

# Washington State Arts Commission (ArtsWA) Guide to Obtain a SAM-UEI Number



ArtsWA applicants and grant recipients are required to have a SAM-UEI number (or Unique Entity ID) to receive funding. SAM-UEI is 12-digit alpha-numeric number that is issued at no cost through the federal System for Award Management website (SAM.gov). The Unique Entity ID requirement is part of a federal government transition from using DUNS to SAM-UEI as a unique entity identifier.

The Unique Entity ID is necessary for organizations receiving direct or indirect federal grants or doing business with the federal government. Because ArtsWA grants use federal funds, your organization must have a SAM-UEI before funds can be dispersed.

Directions to **Get a Unique Entity ID** will vary depending on if your organization is registered in SAM.gov or not.

- If you are already registered in SAM.gov and you only need a SAM-UEI number, ignore any "Register Entity" prompts on SAM.gov website.

Please note that SAM.gov website layout may differ slightly from the following instructions since SAM.gov is continually updating and improving its website.

**Questions? Issues?** SAM-UEI resources are available on page 13.

## Category #1: Organizations Registered in SAM.gov

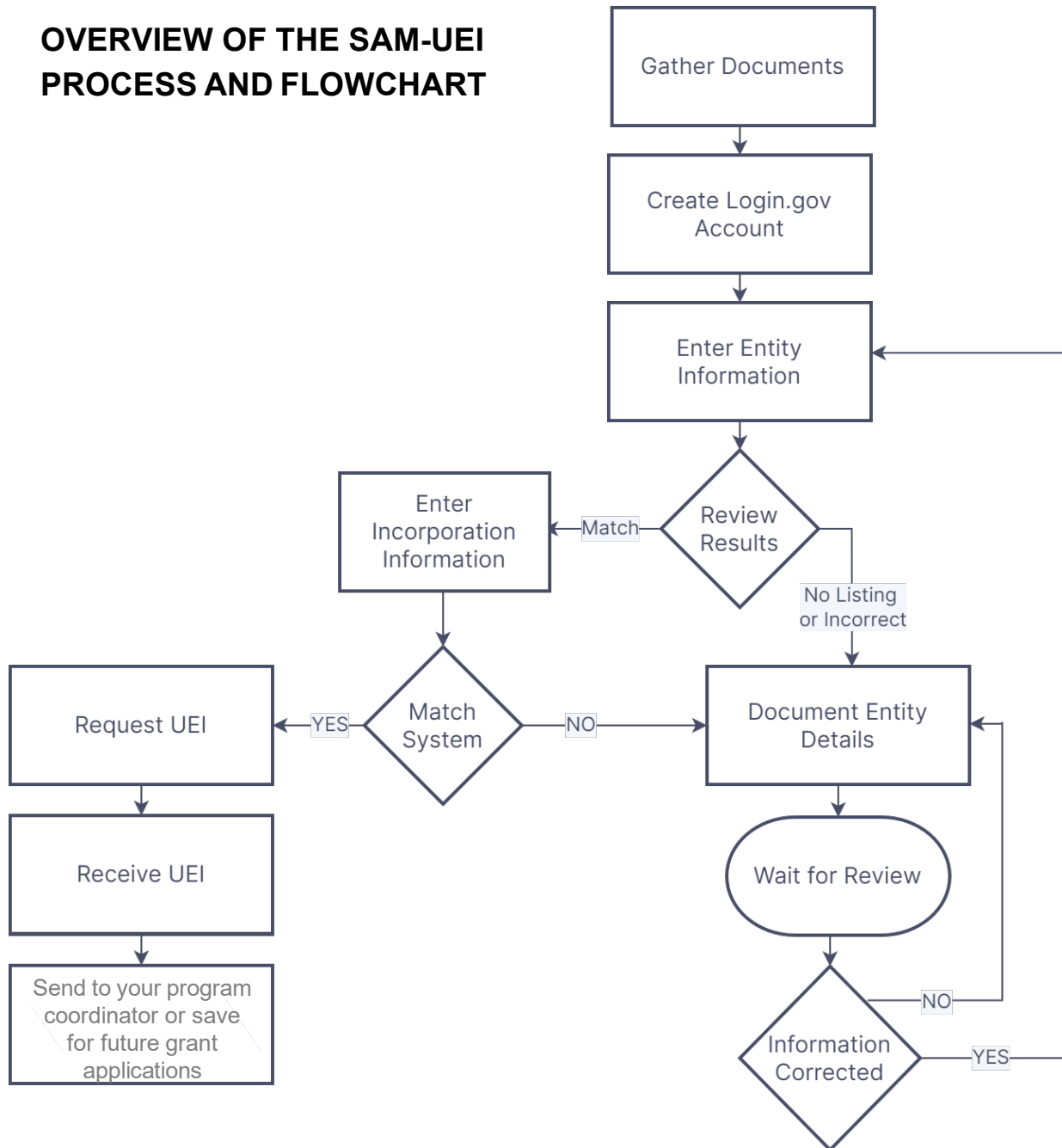
Organizations that are already registered in SAM.gov can login to access and view their SAM-UEI. Login to SAM.gov may be restricted to a single individual within the organization unless that organization has elected to share the registration with other individuals within the organization.

1. Log in to SAM.gov.
2. In Workspace, select the numbered bubble above "Active" in the Entity Management widget.
3. SAM-UEI will be on the left side of the organization's record.

4. Next Step: Forward the SAM-UEI confirmation email to the ArtsWA Program Coordinator. Keep the number somewhere safe and accessible. You will need it for grant applications going forward.

## Category #2: Organizations without a SAM registration

### OVERVIEW OF THE SAM-UEI PROCESS AND FLOWCHART



**STEP 1: Gather documentation** that validates your organization's legal name, physical address, and date of incorporation. Acceptable file types are PDF, PNG, and JPG/JPEG. Make sure that the file name includes your organization's name and type of document.

**In most cases, you need two documents to validate your organization's legal name, physical address, and date/state of incorporation. They are the most recent Secretary of State (SOS) Registration Report and Articles of Incorporation. Both can be downloaded from the SOS website.**

- **Legal Business Name** – This is the organization's name used with IRS tax returns, Washington Secretary of State's Office incorporation and registration reports, and other legal documents.

- Please note that *your legal name must be consistent on with the IRS, Secretary of State's Office*. Any inconsistencies will delay the process to get a SAM-UEI.
- **Physical Address.** A post office box (or equivalent) may not be used as your physical address.
- **Documentation for both legal name and physical address.** You only need one document that contains both your current legal name and correct, current physical address AND must be no older than 5 years.
  - **Secretary of State Recent Annual/Biennial Registration** –Download from SOS website.
    - Go to [Washington Secretary of State website](#)
    - Enter your legal name and click on Search button
    - Click on the name of the appropriate listing
    - Click on the “Filings” tab
    - Click on “View Document” button to view and download the most recent Registration Report (annual or biennial).
    - If your organization has changed its legal name or physical address since the most recent filing/report, then you also must submit the “Articles of Amendment”.
  - **IRS 990 Tax Return** – Additional option. This only needs to show the legal name and physical address. You can redact or limit the remaining information.
  - **Utility Bill** –This is only needed when you need additional documentation for your organization’s physical address.
- **Date and State of Incorporation** – Download the “Articles of Incorporation” from the Washington Secretary of State (SOS) website. If your organization changed its name, then you must also the “Articles of Amendment” which verify the name change.
  - Follow the same directions as above until click on the “Filings” tab.
  - Then click on the last page icon at the bottom of the list (see screenshot). You will find Articles of Incorporation on the last page (filings order is from most recent to oldest).
  - Click on View Document button to view and download the “Articles of Incorporation” filing.
  - “Articles of Incorporation” must include: Current legal name, state and date of incorporation, and evidence (stamp/receipt, etc.) showing that it was filed or registered.
  - If your organization changed its legal name, then search for and download the appropriate “Articles of Amendment”. You must submit this document in addition to the “Articles of Incorporation”.

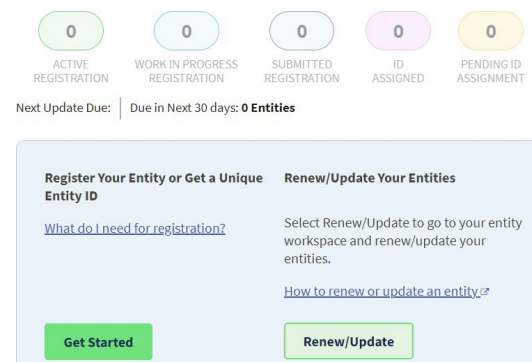
General Information		Filings	Principal Office Address	Contact(s)
Filed Documents as of 6/15/2022 3:48 PM				
<input checked="" type="checkbox"/> Show Registration Reports				
Action	Type	Create Filing	Date Filed	Effective Date
<a href="#">View Document</a>	Modify	Articles of Amendment	03/15/1978	03/15/1978
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	02/06/1978	02/06/1978
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	01/18/1977	01/18/1977
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	02/05/1976	02/05/1976
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	02/07/1975	02/07/1975
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	04/10/1974	04/10/1974
<a href="#">View Document</a>	Creation	Articles of Incorporation (Corp 52)	02/13/1974	02/13/1974
Change page: <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a> <a href="#">10</a> <a href="#">11</a> <a href="#">12</a> <a href="#">13</a> <a href="#">14</a> <a href="#">15</a> <a href="#">16</a> <a href="#">17</a> <a href="#">18</a> <a href="#">19</a> <a href="#">20</a> <a href="#">21</a> <a href="#">22</a> <a href="#">23</a> <a href="#">24</a> <a href="#">25</a> <a href="#">26</a> <a href="#">27</a> <a href="#">28</a> <a href="#">29</a> <a href="#">30</a> <a href="#">31</a> <a href="#">32</a> <a href="#">33</a> <a href="#">34</a> <a href="#">35</a> <a href="#">36</a> <a href="#">37</a> <a href="#">38</a> <a href="#">39</a> <a href="#">40</a> <a href="#">41</a> <a href="#">42</a> <a href="#">43</a> <a href="#">44</a> <a href="#">45</a> <a href="#">46</a> <a href="#">47</a> <a href="#">48</a> <a href="#">49</a> <a href="#">50</a> <a href="#">51</a> <a href="#">52</a> <a href="#">53</a> <a href="#">54</a> <a href="#">55</a> <a href="#">56</a> <a href="#">57</a>				

**STEP 2: Create a Login.gov account and SAM.gov profile:** SAM.gov uses Login.gov for authentication and a minimal profile is needed for SAM.gov.

- Go to [sam.gov](https://sam.gov) and select “Sign In” button in upper right corner.
- Select the “Create an account” link (under blue “Sign In” button).
- Choose an email address that you’ll always be able to access. Enter email address.
- Select your preferred language (Login.gov allows you to receive your email communication in English, Spanish or French.)
- Click the checkbox next to “I read and accept the Login.gov Rules of Use.”
- Click the “Submit” button.
- Before you can proceed, you must confirm your email address. Check your email for a message from login.gov.
- In the email message, click the “Confirm your email address” button. This will take you back to the login.gov website.
- Create your login.gov password. Passwords must be at least 12 characters. That’s it! There are no other restrictions. Try using a phrase or a series of words that only you recognize. **Security Hint:** Login.gov password should be different from your passwords for other accounts, such as bank account or email. Using the same password for many accounts makes identity theft easier.
- Set up a second layer of security. As an added layer of protection, login.gov requires you set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA). You can choose from [several authentication options](#).
- Once you have authenticated, you have created your login.gov account.
- Now SAM.gov will ask you to complete your profile. Only answer the required questions.
  - First and Last Name
  - Business phone number
  - For “Entity”, type in your organization’s legal name

### STEP 3: Start the Search Process

- Go to SAM.gov and select “Sign In” from the upper right corner of the page. Then use your login.gov username, password, and authentication method.
- After you sign in, the system will navigate you to your Workspace.
- Select the “**Get Started**” button under “Register Your Entity or Get a Unique Entity ID”.




- On the next page “What do you want to do?”, select **“Get Unique Entity ID”**.
- Select Next at the bottom of the screen.

### What do you want to do?

Choose what you need and we will show you what information to prepare.


#### ☐ Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [\[2\]](#)
- Includes getting a Unique Entity ID and entity registration. 

#### ☐ Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [\[2\]](#)
- To apply for grants and loans as described by 2 CFR 200. [\[2\]](#)

#### ☒ Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration. 

[What's the difference between getting a UEI only and registration?](#)

- On the next page “You Are About to Validate Your Entity”, select the checkbox that states that you can provide official documentation.
- Select Next to continue.

### You Are About to Validate Your Entity

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) [\[2\]](#)
- [Physical address](#) [\[2\]](#) (no P.O. boxes or virtual offices)
- [Start year](#) [\[2\]](#)
- [Country or state of incorporation, if applicable](#)
- [National identifier](#) [\[2\]](#) (non-U.S. entities only)

Some entities may need to provide documentation to complete validation, which will take additional time to process.

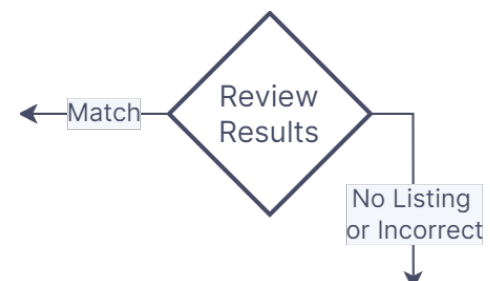
☐ I can provide [official documentation](#) [\[2\]](#), if necessary, to validate my entity.

- On **Enter Entity Information** page, provide the following information about your organization.
  - Legal Business Name (as reflected in your IRS and Secretary of State's records)
  - Doing Business As (optional) – Most organizations will not complete this field.
  - Country – In the dropdown box, select the first option: United States.
  - Street Address 1
  - Street Address 2 (optional)
  - Zip Code – After you enter the zip code, the City and State should automatically populate.
  - When done, select Next. (Note: The Next button will stay gray until you have completed all of the required fields. Once you have, then it will turn green.)

- A window will open with the message “We are searching millions of records to find a match.”

We are searching millions of records to find a match for your entity.  
Thank you for your patience.

- On **Review Entity Information** page, you will see the Top Results.
  - Carefully review the potential matches for your organization's correct legal name and/or physical address. Do not be concerned if your organization is not listed or the listing has an outdated physical address or incorrect legal name.
  - **You will have two options. Your answer determines the next step.**
    - I recognize my entity in the legal entities list.
      - **Scenario 1 and 2** – When details match EXACTLY (go to page 6)
      - **Scenario 3A** – When there is a PARTIAL match (go to page 8)
    - I don't recognize my entity in this list.  
**Scenario 3B** (go to page 8)



## SCENARIO #1 Best case scenario where your information totally matches

- On **Review Entity Information** page, you select:  
“I recognize my entity in the legal entities list.” AND the appropriate listing.
- On **Are All of Your Entity Details Correct?** page, select option “Yes, all details are correct.”
- On **Enter Incorporation Information** page, provide the following information:
  - For “State Year”, enter the year of incorporation according to your Articles of Incorporation with the Washington Secretary of State’s Office.
  - Select “Washington” from the dropdown box.
  - Select Next to continue.
- If the information does NOT match their records, then go to Scenario #2.
- If the information matches, you will go to the **Request Unique Entity ID** page.

### On this page, you must do two things.

- IMPORTANT:** Select the checkbox to “Include in public search”.  
*Allowing public search is required for ArtsWA grants. This is necessary so that we can verify the SAM-UEI number.* While SAM-UEI is new, some organizations have accidentally provided incorrect SAM-UEI numbers. We discovered this when we double-checked the number on SAM.gov.
- Select the checkbox next to the phrase: “I certify that I am authorized to conduct transactions on behalf of the entity.”

When done, then select the “Receive Unique Entity ID” button.

- On **Receive Unique Entity ID** page, you will see the SAM-UEI number and your organization’s legal name and physical address.
  - Print this page and/or write down the number.
  - Select the “Done” button.
  - Check your email for a confirmation email with your Unique Entity ID.
- Forward the SAM-UEI confirmation email to your program coordinator and file your number somewhere safe so you can use it for your next grant application.**


## 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	
	

☒ Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. Learn more about SAM.gov public search results.


Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

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


**Receive Unique Entity ID**

## Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID (SAM).



VERIFIED SAM RECORD

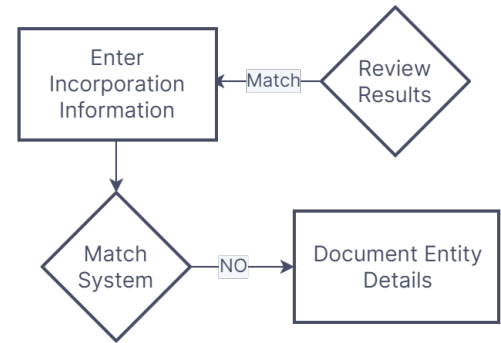


If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Done** to return to your workspace.

**Continue Registration** **Done**

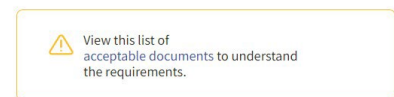
## SCENARIO #2 Organization's name and address match but not the incorporation details

- On **Review Entity Information** page, you select: "I recognize my entity in the legal entities list." AND the appropriate listing.
- On **Are All of Your Entity Details Correct?** page, select option "Yes, all details are correct."
- On **Enter Incorporation Information** page, provide the following information:
  - For "State Year", enter the year of incorporation according to your Articles of Incorporation with the Washington Secretary of State's Office.
  - Select "Washington" from the dropdown box.
  - Select Next to continue.
- If the information does NOT match their records, then you will go to **Document Your Entity Details** page.
- Select "Add Document".
- The **Add Document** window will pop-up on your screen.
- Click on the dropdown box for "Select a Document Type", choose "Articles of Incorporation/organization".
- For "This document includes" question, select two answers:
  - Legal business name and start year in the same document.
  - Legal business name and U.S. state of incorporation in the same document.
- Select "Submit" button.
- The pop-up window will close and return you to **Document Your Entity Details** page.
- Select "Next" button.
- You will see **Entity Documentation Submitted** page with an Incident (help ticket) number.
- For next steps, go to section **What Happens After I Submit Documents?** on pages 11-13.



### Document Your Entity Details

#### 1 Review requirements.



YOU ARE DOCUMENTING	
	Year of Incorporation 2018/2019
1811 Long Street c/o Secretary of State, Room 211, 1001 USA	State of Incorporation Missouri

#### 2 Attach documents.

You must attach one or more official documents that prove each of the items listed.

- Legal business name and start year in the same document.
- Legal business name and U.S. state of incorporation in the same document

Add Document

#### Add Document

Select a Document Type

Articles of incorporation/organization

This document includes the following. Select all that apply.

- ☐ Legal business name and physical address in the same document.
- ☒ Legal business name and start year in the same document.
- ☒ Legal business name and U.S. state of incorporation in the same document

#### Select Document

Selected file	Change file
Organization Legal Name - Articles of Incorporation.pdf	

Cancel

Submit



#### Entity Documentation Submitted

Reference Number

INC-GSAFSD5927692

SAM.gov will review your documentation and contact you if we have any questions. What 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

### **SCENARIO #3** This depends on what happens at the Review Entity Information page

A. Organization is not listed

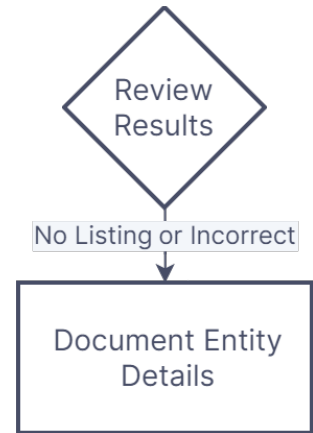
B. Organization's listing has wrong information

#### **SCENARIO #3A: Organization is not listed**

- On **Review Entity Information** page, you select:  
"I don't recognize my entity in this list".

#### **SCENARIO #3B: Listing has wrong information**

- On **Review Entity Information** page, you select:  
"I recognize my entity in the legal entities list." AND the appropriate listing.
- On **Are All of Your Entity Details Correct?** page, select option "No, some details are incorrect".
- On **Update Entity Details** page, select the details that are incorrect: Legal Business Name, DBA, and/or physical address.
  - Select the checkmark box next to the appropriate details.
  - Enter the correct information.
    - Enter the correct Legal Business Name (as reflected in your IRS and Secretary of State's records).
    - Doing Business As (optional) – Most organizations will skip this field.
    - Physical Address: Enter the entire physical address. This is necessary even when a small detail is incorrect (like suite number).
- Select "Next" button when done.



### **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

SANGETHA LLC  
SANGETHA LLC

### **Update Entity Details**

Review the details for the entity you selected. Select only details you need to add or update. You will then be able to enter your corrected information.

☒ 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.

Sangetha

☐ Doing Business As (Optional)

(blank)

☒ Physical Address

#### **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

UNITED STATES x ▼

Street Address 1

1872 Lacey Ridge Ct

## SCENARIO #3 A & B

- On **Enter Incorporation Information** page, provide the following information:
  - For “State Year”, enter the year of incorporation according to your Articles of Incorporation with the Washington Secretary of State’s Office.
  - Select “Washington” from the dropdown box.
  - Select Next to continue.
- On **Confirm Entity Information** page, you will see a summary of the information that you are updating.
- Select Next to continue.
- On **Document Your Entity Details** page, select “Add Document”.
- The **Add Document** window will pop-up on your screen.
- You will attach at least two documents.
  - Most recent Secretary of State’s Registration Report:
    - From “Document Type” dropdown box, select “Other document”.
    - For “This document includes” question, select checkbox for “Legal business name and physical address in same document”.
  - Articles of Incorporation:
    - From “Document Type” dropdown box, select “Articles of Incorporation/organization”.
    - For “This document includes” question, select the second and third checkboxes.
      - Legal business name and start year in the same document.
      - Legal business name and U.S. state of incorporation in the same document.
  - Articles of Amendment (if applicable): If your organization changed its legal name or physical address since submitting the “Articles of Incorporation” or Registration Report, then you must submit the “Articles of Amendment” (this notifies the Washington Secretary of State’s Office about the change). In addition, you must provide an explanation. For example: “Articles of Incorporation” show an outdated physical address. For documentation of current physical address, I’ve provided my organization’s “2021 Registration Report” with the Washington Secretary of State’s Office.
    - From “Document Type” dropdown box, select “Other document”.
    - For “This document includes” question, select checkbox for “Legal business name and physical address in same document”.

### Enter Incorporation Information

Start Year

YYYY

State of Incorporation

### Confirm Entity Information

YOU ENTERED

Sanjeetha

Year of Incorporation

2014

10101 10101 10101  
USA

State of Incorporation

Missouri

You are updating

1

Legal Business Name

2

Street Address 1

Document Your Entity Details

1

Review requirements.



View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

Sanjeetha

Year of Incorporation

2014

10101 10101 10101  
USA

State of Incorporation  
Missouri

2

Attach documents.

You must attach one or more official documents that prove each of the items listed.

- Legal business name and start year in the same document.
- Legal business name and U.S. state of incorporation in the same document

Add Document

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 start year in the same document.
- ☐ Legal business name and U.S. state of incorporation in the same document

Select Document

Drag file here or [choose from folder](#)

Cancel

Submit

- On **Document Your Entity Details** page, you may use the “Provide Details” text box to clearly describe the situation (500 characters allowed). This is optional, but recommended.

- **Starting Sentence for All Situations:**

My entity’s legal business name is Joplin Musicals. Our physical address is located at 1234 Street, City, State, Zip. My entity incorporated on mm/dd/yyyy with the State of Washington.

- **Prove legal name and physical address:**

Please correct your records to reflect my organization’s legal name and physical address. For documentation, I’ve provided my organization’s “2021 Registration Report” with the Washington Secretary of State’s Office.

- **Prove incorporation date:** Please correct your records to reflect my organization’s incorporation date with the State of Washington. For documentation, I’ve provided my organization’s “Articles of Incorporation” with the Washington Secretary of State’s Office.

- **When there is a listing with similar name but it does not match organization’s legal name:** The closest listing shows a similar name but not my organization’s legal business name. Please correct your records to reflect my organization’s legal name. For documentation, I’ve provided my organization’s “2021 Registration Report” with the Washington Secretary of State’s Office.

- **When there is a listing with correct legal name but the physical address is incorrect:** Your listing shows my organization with the correct legal name; however, the physical address is outdated. Please correct your records to reflect my organization’s current physical address. For documentation, I’ve provided my organization’s “2021 Registration Report” with the Washington Secretary of State’s Office.

- On **Document Your Entity Details** page, you cannot continue the process until there are green and white checkmarks next to ALL THREE “Document Includes” options.

The above screenshot shows that only two are selected. In this case, the SAM.gov system won’t let you continue.

- You may need to add additional documents.
- You may need to select the “Update” button to select the appropriate “Document Includes” description(s).

- When done adding and describing documents, select “Submit” button to finish this step.
- Now, the pop-up window will close and return you to **Document Your Entity Details** page.
- Select “Next”.

- You will see **Entity Documentation Submitted** page with an Incident (ticket) number.

- For next steps, go to section **What Happens After I Submit Documents?** on pages 11-13.

## 2 Attach documents.

You must attach one or more official documents that prove each of the items listed.

- Legal business name and physical address in the same document.
- ✓ Legal business name and start year in the same document.
- ✓ Legal business name and U.S. state of incorporation in the same document

Document Icon	Document Organization	Document Type	Document Size	Actions
	Legal Name - Articles of Incorporation.pdf	Articles of incorporation/	576.008 KB	<div>Update</div> <div>Delete</div>

Includes:

- Legal business name and start year in the same document.
- Legal business name and U.S. state of incorporation in the same document

Add Document

## 3 Provide Details (Optional).

Please provide additional context for your specific situation, if necessary.

500 characters allowed

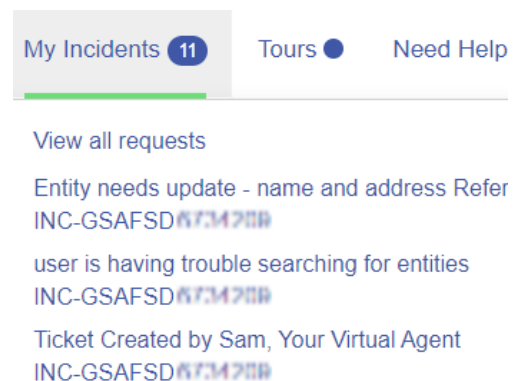
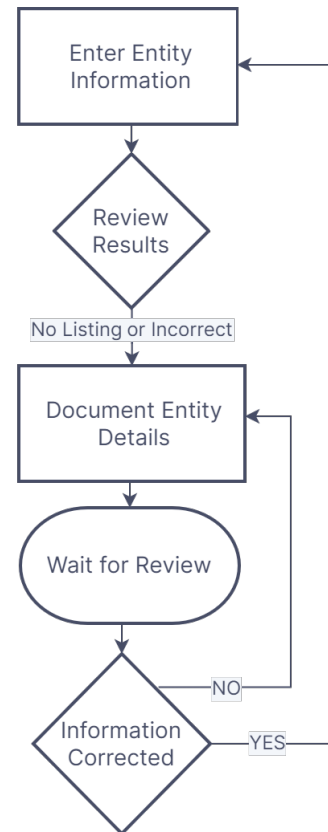


SAM.gov will review your documentation and contact you if we have any questions. What Read this article go to learn more about what happens next.  
Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

Go to Workspace

## What Happens After I Submit Documents? (for Scenarios #2 & #3)

- **Email Confirmation:** After submitting “Create an Incident”, you will receive an email with your incident number (like INC-GSAFSD1234567). Keep this email and add [gditshared@servicenowservices.com](mailto:gditshared@servicenowservices.com) to the safe sender list.
- **Next Step is difficult. Wait for SAM.gov to process your Incident** (also called Entity Validation Ticket). Due to high demand, entity validation tickets are taking longer than expected to process. EVS (entity validation service) has increased resources to improve response time. Tickets are answered in the order received.
  - **Again, waiting is difficult.** While you might be impatient for results:
    - **Do not create another ticket** for the same entity validation issue. This does not escalate your issue. In fact, this creates a backlog of duplicate tickets, making the processing time longer for you and others.
    - **Do not call or chat with Federal Service Desk (FSD)** customer service agents. They cannot help with the entity validation issue, escalate the ticket, or check the ticket’s status. They can only listen to you vent.
    - **Only the Entity Validation Service staff can process your incident tickets.** Please note that they will communicate with you only through your incident ticket – either by EVS staff sending a written response to your incident ticket or by you adding comments to an existing Validation Incident. It is not possible to talk to EVS staff on the phone.
  - **What can you do while you wait?**
    - Add emails ([gditshared@servicenowservices.com](mailto:gditshared@servicenowservices.com) and [fsdsupport@gsa.gov](mailto:fsdsupport@gsa.gov)) to the safe sender list or contacts/address book.
    - Monitor your inbox and junk folder for an email from General Services Administration Federal ([gditshared@servicenowservices.com](mailto:gditshared@servicenowservices.com)) or General Services Administration Federal ([fsdsupport@gsa.gov](mailto:fsdsupport@gsa.gov)). The subject line will be similar to this: *General Services Administration Federal - Your Incident INC-GSAFSD1234567 has comments added.*
    - If you haven’t received an email after 7-10 days, check the status of the Entity Validation Incident through the FSD.gov website.
      - Go to FSD.gov.
      - Click Sign In in upper right corner, using your SAM.gov username and password.
      - Select “My Incidents” from the menu (right side of screen).
      - You will see a list of active and close incidents.
      - Select “View all requests” or the appropriate Incident based on the Subject or Incident Number.
      - You will be redirected to a screen that will show the progress of your Incident Report.



the email, EVS staff will request documentation or notify you that they found a match and want you to finish getting your Unique Entity ID.

- **In many cases, EVS staff will request additional documentation.**

The email will describe the problem and what EVS (entity validation service) staff needs you to do. Generally, you must respond within five (days). If you don't respond by their stated deadline, EVS staff will close the ticket.

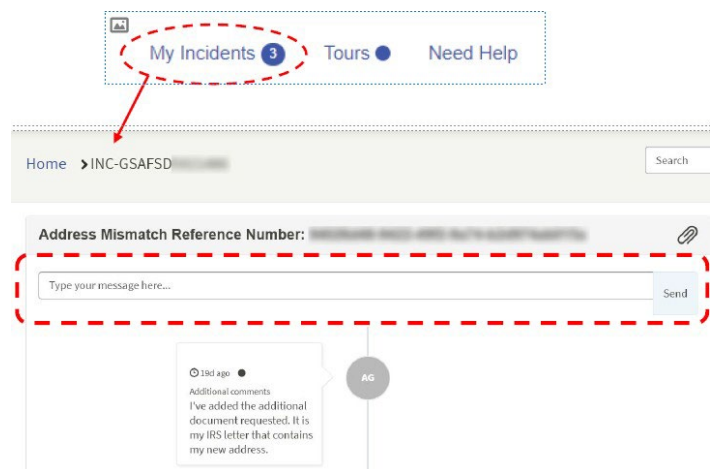
Common reasons for requesting additional documentation are listed below and details are available in [this article](#).

- EVS ticket/incident didn't include a specific request or explanation.
- Document is older than 5 years.
- Document has incorrect information.
- Document shows that you're using a PO Box address as your physical address.
- Documentation is improper or in poor quality (blurry or critical information cut-off).

**Submit the documentation and explanation through two websites. Yes, two different websites – SAM.gov (upload documents) and FSD.gov (provide explanation).** Instructions are provided below. While the EVS team uses FSD ticket system to read messages, they cannot access documents submitted through the FSD.gov website. (Confusing but that's the system)

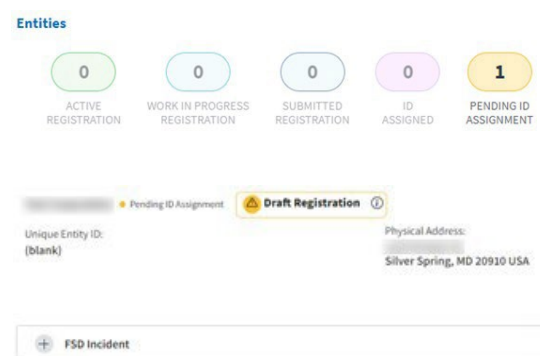
- **Provide explanation through FSD.gov.**

- Login to FSD.gov website, using your SAM.gov username and password.
- Select "My Incidents" from the menu (right side of screen).
- Select the appropriate Incident based on the Subject or Incident Number.
- You will be redirected to a screen that will show the progress of your Incident Report.
- From this screen, you can type the explanation in the Comments box.



- **Upload documentation through SAM.gov.**

- Login to SAM.gov website.
- In your Workspace, select the title of the "Entities" pane to view your entities.
- Locate the incident you created.
- Select the plus sign (+) to expand the incident and then select "View" to expand your ticket information.
- Under "Supporting Attachments," you'll see the file(s) already attached.
- Select "Choose from folder" or drag your documentation to the window to upload it.
- Select "Close."



- Next Step more waiting for SAM.gov to process your Entity Validation Incident (or ticket). After submission, wait (again) for Entity Validation Service team to review your explanation (entered on FSD.gov) and documentation (uploaded on SAM.gov).
- Hopefully, the next email will have good news – That they have updated your organization’s legal name, business address, and/or incorporation date in their records.
  - After 24 hours from receiving the email, you can restart the validation process.
  - Follow the instructions for STEP 3: Start the Search Process (page 4-5). Hopefully, the process goes smoothly through Scenario #1 (page 6) and you obtain the SAM-UEI number.
    - Enter your entity information (yes, again). This time, you should see an exact match for your entity’s name and physical address and your incorporation information should match their database.
    - When you get you get your SAM-UEI (Unique Entity ID). Forward the SAM-UEI confirmation email to Linnea Ingalls (linnea.ingalls@arts.wa.gov) and have it on hand for the next grant you apply for.

## Resources

- [Federal Service Desk \(FSD\) website](#) has guides and articles on getting a SAM-UEI.
- **Technical Issues with SAM.gov Website:** Contact the Federal Service Desk at 866-606-8220 (Hours: Monday - Friday 8 a.m. to 8 p.m. ET).  
**NOTE: Do not contact FSD about validation issues.** Entity validations are handled by a different department, the entity validation service (EVS).