



OneEastside
SPARK

UEI Next Steps

September 13, 2022 | 2:00 p.m. – 3:00 p.m.

OUR WEBINAR WILL BEGIN SHORTLY



OneEastside
SPARK
WEBINAR

**KRISTINA
HUDSON**

CEO

OneRedmond

Founding Partner

OneEastside





OneEastside
SPARK

SPECIAL THANKS!





OneEastside
SPARK

*Center for Business
Resilience and Innovation*

www.OneEastside.org/SPARK

OneEastside SPARK: *Center for Business Resilience and Innovation*
provides our small businesses and nonprofits with essential support to
recover and grow!

Offerings include:

- Programs and webinars in collaboration with our partners
- Database of financial opportunities and other resources
- Businesses and non-profit are invited to connect with your peers on our Facebook Group <https://tinyurl.com/OneEastside-SPARK-Group>

Contact: info@oneeastside.org, (425) 885-4014 ext. 5



OneEastside
SPARK

Confidential, No Cost One-on-One Business Advising

Shawn Palmer

ASBC, MSML / Business Consultant

Washington Small Business
Development Center

Contact Shawn: (425) 885-4014, #3

ShawnP@OneEastside.org



Upcoming Programs

<https://oneeastside.org/programs/>



Employee Benefits Insights for 2023

Thursday, September 29th, 2022

10:00 am - 11:00 am

<https://oneeastside.org/program/employee-benefits-insights/>



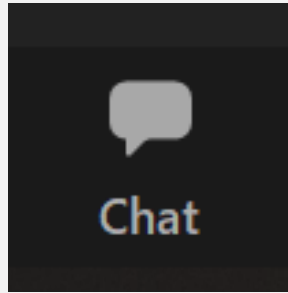
Washington's Source for Employee Benefits

As an employee-driven labor market clashes with skyrocketing costs, it's crucial to find a balance between protecting your company's budget and offering employees benefits that are important to them.

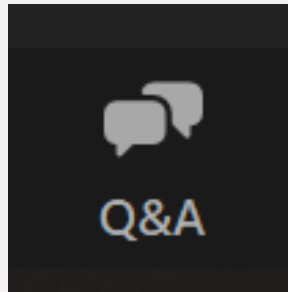
- Benefits that are trending for 2023
- What most employers are offering
- How your benefits package can help set you apart
- Actionable guidance on how to build new employee benefits strategies to make a difference



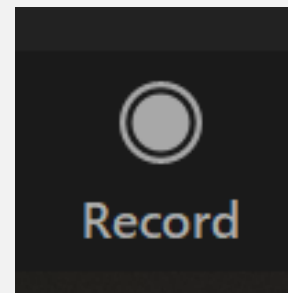
OneEastside
SPARK
WEBINAR



Please see the **Chat Box** for links to key documents.



Questions?
Use the **Q&A Box**



Recording will be available following the webinar

UEI NEXT STEPS

Working Washington Grants Round 5

Tuesday, September 13, 2022
2:00 - 3:00 p.m.



**Learn more about the
Working Washington
Grants Round 5
program at
<https://commercegrants.com>**



FEATURED SPEAKERS:

Kate Hoy

PTAC Counselor

**Washington State Procurement Technical
Assistance Center (PTAC)**

Lynn Fetch

Small Business Grants Program Manager

Washington State Department of Commerce



Unique Entity ID (UEI) Next Steps

September 13, 2022



Kate Hoy, *Washington State Office of Procurement
Technical Assistance Center (PTAC)*

Getting a Unique Entity ID (UEI) Webinar Video

View

OneEastside SPARK

<https://bit.ly/uei-webinar1>

YouTube Video

Getting a Unique Entity ID (UEI) on SAM.gov

August 4, 2022



John Dicus, *U.S. Small Business Administration (SBA)*

Janie Sacco, *U.S. Small Business Administration (SBA)*



Kate Hoy, *Washington State Office of Procurement
Technical Assistance Center (PTAC)*

What is a Unique Entity ID (UEI)?

- ✓ A UEI is the **unique 12-character (alpha numeric) ID** assigned by the federal government via SAM.GOV - System for Award Management
- ✓ As of April 4, 2022, **all entities receiving federal funds via contracts, grants, etc. must have a UEI**
- ✓ Working Washington 5 (WW5) is a state grant program, however the **funding for WW5 comes from the federal government**

Unique Entity ID (UEI)

- ✓ A UEI is assigned, managed, and owned by the **federal government**
- ✓ “Get a Unique Entity ID Only” **process is FREE** -- make sure you are using .gov sites
- ✓ The process **validates your entity name and address**
- ✓ If SAM.GOV is unable to locate your entity, a **new record is created** in its database



Review and update your UEI
Incident at any time via SAM.GOV



The Official U.S. Government System for:

Contract Opportunities
(was fbo.gov)

Contract Data
(Reports ONLY from fpds.gov)

Wage Determinations
(was wdol.gov)

Federal Hierarchy
Departments and Subtiers

Assistance Listings
(was cfda.gov)

Entity Information
Entities, Disaster Response Registry, and
Exclusions

Entity Reporting
SCR and Bio-Preferred Reporting

[Learn More](#)

Register Your Entity or Get a Unique
Entity ID

Register your entity or get a Unique Entity ID to get
started doing business with the federal government.

Get Started

Renew Entity

 Check Registration Status



Already know what you want to find?


Select Domain...

e.g. 1606N020Q02



Sign In to SAM.GOV





sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address

Test-account@gmail.com


Password

☐ Show password

.....

Sign in

Create an account



Requests Notifications **Workspace** Sign Out

Home Search Data Bank Data Services Help

Workspace

Entities

0	0	0	0	1
ACTIVE REGISTRATION	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	ID ASSIGNED	PENDING ID ASSIGNMENT

Next Update Due: Due in Next 30 days: 0 Entities

Register Your Entity or Get a Unique Entity ID
[What do I need for registration?](#)
Get Started

Renew/Update Your Entities
Select Renew/Update to go to your entity workspace and renew/update your entities.
[How to renew or update an entity?](#)
Renew/Update

System Accounts

0	0	0	0	0
ACTIVE	DRAFT	CHANGE REQUEST	PENDING	DEACTIVATED

Profile



Test Account
test-account@gmail.com

Downloads

Saved Searches

Following

Pending Requests

No pending requests

[See All](#)

Notifications

No available notifications

[See All](#)

Pending ID Assignment – FSD Incident



[Requests](#) | [Notifications](#) | [Workspace](#) | [Sign Out](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

< Entity Workspace

Enter an entity ID, name, or keyword



Get Started

Actions

Show Workspace For
Non-Federal Entities

Non-Federal Entities

Filter By

Search by Keyword

Search By Entity

Search By Status

- ☐ Work in Progress Registration
- ☐ Submitted Registration
- ☐ Active Registration
- ☐ Inactive Registration
- ☐ ID Assigned
- ☒ Pending ID Assignment

Expiration Date

< 1 of 1 >

Results per page

25

Sort by

Expiration Date Ascending

Test Account

y Pending ID Assignment

Draft Registration

Unique Entity ID:
(blank)

Physical Address:

1234 Test Avenue
Seattle, WA 98101 USA

FSD Number: INC-GSAFSD6764023

FSD Incidents

INC-GSAFSD6764023

INC-GSAFSD6764023

View

Status

Submitted

View Incident Details

Review Your Submitted Documents

1 Review requirements.



View this list of [acceptable documents](#) to understand the requirements.

YOU ARE DOCUMENTING

Test Account	Year of Incorporation 2006
1234 Test Avenue Seattle, WA 98101 USA	State of Incorporation Washington

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



Document

Test Account
Department of
Revenue Listing.pdf
119.165 KB

Update

Delete

Add Document

3 Provide Details (Optional).

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

I have updated the document for my entity Test Account with a listing from the WA Department of Revenue site that includes my entity name, address

View Incident details to determine if updates are needed to the Documents provided or comments in the Provide Details section.

Try to clearly name the documents with an appropriate description

Get Additional Info on Incidents at fsd.gov

[Sign In](#)

[Home](#)

[Knowledge Base](#)



Official U.S. Government Website
100% Free

Federal Service Desk

This site is for people who make, receive, and manage federal awards. It provides support for government-wide systems required by federal policy.

Need help? Get an answer fast!

Easily find all you need to know about SAM.gov, FPDS.gov, eSRS.gov, and FSRG.gov.

Search Here for Help (User Guides, FAQs, Videos, Definitions)



**HELP ON UEI
TRANSITION**



Entity Not Found Reference Number: e75cf7f9-c305-4628-b9f1-157f3b549be8



Type your message here...

Send

about an hour ago •

Additional comments
Hello,

We performed a search and were unable to locate your entity in our records. Accordingly, we created a new record for your entity in our database with the details below:

Entity Name: Test
AccountEntity DBA (if applicable):
Entity Address: 8469
164th ave. NE
Entity City: Redmond
Entity State (if applicable):

ZK

Number	INC-GSAFSD6764023
State	Resolved
Priority	3 - Moderate
Created	17d ago
Updated	about an hour ago

Hours of Operation Monday - Friday 8
a.m. to 8 p.m. ET

Attachments




Drop files here

NOTE: Please do not attach documents containing Personally Identifying Information (PII), Controlled Unclassified Information (CUI), or other sensitive,





Unique Entity ID (UEI) Updates


- ✓ Incident resolutions are currently taking **3 – 20+ days**
- ✓ Watch for emails from **General Services Administration Federal** <fsdsupport@gsa.gov> with requests and updates on your Incident
- ✓ **Remember, each incident is being reviewed by an individual**, so it is important that you be clear with what you are requesting and upload the appropriate documents

Relevant Documents for Corp-LLC




CORPORATIONS ▾ ELECTIONS ▾ CHARITIES ▾ ARCHIVES ▾ LIBRARY ▾ COMMUNITY ▾ CONTACT ▾





WASHINGTON
Secretary of State

<https://www.sos.wa.gov/>



[Register to Vote !\[\]\(587df458d51bc842b910a8c21f247a9c_img.jpg\)](#)

CORPORATIONS

- Corps & Charities Filing System
- **Simple Business Search**
- Information Center
- Download Forms
- Annual Reports
- Limited Liability Companies

[MORE ➤](#)

ELECTIONS

- Info for Voters
- Results & Voters Pamphlets
- Dates & Deadlines
- Register to Vote
- Initiatives & Referenda
- County Election Offices

[MORE ➤](#)

CHARITIES

- Organization Search
- Download Forms
- Info for Charities
- Starting a Charity
- Info for Donors
- Renewal Requirements



[MORE ➤](#)

ARCHIVES

LIBRARY

COMMUNITY

WA Secretary of State: Business-Corporation Search



Office of the Secretary of State
Corporations & Charities Division

WASHINGTON CORPORATIONS
AND CHARITIES FILING SYSTEM

Customer Login




Please enter your User ID and Password

☐ Remember Me



Create a User Account


Create a user account to manage subscriptions, create a business, register a charity, and file amendments and other filings.

This Website Supports




CCFS Web Browser Supports





EXPRESS ANNUAL REPORT
WITHOUT CHANGES
(NO LOGIN REQUIRED)



EXPRESS ANNUAL REPORT
WITH CHANGES
(NO LOGIN REQUIRED)

Corporation Search

Search by Name or UBI:

☐ Contains ☐ Begins With ☐ Exact Match

OR

Search historical records at the [Digital Archives](#).

View our current list of Commercial Registered Agents [here](#).

Select Business Name



Corporations and Charities Filing System

Business Search

BUSINESS SEARCH RESULTS

Business Name↓	UBI#	Business Type	Principal Office Address	Registered Agent Name	Status
TEST Account	604 623 112	WA LIMITED LIABILITY COMPANY	1234 Test Avenue, Seattle, WA 98101 UNITED STATES	Test contact	ACTIVE

Page 1 of 1, records 1 to 1 of 1



Back

Select Filing History



Business Information

BUSINESS INFORMATION

Business Name

Test Account

Business Type

WA LIMITED LIABILITY COMPANY

Principal Office Street Address

1234 TEST AVENUE, SEATTLE, WA 98101, UNITED STATES

Expiration Date

06/30/2023

Formation/ Registration Date

06/01/2020

Inactive Date

Nature of Business

OTHER SERVICES, LIFE AND BUSINESS COACHING

UBI Number

604 623 112

Business Status

ACTIVE

Principal Office Mailing Address

1234 TEST AVENUE, SEATTLE, WA 98101, UNITED STATES

Jurisdiction

UNITED STATES, WASHINGTON

Period of Duration

PERPETUAL

REGISTERED AGENT INFORMATION

Registered Agent Name

TEST CONTACT

Street Address

1234 TEST AVENUE, SEATTLE, WA 98101, UNITED STATES

Mailing Address

1234 TEST AVENUE, SEATTLE, WA 98101, UNITED STATES

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		TEST	CONTACT

View & Save Selected Document



Corporations and Charities Filing System

Business Search

BUSINESS INFORMATION

Business Name: **Test Account**

UBI Number: **604 623 112**

FILING HISTORY

Filing Number	Filing Date Time	Effective Date	Filing Type	Action
0016955175	06/28/2022 07:59:30 AM	06/28/2022	ANNUAL REPORT	View Documents
0015382567	07/10/2021 08:27:06 PM	07/10/2021	ANNUAL REPORT	View Documents
0016739840	05/01/2022 01:51:55 PM	05/01/2022	ANNUAL REPORT DUE DATE NOTICE	View Documents
0015093513	05/01/2021 02:11:13 PM	05/01/2021	ANNUAL REPORT DUE DATE NOTICE	View Documents
0013571736	05/29/2020 02:44:09 PM	06/01/2020	CERTIFICATE OF FORMATION	View Documents

[Back](#)

Save PDF & Upload to SAM.GOV Incident

UNITED STATES OF AMERICA

The State of Washington

Secretary of State

I, **KIM WYMAN**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF FORMATION

Test Account

A WA LIMITED LIABILITY COMPANY, effective on the date indicated below.


Effective Date: 03/01/2020
UBI Number: 004 023 112

Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Kim Wyman

Kim Wyman, Secretary of State
Date Issued: 05/29/2020

THE SEAL OF THE STATE OF WASHINGTON
1889


Office of the Secretary of State
Corporations & Charities Division

CERTIFICATE OF FORMATION

UBI NUMBER
UBI Number: 004 715 827

BUSINESS NAME

TEST ACCOUNT
REGISTERED AGENT

Registered Agent Name	Street Address	Mailing Address
UNITED STATES CORPORATION AGENTS INC	14205 SE 30TH ST STE 100, BELLEVUE, WA, 98000-1553, UNITED STATES	14205 SE 30TH ST STE 100-288, BELLEVUE, WA, 98000-1500, UNITED STATES

REGISTERED AGENT CONSENT

Customer provided Registered Agent consent? - Yes

DURATION
Duration: PERPETUAL

EFFECTIVE DATE
Effective Date: 02/11/2021

OTHER PROVISIONS
Other Provisions:
THE PERSONAL LIABILITY OF THE MEMBERS OF THE LIMITED LIABILITY COMPANY FOR MONETARY DAMAGES FOR BREACH OF FIDUCIARY DUTY SHALL BE ELIMINATED TO THE FULLEST EXTENT PERMISSIBLE UNDER WASHINGTON LAW. THE LIMITED LIABILITY COMPANY IS AUTHORIZED TO INDEMNIFY ITS MEMBERS AND MANAGERS TO THE FULLEST EXTENT PERMISSIBLE UNDER WASHINGTON LAW.

This document is a public record. For more information visit www.sos.wa.gov/corps

Work Order #: 2021020900088050 - 1
Received Date: 02/09/2021
Amount Received: \$200.00

Filed
Secretary of State
State of Washington
Date Filed: 02/11/2021
Effective Date: 02/11/2021
UBI #: 004 715 827

PRINCIPAL OFFICE

Phone:
Email:
Test-Account@gmail.com

Mailing Address:
1234 TEST AVENUE, SEATTLE, WA 98101

EXECUTOR

Title	Executor Type	Entity Name	First Name	Last Name	Address
EXECUTOR ENTITY		LEGALZOOM.COM, INC.			101 N BRAND BLVD FL 11, GLENDALE, CA, 91203-2638, UNITED STATES

RETURN ADDRESS FOR THIS FILING

Attention:
Email: ONLINEFILINGS@LEGALZOOM.COM
Address: 101 N BRAND BLVD FL 11, GLENDALE, CA, 91203-2638, UNITED STATES

UPLOAD ADDITIONAL DOCUMENTS

Name	Document Type
No Value Found.	

UPLOADED DOCUMENTS

Document Type	Source	Created By	Created Date
No Value Found.			

EMAIL OPT-IN

☐ I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

AUTHORIZED PERSON - STAFF CONSOLE

☒ Document is signed.

Person Type:
ENTITY

First Name:
Last Name:
Entity Name:

This document is a public record. For more information visit www.sos.wa.gov/corps

Work Order #: 2021020900088050 - 1
Received Date: 02/09/2021
Amount Received: \$200.00

Relevant Documents for Sole Proprietors



<https://dor.wa.gov/>

[Laws & rules](#)

[Careers](#)

[Contact](#)

[About](#)

[Log in](#)

Search dor.wa.gov



[Home](#)

[Open a business](#) ▼

[Manage a business](#) ▼

[Taxes & rates](#) ▼

[File & pay taxes](#) ▼

[Education](#) ▼

[Forms & publications](#) ▼

I want to...

[Get or renew a license](#)

[File taxes online](#)

[Find a sales and use tax rate](#)

[Look up a business](#)

[Learn about reseller permits](#)

[Search unclaimed property](#)

Did you receive a letter to verify your active non-reporting (ANR) status?

Need help logging into your My DOR account?

Try our [My DOR Help](#) for instructions, or [contact](#) our

WA Dept of Revenue – Business Lookup



Washington State Department of Revenue



< Services

Business Lookup

[Clear search](#) [Search](#)

Search for business licenses, tax accounts, and reseller permits issued by the Washington State Department of Revenue.

Search By

General license



Tax account



Governing people



Trade name



Reseller permit



Business name

Test Account

UBI/Account ID #

License #

Business street address

City

State

County

Endorsement type

I'm not a robot



Search

Other Resources

[Professional Licenses \(DOL\)](#)

[Health Care Provider Credential \(DOH\)](#)

[Verify a Contractor, Tradesperson, or Business \(L&I\)](#)

[Find Public Works Projects & Contractors \(L&I\)](#)

[Corporations Registration Data \(SOS\)](#)

[Suspect Fraud \(DOR\)](#)

Select Business Name to View Profile



Washington State Department of Revenue



< Services

Business Lookup

[Clear search](#) [Search](#)

Search for business licenses, tax accounts, and reseller permits issued by the Washington State Department of Revenue.

Search By

General license



Tax account



Governing people



Trade name



Reseller permit



Business name

UBI/Account ID #

License #

Test Account

Business street address

City

State

County

Endorsement type

Results



Business name	Legal name	UBI #	Business ID #	Location ID #	City	State
Test Account	TEST ACCOUNT	604-623-112	001	0001	SEATTLE	WA



I'm not a robot

Search

Screenshot of the Online DOR Profile



< Business Lookup

License Information:

[New search](#) [Back to results](#)

Entity name: Test Account
Business name: Test Account
Entity type: Sole Proprietor
UBI #: 604-623-112
Business ID: 001
Location ID: 0001
Location: Active
Location address: 1234 TEST AVENUE
SEATTLE, WA 98101
Mailing address: 1234 TEST AVENUE
SEATTLE, WA 98101

Excise tax and reseller permit status: [Click here](#)

Secretary of State status: [Click here](#)

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
City of Seattle License	SS			Active	Jun-30-2023	Oct-18-2021

Governing People May include governing people not registered with Secretary of State

Be sure to
capture the
site URL in
your
screenshot
for uploading
to SAM.GOV

Use "First issuance
date" as Start date



4 Common Reasons Entity Validation are Delayed and Documents Get Rejected

REASON #1

You didn't include the specific request you're making in the text box of your ticket

Don't:

- Just list your name and address without saying what should be updated or note "see attached"

Do this instead:

- "The system didn't find me. Please add my name and address, Test Account, 1234 Test Avenue, Seattle, WA 98101."
- "The system isn't accepting my date and state of incorporation. I'm including a screenshot of my company listing on WA Department of Revenue includes my issuance date of May 1, 2020."

REASON #2

You attached the correct document, like a bank statement, but it's too old.

General Rule:

- If your document is one that is generated on a monthly basis, like a bank or utility statement, you must provide one from the last 5 years.
- If your document is a foundational document like an Articles of Incorporation, you can use it no matter how old it is - if the information hasn't changed since the entity was established.

REASON #3

You attached one or more documents with incorrect information.

Don't:

- Enter in the text box that you want your entity name updated to “Test Company,” but provide a business license that shows your name as “Test, Inc.”

Do this instead:

- Make sure the document you choose has the correct entity name and exact current physical address.

REASON #4

You attached documents demonstrating your physical address using a P.O. box.

Don't:

- Attach documentation that lists a P.O. Box for your address or one that lists the UPS (or other mail service) building where you rent a mailbox.

Do this instead:

- Attach documentation that includes both your business name and the physical address. You can request to change your business name or physical address if needed, but the documentation and the request you are making must match and use a physical address.



Next Steps Once Your Incident is Resolved

Incident Email Response

General Services Administration Federal - Your Incident INC-GSAFSD6764023 has comments added



General Services Administration Federal <fsdsupport@gsa.gov>

To Test Account

This is an official message sent on behalf of the U.S. General Services Administration's Federal Service Desk (FSD) which provides free help for SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov

INC-GSAFSD6764023 - Entity Not Found Reference Number: e75cf7f9-c305-4628-b9f1-157f3b549be8

Comments:

2022-09-08 14:40:25 Additional comments

Hello,

We performed a search and were unable to locate your entity in our records. Accordingly, we created a new record for your entity in our database with the details below:

Entity Name: Test Account

Entity DBA (if applicable):

Entity Address: 1234 Test Avenue

Entity City: Seattle

Entity State (if applicable): WA

Entity Zip (if applicable): 98101

Entity Country: US

We will update SAM.gov with your updated information within 24 hours of this email.

Incident Email Response

We will update SAM.gov with your updated information within 24 hours of this email.

1. Log in to SAM.gov and go to your Workspace to continue with your registration. Restart the validation process and enter your entity information as presented above.
2. You should be presented with matching information.
3. Once you locate your entity and select that match in SAM.gov, you will be given your Unique Entity ID (if needed) and allowed to continue with your registration if you choose.

See full instructions with screenshots on getting your Unique Entity ID or completing your registration: <https://go.usa.gov/xuSpr> (Please copy and paste the URL or type it in exactly as written.)

Please let us know if you are not able to locate your entity after 24 hours, or if you have any questions or concerns. Thank you.

EVS Help Desk

This is an official message sent by the SAM.gov Entity Validation Service (EVS) on behalf of the U.S. General Services Administration.

You can view all the details of the incident by following the link below:

You will be required to log into FSD.gov to view the status of your tickets.

Thank you.

Restart Validation – Get Started



Requests Notifications **Workspace** Sign Out

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Workspace

Entities

0

ACTIVE
REGISTRATION

0

WORK IN PROGRESS
REGISTRATION

0

SUBMITTED
REGISTRATION

0

ID
ASSIGNED

1

PENDING ID
ASSIGNMENT

Next Update Due: | Due in Next 30 days: 0 Entities

Register Your Entity or Get a Unique
Entity ID

[What do I need for registration?](#)

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity
workspace and renew/update your
entities.

[How to renew or update an entity?](#)

Renew/Update

System Accounts

0

ACTIVE

0

DRAFT

0

CHANGE REQUEST

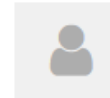
0

PENDING

0

DEACTIVATED

Profile



Test Account
test-account@gmail.com



Downloads



Saved Searches



Following

Pending Requests

No pending requests

[See All](#)

Notifications

No available notifications

[See All](#)

Get a Unique Entity ID Only



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](#).
- 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 \(FAR\)](#).
- To apply for grants and loans as described by [2 CFR 200](#).



☒ 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](#)



What do I need for registration?
Download our guide.

Download



Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) to submit a request.



Previous



Cancel



Next

Validate Entity

1

Get Started

2

Validate Entity

3

Get Unique Entity ID

4

Done

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** [☑](#)
- **Physical address** [☑](#) (no P.O. boxes or virtual offices)
- **Start year** [☑](#)
- **Country or state of incorporation, if applicable**
- **National identifier** [☑](#) (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** [☑](#), if necessary, to validate my entity.



Previous



Cancel



Next

Enter Entity Information

Incident Response Email:

We performed a search and were unable to locate your entity in our records. Accordingly, we created a new record for your entity in our database with the details below:

Entity Name: Test Account
Entity DBA (if applicable):
Entity Address: 1234 Test Avenue
Entity City: Seattle
Entity State (if applicable): WA
Entity Zip (if applicable): 98101
Entity Country: US

We will update SAM.gov with your updated information within 24 hours of this email.

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

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.

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

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

Street Address 1


Street Address 2 (Optional)

ZIP Code




City

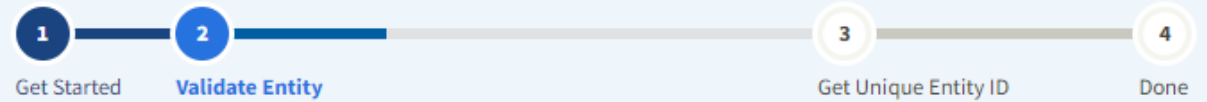
State

Review Entity Information



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

  
Previous Cancel Next



Review Entity Information

Select an Option



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.



Select From the List

Then select **Next** to continue




LEGAL ENTITIES LIST

WHERE DO THESE RESULTS COME FROM?

Showing Top Results



TEST ACCOUNT
1234 TEST AVENUE
SEATTLE, WA 98101 USA

  
Previous Cancel Next

Request Unique Entity ID

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

TEST ACCOUNT

1234 TEST AVENUE
SEATTLE, WA 98101
USA



Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search.](#)

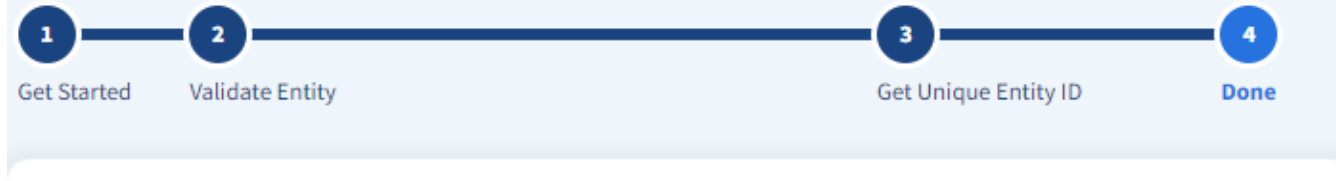
Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.



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

Receive Unique Entity ID

Receive Unique Entity ID



Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:


J9VKQSJU8G91

VERIFIED SAM RECORD

TEST ACCOUNT

1234 TEST AVENUE
SEATTLE, WA 98101
USA

You can **go to your Workspace** to view your Unique Entity ID or update your entity record.

This entity does not have a registration in [SAM.gov](#). It only has a Unique Entity ID. This means you may not be eligible for some awards. You can choose to register your entity now or in the future. [Learn more about the difference between only getting a Unique Entity ID and registering your entity.](#) 

[Go to Homepage](#)

[Go to Workspace](#)



FEATURED SPEAKERS:

Lynn Fetch

Small Business Grants Program Manager

Washington State Department of Commerce

Kate Hoy

PTAC Counselor

**Washington State Procurement Technical
Assistance Center (PTAC)**

Working Washington Grants: Round 5



**Adding Your Unique Entity ID (UEI)
to Your Submittable Working
Washington 5 Grant Application**

Adding UEI Number After Submitting WWR5 Application

SAMPLE EMAIL

Hello Anthony,

You have not yet provided a valid Unique Entity Identifier (UEI) number for your grant application for Tony testing submission - Delete prior to running reports (Submission ID #30992737).

The federal government recently changed its requirements for businesses and organizations receiving federal funds in the form of grants. As of April 2022, recipients of grants using federal funds are required to have a UEI number.

To complete the review of your application you will need to provide a valid UEI number for your business. **When you receive your UEI number please click the 'view form' button below to provide your number.**

If you are having technical issues or need assistance, please contact our support team by emailing commercegrants@submittable.com and they will be happy to help you.

Sincerely,

Washington State Department of Commerce

PROGRAM INFORMATION: Please visit www.commercegrants.com for program details and [FAQs](#).

LANGUAGE SUPPORT: Please review our [FAQs](#) for resource information and translated materials.

This account is used by the Washington Department of Commerce only to provide updates and responses to inquiries regarding WWR5/CCG grant programs.

Email communications with state partners are public records and may be subject to disclosure, pursuant to Ch. 42.56 RCW. Any person wishing to request access to public records of the Washington Department of Commerce, should contact the Public Disclosure Officer, email: publicdisclosure@commerce.wa.gov.

VIEW FORM

VIEW SUBMISSION

Submission ID: 30992737

- Follow-up email notifications and link to UEI collection forms will be sent regularly to applicants who submitted their applications without providing their UEI number.
- The email notifications will come from Submittable at commercegrants@submittable.com.
- Once you receive your UEI number you can add it to your application by locating the follow-up email and form link with the **Subject: ACTION NEEDED: Your grant application is missing your UEI number**

Adding Your UEI Using Email from commercegrants

SAMPLE EMAIL

Hello Anthony,

You have not yet provided a valid Unique Entity Identifier (UEI) number for your grant application for Tony testing submission - Delete prior to running reports (Submission ID #30992737).

The federal government recently changed its requirements for businesses and organizations receiving federal funds in the form of grants. As of April 2022, recipients of grants using federal funds are required to have a UEI number.

To complete the review of your application you will need to provide a valid UEI number for your business. *When you receive your UEI number please click the 'view form' button below to provide your number.*

If you are having technical issues or need assistance, please contact our support team by emailing commercegrants@submittable.com and they will be happy to help you.

Sincerely,

Washington State Department of Commerce

PROGRAM INFORMATION: Please visit www.commercegrants.com for program details and [FAQs](#).

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VIEW FORM

VIEW SUBMISSION

Submission ID: 30992737

- Click the 'view form' button at the bottom of this email

Sign In to Your Submittable Account

Submittable 

Sign Up

Sign In

Welcome back!

Sign in to your Submittable account.

Email

anthony@gmail.com

Password

●●●●●●●●●●●●●●●●

[Forgot?](#)

Sign In

Sign in with Facebook



Sign in with Google

Add Your UEI to Your Application

UEI Required For Payment

UEI Sample Form

UEI Information

*In order to receive grant funds your business must have a valid UEI number. To complete the review of your application through the Working Washington Grants: Round 5 or Convention Center Grants programs you need to provide a valid UEI number.

Do you have a Unique Entity Identifier Number (UEI)? *



Yes



No

*In order to receive grant funds your business must have a valid UEI number. Please review our UEI information for help with registering: [UEI Frequently Asked Questions | Emergency Grants \(commercegrants.com\)](https://commercegrants.com/uei-frequently-asked-questions/)

Please enter your UEI number (12 characters): *

Please enter 12 characters without dashes.

UEI Example: 1A3Z567E9123

Save Draft

Submit Form

✓ Last Saved a few seconds ago

- That will take you to a form where you can enter your UEI number. The form will look like this.
- Once you've entered your number, click the "Submit Form" button.

Can't Find UEI Email from commercegrants?

Experiencing difficulties locating the UEI additional form sent to you from WA State Department of Commerce, commercegrants@submittable.com:

- Login to your personal Submittable account through <https://manager.submittable.com/login>
- Click on the “all submissions” tab and click on your application
- Under the “forms” tab you will have access to the “Valid UEI Required” form
- Click into this form, fill out all required fields and click “Submit Form”

Sign In to Your Submittable Account

Submittable

SubmissionsDiscoverSavedFollowing

English?AL

In-Progress

Anthony Lim

Submitted to WA State Department of Commerce - Working Washington Grants: Round 5 program on 08/22/2022 (21 days ago)

ACTIVITYMESSAGESFORMSNOTE

[Download](#) | [Withdraw](#)

✓

Working Washington Grants: Round 5 program

Submitted on August 22, 2022

WWR5 Eligibility

Submitted on August 21, 2022

📄

UEI Required For Payment

Last submitted on

September 12, 2022

After You've Submitted Your UEI

You completed an additional form for 'Valid UEI Required' Inbox x

notifications@email.submittable.com

to me ▾

Sample of UEI Completed Email

Submittable 

Hi Anthony,

You completed the "Valid UEI Required" in Working Washington Grants: Round 5 program.

[VIEW SUBMISSION](#)

Please do not reply to this email.

Sent by [Submittable](#).

111 Higgins Ave #300, Missoula, MT 59802

[Help Center](#) | [Terms and Conditions](#) | [Contact Us](#)

- After an applicant submits the UEI collection additional form, they receive the following automated correspondence from notifications@email.submittable.com
- Note: this automated email notification is hard coded and we do not have the ability to tailor the language.



Q&A:

Lynn Fetch

Small Business Grants Program Manager

**Washington State Department of
Commerce**

Kate Hoy

PTAC Counselor

**Washington State Procurement
Technical Assistance Center (PTAC)**

SPECIAL THANKS!





OneEastside
SPARK

www.OneEastside.org/SPARK



OneEastside
SPARK

UEI Next Steps

Thank you for joining us!

[**www.oneeastside.org/SPARK**](http://www.oneeastside.org/SPARK)