

System for Award Management Registration Guidance for Bipartisan Infrastructure Law Program Applicants



The following document provides guidance for Bipartisan Infrastructure Law (BIL) program applicants on how to access, register, and acquire a Unique Entity Identifier (UEI) in the System for Award Management (SAM).¹

WHY IS SAM.GOV REGISTRATION REQUIRED?

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



HOW TO REGISTER AS AN ENTITY

Applicants should navigate to www.SAM.gov and scroll down to find the green “Get Started” button, seen in **Figure 1**.

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

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

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

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

Figure 1: “Get Started Button”

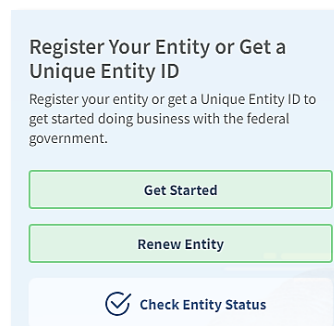


Figure 2: “Before You Get Started”

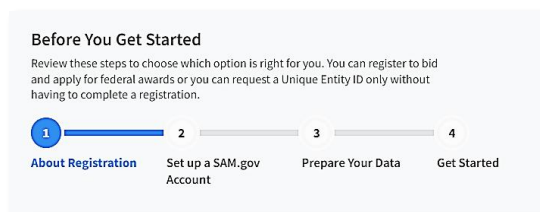
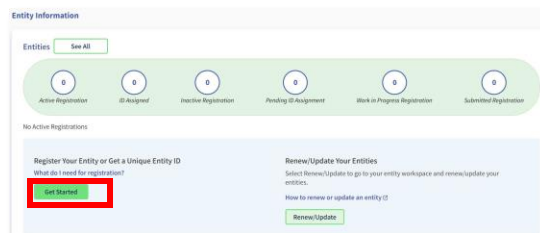


Figure 3: “Entity Information”



¹This document is intended solely to assist applicants in better understanding the BIL grant programs, and the requirements set forth in the Notice of Funding Opportunity (NOFO) for these programs. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the NOFO for these programs. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO(s), shall prevail over any inconsistencies contained in this document.



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✓ TIPS FOR COMPLETION

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

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

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

Figure 4: “What is your goal?”

Figure 5: Choose an Option

Choose an Option

It looks like you intend to do business with the U.S. federal government by applying directly for a federal grant or loan (but not for contracts). We recommend you choose **Financial Assistance Awards Only**.

	Recommended		
	Unique Entity ID Only	Financial Assistance	All Awards
What you get:			
Unique Entity ID <input type="text"/>	✓	✓	✓
Entity Available in Search <input type="text"/>	✓	✓	✓
CAGE Code <input type="text"/>	—	(for some entities) ✓	✓
When you need it:			
To receive an award from someone else receiving federal funds <input type="text"/>	✓	✓	✓
To apply directly for federal grants or loans <input type="text"/>	—	✓	✓
To bid on federal contracts (prime) <input type="text"/>	—	—	✓



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

ADDITIONAL RESOURCES

SAM.gov provides a variety of resources to assist users in completing registration.

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

