



Course 101

Unique Entity Identification/ Registration in SAM.gov

The United States Federal Government now requires that all people or organizations wishing to do business with the federal government must register in the System for Award Management (SAM) at SAM.gov and receive a Unique Entity Identifier (UEI).

This document is to guide prospective customers, existing customers, and partners of the Export Import Bank of the U.S (EXIM) in attaining that registration.

It provides a step-by-step description of the steps to complete a SAM.gov registration, as well as the data points critical to completion.

Although we have strived to make it thorough, be aware it is not an absolute representation of everything that is required to complete the SAM.gov registration.

Lastly, please be aware that it is the responsibility of the applicant to complete the UEI validation and SAM.gov registration process, as well as resolve any service tickets that arise from the process.

COURSE 101 – UNIQUE ENTITY REGISTRATION IN SAM.GOV

INTRODUCTION



BEFORE YOU START:

Know what you need!

- To access EXIM programs insurance customers, lenders, foreign buyers only need the “financial assistance” UEI registration type.
- **BE AWARE!** A full SAM.gov registration is needed to activate a UEI. However, the UEI number is assigned at the end of the entity validation stage. But it is not activated until you completed all modules.

Get Your Information Ready!

- APPENDIX 1: EXIM Bank Client Workbook provides a comprehensive list of all the information and documents needed at each step.
- The process will go MUCH quicker if you have this information and documents available BEFORE logging into SAM.gov

Pro Tip!

- Look out for places under each step that are bold and highlighted red: **BE AWARE!**
- These tips highlight common errors and mistakes people make that complicate and or lengthen the registration process. They are best to be avoided!

This is a LONG document and seems like A LOT to do!

- This document looks long because it covers each step (or module) necessary to complete the registration. It covers each action you will need to take in SAM.gov along with the info you need and tips to make sure no mistakes are made.
- Just follow the guidance provided for each step, and you will see how quickly this gets completed.
- AND if at any point you get stuck, reach out to any one of the resources listed next for help.

Know what the resources are that can help you.

RESOURCES TO HELP

- **Ask EXIM a UEI question at UEIAssistance@exim.gov**
 - EXIM Bank maintains a UEI assistance line to answer prospective customer, existing customer, and partner UEI questions
- **Search Frequently Asked Questions for an answer– [Entity Registration -FAQs](#)**
 - SAM.gov maintains a FAQ section to provide answers around UEI issues
- **Do it yourself at SAM.gov**
 - There is no charge to complete the UEI registration at SAM.gov, so you can do it yourself. However, many applicants have benefited from personal assistance services.
- **Contact your local Procurement Technical Assistance Centers (PTAC)**
 - At <https://www.aptac-us.org/> you can look up your local PTAC which provides no-cost advice on all aspects of working with federal, state, and local governments.
 - They may be able to provide UEI registration assistance and/or answer your SAM.gov questions.
- **Buy assistance – Several firms provide registration assistance for a fee. A few of those are:**
 - US Federal Contractor Registration - <https://www.usfcr.com/>
 - Federal Contracting Center - <https://www.federalcontractingcenter.com/>
 - Federal Contractor Registry - <https://federalcontractorregistry.com/>
 - United States Business Registrations - <https://www.unitedstatesbusinessregistration.us/>
- **Watch some videos**
 - The General Services Administration developed videos that provide partial walkthroughs of SAM.gov. These are helpful to gain context for the platform. However, they do not show the complete process and are not comprehensive. They should be relied on for system familiarity only.
 - [Get a Unique Entity ID - YouTube](#)
 - [Entity Registration - Core Data - YouTube](#)
 - [\(19\) Role Requests and Assignments - YouTube](#)
 - [SAM.gov Role Management - YouTube](#)
- **Contact the Federal Service Desk**

GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal

- If you are unable to find an answer to your question using search knowledge base or help topics, you can select **Create an Incident** to login and submit a ticket or you can select **Live Chat** to login and chat with the FSD Service Desk.

Course 101 UEI Registration in SAM.gov

“Federal Assistance Awards” UEI Registration Overview

To assist you in making it through this UEI registration on SAM.gov process as quickly as possible we have broken the process into four modules.

- Module 1 – Prepare your documents and information
- Module 2 – Validate Your Entity
- Module 3 – Activate Your Registration
- Module 4 - Federal Service Desk Support and Frequently Asked Questions

MODULE 1 – PREPARE YOUR DOCUMENTS AND INFORMATION

Fully completing a UEI registration through SAM.gov will require you to have on hand a number of different data points as well as select documents that can validate your information.

At the end of this document, you will find “APPENDIX 1: EXIM Bank UEI/ SAM.gov registration Client Workbook.” It provides a catalog of all the information necessary to complete each module in the process, as well as any documents you will need to show that the information you provide is accurate.

Please review and have as much of what is being requested on hand BEFORE starting the process.

MODULE 2 – VALIDATE YOUR ENTITY

The first step in the UEI registration process is validating your entity. In plain speak, that means telling SAM.gov who you are and having the appropriate documents to prove that you are who you say you are. It involves the following steps:

- Module 2.1 – NCAGE Codes for Entities Based Outside the United States
- Module 2.2 – Designate an Entity Admin and Create a Login.gov Account
- Module 2.3 – Sign in to SAM.gov
- Module 2.4 – Select “Federal Assistance Awards” as Purpose of Registration
- Module 2.4.1 – Enter Entity Information and Validate your Entity
- Module 2.4.2 – Gather Key Documents to Upload
- Module 2.5 – Choose Whether To Be Included In Public Search

MODULE 2.1 – NCAGE CODES FOR ENTITIES BASED OUTSIDE THE UNITED STATES

If your company is incorporated WITHIN the U.S. skip this step and move to Module 2.2.

If your company is incorporated OUTSIDE the U.S., an NCAGE code is required for all foreign entities before starting a SAM.gov registration. The “NCAGE Request Tool” linked below, provides the option to both look up whether your entity already has a code, OR request a new code by filling out a questionnaire.

Lookup existing NCAGE code	NCAGE Code Request Tool (nato.int)
Request new NCAGE code	NCAGE Code Request Tool (nato.int)

Course 101 UEI Registration in SAM.gov



MODULE 2.2 – DESIGNATE AN ENTITY ADMIN AND CREATE A LOGIN.GOV ACCOUNT

To access SAM.gov, you must first register for an account on Login.gov. <https://www.login.gov/>

Why? Many federal government websites are centralized to use Login.gov to eliminate the need for multiple usernames and passwords. With a Login.gov account, that same email and password are used to sign into numerous other federal websites.

What is needed? Email. Password. Phone number. That's it.

BE AWARE! The person with the login.gov account will also be the entity administrator in SAM.gov and will hold the responsibility to create and maintain the login credentials for your entity on SAM.gov and be responsible for the annual recertification.

Does the person you want to be the entity administrator already have a Login.gov account? Great! Move ahead.

MODULE 2.3 – SIGN IN TO SAM.GOV - SAM.GOV | HOME

Sign in to SAM.gov using the same email and password used to create a Login.gov account.

On the home page, click the green button titled “Get Started” under “Register Your Entity or Get a Unique Entity ID.” Then click the same button again on the next page,

MODULE 2.4 – SELECT “FEDERAL ASSISTANCE AWARDS” AS PURPOSE OF REGISTRATION

The system asks, “What do you want to do?” To meet UEI requirements to be an EXIM customer click on “Register for Federal Assistance Awards Only.” Click next.

MODULE 2.4.1 – ENTER ENTITY INFORMATION AND VALIDATE YOUR ENTITY

Continue following the prompts by clicking next until you are prompted that “You Are About to Validate Your Entity.”

You will now be prompted to enter some information:

- Legal Business Name
- Physical Address (not Post-Office Box) include ZIP Code+4
- Date of Incorporation
- State of Incorporation (U.S. Entities only)
- National Identifier (non-U.S. Entities)

BE AWARE! The data you provide here must be accurate, and/or matches the information on any verifying document you intend to use.

After which SAM.gov will search the database for a match and will display the information it finds from across government sources and/or prior registration in SAM.gov.

Do you see an exact match? If so, click the little circle next to the exact match information and then click “Next” to proceed.

Based on this an IN-ACTIVE UEI is assigned to your entity. Write down or take a screenshot of

Course 101 UEI Registration in SAM.gov



the entity registration information and move on to Module 2.5.

Do you NOT see a match? If the SAM.gov system is unable to find an exact name and address match during the entity validation step in SAM.gov, you will need to submit an official document verifying the entity. Please move onto Module 2.4.2 – Gather Key Documents to Upload.

BE AWARE! Validation is the most critical stage, and the one most likely to cause errors. Do not select a name if there is not an exact match. Also, check the information you entered against the documents you intend to use to validate your information.

MODULE 2.4.2 – GATHER KEY DOCUMENTS TO UPLOAD

If you were unable to find an exact name and address match during the entity validation step, you will be prompted to submit documentation to verify the accuracy of your legal business name, physical address, date, state of incorporation, and national identifier (non-U.S. Entities only). See Appendix 1 Module 2.4.2 for a list of acceptable documents. Acceptable digital formats include pdf, jpg, jpeg, and BMP.

BE AWARE! The information you entered in the validation stage **MUST** match the information on the documents being submitted. If they do not it will lengthen the time and effort.

Follow the prompts to upload your documents to SAM.gov. The act of uploading creates a Federal Service Desk (FSD) ticket, whereby the FSD will review your documents and validate your entity within 5-7 days.

You should also receive an email from fsdsupport@gsa.gov, that provides a link that will allow you to view the status of the ticket. See Module 4 - Federal Service Desk Support for more details on FSD tickets.

BE AWARE! You will not be allowed to proceed with the registration process if your legal business name, physical address, date/state of incorporation (U.S. Entities), or National Identifier (non-U.S. Entities only) cannot be validated.

If the FSD can validate your entity based on the documents you provided, an IN-ACTIVE UEI is assigned to your entity. Write down or take a screenshot of the entity registration information, and move on to Module 3.

MODULE 2.5 – CHOOSE WHETHER TO BE INCLUDED IN PUBLIC SEARCH

When you receive your entity registration information, you will be given the opportunity to select whether you want your entity to be visible in public search results.

If you restrict public viewing of your records, it will not be visible to other non-federal entities or state and local governments that may want to do business with you.

Course 101 UEI Registration in SAM.gov

MODULE 3 – ACTIVATE YOUR REGISTRATION

The second step in the SAM.gov registration process is activating the UEI assigned to your entity in the validation stage.

BE AWARE! Information Request Fields in SAM.gov update/change based on selections made or information entered in prior sections. So while the guidance here details what is most likely to be requested, it is not 100% comprehensive.

It involves the following steps:

- Module 3.1 – Business Information
- Module 3.2 – IRS Consent
- Module 3.3 – Ownership Details
- Module 3.4 – Financial Information
- Module 3.5 – Executive Compensation Questions
- Module 3.6 – Proceedings Questions
- Module 3.7 – Representation and Certification
- Module 3.8 – Points of Contact
- Module 3.9 – Confirmation Page
- Module 3.10 – Recertification

MODULE 3.1 – BUSINESS INFORMATION

Please see the Appendix 1, attached at the end of this document, for a total list of the information needed to be entered at this stage. There are however several data points that you need to be careful when entering to avoid errors and mistakes. Any error here will result in a service desk ticket that will extend the time and effort required, so be careful.

BE AWARE! Take caution when entering the following data points:

- **Entity URL** – This is your website if you have one. If the entity does not have an URL leave the field blank. Make sure the URL inserted is correct. If it is wrong the registration will fail.
- **Marketing Partner Identification Number (MPIN)** – The MPIN acts as a digital signature when providing business information. If you do not already have it, it can be created in this section.
- **Physical and Mailing Address** – Be sure both the physical and mailing addresses are accurate and up to date. They should match exactly what you have entered and verified in the previous module.
- **Taxpayer Identification Number (TIN)** – You cannot change your TIN type once you navigate beyond this section, so enter carefully. Also, if you do not have a TIN you can request one for free here: [IRS TIN](#)

MODULE 3.2 – IRS CONSENT

In module 3.2, SAM.gov requests the information necessary for the disclosure of Tax Information. You will be asked to carefully read the “Consent to Disclosure of Tax Information” below:

CONSENT TO DISCLOSURE OF TAX INFORMATION

“I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System of Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for my entity in the most current tax year reported.

I recognize the IRS-validated name and TIN, which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a Sole Proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity, will reside in SAM and will be accessible to Federal government procurement officials and other Government personnel performing managerial review and oversight for use in all Government business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN Match, I certify that I have the authority to execute this consent for disclosure of this tax return information.”

You will be required to sign this consent section by entering your MPIN.

Follow the instructions to provide the Taxpayer Information (Taxpayer Name and Taxpayer Address) required for the most current tax year reported for the entity that you are registering in SAM.gov. You can obtain this information from your Tax Returns/Filings documents. As well as a CAGE code or an NCAGE code.

If you are a foreign entity, you should have gotten an NCAGE code in Module 1. For domestic entities, a CAGE code will be assigned after you submit your registration.

BE AWARE! The “Taxpayer Name” must exactly match the name the IRS has on file for your entity’s TIN according to its most recent tax return. If the information provided does not match with what the IRS has on file exactly then the registration will fail.

BE AWARE! If you are a foreign entity you will need an NCAGE code. You should have already applied and received this in module 2.1.

BE AWARE! If you are a U.S. domestic entity you are not required to have or enter a CAGE code, unless you already have an active CAGE code on file. You can look that up and make any changes here: [Commercial and Government Entity Program \(dla.mil\)](https://www.dla.mil/CommercialandGovernmentEntityProgram/)

Course 101 UEI Registration in SAM.gov



MODULE 3.3 – OWNERSHIP DETAILS

Enter ownership details as requested.

MODULE 3.4 – FINANCIAL INFORMATION

The registration process requires an applicant to provide banking information that the government can utilize to pay claims under your insurance policy. This information is also required if you receive a grant or other funding assistance from the government.

- U.S.-based companies should enter information for a U.S. bank account, as well as the Remittance Address information.
- Non-U.S. companies should only enter information in the Remittance Address section at the bottom. This page, currently, does not take information on non-U.S. bank accounts.

BE AWARE! Before entering any data under “Remittance Address,” first enter the correct country in the Remittance Address COUNTRY field. If it accidentally gets stuck in the United States, it will keep asking you for U.S. information even if your entity is not a U.S. Entity.

BE AWARE! Any bank account used to verify your information. It does not have to be the one you use in your regular course of business. Many people have set up a secondary bank account, for this purpose.

MODULE 3.6 – PROCEEDINGS QUESTIONS

Answer proceedings questions as requested.

MODULE 3.7 – REPRESENTATION AND CERTIFICATION

Answer representation and certification questions as requested.

MODULE 3.8 - POINTS OF CONTACT

The registration process requires that you enter contact information for a couple of different “mandatory” kinds of contacts. Your points of contact will be able to monitor any updates or Requests for Information (RFIs) you receive from SAM.gov. You may enter information for the same person in each one.

Mandatory POCs: Accounts Receivable POC (An individual in your organization that can respond to accounting-related questions); Electronic Business POC (An individual in your organization that typically deal with sales/ business development); Government POC (An individual in your organization that can respond to questions from a federal agency, be it contracts or grants)

Optional POCs: Past Performance POC: Past Performance Alternate POC: Electronic Business Alternate POC: Government Business Alternate POC: Additional Optional POCs as Needed.

MODULE 3.5 – EXECUTIVE COMPENSATION QUESTIONS

Answer executive compensation questions as requested to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization.

Course 101 UEI Registration in SAM.gov



MODULE 3.9 – CONFIRMATION PAGE

You will now be allowed to submit your entity registration!

This registration record will remain in “Submitted” status until all external validations are complete.

If you provided a Taxpayer Identification Number (TIN or EIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days.

You will get an email from @SAM.gov when that review is complete.

MODULE 3.10 – RECERTIFICATION

BE AWARE! An entity registration must be renewed every 365 days to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

To recertify the Entity Administrator would sign into the SAM.gov workspace, verify that the information provided is still accurate and resubmit. If the Entity Validation information (Module 2) has changed the Entity Administrator will create an incident ticket and provide an official document to substantiate the change. If the information on other sections (Steps 5-9) has changed the Entity Administrator will update the information in the SAM.gov workspace.

BE AWARE! The company POC will receive a 60-day renewal notice email from SAM. So set a calendar reminder and be on the lookout.

MODULE 4 – TIPS FOR FEDERAL SERVICE DESK (FSD) SUPPORT

A federal service desk support ticket is automatically created during:

- The validation stage if you have to submit documentation to confirm your entity is who it says it is
- Any time an incongruent piece of information is provided. This can potentially occur at each point where this document says: **BE AWARE!**

BE AWARE! If you do find yourself in a position of creating an FSD ticket, follow these best practices and things will go more smoothly:

- **Complete all requested fields** – When reviewing an incident, the FSD are sticklers for detail. Be sure not to overlook anything.
- **Always attach documentation** – Your ticket cannot be processed without the required documentation. Make sure to submit sufficient documentation to support all the details being validated. Common reasons for documentation being rejected include:
 - Document is an application or web form, not a certified document
 - Document is too old (bank statements and utility bills are accepted but they must be 5 years old or less)
 - Document shows an address or name that doesn't match the address or name entered in SAM.gov for validation.
 - Document is in a language other than English and no certified translation was provided.
- **Only create one (1) incident per entity** – This may sound obvious but it's a common mistake. Every ticket is reviewed separately, so you will not be able to continue until they are all cleared. If you are adding more information or changing something, be sure to do it within existing tickets.
- **Only create entity validation tickets through SAM.gov when prompted** – The process workflow within SAM.gov will prompt you when a ticket needs to be created. Do not use the "Create Incident" button in SAM.gov. Do not create entity validation tickets at FSD.gov.
- **Do not attach entity validation documents to an FSD.gov ticket** – Do not attach validation documentation to an FSD.gov ticket. If a service desk agent needs additional documentation, the agent will tell you how to attach the documentation to SAM.gov.
- **Respond to emails from fsdsupport@gsa.gov** – The FSD will inform you of updates, as well as request additional information by email. If you don't respond within 5 days, they will take no further action and will cancel your ticket. requiring you to resubmit and start over. If you don't provide them with all the information requested, they will re-request it, extending the process.

CONCLUSION

We truly hope that this guidebook helps advise you how to make it through the UEI number and SAM.gov registration process. Remember, if you do get stuck at any point, and need assistance and/or advice, there are resources listed at the beginning of this manual that can assist.

Thank you and good luck!

APPENDIX 1: EXIM Bank Client Workbook

APPENDIX 1 – EXIM BANK CLIENT WORKBOOK

EXIM BANK UEI/ SAM.gov Registration Client Workbook

Completing entity verification data to obtain an Unique Entity Identification Number (UEI) and register to be active in SAM.gov requires knowing what information is necessary at each step in the process and ensuring that it is entered correctly and accurately. To assist you in completing this in the fastest and easiest way possible, we have broken the registration process into each of its component steps and provided you with a detailed list of what information is needed at each stage.

Take some time to review each step and compile the necessary details and documents. Being somewhat aware of the process, and having the information ready, will significantly cut down on the time and effort it takes to complete the process.

In addition, we have aligned the steps to the modules as described in Course 101 – Unique Entity Identification/ Registration in SAM.gov.

Note: Mandatory fields are marked with an asterisk *

APPENDIX 1: EXIM Bank Client Workbook



MODULE 2.1: NON-U.S. ENTITIES – NCAGE CODE

This step is for NON-US firms only. NCAGE Codes are required for all foreign entities before starting a SAM.gov registration. Definition: Foreign entities are defined as an entity not incorporated in the U.S. The “NCAGE Request Tool” provides you the option to both look up whether your entity already has a code, OR request a new code by filling out a questionnaire.

Lookup existing NCAGE code	NCAGE Code Request Tool (nato.int)
Request new NCAGE code	NCAGE Code Request Tool (nato.int)

MODULE 2.2: SELECT YOUR ENTITY ADMINISTRATOR

Both Login.gov and SAM.gov requires an applicant to designate an “Entity Administrator” who will create a Login.gov account, create and maintain the login credentials for your entity on SAM.gov, and be responsible for the annual recertification. Please pre-identify who this person will be:

Name	Email	Phone

MODULE 2.4.1: INFORMATION TO VALIDATE YOUR ENTITY

Validation is the most critical stage, and the one most likely to cause errors. This is because if the SAM.gov system is unable to find an exact name and address match during the entity validation step in SAM.gov, you will need to submit an official document verifying the entity. Therefore the data you provide here must be accurate, and/or matches the information on the verifying document you intend to use from Step 3.

UNIQUE ENTITY VALIDATION	
Legal Business Name *	*
Doing Business as (DBA Name)	
Physical Address *	*
Address Line 1	
Address Line 2	
City	
State	
ZIP code +4	
Postal Code (non-U.S. Entities)	
Country	
Province (All countries other than the USA or Canada)	
Date of Incorporation - Business Start Date (mm/dd/yyyy) *	*
State of Incorporation (U.S. Entities only) *	*

APPENDIX 1: EXIM Bank Client Workbook



MODULE 2.4.2: GATHER KEY DOCUMENTATION TO UPLOAD TO SAM.GOV

Like any other registration, SAM.gov will require that you verify the information you provide is accurate and true. Specifically, the system requires you to verify that the following data points are accurate:

- | | |
|-------------------------|--|
| (1) Legal Business Name | (3) Date/State of Incorporation (U.S. Entities) |
| (2) Physical Address | (4) National Identifier (non-U.S. Entities only) |

The following list of documents can be used to verify each of the data points (1-4). Please have at least 1 document per data point ready in the event you are asked to verify. Acceptable digital formats include pdf, jpg, jpeg, and BMP.

DOCUMENT LIST	1	2	3	4
Certificate/ Articles of Incorporation	x		x	
Certificate/ Articles of Formation			x	
Operating Agreements	x			
“Doing Business As” Documentation	x			
Company Bylaws	x			
Stock Ownership	x			
Share Certificates	x			
Utility Bills		x		
Bank Statement (Redacted)		x		
Employer Identification Number (EIN/TIN) Documentation		x		x
Tax Returns/ Filings (Redacted)		x		x
Tax Identification Documents				x

EXIM clients should choose a FEDERAL ASSISTANCE AWARDS type registration.

However, if you are selecting to do an ALL AWARDS (Federal Contracts and Federal Assistance) registration it is advisable to identify NAICS Codes (<https://www.census.gov/naics/>) relevant to the Goods and Services you provide.

BE AWARE! You will not be allowed to proceed with the registration process if your legal business name, physical address, date/state of incorporation (U.S. Entities), or National Identifier (non-U.S. Entities only) cannot be validated.

APPENDIX 1: EXIM Bank Client Workbook



MODULE 3.1: GATHER CORE BUSINESS INFORMATION

BUSINESS INFORMATION	
Fiscal Year Close Date (mm/dd) *	*
(Most companies use December 31 st i.e., 12/31, but some use the end date of another month)	
Organization's division name and number (Optional)	
Corporate Web Page URL. (Full company website address) (Optional)	We suggest do not enter anything in this field
Marketing Partner Identification Number (MPIN) *	*
(Note MPIN here if you have it, otherwise, you will be creating it as part of the registration process, or if you have lost it, you can recreate it.)	
Mailing Address *	
Address Line 1	
Address Line 2	
City	
State	
ZIP code +4	
Postal Code (non-US Entities)	
Country	
Province (All countries other than the USA or Canada)	
Select your Taxpayer Identification Type *	*
Then enter Taxpayer Identification Number (TIN)/ Employer Identification Number (EIN)	*
Or Social Security Number (only if sole proprietor)	

MODULE 3.2: IRS CONSENT

IRS CONSENT INFORMATION	
Taxpayer Name (U.S. Entities only) *	*
Taxpayer Address (U.S. Entities only) *	*
CAGE CODE (U.S. Entities only) (If you do not have a CAGE code state "No")	
NCAGE Code (non-U.S. Entities)	*

APPENDIX 1: EXIM Bank Client Workbook

MODULE 3.3: OWNERSHIP DETAILS

OWNERSHIP DETAILS	
Country of Incorporation	
State of Incorporation (U.S. Entities only) *	*
Company Security Clearance (Optional)	
Highest Employee Security Clearance Level (Optional information)	
Does your organization qualify as one of the following? (Optional information, Check if the types apply to your organization)	<input type="checkbox"/> Community Development Corporation <input type="checkbox"/> Domestic Shelter <input type="checkbox"/> Education Institution Foundation <input type="checkbox"/> Hospital Veterinary Hospital
Disadvantaged Business Entity (Must be certified by a federal agency)	
Native American Entity Type (If applicable)	
Check if applicable	<input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Subchapter S Corporation <input type="checkbox"/> Sole Proprietorship
Type of Organization * (As defined by the IRS – Must check one)	* <input type="checkbox"/> Corporate Entity, Not Tax Exempt <input type="checkbox"/> Corporate Entity, Tax Exempt <input type="checkbox"/> Partnership or Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship
What is your Organization's Profile Structure? * (You must select one of the following)	* <input type="checkbox"/> For-Profit Organization <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other Not for Profit Organization
Socio-economic (If relevant)	<input type="checkbox"/> Veteran-owned <input type="checkbox"/> Minority-owned <input type="checkbox"/> Etc.
Type of Relationship with U.S. Federal Government (Must check one)	* <input type="checkbox"/> Contracts <input type="checkbox"/> Grants/ Federal Assistance/ Financial Funding/ Federal Services <input type="checkbox"/> Both (Contracts & Federal Assistance/Services)
U.S. Government Entity (If selected, then choose one subgroup)	<input type="checkbox"/> Federal Government (If selected, choose all subgroups that apply) <input type="checkbox"/> Federal Agency
Sole Proprietorship Point of Contact (If you selected Sole Proprietorship)	
Is your Business/ Organization of the following?	<input type="checkbox"/> Foreign-Owned and Located <input type="checkbox"/> Small Agricultural Cooperative
Annual revenue at this location (3-year average)	\$
Number of Employees at this location: (12 months average)	

APPENDIX 1: EXIM Bank Client Workbook



MODULE 3.4: FINANCIAL/BANKING INFORMATION

NOTE: Complete “COUNTRY” Field First

FINANCIAL / BANKING INFORMATION	
Do you (the Registrant) use or accept Credit Cards as a method of Purchase or Payment*	<input type="checkbox"/> No <input type="checkbox"/> Yes
Electronic Funds Transfer (Optional for non-U.S. Entities)	
Account Type*	*
Financial Institute	
ABA Routing #*	*
Account #*	*
Lockbox Number:	
Automated Clearing House (ACH) *	*
Bank Information Automated Clearing House (ACH) Bank Name	
Non-U.S. Phone Number of the Bank Automated Clearing House (ACH)	
U.S. Phone Number of the Bank Automated Clearing House (ACH) *	*
ACH Fax	
ACH Email	

FINANCIAL / BANKING INFORMATION - Continue	
Remittance Address*	*
Name*	
Address	
Address Line 1 *	
Address Line 2	
City*	
State*	
ZIP code +4*	
Postal Code (non-U.S. Entities)	
COUNTRY*	*
Province (All countries other than the USA or Canada)	

APPENDIX 1: EXIM Bank Client Workbook



MODULE 3.8: ASSIGN/LIST POINTS OF CONTACT (POCS)

Accounts Receivable POC *	
Name	
Email	
Address	
Address Line 1	
Address Line 2	
City	
State	
ZIP code +4	
Postal Code (non-U.S. Entities)	
Country	
Province (All countries other than the USA or Canada)	
U.S. Phone Number and Ext.	
Non-U. Phone Number and Ext/	
Fax (U.S. Only)	

Government POC *	
Name	
Email	
Address	
Address Line 1	
Address Line 2	
City	
State	
ZIP code +4	
Postal Code (Non-U.S. Entities)	
Country	
Province (All countries other than the USA or Canada)	

Electronic POC *	
Name	
Email	
Address	
Address Line 1	
Address Line 2	
City	
State	
ZIP code +4	
Postal Code (Non-U.S. Entities)	
Country	
Province (All countries other than the USA or Canada)	

APPENDIX 2: FREQUENTLY ASKED QUESTIONS (FAQs)



APPENDIX 2 – UEI/SAM.GOV FREQUENTLY ASKED QUESTIONS

EXIM BANK UEI – Frequently Asked Questions

APPENDIX 2: FREQUENTLY ASKED QUESTIONS (FAQs)



The process to obtain a Unique Entity Identifier (UEI) and initial SAM.gov registration, as well as maintain the annual registration is entirely FREE. EXIM offers assistance to our customers with this process as a service at no charge.

1. WHO NEEDS A UEI/ACTIVE SAM.GOV REGISTRATION at EXIM?

- Insurance products – the insured needs a UEI/active SAM.gov registration.
- For Working Capital Guarantees – the guaranteed lender needs a UEI/active SAM.gov registration.
- For Loan Guarantees – the guaranteed lender/facility agent needs a UEI/active SAM.gov registration.
- For Direct Loans – the borrower/SPV/SPC needs a UEI/active SAM.gov registration.

2. WHAT DO I NEED TO KNOW BEFORE I APPLY FOR A UEI/ACTIVE SAM.GOV REGISTRATION?

It is the customer's responsibility to visit the SAM.gov website (<https://sam.gov>), create and maintain a user account, and apply for a UEI and SAM.gov registration (Federal Financial Assistance Award only).

The name and address associated with your account should match your EXIM transaction(s). The UEI/SAM.gov registration is unique to an entity at a specific address.

Review the [UEI/ SAM.gov Client Workbook](#) (Appendix 1) to help organize the necessary information for getting a UEI and completing the registration process.

3. WHAT'S THE APPLICATION PROCESS TO OBTAIN A UEI AND SAM.GOV REGISTRATION?

- First – Login.gov
 - The first time SAM.gov is accessed, the user must select “Sign In” and they will be taken to the Login.gov account page and “Create an account”.
 - Login.gov (<https://login.gov/>) allows an individual to create login credentials (email, password, and 2-factor authentication method) that they can use to sign into multiple U.S. government websites such as SAM.gov and the Federal Service Desk (FSD.gov)
 - Once back in SAM.gov, the user profile needs to be completed
 - The person who will be acting as your Entity Administrator is the one who should create these login credentials.
 - Do not proceed until you complete this step.
- Next – UEI and SAM.gov
 - You must have completed the previous step to get a SAM.gov login and have a profile.
 - Though it is possible to request a Unique Entity ID without doing the full SAM.gov registration, EXIM applicants/participants are required to do the full registration.

APPENDIX 2: FREQUENTLY ASKED QUESTIONS (FAQs)



- After selecting “Get Started” from the home page, select “Create New Entity” on the next page
- What is your goal?
 - “I want to do business”... “Directly with the U.S. federal government”
 - “Select the answer the best fits your intentions today:” – “Apply for federal financial assistance”
- Who required your entity to be in SAM.GOV?
 - Federal government
 - 083 – EXPORT-IMPORT BANK OF THE U.S.
- Choose an Option
 - Select “Financial Assistance”
- If your business intends to bid on federal government contracts to provide goods and/or services, you must Select “All Awards”
- Since the registration involves multiple steps/screens, it is ok to save work in progress and come back to complete it in another session. Your registration data entry is completed when you “Submit”.
- When you have an Active registration (UEI and annual registration expiration date), please email the information to UEIAssistance@exim.gov so we may record it in your EXIM account record
- Finally – Annual Recertification
 - The Entity Administrator is responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

4. CAN I SEE MY ENTITY STATUS IN SAM.GOV?

The Entity Administrator can select “Workspace” in the menu bar (next to “Sign Out”) and the various UEI/Registration statuses are shown. These are shown as widgets/bubbles and a “1” indicates the entity status.

- Active Registration – A UEI has been assigned and the registration process has been completed, and the expiration date is one year after the date the registration was submitted
- ID Assigned – A UEI has been assigned, but the registration process has not been started
- Inactive Registration – A UEI has been assigned and there was an active registration, but it has expired and must be renewed
- Pending ID Assignment – The entity is in the Entity Validation process and a Federal Service Desk (FSD) incident is being reviewed
- Work in Progress Registration – The registration process has been started but additional information must be provided

APPENDIX 2: FREQUENTLY ASKED QUESTIONS (FAQs)



- Submitted Registration – All the required registration information has been entered and the final validations are being done

5. MY UEI HAS BEEN ASSIGNED. DO I NEED TO DO ANYTHING ELSE?

You must complete the SAM.gov Registration Process (registration for Federal Financial Assistance Award only).

To complete the registration process after your UEI is assigned, proceed with the following steps:

- In your SAM.gov workspace, select “ID Assigned”. Click on the “1” in the “ID Assigned” widget/bubble.
- Select “Register” from the entity’s actions menu (the three vertical dots) in your Entity’s Workspace.
- Complete the required sections of the registration application. Select “Submit”.

Once the registration application is submitted, it can take up to 10 business days for your registration to become active. An email will be sent to confirm an active registration. You can also track the status of your registration by clicking “Check Entity Status” on the SAM.gov home page. You will be required to enter your UEI to obtain your status.

6. I SUBMITTED MY SAM.GOV REGISTRATION. WHAT HAPPENS NEXT?

Once the registration is submitted, the SAM.gov system will perform two additional validations: IRS verification and CAGE Code validation (for “All Awards” only). After those validations are completed, the SAM registration will be activated.

It can take up to ten business days from submission for a company’s registration to be activated. To check registration status, log into SAM.gov and click on “Check Entity Status” on the SAM.gov homepage.

If the registration is stopped by the IRS and/or CAGE code validations:

- For an IRS discrepancy, the validation is checking to ensure that the taxpayer EIN, company name and address provided in the “IRS Consent” section of the registration matches the taxpayer EIN, company name and address provided on your recent tax returns. You will have to return to SAM.gov to update your “Work In Progress” registration and change the information to match exactly what is listed on your company’s most recent tax return.
- For CAGE code discrepancies, the SAM.gov system is verifying that the company name and address provided on your SAM registration matches the address listed with the Department of Defense Logistics Agency (DLA). You might receive an email from the CAGE system with a request for information or validation. It is essential that you act on this email within 3 calendar days. For questions related to this situation, please contact (877) 352-2255. You may be required to return to SAM.gov to update your “Work In Progress” registration.

APPENDIX 2: FREQUENTLY ASKED QUESTIONS (FAQs)



7. DOES MY UEI AND/OR SAM.GOV REGISTRATION EXPIRE?

An assigned UEI does not expire. A SAM.gov registration is valid for 1 year after the registration submission date. A UEI without an Active SAM.gov registration is not acceptable to do business with EXIM.

You can view your entity's registration activation and expiration dates through the SAM.gov website.

The Entity Administrator will receive emails from SAM.gov 60-days/30-days/15-days prior to the expiration date reminding them to select to renew your registration. Renewal is an active process; the entity administrator must login to their SAM.gov account, select "Renew Entity", and follow the steps to submit your renewal request.

As of September 2023, EXIM will also send reminder emails to the primary policy/guarantee contact at 45-days/20-days/10-days prior to the expiration date.

8. I HAVE A UEI BUT MY SAM.GOV REGISTRATION IS EXPIRED. WHAT SHOULD I DO?

If you are the Entity Administrator, log in to your SAM.gov account and select the "Inactive Registration" in your workspace. Click on the "1" in the "Inactive Registration" widget/bubble.

Select "Update" from the entity's actions menu (the three vertical dots) in your Entity's Workspace.

Provide the required information to re-validate and re-register your Entity.

If you are not the Entity Administrator for your company's SAM.gov account, you will need to coordinate with the Entity Administrator to gain access to get the registration reactivated.

9. I CANNOT IDENTIFY OUR COMPANY'S ENTITY ADMINISTRATOR, WHAT SHOULD I DO?

SAM.gov requires an entity administrator to handle the maintenance of a company's registration. If the entity administrator is unknown or no longer with the company, a notarized letter is required to update the assignment of the entity administrator. Select this [GSAFSD Tier 0 Knowledge Base - How can I become the new administrator for our entity registration?](#) to navigate to FSD.gov for the steps required to request an update to the entity administrator's designation. The necessary form to complete is also included with the link provided above. Template 1 – Single Entity will meet the needs of most EXIM customers.

10. MY POLICY IS UP FOR RENEWAL. DO I NEED A UEI/ACTIVE SAM.GOV REGISTRATION?

Yes. You must maintain an active SAM.gov registration through the life of your transaction with EXIM.

11. I NEED TO AMEND MY TRANSACTION. DO I NEED A UEI/ACTIVE SAM.GOV REGISTRATION?

Yes. You must maintain an active SAM.gov registration through the life of your transaction with EXIM.

APPENDIX 2: FREQUENTLY ASKED QUESTIONS (FAQs)



12. WHAT IS THE FEDERAL SERVICE DESK (FSD)?

It is a website for those who make, receive, and manage federal awards. It provides support for government-wide systems required by federal policy.

For EXIM customer purposes, this site is where you can track any FSD tickets that are generated as part of obtaining a UEI or managing your SAM.gov registration. The login credentials for accessing FSD.gov are the same as those used to log in to SAM.gov.

FSD tickets will be created for two reasons:

- To validate your entity if matching information is not found in the Entity Validation Database. This requires the uploading of documentation to show your entity's legal name at the physical address you entered and/or the date/state of your entity's incorporation.
- To request the designation of a new Entity Administrator.

13. WHAT DO I DO IF I HAVE A PENDING FEDERAL SERVICE DESK (FSD) TICKET?

You will receive email updates, such as notifications about what the issue is, how to resolve it, and when it is resolved. For more information, refer to the FSD.gov [gsafsd_kb_category - GSA Federal Service Desk Service Portal](#).

14. WHO DO I CALL IF I NEED FURTHER ASSISTANCE WITH MY FSD TICKET?

The FSD Help Desk number is (866) 606-8220. When you reach the FSD Help Desk, you will be asked to provide the email address and/or phone number associated with your user account. Be sure to have this information available.

Another way to obtain status of your ticket is to log into [FSD.gov](#), select "My Incidents" in the upper right-hand corner and view the status of your ticket.

15. I RECEIVED AN EMAIL THAT MY FSD TICKET HAS BEEN RESOLVED. NOW WHAT DO I DO?

The FSD ticket resolution does not update your entity's information. You must login to SAM.gov and restart from the step where the ticket was issued. See below for common touchpoints where ticket resolution occurs:

- **Entity Verification has been completed** – Log in to SAM.gov and select "Get Started" to reinitiate the UEI assignment/registration process.
- **Entity Administrator assignment has been completed** – Log in to SAM.gov and select the "Inactive Registration" in your workspace. Click on the "1" in the "Inactive Registration" widget/bubble. Select "Update" from the entity's actions menu (the three vertical dots) in your Entity's Workspace. Provide the required information to re-validate and re-register your Entity.

16. ARE THERE COMPANIES WHO PROVIDE SAM.GOV REGISTRATION SERVICES ASSISTANCE?

If you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

APPENDIX 2: FREQUENTLY ASKED QUESTIONS (FAQs)



There are vendors who provide support for obtaining the UEI and initial registration, as well as the annual registration renewal for a fee. Please see the Client Workbook/Resources to Help section.

17. I WOULD LIKE TO MAKE AN APPOINTMENT WITH A MEMBER OF THE EXIM UEI ASSISTANCE SUPPORT TEAM FOR HELP. HOW DO I DO THAT?

Please follow the link to the EXIM.gov UEI FAQ Website: [SAM.GOV and Unique Entity Identifier \(UEI\) | EXIM.GOV](#) and scroll down to “I would like to make an appointment with a member of the EXIM UEI Assistance Support Team for help.”

The UEI Assistance Support Team works with EXIM customers by utilizing the Microsoft Teams Screen Share functionality and “sitting with” the customer as they go through the SAM.gov process together.

18. DO I STILL NEED A DUNS NUMBER?

Yes. A DUNS number is required for the underwriting credit check.

19. WHILE IN SAM.GOV AND WORKING ON MY UEI/SAM.GOV REGISTRATION, I WAS PRESENTED WITH A SCREEN OR POP-UP THAT CONFUSED ME. WHAT SHOULD I DO?

If you can, take a screen shot and then contact the UEI Assistance Support Team. Or, schedule an appointment and have a member of the team sitting with you as you repeat the steps.

20. I DON'T SEE MY QUESTION ANSWERED HERE. WHO DO I CONTACT FOR ADDITIONAL INFORMATION?

Please contact the EXIM UEI Assistance Support Team:

- Email: UEIAssistance@exim.gov
- Phone: (800) 565-3946 / (202) 565-3946 / TDD (202) 565-3377 – Option #4
- Appointment: See previous FAQ