

Registering in SAM.gov

Office of Accountability



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Department of Commerce
& Economic Opportunity

JB Pritzker, Governor

Overview

- What is SAM.gov?
- Navigating SAM.gov
- Signing Up vs. Registration
- Verification Forms



System for Award Management (SAM)

- Register to do business with the U.S. Government
- Update, renew, or check status of your entity registration
- Search for entity registration and exclusion records
- Search for assistance listings
- View reports
- Access publicly available award data



Why do you need a SAM.gov registration?

- Required to apply or to receive a grant
- Verification of debarments or suspended status
- Accuracy, unique details of an entity
- Public search to sync with State systems



Navigating SAM.gov

- Authentic website and email correspondence
- 100% FREE
- Create an Account
- Preparation for Entity Registration Checklist



Preparation for Entity Registration

For All Awards registrations, prepare these sections:	For Financial Assistance Awards Only registrations, prepare these sections:
● Unique Entity ID ● Core Data ● Assertions ● Reps & Certs ● Architect and Engineering Responses ● Defense FAR Supplement (DFARS) questionnaire (if applicable) ● Points of Contact (POCs) ● SBA supplemental page (If you are a small business)	● Unique Entity ID ● Core Data ● Reps & Certs ● Points of Contact (POCs)



Unique Entity Identifier

- 12-digit alphanumeric identifier
- Legal Business Name (Articles of Incorporation, Bank Statements, IRS Letter)
- Physical Address (Legal Business Name & current/correct Physical Address)
- Date of Incorporation (Articles of Incorporation, IRS Letter, Secretary of State Certificate of Filing)
- State of Incorporation (Certificate of Formation if stamped by an authority)



Entity Validation

- Confirms that an entity exists and is unique
- Critical part of managing federal awards
- Strengthens integrity of government grants and loans
- Publicly viewable, [IL Admin Code Title 44 Section 7000.70 \(f\)](#)
- Issuance of UEI can take 1-3 business days

PRE-QUALIFICATION INFORMATION

Pre-Qu

SAM.gov Account:

UEI not found

[SAM.Gov](#)

Manually Update

PRIVATE



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Two-Step Process

PRE-QUALIFICATION INFORMATION

SAM.gov Account:	UEI only
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Core Data

- Business Information
- IRS Consent
- CAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions



Representations and Certifications

- Questionnaire designed to collect data about your entity's business specifics
- Federal Acquisition Regulation (FAR) provisions
- Defense Federal Acquisition Regulation Supplement (DFARS)

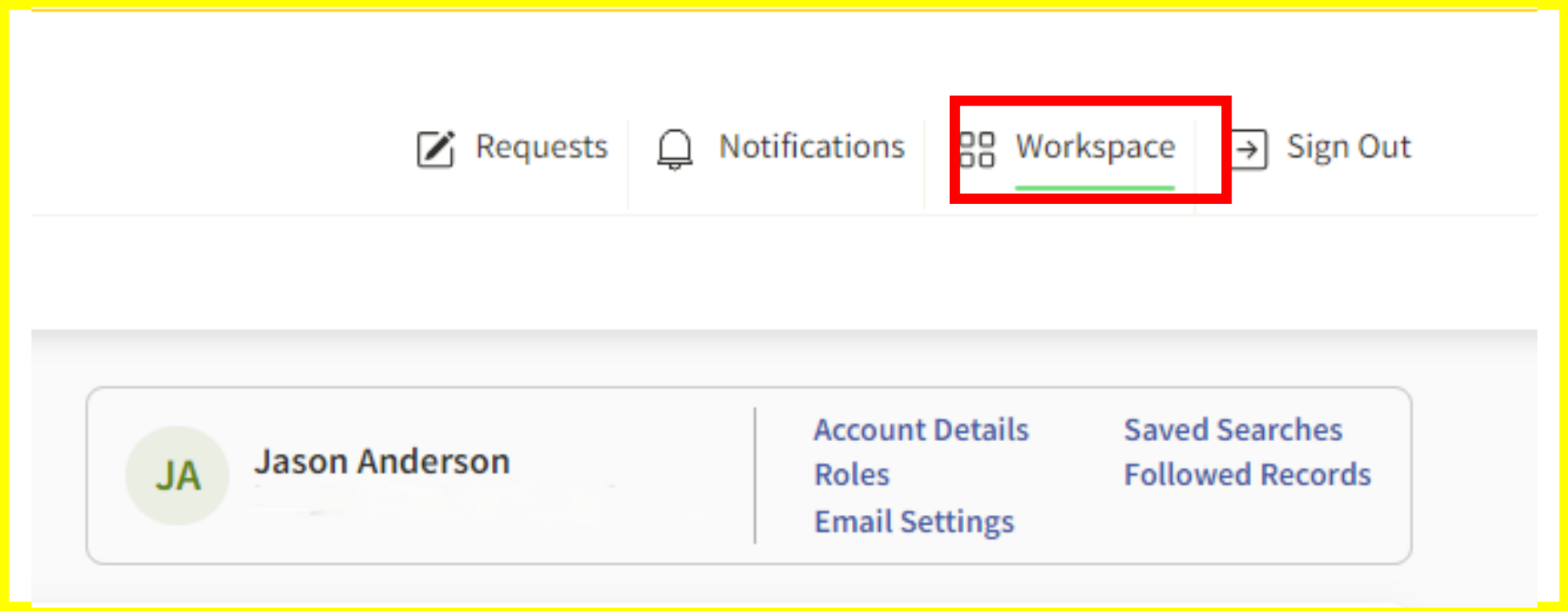


Points of Contact (POCs)

- Mandatory POCs
 - Accounts Receivable POC
 - Electronic Business POC
 - Government Business POC
- Optional POCs
 - Past Performance POC
 - Alternates
 - Additional POCs as needed



SAM.gov Workspace



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



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Signing Up vs Registering in SAM

Signing Up

- Generates a UEI
- Entity not registered to do business with federal government
- Does not fulfill PreQ requirement for Grants

Registering

- TIN and CAGE code validation
- Activation approval can take ~10-15 business days
- All communication and confirmations received through email (verify email address)



Examples of SAM registration statuses

Sample Grantee 2, INC.



This entity record has been validated as unique and existing, but is not registered in SAM.

Physical Address

321 Address Rd.
Cityville, Illinois 12345-4321
USA

Unique Entity ID

XXXXXXXXXXXXXX

Version

Current Record

SAMPLE GRANTEE, INC.

• Inactive Registration

Unique Entity ID

XXXXXXXXXXXXXX

CAGE/NCAGE

HHHHH

Entity Information

Expiration Date

Dec 2, 2022

Physical Address

456 Street Rd.
Townville, Illinois
54321-1234, United States

Mailing Address

456 Street Rd.
Townville, Illinois
54321-1234, United States

Purpose of Registration

Federal Assistance Awards Only

Version

Current Record

SAMPLE GRANTEE, INC.

• Active Registration

Unique Entity ID

XXXXXXXXXXXXXX

CAGE/NCAGE

00000

Entity Information

Expiration Date

Aug 1, 2027

Physical Address

123 Road St.
Townville, Illinois
12345-4321, United States

Mailing Address

123 Road St.
Townville, Illinois
12345-4321, United States

Purpose of Registration

All Awards

Version

Current Record



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Step 1 – Apply for UEI

- Entity Registration Checklist
- Entity Information supporting documentation

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](#)



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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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



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

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☐ 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



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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 believe you need
more than a Unique Entity
ID



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



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.

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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 33), 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. 288-288f);
- (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.



You will be registering the following:



Entity Type:
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.



Purpose of Registration:
Financial Assistance Awards



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



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Are you currently applying for or receiving federal financial assistance from the Department of Defense? (Not common)

If you are applying for or receiving financial assistance from the Department of Defense, select **Yes**. Otherwise, select **No**.

- ☐ No
- ☐ Yes



You will be registering the following:



Entity Type:
Business or Organization



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



Purpose of Registration:
Financial Assistance Awards



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



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

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Official Documentation for Validation

- You will need to make sure you can officially document your entity's
 - Legal Business Name
 - Physical Address
 - Start Year

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.



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.

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

CHARLES WILLIAM LIMITED

W WACKER DR L
CHICAGO, IL 60601-
USA

Professional, Scientific, and Technical
Services

Ultimate Parent

CHARLES, WILLIAM

CHICAGO, IL 60660-
USA

WILLIAM CHARLES

CHICAGO, IL 60606-
USA

CHICAGO ALLIANCE

USA
MICHIGAN AVE
CHICAGO, IL 60601-
USA

Branches

Branches

Show More

× CANCEL

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Enter Incorporation Information

Start Year

YYYY

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

✕ CANCEL

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Confirm Entity Information

YOU ENTERED

William Charles Incorporated Doing Business As: WC Inc	Year of Incorporation 2025
12548 Main Street Chicago, IL 60601 UNITED STATES	State of Incorporation Illinois

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

× CANCEL

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Document Your Entity Details

1

Review Requirements



View this list of [acceptable documents](#) to understand the requirements.

YOUR LEGAL ENTITY

William Charles Incorporated
Doing Business As: WC Inc

Year of Incorporation
2025

12548 Main Street
Chicago, IL 60601
UNITED STATES

State of Incorporation
Illinois

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



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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](#)

Cancel

Submit



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Entity Documentation Submitted

Reference Number [🔗](#)

INC-GSAFSD5927706

SAM.gov will review your documentation and contact you if we have any questions. [Read this article](#) [🔗](#) to learn more about what happens next.

Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

[Go to Workspace](#)



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Step 2: Complete the Registration

Entity Information

Entities See All

0

Active Registration

1

ID Assigned

0

Inactive Registration

4

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](#)



Entity Information

Entities

See All

0

Active Registration

1

ID Assigned

0

Inactive Registration

4

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](#)

⋮

Expiration Date

Actions

View Record

Update

Register





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.



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





What do I need for registration?
Download our guide.

Download

 Get a Unique Entity ID	 To register for All Awards, complete the following sections. Core Data	 Points of Contact	 Assertions	 Representations & Certifications
---	--	--	---	---



Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

• ID Assigned

Unique Entity ID

Physical Address

USA

What is your relationship with this entity?

[More about third-party agent designation on entity registrations](#)

- ☒ I am an employee or officer of this entity
- ☐ I am not an employee or officer of this entity

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

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Core Data

SAM.GOV®

Home Search Databank Data Services Help

Requests Notifications Workspace Sign Out

Register Entity

Core Data

- Continue Registration
- Business Information
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data FOUNDATION INC

Continue Registration Unique Entity ID: [redacted]

You have the following steps left to complete:

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



SAM Confirmation Page

Registration Submitted - Confirmation

Sun Jun 25 15:51:32 EDT 2023

You successfully submitted your entity registration. This registration record will remain in Submitted status until all external validations are complete. This process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration.

What happens next?

- 1 If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.
- 2 Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.
- 3 If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.
- 4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, select Check Status on the SAM.gov homepage to see where your registration is in the review process.
- 5 Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.
- 6 You can get FREE help with your registration by contacting our supporting [Federal Service Desk \(FSD\)](#). In addition, if you are



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Registration Approval

- No changes to the registration submission after “SUBMIT”
- Validation can take 10-15 business days
- Check your email for communication
- Public Entity Profiles will sync to GATA Grantee Portal



Federal Service Desk

- US General Services Administration (GSA) operates and maintains the government-wide systems supported by the Federal Service Desk
- Live Chat with an Agent
- Contact by Phone
 - US Calls: 866-606-8220
- Create an Incident in the FSD.gov portal



FAQs

- What if the POC at my entity has left and we cannot access our SAM?
- Can we select our entity to remain a private profile?
- How do I check my registration status?



Tips

- Mark your calendar
- Review the checklists from the Federal Service Desk
- Search the Knowledge Base for resources
- Public Account
- OTP (One Time Password)- DONOTREPLY@SAM.gov
- Definitions Available



Video Training and Resources Library :

<https://dceo.illinois.gov/aboutdceo/grantopportunities/learning-library.html>

Upcoming Trainings:

<https://dceo.illinois.gov/aboutdceo/grantopportunities/upcoming-grant-trainings.html>

Got Questions?

Help Desk inquiry Form-

<https://app.smartsheet.com/b/form/df9d38efa4e241218ced486c54f3c109>

Email - CEO.GrantHelp@illinois.gov



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