

SAM.gov Registration Checklist



Purpose: The Lead Applicant must be registered in SAM.gov and Grants.gov to be able to submit a grant application (NOFO Section IV.A). The System for Award Management (SAM) registers organizations to conduct business with the U.S. Government. Grants.gov is where organizations manage their grant application (see [Grants.gov Registration Checklist](#)). The lead applicant should complete this SAM.gov Registration Checklist first.



Start registration at least **two months** before you plan to submit your application.



Lead Applicant: Create an account at Login.gov

- Determine which email address you will use for your grant application.
- Go to https://secure.login.gov/sign_up/enter_email.
- Enter your email address and click “Submit”.
- Check your email for a message from Login.gov and click “Confirm Your Email”.
- Create your login password and click “Continue”.
- Select at least two (2) authentication methods and click “Continue”.
- Follow the additional steps as prompted for each of your authentication methods and click “Submit” until you see a screen that says “You’ve created an account with Login.gov”.

Lead Applicant: Use your Login.gov account to register your organization in SAM.gov

If you need help with SAM.gov registration, call the Federal Service Desk at 866-606-8220, Monday-Friday, 8 a.m. to 8 p.m. Eastern Time.

1. Complete Lead Applicant profile in SAM.gov

- Go to <https://sam.gov/content/home>.
- Click on “Sign In” in the upper right corner and click “Accept” on the pop-up window to agree to the terms.
- Enter your login.gov account email address and password and click “Sign In”.

SAM.gov Registration Checklist



- Complete an additional authentication method as prompted.
- On the page titled “Complete Your Profile,” check the box to agree to the terms and click “Next”.
- Complete your profile by filling in all the required fields (first name, last name, email address) and click “Submit”.
- On the page titled “Request Role (Optional),” click “Skip and Finish”.

2. Obtain a Unique Entity ID (UEI) for the Lead Applicant from SAM.gov

- Go to <https://sam.gov/content/entity-registration>.
- At the bottom of the pop-up window, check the box for “Do not show this message again” and click “OK”.
- Click “Get Started” in the box titled “Register your Entity or Get a Unique Entity ID”.
- On the page titled “Get Started,” click “Register Entity”.
- On the page titled “Workspace,” click “Get Started”.
- At the bottom of the page titled “Overview,” click “Start Registration”.
- In the window titled “Before You Start,” click “Continue”.

On the page titled “Purpose of Registration”

- Select the Lead Applicant entity type.
- Select “I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs”.
- Click “Next”.
- To confirm purpose of registration, click “Next” again.

To obtain a Unique Entity ID, enter the following Lead Applicant information

- Legal business name
- Physical address (not a post office box)
- Date of incorporation
- State of incorporation

Follow the prompts until you can

- Click “Receive Unique Entity ID” and,
- See the Lead Applicant’s newly assigned 12-character Unique Entity ID.

NOTE: Statutory partners and other collaborating entities do not need to complete a registration on SAM.gov in order for the grant to be submitted. However, if these collaborating entities plan to receive subawards after the grant is funded, they will need a valid UEI. When planning your

SAM.gov Registration Checklist



application, encourage your collaborating entities to think ahead and obtain a UEI from SAM.gov if they do not already have one. They will need to create an account on Login.gov and complete Steps 1 and 2 of the above SAM.gov registration process to obtain a UEI.

3. Register the Lead Applicant with SAM.gov

To continue Lead Applicant registration, follow the “Core Data” entry prompts to provide the following information:

Business Information

- Organization start date
- Date on which your company's fiscal year ends
- Organization's division name and number (optional)
- Organization's website URL (optional)
- Marketing Partner Identification Number (MPIN) (you will create this when you register)
- Physical address
- Mailing address
- Taxpayer Identification Number (TIN)

IRS Consent

- Taxpayer name
- Taxpayer address

Commercial and Government Entity (CAGE) Code

- If Lead Applicant has a CAGE code, enter it, otherwise select “No,” and one will be assigned after you submit your registration.

General Information

- Country of incorporation
- State of incorporation
- Company security clearance (optional)
- Highest employee security clearance level (optional)
- Institution type (such as foundation, hospital, educational)
- Disadvantaged business enterprise (must be certified)
- Native American entity type (if applicable)
- Organization factors (such as S corporation, LLC, foreign-owned)

SAM.gov Registration Checklist



- Entity structure (such as Corporate Entity-Not Tax Exempt, Corporate Entity-Tax Exempt, Sole Proprietorship)
- Profit structure (such as for-profit, non-profit)
- Socio-economic categories (such as veteran-owned, minority-owned)

Financial Information

- Accept credit cards as a method of payment (yes or no)
- Electronic funds transfer (account type, routing number, and account number)
- Automated clearing house (U.S. phone number)
- Remittance address (name and address)

Executive Compensation

- Indicate if in the last fiscal year:
 - 80% or more of your organization's revenue comes from federal sources (such as contracts, grants, loans), or,
 - Your total revenue from federal sources exceeded \$25 million.
- Indicate whether the public has access to information about the compensation of the top executives (for example, if you file an annual IRS Form 990).
- If prompted, provide names, titles, and total compensation values of your top five executive compensated employees.

Proceedings

This section is unlikely to be applicable to Community Change Grant applicants.

To continue Lead Applicant registration, follow the "Representations and Certifications" entry prompts to provide the following information:

Financial Assistance Response

- Indicate that the Lead Applicant wishes to apply for federal financial assistance.
- Indicate that the Lead Applicant has legal authority to apply and will comply with all requirements of federal financial assistance.

To continue Lead Applicant registration, follow the "Points of Contact (POCs)" entry prompts to provide the following information:

SAM.gov Registration Checklist



Mandatory POCs contact information

For each person: First and last name, email, phone number, and address (if applicable)

- Accounts Receivable POC
- Electronic Business POC (EBiz POC)
- Government Business POC

NOTE: The eBiz POC is the only person who can manage the SAM.gov account, create the Grants.gov profile, and designate the Grants.gov authorized organization representative (AOR). The Grants.gov AOR is the only person who can apply for the grant in Grants.gov.

Optional POCs contact information

For each person: First and last name, email, phone number, and address (if applicable)

- Past Performance POC (optional)
- Past Performance Alternate POC (optional)
- Electronic Business Alternate POC (optional)
- Government Business Alternate POC (optional)
- Additional Optional POCs as needed

To finish your registration, go to the bottom of the page titled "Entity Review" and click "Submit."

Tips to Consider

- Start your SAM.gov registration at least two months before you plan to submit your application.
- Statutory partners and other collaborating entities do not need to complete a full registration on SAM.gov in order for the grant to be submitted. However, if these collaborating entities plan to receive subawards after the grant is funded, they will need a valid Unique Entity Identifier (UEI).
- When planning your application, encourage your collaborating entities to think ahead and obtain a UEI from SAM.gov if they do not already have one. They will need to create an account on Login.gov and complete Steps 1 and 2 of the above SAM.gov registration process to obtain a UEI.