts and understands that parking privileges granted are personal to the Tenant and such parking privileges may be assigned or sublet. Tenant will pay Landlord a fee of \$ _____ on a _____ basis for the use of such parking privileges.

INITIAL _____ DATE _____
Commercial Lease Agreement (Rev.
133A(0)C8)

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Tip: Even if a contract has the correct information, it has to be on the list of Acceptable Documents to be accepted.

Sample Documents for **Start Year** and **State of Incorporation**

Acceptable for:

- ✓ This is an approved document type
- ✓ Legal business name
- ✓ State where your business is established
- ✓ Year you started receiving income

This is a sample Form 990 for ABC Corp. The form is for the year 2021 and is for a corporation. The business name is ABC Corp. and the DBA is Jane Smith, DBA System Consultants. The address is 12345 Main Street, Anytown USA 12345. The form includes sections for Payer's information, Recipient's information, and various financial and operational details. The form is marked with a large 'Sample' watermark.

DBA example

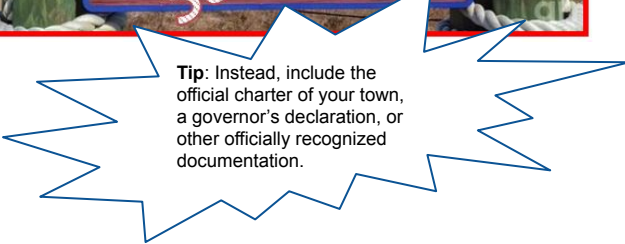


LLC example

This is a sample Form 990 for ABC Corp. The form is for the year 2021 and is for a corporation. The business name is ABC Corp. and the DBA is Jane Smith, DBA System Consultants. The address is 12345 Main Street, Anytown USA 12345. The form includes sections for Payer's information, Recipient's information, and various financial and operational details. The form is marked with a large 'Sample' watermark.

Unacceptable Documentation

- ✗ Even with the name of the city entity and the year on the sign, this is not officially certified documentation so it is not an approved document for this criteria.



Tip: Instead, include the official charter of your town, a governor's declaration, or other officially recognized documentation.

- ✓ This is an approved document type
- ✓ Legal business name
- ✓ National Identifier
- ✓ Includes evidence it was received and processed by an authoritative source
- ✓ Translated into English

- × Templates or self-filled tax forms will not be accepted without tax preparer's credentials or a government receipt attached indicating it was received.
- × International documentation must be translated into English.

Tip: Only include translated documents with seals, approvals, or authoritative receipts attached.

Example Scenario

An entity administrator for ACME, LLC entered the following current information on the entity validation screen*:

Entity Legal Business Name: ACME, LLC

Physical Address: 123 Main St. Anytown, HI 96701

Start Year/State of Incorporation: January 1, 1957/Hawaii

Because the entity changed **physical addresses** recently, the potential entity matches offered in SAM.gov didn't show the correct, current address.

The **start year** could also not be validated.

The administrator was requested to provide documentation to support both of these pieces of entity information.

Fortunately, they have a copy of their originally approved **articles of organization** from [List A](#). But because the address is not current the administrator must also include another document from List A. The administrator chooses a recent **utility bill** that displays both the correct legal business name and the correct, current physical address.

Together, these documents show adequate evidence of the information that needs to be updated in SAM.gov for this entity.

The image displays three documents related to the entity validation process:

- Articles of Organization for Limited Liability Company:** Issued by the State of Hawaii, Department of Commerce and Consumer Affairs, Business Registration Division. The company is ACME, LLC, located at 123 Main St. Anytown, HI 96701. The start date is January 1, 1957.
- ComEd Utility Bill:** A bill from ComEd (An Exelon Company) for ACME, LLC. The address is 123 Main St. Anytown, HI 96701. The bill is dated January 31, 2022, and shows a meter reading of 1099.
- Certification:** A statement from the Interim Director of Commerce and Consumer Affairs, dated Jan 1, 1957, certifying that the utility bill is a true and correct copy of the official record of the Business Registration Division.

TIP: If the entity address was current and correct in the articles of incorporation, there would be no need to include a second document.

Also, if just the physical address had been out of date, and there was no a need to validate the start year, the administrator could have attached just the utility bill, which has the correct, current physical address along with the legal business name.



*For Illustrative Purposes Only