

# System for Award Management Guidance

The following document provides guidance for Infrastructure Investment and Jobs Act (IIJA) and Consolidated Appropriations Act (CAA) program applicants on how to access, register, and acquire a Unique Entity Identifier (UEI) in the System for Award Management (SAM).<sup>1</sup>

## WHY IS SAM.GOV REGISTRATION REQUIRED?



Applicants must have an active SAM.gov registration and UEI to apply to IIJA and CAA broadband grant programs, and if selected, receive federal funding. Note: SAM.gov provides applicants with two options: 1) Register as an Entity (which additionally comes with a UEI) or 2) Get only a UEI. The following guidance describes option 1, how to register as an entity.



## HOW TO REGISTER AS AN ENTITY

Applicants should navigate to [www.SAM.gov](http://www.SAM.gov) and scroll down to find the green “Get Started” button, seen in Figure 1.

Clicking this button will bring users to an interactive page titled “Before You Get Started,” as seen in Figure 2, that details the registration process and the difference between registering with SAM.gov and requesting a UEI. Remember, applicants **must** complete a SAM.gov registration to be considered for program funding.

Once applicants have navigated through the “Before You Get Started” steps, applicants should select the green “Get Started” Button again. Users will be prompted to “Agree” to the Terms of Use to proceed with registration.

Applicants should follow the prompts to create an account by entering an email address, selecting a language preference, and completing the necessary steps to verify the email account. Once the email account is verified, applicants should navigate to a screen titled “Entity Information,” as seen in Figure 3. Here, applicants should select the green “Get Started” button under “Register your Entity.”

Once prompted to the next screen, applicants should click “Create New Entity” and follow the prompts, which will ask for information on the applicant’s organization.

Figure 1: “Get Started Button”

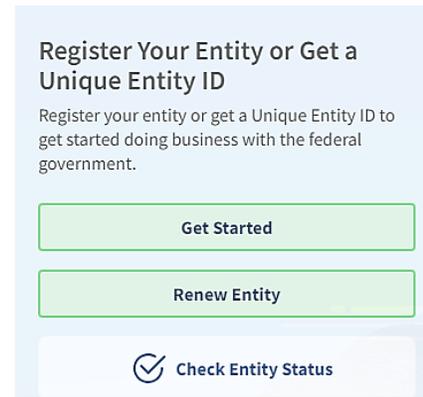


Figure 2: “Before You Get Started”

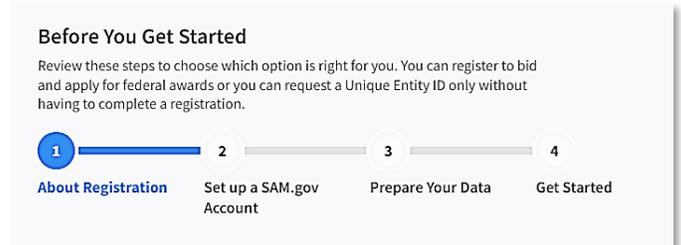
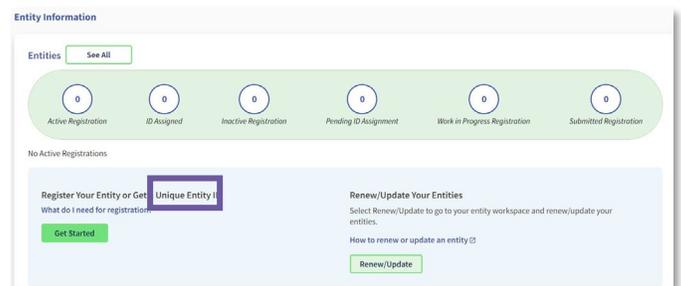


Figure 3: “Entity Information”



<sup>1</sup> This document is intended solely to assist recipients in better understanding grant programs under the Consolidated Appropriations Act (CAA) and the Infrastructure Investment and Jobs Act (IIJA), and the requirements set forth in the Notices of Funding Opportunity (NOFOs) for those programs. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFOs. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFOs, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.

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## TIPS FOR COMPLETION

When completing the prompt “What is your goal?” applicants should ensure they select that they want to do business directly with the U.S. federal government and apply for federal financial assistance (e.g., grants, loans) as seen in Figure 4.

Once applicants complete the prompted questions, they will navigate to a screen titled, “Choose an Option” where they will receive a recommended course of action to register, as seen in Figure 5. Applicants should select the option most appropriate for their needs and follow the prompts.

After applicants submit their registration for review and it passes all the required processing and validation, their registration will change to the “Active Registration” status. Note, this process may take several weeks. Registration must be renewed each year to remain in the “Active Registration” status. Applicants with an “Active Registration” status that opted into public display are searchable and viewable by authenticated users in SAM.gov. Applicants with an “Active Registration” that opted out of public display are searchable and viewable only by authenticated federal users and users who have a SAM.gov role with the entity.

Figure 4: “What is your goal?”

Figure 5: “Choose an Option”

	Unique Entity ID Only	Financial Assistance	All Awards
<b>What you get:</b>			
Unique Entity ID	✓	✓	✓
Entity Available in Search	✓	✓	✓
CAGE Code	—	✓ (For some entities)	✓
<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)	—	—	✓



**Reminder:** Applicants are automatically given a UEI when they register as an entity.

## ADDITIONAL RESOURCES

SAM.gov provides a variety of resources and frequently asked questions (FAQs) to assist users in completing registration.

- 1 [Entity Registration Checklist](#)
- 2 [Registration Status FAQ](#)
- 3 [Registration Validation Failure Next Steps](#)
- 4 [Registration Activation FAQ](#)
- 5 [Already Registered? FAQ](#)
- 6 [Check Registration Status](#)
- 7 [Video: Entity Registration](#)