How to Start Registering an International Entity in SAM.gov

ℹ️ SAM.gov is an official website of the United States government. There is NO charge to register or maintain your entity registration record in SAM.gov.

What is an entity?

The term "entity" refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any U.S. federal government agencies desiring to do business with the government. "Entity" can also refer to a party that has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

An international entity refers to an entity that is based outside of the United States.

What is entity registration?

An entity registration allows you to bid on U.S. government contracts and apply for federal assistance. We will assign you a Unique Entity ID (SAM) as part of entity registration.

Comprehensive and current entity information is essential for the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards. You must renew your registration every 365 days for it to remain active.

What do I need to get started?

Before starting a registration, international entities must obtain an NCAGE Code for each entity they plan to register in SAM.gov. Get an [NCAGE Code here](#). Make sure the legal business name and physical address you provide to get your NCAGE Code and register are identical. It takes up to 3 business days to obtain a NCAGE code.

Registrations require you to enter a lot of information about your entity. Information includes, but is not limited to your:

- entity's legal business name
- physical address
- tax identification number (TIN)–*only needed if your entity pays U.S. taxes*
- NCAGE code
- information about the types of goods and services you provide
- entity size
- optional Electronic Data Interchange (EDI) information

- disaster relief data
- representations and certifications
- points of contact

Visit the **Get Started** page at SAM.gov to view checklists and guides to help you prepare for registration. If you already have a Unique Entity ID but have not completed registration, go to this section.

Start Registration

When you are ready to start a new entity registration, go to SAM.gov and follow these steps:

1. Select the "Sign In" link at the upper right corner of the page. Select "Accept" to accept the U.S. Government System terms. After selecting "Accept," the system will redirect you to login.gov.
2. Login.gov is a service that manages usernames and passwords for SAM.gov. If you already have a login.gov account, sign in with your credentials. Otherwise, select "Create An Account" and follow the prompts.
3. Once you are signed in, the system will redirect you to your SAM.gov Workspace.
4. On the "Entity Management" widget in the Workspace, select the "Get Started" button.
5. On the next page, select the "Register Entity" button.
6. On the next page, you will choose your entity type and your "Purpose of Registration."
   a. Select your type of entity. Choose "Business or Organization" if you are NOT a U.S. State, U.S. Local, Tribal, or Foreign government entity.
   b. There are two types of registration purposes: Financial Assistance Awards and All Awards.
      i. An All Awards registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. This type of registration requires more information.
      ii. A Financial Assistance Awards registration allows you to apply for financial assistance, or grants and loans, **only**. This type of registration requires less information.
   c. Select your registration purpose, then select "Next."
7. The next two pages display your choices from the Purpose of Registration page and a summary of the information you need to have prepared to complete your registration. Review the pages to make sure you are ready to start. Confirm your selections and select "Go back" if you need to change your purpose of registration or entity type. If your information is correct, select "Next."
8. Here you will start to enter information about your entity. Enter your legal business name and physical address, then select "Next."
9. Your entity name and address will be validated by SAM.gov. The next page will show an entity matched in SAM.gov. If your entity information is correct, select "Next."
   a. If the match shown is not your entity or you are unable to find a match, you can create a help ticket with the Federal Service Desk (FSD) from the page. Select the "Create Incident" button to contact the FSD for assistance.

10. On this page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity record.
11. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select "Receive Unique Entity ID."
12. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details.
13. Select "Continue Registration" to go to the next registration step. If you select "Done," you will be redirected to your Workspace. You can continue registration later if you choose to.

Continuing Registration

When you select "Continue Registration" from the "Receive Unique Entity ID" page, the remaining sections of registration will be displayed. Select "Continue" to begin entering information into the Core Data section of registration. Visit the **Get Started** page at SAM.gov to view checklists and guides to help you prepare for registration.

1. Enter additional organization information as required. You will create a Marketing Partner Identification Number (MPIN) on this page. It is **important to remember your MPIN** as it will serve as your electronic signature for the IRS Consent to Disclosure of Tax Information on the next page. You will need your MPIN in the future to make updates to your registration.

Continue to enter additional information into each section as required. Your information will be saved when you select "Save and Continue" on each page.

If you exit registration before completing it, you can access it later from your Workspace.

1. Sign in to SAM.gov and, in the Workspace, select the "Work in Progress" bubble on the "Entity Management" widget. A list of your registrations in progress will display.
2. Next to the record title you want to access, select the button with the three dots (the Actions menu), then choose "Update" from the menu. You will be redirected to where you left off in your registration.
   a. If you do not access or submit your registration within 90 days, the system will remove it.

After entering and reviewing your information, select the "Submit" button. You will receive a "Registration Submitted – Confirmation" message on the screen. If you do not see this message, you have not submitted your registration.

When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails TIN or NCAGE code validation, SAM.gov will send you an email with instructions on updating your information and resubmitting your registration. You may need to work with the IRS or NCAGE to update your information before resubmitting your registration.

How do I check the status of my entity registration?

If you have a role with an entity and are signed in to your SAM.gov account, you can check your entity registration status. You can also check the status of an entity's registration as a federal user. If none of these is the case, you cannot check an entity's registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the "Check Registration Status" button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or NCAGE Code and select "Search." The entity's registration status will display below.

Integrated Award Environment (IAE) Industry Community

Tips for SAM.gov Entity Validation Support

On April 4, 2022, the federal government implemented a new process in SAM.gov to validate entities as a first step in requesting a Unique Entity ID and for completing a SAM.gov entity registration. This entity validation process includes checking that your entity name and address match.

If your **entity name and address match** what is displayed in SAM.gov, you can continue to request a Unique Entity ID and, if needed, complete an entity registration.

If you **do not get a name and address match**, then you must create an incident (which is basically a help ticket) directly from SAM.gov and *attach the documents required* to prove the information you entered is correct.

We review these entity validation help tickets in the order they were received. Due to extremely high demand, it is taking longer than anticipated to complete this review. We will respond through the ticket if we have any questions.

You can help. Please **only** update your entity registration if you need to change information. Very few entities with existing registrations actually need to go through this entity validation process right now.

Remember, you do not need to update your entity registration to get a Unique Entity ID. It is already assigned and part of your entity registration. Follow these steps if you need help finding your Unique Entity ID.

Here are answers to some of your questions and a few useful tips about the new process:

Do I need to update my entity registration and go through this new entity validation right now? No. If you have an active entity registration, you will validate your name and address in SAM.gov when you go through the annual renewal process. Unless your registration is expiring soon, you most likely do not need to update your entity registration. You can locate your expiration date by searching for your entity registration in SAM.gov or viewing it from your Workspace.

What do I need to do if there is no match? If you receive a no match message on the Validate Entity Information step, that means you must use the Create Incident button directly in SAM.gov to request entity validation support and attach the required documentation which proves your entity's legal business name and physical address.

What documentation is required for entity name or address validation?

When you create the incident, fully describe your problem in the text box and attach one or more documents that prove your entity's legal business name and physical address to validate your entity information. The supporting documents can be:

• Articles of Organization or Incorporation • Tax Returns or Filings (redacted or limited; enough to show that the entity exists) • Certificate of Formation • Articles of Formation • Certificate of Organization • Utility Bills • Bank Statements	• Doing Business As Documentation • Stock Ownership • Share Certificates • Employment Identification Number documentation • Tax ID Documents • Company Bylaws • Operating Agreements

Do I need to create an incident in SAM.gov if my legal business name or physical address do not match what is displayed in SAM.gov? Yes. You will need to use the Create Incident button on the Validate Entity Information page to create an incident through SAM.gov to update that information. Here are some helpful hints to get the best results:

- **Always include the required documentation.** We cannot process your ticket without the required documentation. Make sure that the documentation submitted supports your requested change. Any tickets submitted without documentation will be closed and you will be required to create a new incident with documentation.

- **Only create one incident**. Creating multiple incidents does not expedite our handling of your issue and actually slows down the overall process. If you received a ticket number, which will look like INC-GSAFSD1234567, you should not create another incident in SAM.gov.

- **Only create entity validation tickets through SAM.gov.** Do not use the Create Incident button in SAM.gov for any issue not related to your entity name and address validation. If you need assistance with any other part of the SAM.gov entity registration process, go to our supporting service desk at FSD.gov to search for answers or create a ticket.

- **Do not attach entity validation documents to an FSD.gov ticket.** Remember, this entity validation process goes through SAM.gov. You provide the name and address documentation, as required, to the ticket in SAM.gov. Do not, under any circumstances, attach name and address-related documentation to a regular FSD.gov ticket. If a service desk agent sees additional documentation

is required, the agent will tell you how to attach the documentation in SAM.gov.

What can I expect once I submit an entity validation ticket? Given the current volume of requests, your ticket will take at least several days to process. Tickets are handled in the order received. *Contacting the Federal Service Desk (FSD) via phone or chat or creating another incident in SAM.gov will not make the review go faster.* Service desk agents cannot expedite your ticket review or provide you more information than you can see in the ticket. Follow [these instructions](#) to check your ticket status or view processing notes.

Remember, just because the government is now using the Unique Entity ID does not mean you need to update your entity registration. ***An active registration is valid until it expires.*** You can help others who are just getting started, or who do need to update their information, by waiting until your renewal is required.

As always, we invite you to [learn more](#) about the Unique Entity ID transition by reviewing our available resources.