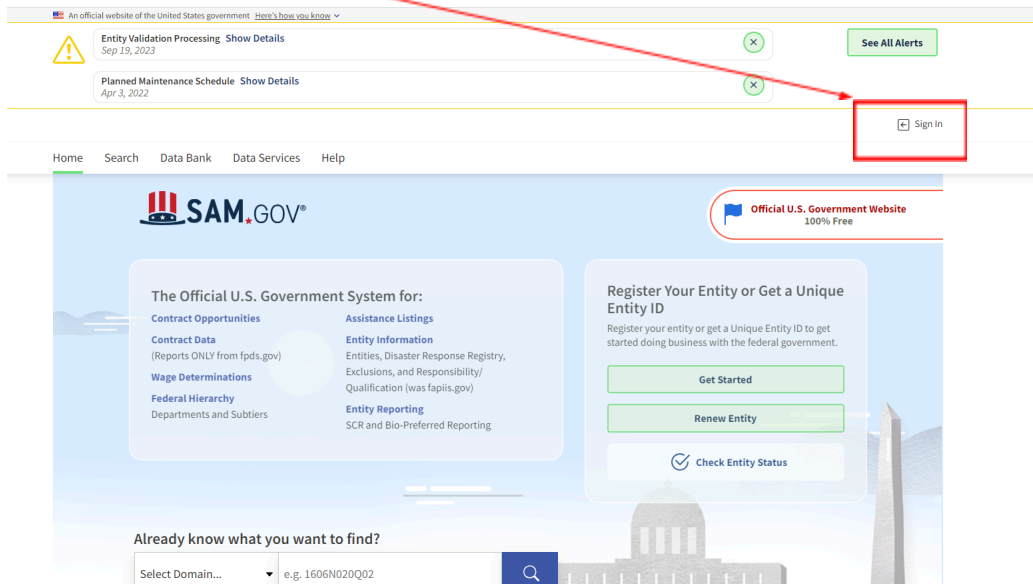
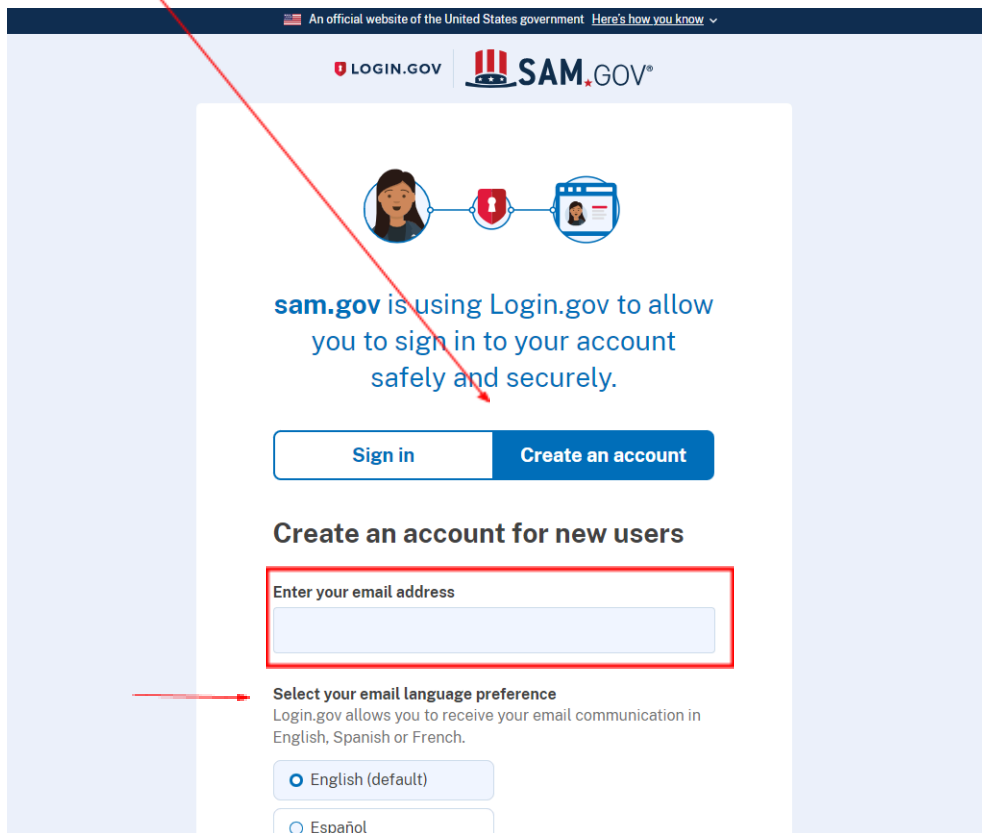


Go to SAM.gov and click "Sign In".



Make sure "Create an account" is selected, and enter your email address and select your language preference.



Scroll down and accept the Rules of Use, and then click Submit.

Once you are logged in, make sure you are in your workspace and then click on “Get Started”.

**Entities**

1	0	0	Next Update Due: Feb 22, 2024 Due in Next 30 days: 0 Entity Registrations
ACTIVE REGISTRATION	ID ASSIGNED	INACTIVE REGISTRATION	
0	0	0	
PENDING ID ASSIGNMENT	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	

**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?](#)

**Get Started** **Renew/Update**

**Profile**  
Allison Ross  
aross@utah.gov

**Pending Requests**  
No pending requests  
[See All](#)

**Notifications**  
No available notifications  
[See All](#)

**Add A New Role**  
Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Click on “Create New Entity”.

[Back to Workspace](#)

**Welcome**

You are about to create a new entity record.  
We will ask a few short questions to help us recommend the best option for you.

**Create New Entity**

Select the middle option.

## 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 >](#)

Select the 4<sup>th</sup> option down, and then click Next.



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

✕ CANCEL

< PREVIOUS

NEXT >

Next, choose the 2nd option and select Utah in the dropdown menu, then scroll down and click Next.

### Who required your entity to be in SAM.GOV?

Only select the primary source.

- Federal government
- U.S. state or territory government or office

Federal Hierarchy (Optional)

Enter Code or Name

Utah

Click "Select".

## 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**.

	Recommended
	Unique Entity ID Only
<b>What you get:</b>	
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	—
<b>When you need it:</b>	
To receive an award from someone else receiving federal funds ⓘ	✓
To apply directly for federal grants or loans ⓘ	—
To bid on federal contracts (prime) ⓘ	—
<b>What you must complete:</b>	
Entity Validation ⓘ	✓
IRS Taxpayer Validation ⓘ	—
CAGE/NCAGE Validation ⓘ	—
<b>Level of Effort</b> ⓘ	<b>Lowest</b>
<b>Expiration</b> ⓘ	—
	<input type="button" value="Select"/>

Next, you need to enter your entity information. Answer all the questions and then click Next.

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

### 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** ⓘ

Make sure you have any necessary information easily available, click the box stating you can provide official documentation, and then click Next. You may download a Registration Guide if you wish.

When it has finished searching, select the appropriate option, and then click Next at the bottom.

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

### Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

**Select an Option**

recognize my entity in the legal entities list.  
If some details are not correct, you can update them.

don't recognize my entity in this list.  
Select Next to continue.

LEGAL ENTITIES LIST	WHERE DO THESE RESULTS COME FROM?
Showing Top Results	

**THIS NEXT SECTION IS IF YOU DO NOT RECOGNIZE YOUR ENTITY. IF YOUR ENTITY IS IN THE LIST, SCROLL TO PAGE 8.**

You will need to fill out your incorporation information. Scroll down and click Next.

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

## Enter Incorporation Information

Start Year

State of Incorporation

**Start Year** could be

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

**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

[X CANCEL](#) [< PREVIOUS](#) [NEXT >](#)

You will then have to confirm your entity information. If it is correct, click Next. If it still needs fixing, click Previous and fix it on the previous screen.

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

## Confirm Entity Information

YOU ENTERED

<b>test</b> Doing Business As: test	Year of Incorporation 2023
Test Salt Lake City, UT 84107 UNITED STATES	State of Incorporation Utah

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


[X CANCEL](#) [< PREVIOUS](#) [NEXT >](#)



You will need to upload documents that prove each of the items listed. Clicking on the “official documents” hyperlink will open a list of approved documents. Then click Next.

Document Your Entity Details

**1** Review Requirements

 View this list of acceptable documents to understand the requirements.

**YOU ARE DOCUMENTING**

test Doing Business As: test	Year of incorporation 2023
Test Salt Lake City,UT 84107 UNITED STATES	State of incorporation Utah

**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 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

[Add Document](#)

**3** Provide Details (Optional)

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



500 characters allowed

SAM.gov will then review your information and contact you with any questions. If your entity passes validation, you will receive a UEI. If it fails validation, correct the issues and resubmit for another review. This process may take a few days/week and it is your responsibility to monitor your email and your entity page on SAM.gov to make sure they are not waiting on you to complete a task before your entity registration can continue. If you have any questions, please reach out to [cross@utah.gov](mailto:cross@utah.gov) and include a screenshot of your workspace/entity information from SAM.gov.

### **IF YOU RECOGNIZED YOUR ENTITY IN THE LIST:**

Follow the on-screen instructions and validation should complete immediately. Your Unique Entity ID will be assigned.