HOW TO REGISTER YOUR ENTITY WITH SAM.gov

Before You Get Started:
Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

1. **Request a Unique Entity ID (SAM)**

   All entities wishing to do business with the federal government must have a unique entity identifier (UEI).

   - The Unique Entity ID (SAM) is a 12-character alphanumeric value.
   - The Unique Entity ID (SAM) is issued by the government as part of the SAM registration process.
   - **There is no fee to obtain a Unique Entity ID (SAM).**
   - Link to get Unique Entity ID (SAM):
     https://sam.gov/workspace/em/entities/register

2. **Prepare Your Data**

   Once you have a UEI (SAM), you need to gather the information you must input during the registration process. Gathering this information could take a few days, depending on the complexity of your situation. You will first be required to enter core data about your entity. Core data is mandatory for all registration types. It includes, but is not limited to:

   - UEI (SAM) , legal business name, physical address, entity type, and general entity information
   - Taxpayer Identification Number (TIN) and taxpayer name
   - Contractor and Government Entity (CAGE) code if you have one, or NATO Commercial and Government Entity (NCAGE) code if your entity is located outside of the U.S. and its territories
   - Financial and banking information to set up Electronic Funds Transfer (EFT)

   To register an entity to pursue federal assistance only, you need to complete the following documentation:

   - Representations and certifications questionnaire
   - Points of contact (mandatory and optional POCs)

3. **Get a login.gov account**

   With a login.gov account, you will get secure and private online access to government programs such as federal benefits, services, and applications. You can sign in to multiple government websites (including SAM.gov) with the same email address and password. It takes just a few minutes to create your account.

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813 W Northern Lights Blvd, Anchorage, AK 99503 · **Phone:** (907) 771-3000 · **Email:** renewables@akenergyauthority.org

A login.gov account is required to register your entity in SAM.gov. You can set up your login.gov account in just a few minutes. Once you complete the login.gov authentication, return to SAM.gov to begin the registration process.

Once you begin your registration and start to enter your entity data, you will be prompted to verify your individual identity. This process requires a state-issued photo ID that you will supply to login.gov. Identify verification is usually quick for U.S. residents who have state-issued ID and a social security number. (See verifying your identity at https://login.gov/help/verify-your-identity/overview/ for more information.)

Quick Start Guide for creating a login.gov account: Go to: https://login.gov/help/get-started/overview/ and click "Create your Login.gov account". This should lead you to page: https://login.gov/help/get-started/create-your-account/. A step-by-step guide is listed on how to create your Login.gov account.

4. **Submit and Finish**
   When you are ready to start the process, select the Get Started link and begin to submit your data. You can save your registration at any point during the process as long as you verify and save a valid UEI (SAM), legal business name, and physical address. Incomplete registrations are deleted from the system after 90 days of inactivity.

   Some individuals will be required to provide a notarized letter affirming that they represent the entity in question. You will receive a request for this letter if it is required in your case.

   Allow up to 10 business days after you submit your registration for it to become active in SAM 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 Status Tracker (https://sam.gov/content/status-tracker). Your record will become active in SAM once your TIN is validated by the Internal Revenue Service (IRS) and your CAGE or NCAGE code is validated or assigned by the Department of Defense (DoD), if applicable. You will get an email from SAM.gov when your registration becomes active.