

# Active SAM.gov registration

# Active SAM.gov Registration

- The Notice of Funding Opportunity requires all applicants have an *active* SAM.gov registration **at the time of the submission deadline.**
- AmeriCorps strongly recommends that the registration and renewal process be initiated *at least* three weeks prior to the submission deadline.
- AmeriCorps will assess compliance with this requirement by searching for your SAM.gov registration using the SAM.gov generated Unique Entity ID (UEI) that has been entered into the AmeriCorps Grants Management System.
- Starting on October 1, 2024, if there is no evidence of an active SAM.gov registration, as of the submission deadline, the application will be assessed as noncompliant during the grant competition.

# SAM.gov and Unique Entity ID (UEI)

## How do you register?

### Visit the SAM.gov Registration Portal

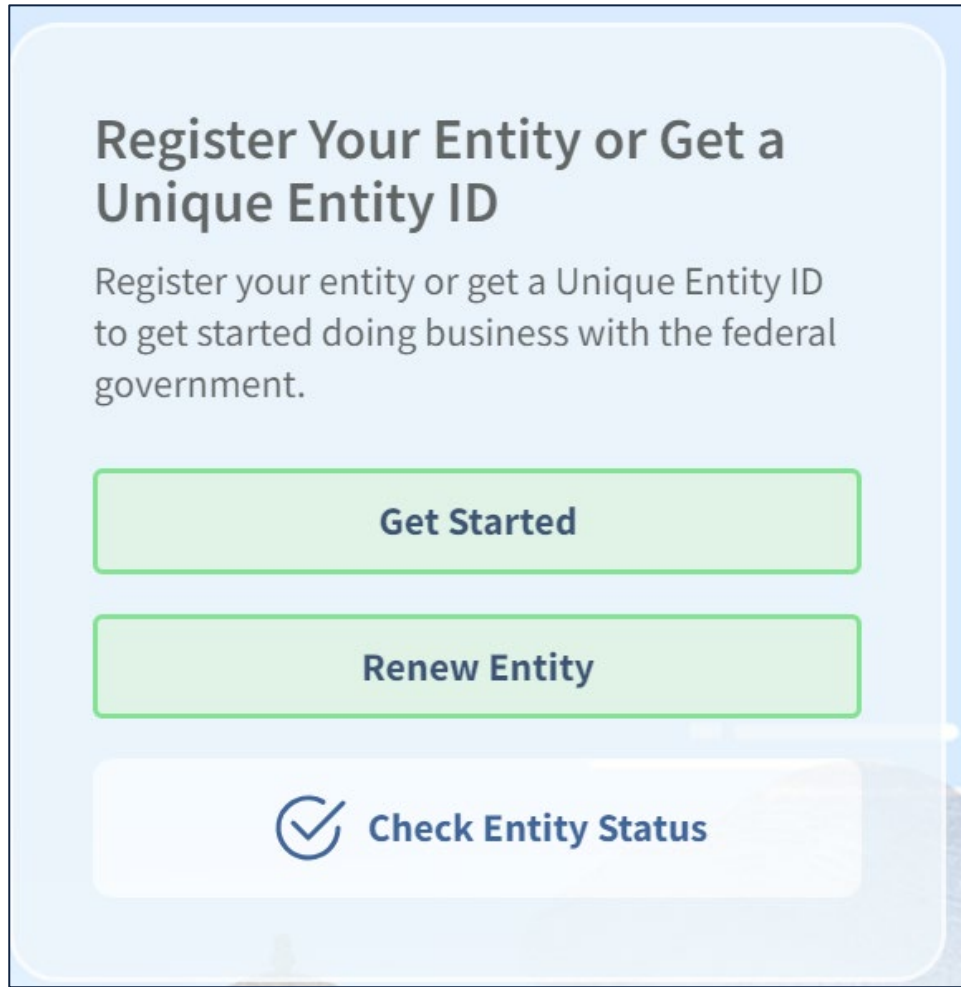
- Start by visiting the [SAM.gov](https://sam.gov) website and select the option to “Get Started” on the registration page.

### Create an Account or Sign In

- If you are new to SAM.gov, you’ll need to create an account. Existing users can sign in with their current credentials.

The screenshot displays the SAM.gov homepage. At the top left is the SAM.GOV logo, and at the top right is a badge that reads "Official U.S. Government Website 100% Free". The main content area is divided into two primary sections. The left section, titled "The Official U.S. Government System for:", lists several services: Contract Opportunities, Contract Data (Reports ONLY from fpds.gov), Wage Determinations, Federal Hierarchy (Departments and Subtiers), Assistance Listings, Entity Information (Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov)), and Entity Reporting (SCR and Bio-Preferred Reporting). Below this list is a link for "View FASCSA Orders" with the text "Are you searching for Federal Acquisition Supply Chain Security Act (FASCSA) orders?". The right section is titled "Register Your Entity or Get a Unique Entity ID" and includes the text "Register your entity or get a Unique Entity ID to get started doing business with the federal government." Below this text are three prominent green buttons: "Get Started", "Renew Entity", and "Check Entity Status".

# SAM.gov and Unique Entity ID (UEI)



Do not select the option to only get a UEI.

AmeriCorps competitive applicants and subapplicants must have an active SAM.gov registration. The UEI that is associated with that registration must be entered into eGrants.

## Expired, and need to renew?

### Renew Your Entity

Select the “Renew Entity” button on the home screen and follow the instructions.

## Need to register?

### Register Your Entity

- If the entity status is “not available” you will need to follow the on-screen instructions to register your entity. This will include entering information about your organization and verifying your identity.
- Once registered, SAM.gov will issue your organization’s UEI.

# SAM.gov and Unique Entity ID (UEI)

**Not sure if your registration is active?**

## Finding Your Entity

The word “entity” means the name of the organization or agency. If you are sure that your organization has a current SAM.gov registration you can search by name. For example, let’s use “Catholic Charities.” As you can see below, there are many results to sort through.

The screenshot shows the SAM.gov search interface. At the top, there is a search bar with the text "e.g. 1606N020Q02" and a search icon. To the right of the search bar are buttons for "Search Results", "Saved Searches", and "Actions". Below the search bar, there is a "Select Domain" dropdown menu set to "Entity Information". The main content area displays search results for "Catholic Charities". The first result is "CATHOLIC CHARITIES OF DALLAS, INC." with a status of "Active Registration". Below the entity name, there are four columns: "Unique Entity ID" (JFPEJR7JWHC1), "CAGE Code" (5EQH0), "Physical Address" (1421 W MOCKINGBIRD LN, DALLAS, TX 75247 USA), and "Expiration Date" (Nov 1, 2025). There is also a "Purpose of Registration" field with the value "All Awards". A red arrow points from the text "If you find your respective organization, you can see the Unique Entity ID listed." to the Unique Entity ID field. Another red arrow points from the text "Make sure that the expiration date is after the submission deadline date. This is the field AmeriCorps is checking for compliance." to the Expiration Date field. The second result is "CATHOLIC CHARITIES OF THE ARCHDIOCESE OF OKLAHOMA CITY, INC." with a status of "Active Registration". The third result is "CATHOLIC CHARITIES OF CENTRAL FLORIDA, INC." with a status of "Active Registration".

Entity Name	Unique Entity ID	CAGE Code	Physical Address	Expiration Date	Purpose of Registration
CATHOLIC CHARITIES OF DALLAS, INC. ● Active Registration	JFPEJR7JWHC1	5EQH0	1421 W MOCKINGBIRD LN, DALLAS, TX 75247 USA	Nov 1, 2025	All Awards
CATHOLIC CHARITIES OF THE ARCHDIOCESE OF OKLAHOMA CITY, INC. ● Active Registration	C1DMVT612Z26	4FH67	1232 N CLASSEN BLVD, OKLAHOMA CITY, OK 73106 USA	Nov 1, 2025	All Awards
CATHOLIC CHARITIES OF CENTRAL FLORIDA, INC. ● Active Registration	N411L7D2WZF3	4MW86	1819 N SEMORAN BLVD, ORLANDO, FL 32807 USA	Oct 31, 2025	All Awards

If you find your respective organization, you can see the Unique Entity ID listed.

Make sure that the expiration date is *after* the submission deadline date. This is the field AmeriCorps is checking for compliance.

# SAM.gov and Unique Entity ID (UEI)

## Resources

- For step-by-step instructions, refer to the Entity Registration Guide and additional resources on SAM.gov. We've also included links below for quick access:
  - [SAM.gov Entity Registration Guide](#) – A detailed guide to help you through the registration process.
  - [UEI Transition FAQs](#) - Answers to common questions about obtaining and using your UEI.

# SAM.gov and Unique Entity ID (UEI)

## Where to Enter Your UEI in eGrants

- Once you have verified or renewed your SAM registration:
  - Go to the “Managing My Account” in the center of the home screen
  - Find the UEI in "Edit My Organization Info..." in the Update Organization's Attributes section.
  - Verify that the UEI is correctly entered in eGrants, or if you need to update:
    - Enter the UEI in the Organizational Attributes section of your eGrants profile. Only users with "Grantee Administrators" permissions can do so.
- If there is any issue adding or updating your UEI in eGrants, you should reach out to the National Service Hotline 1-800-942-2677


### Managing My Account

Click on the links below to access common account functions.

**My Account** 

### Edit My Organization Info...

You can change the following information by clicking on the links below:

 [Update Organization's Contact Information](#)

 [Update Organization's Attributes](#)

 [Add and View Indirect Cost Rate](#)

 [Add and View Project Contacts](#)

 [Edit User Role/Permissions](#)

# SAM.gov and Unique Entity ID (UEI)

## Frequent Asked Questions

How will AmeriCorps verify active SAM registration in cases where the applicant entered the UEI incorrectly into eGrants?

*The responsibility is on the applicant to ensure that the SAM registration is current and active, and UEI has been entered into eGrants correctly. Not doing so can lead to the application being found noncompliant during the initial application review stage.*

For state commission subapplicants, is the submission deadline date the commission's deadline or the date in the AmeriCorps Notice of Funding Opportunity?

*The submission deadline date is the deadline in the AmeriCorps Notice of Funding Opportunity. It is the same for a subrecipient applicant or National Direct applicant.*

How often do SAM registrations need to be renewed?

*Annually.*



# SAM.gov and Unique Entity ID (UEI)

## Frequent Asked Questions

If the SAM registration is active at the time of the submission deadline but lapses at a later point during the review process, will AmeriCorps be able to identify that the registration was active at the time of the submission deadline?

*Yes, AmeriCorps can determine when the registration became inactive and will not flag noncompliance (for the initial application review stage) if the registration was active at the time of the submission deadline. If there's a lapse in registration between submission and award, AmeriCorps will hold awards until the registration has been renewed.*

How do commissions verify that their respective subrecipients have an active SAM registration?

*Commissions can view the subapplicant UEI on the 424 face sheet in eGrants. After logging into SAM.gov, any SAM.gov user can search for the subapplicant's SAM.gov registration information using the UEI to determine if the SAM registration is active. Any individual or organization can create a SAM.gov user account to access this information.*

# Thank you!