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

AMERICA'S SBDC WASHINGTON

Upcoming Programs

https://oneeastside.org/programs/

OneEastside SPARK

Employee Benefits Insights for 2023

Thursday, September 29th, 2022

10:00 am - 11:00 am

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

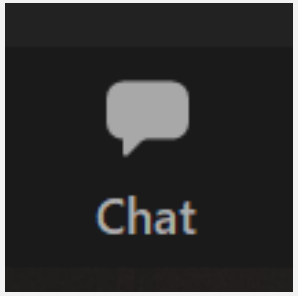
Business Health Trust

Washington's Source for Employee Benefits

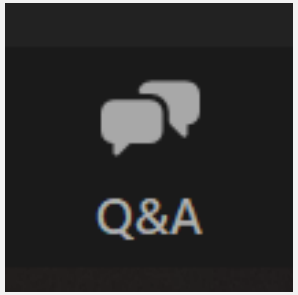
As an employee-driven labor market clashes with skyrocketing costs, it's crucial to find a balance between protecting your company's budget and offering employees benefits that are important to them.

- 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

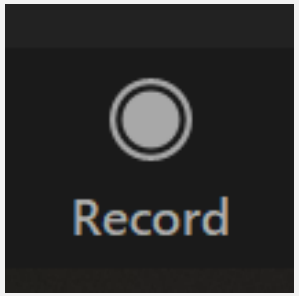
OneEastside
SPARK
WEBINAR



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.

OneEastside SPARK

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

OneEastside SPARK

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

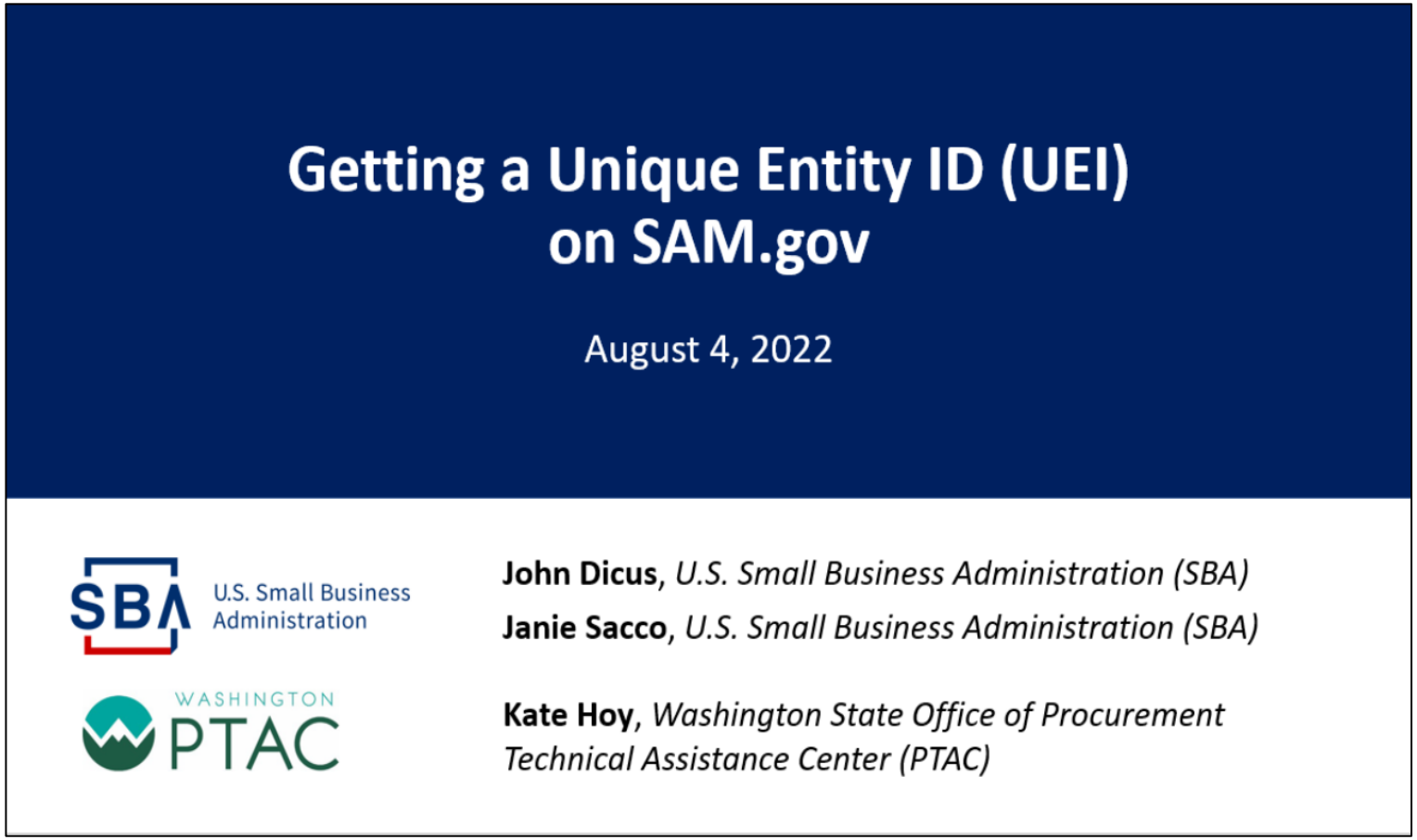
Unique Entity ID (UEI) Next Steps

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

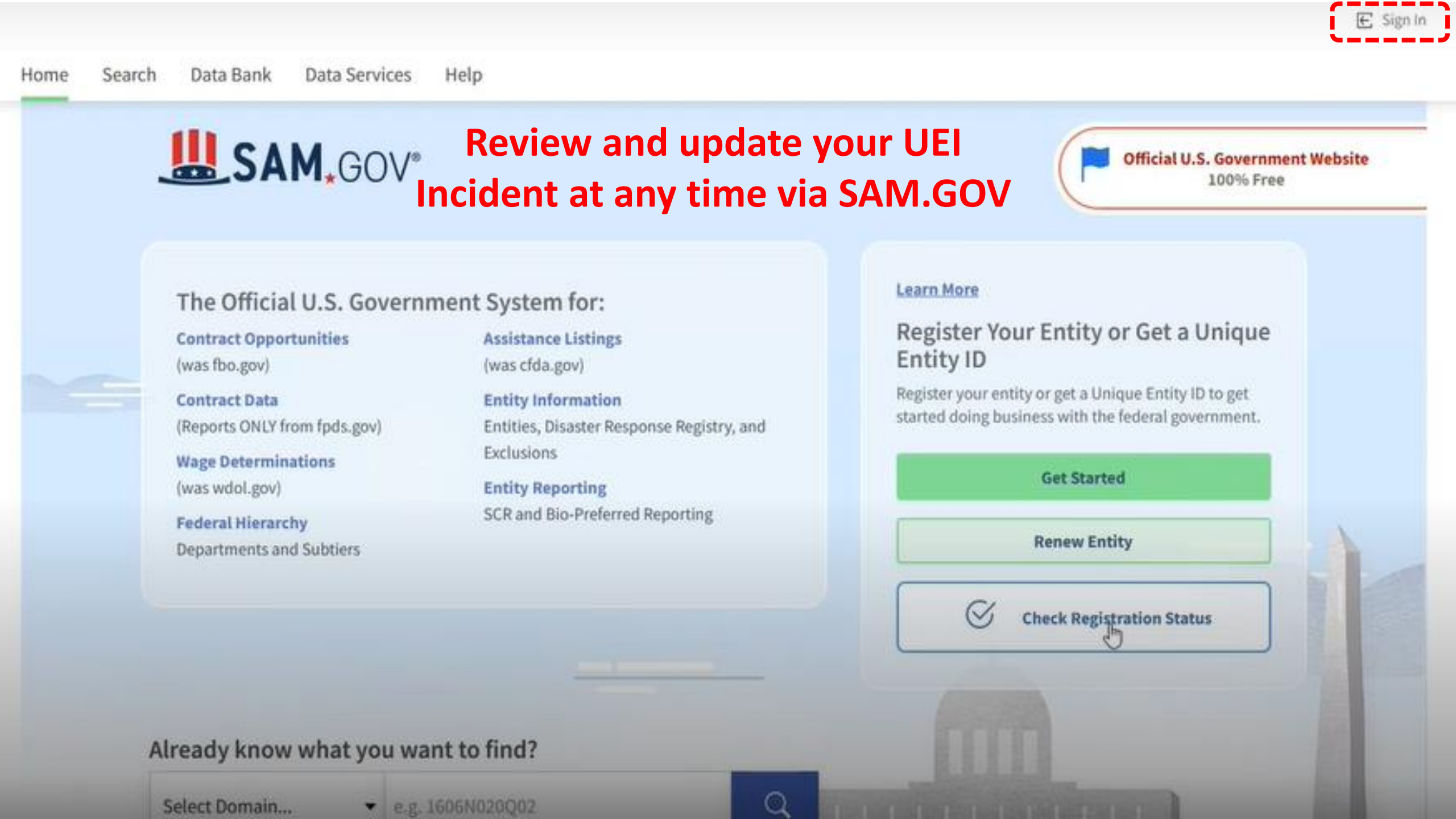


What is a Unique Entity ID (UEI)?

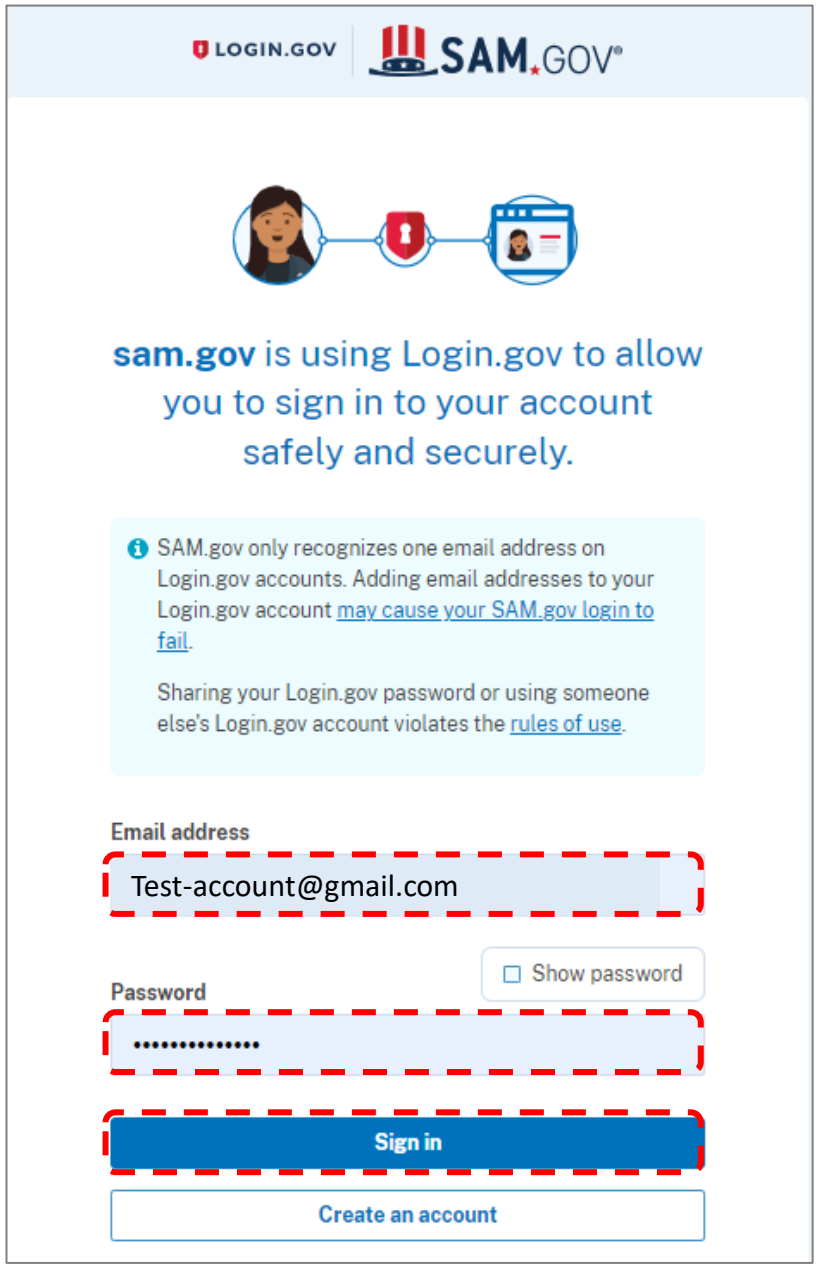
- A UEI is the **unique 12-character (alpha numeric) ID** assigned by the federal government via SAM.GOV - System for Award Management
- As of April 4, 2022, **all entities receiving federal funds via contracts, grants, etc. must have a UEI**
- Working Washington 5 (WW5) is a state grant program, however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

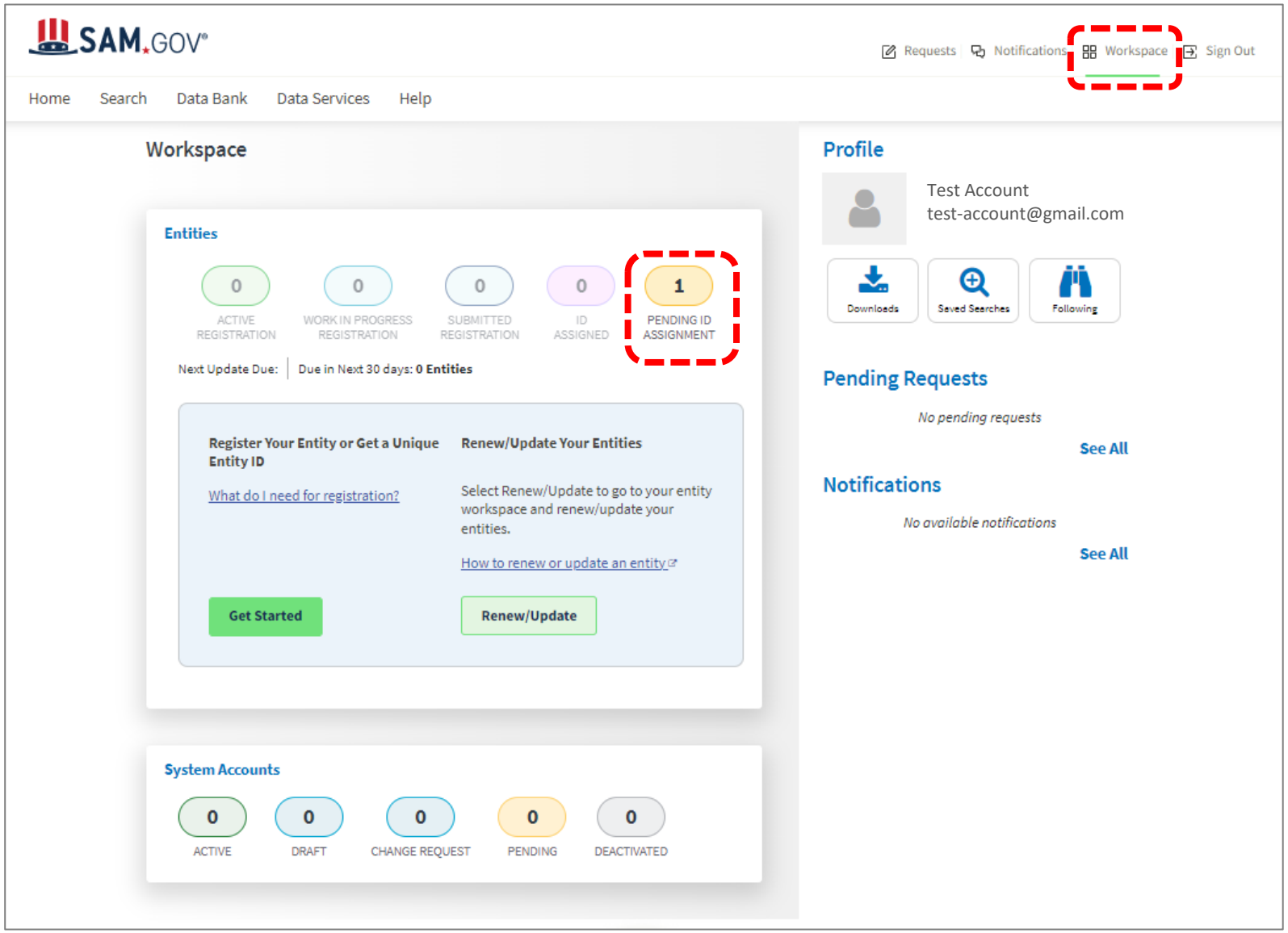
Unique Entity ID (UEI)

- 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

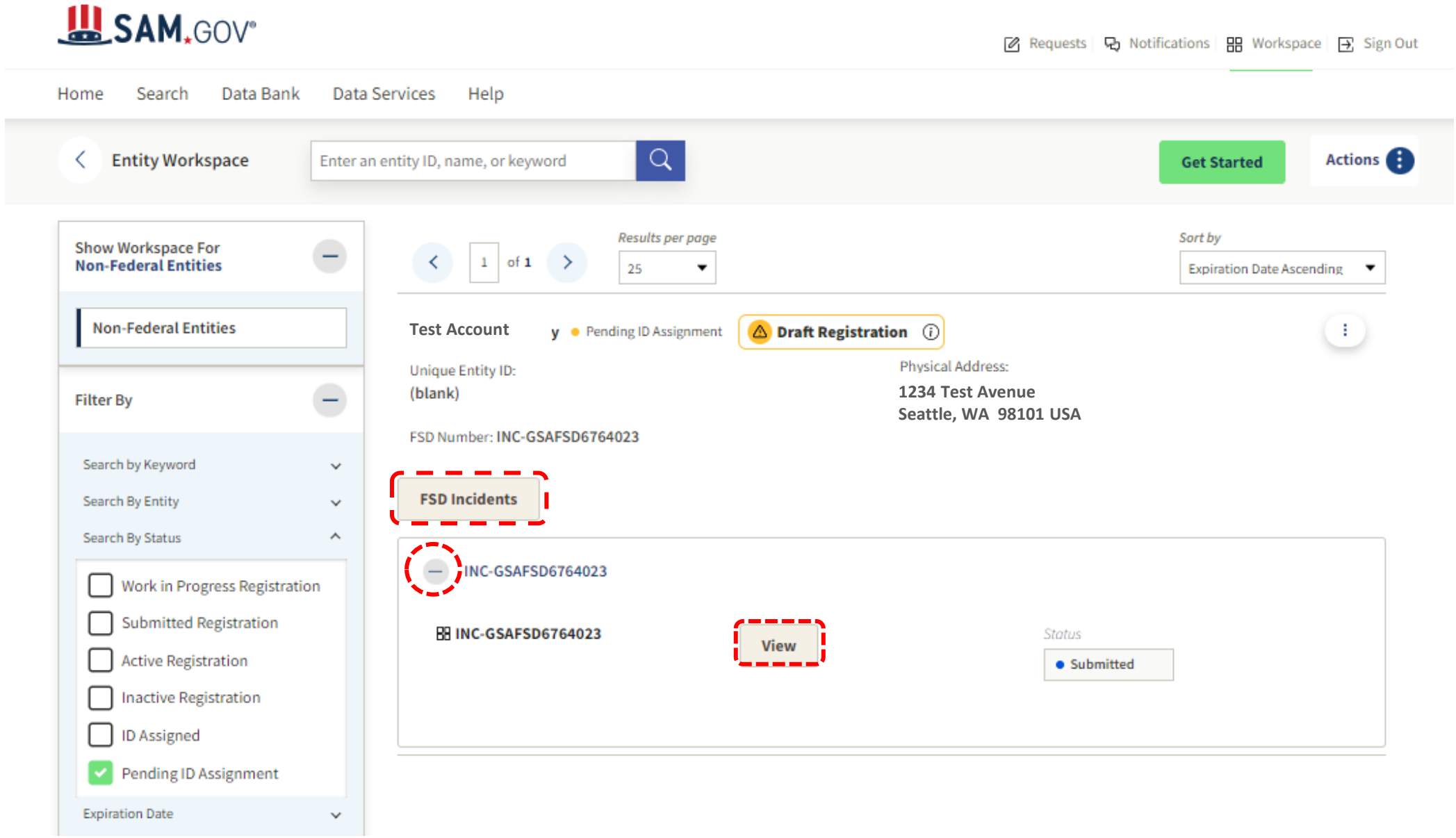

Sign In
Home
Search
Data Bank
Data Services
Help
SAM.GOV
Review and update your UEI
Incident at any time via SAM.GOV
Official U.S. Government Website
100% Free
The Official U.S. Government System for:
Contract Opportunities
(was fbo.gov)
Contract Data
(Reports ONLY from fpds.gov)
Wage Determinations
(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





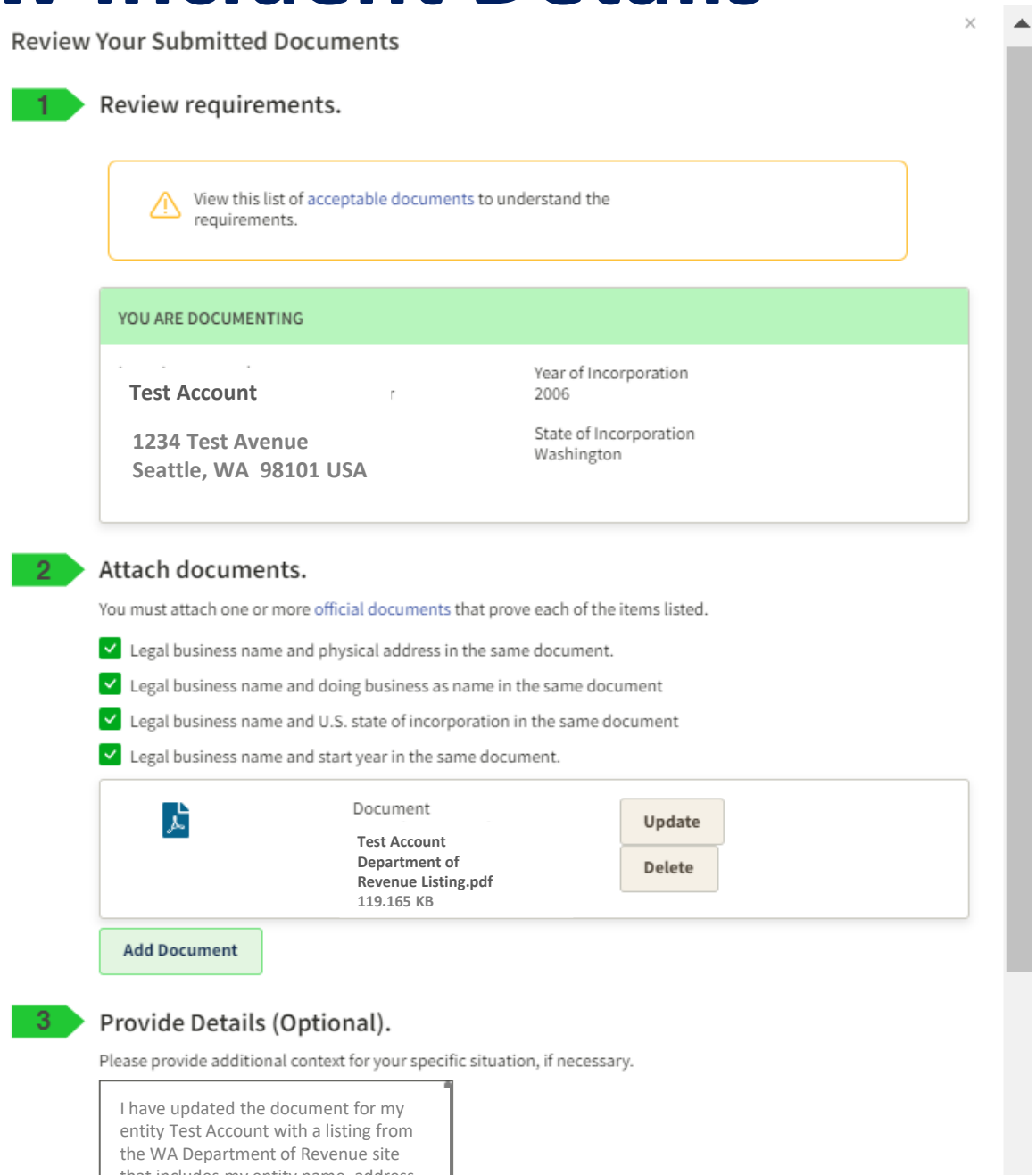
Pending ID Assignment – FSD Incident



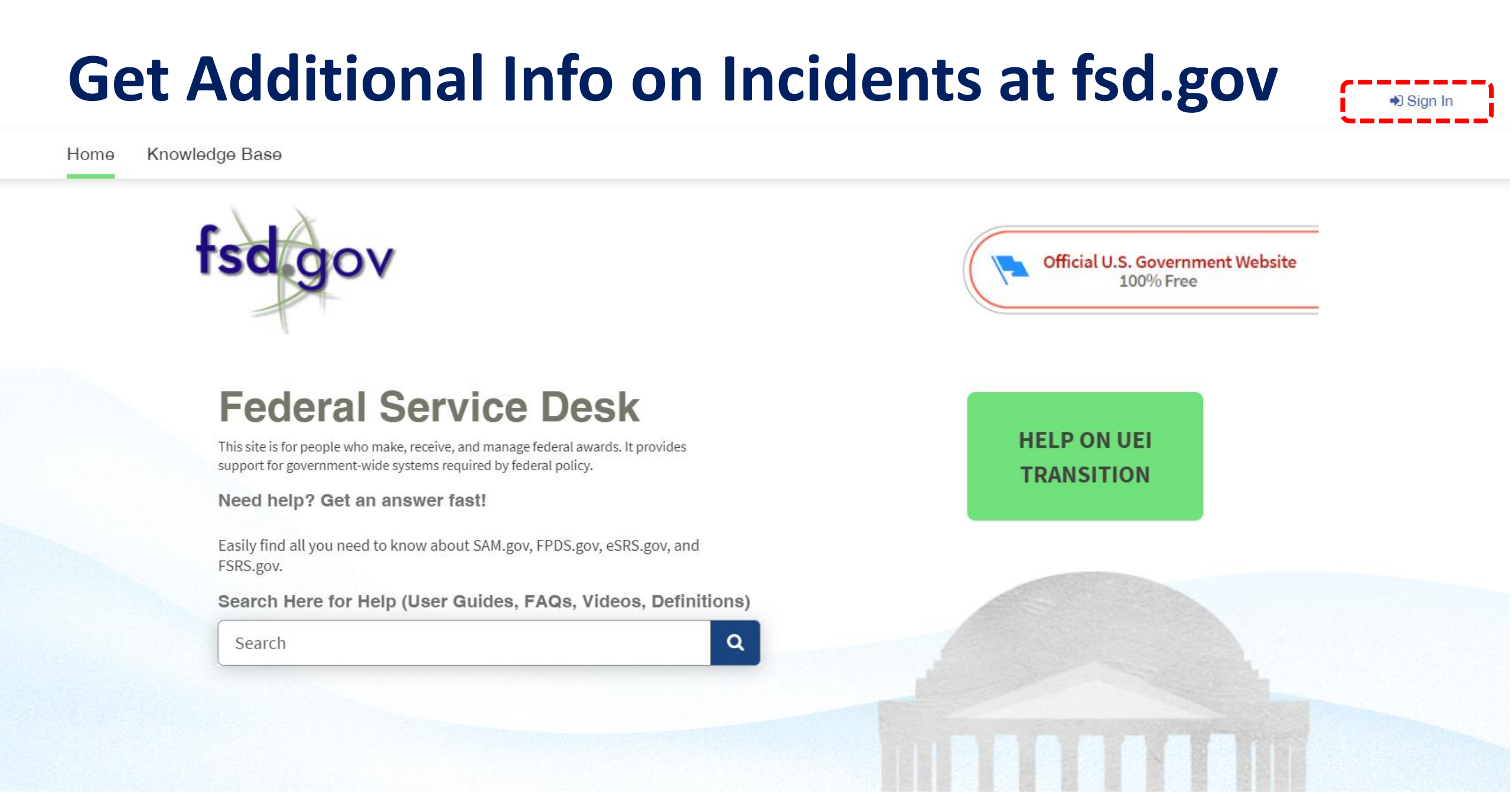
View Incident Details

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



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

Type your message here... Send

about an hour ago •

ZK

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: 8469 164th ave. NE

Entity City: Redmond

Entity State (if applicable):

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

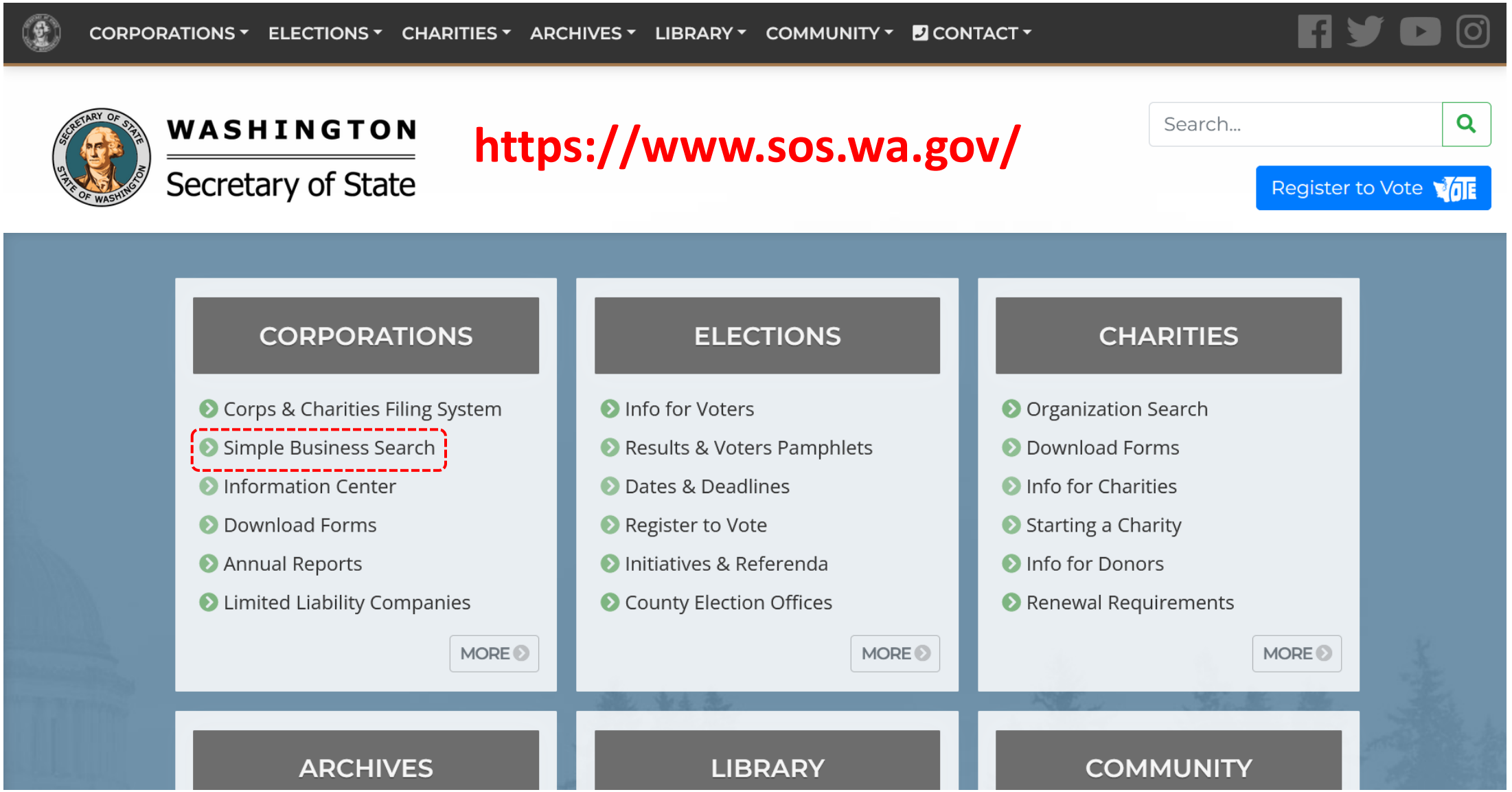
Drop files here

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

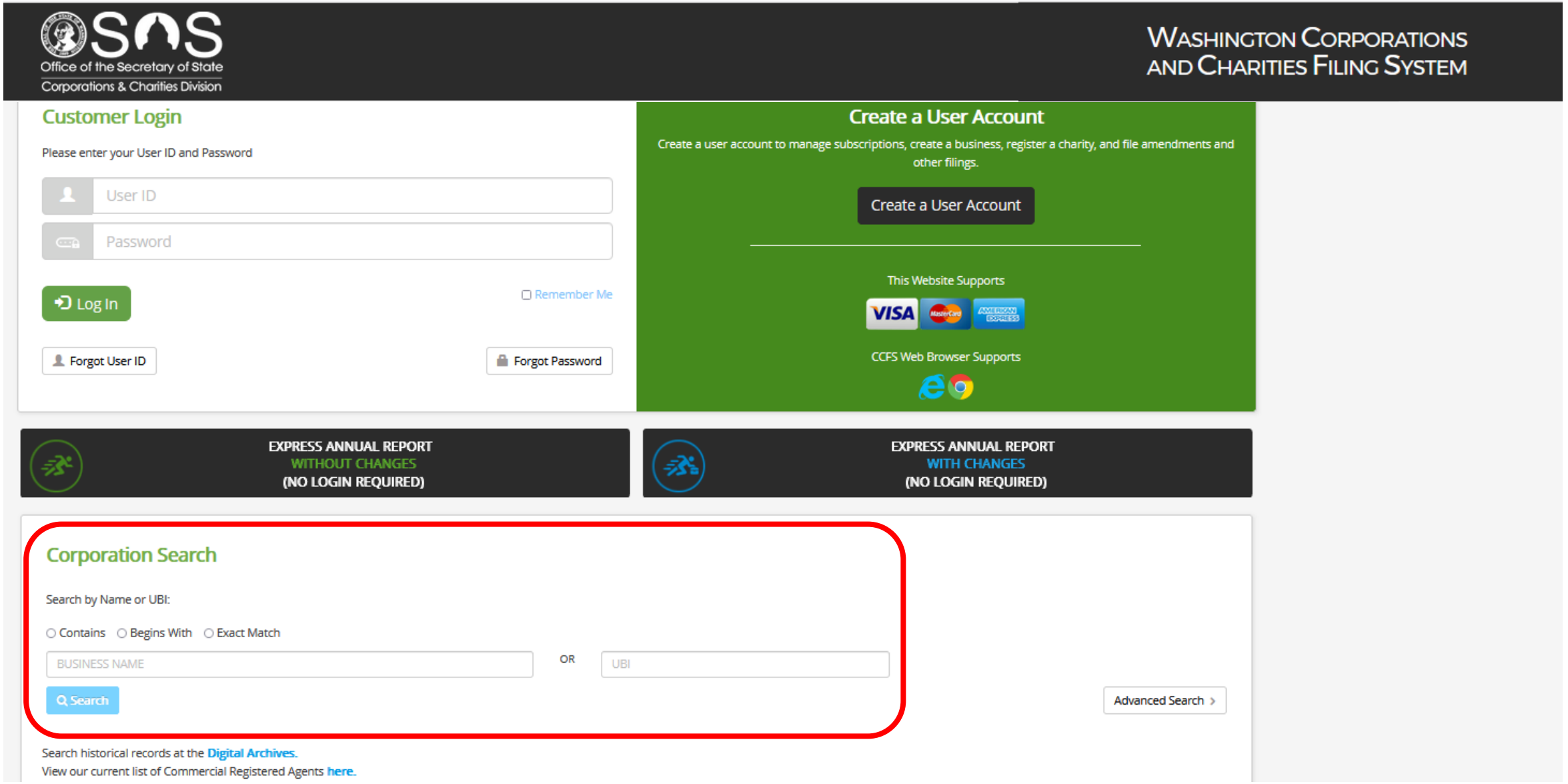
Unique Entity ID (UEI) Updates

- ✓ 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



WA Secretary of State: Business-Corporation Search



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

Corporations and Charities Filing System

Business Information

BUSINESS INFORMATION

Business Name: Test Account
Business Type: **WA LIMITED LIABILITY COMPANY**
Principal Office Street Address: 1234 TEST AVENUE, SEATTTLE, 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, SEATTTLE, 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, SEATTTLE, WA 98101, UNITED STATES
Mailing Address: 1234 TEST AVENUE, SEATTTLE, WA 98101, UNITED STATES

GOVERNORS

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

Back | Filing History | Name History | Print | Return to Business Search

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

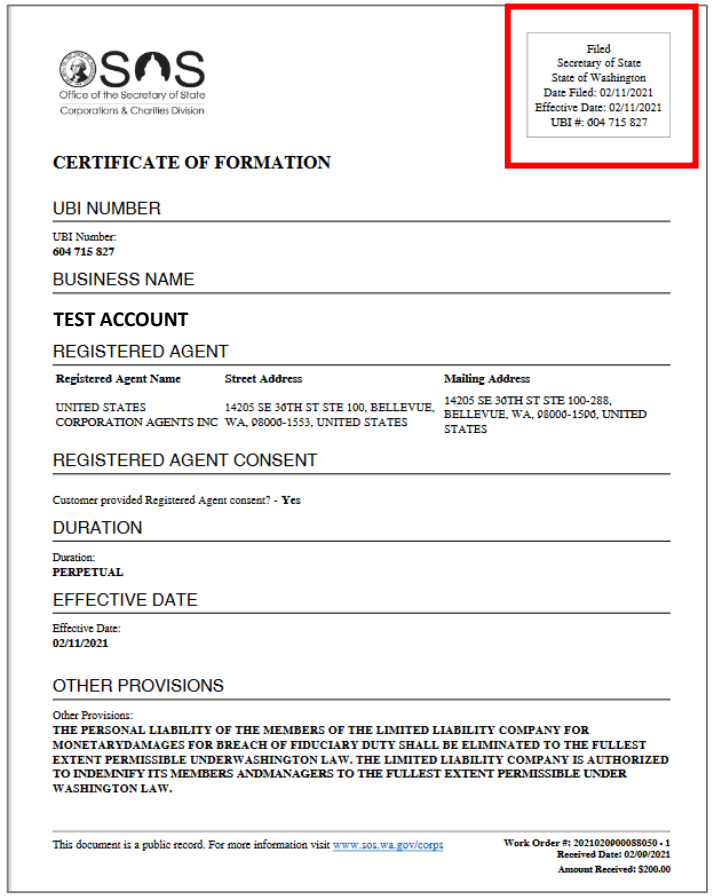
A WA LIMITED LIABILITY COMPANY, effective on the date indicated below.

Effective Date: 00/01/2020
UBI Number: 604 023 112

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

Kim Wyman, Secretary of State

Date Issued: 05/29/2020



SOS
Office of the Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 02/11/2021
Effective Date: 02/11/2021
UBI #: 604 715 827

CERTIFICATE OF FORMATION

UBI NUMBER

UBI Number:
604 715 827

BUSINESS NAME

TEST ACCOUNT

REGISTERED AGENT

Registered Agent Name	Street Address	Mailing Address
UNITED STATES CORPORATION AGENTS INC	14205 SE 36TH ST STE 100, BELLEVUE, WA, 98006-1553, UNITED STATES	14205 SE 36TH ST STE 100-288, BELLEVUE, WA, 98006-1506, UNITED STATES

REGISTERED AGENT CONSENT

Customer provided Registered Agent consent? - **Yes**

DURATION

Duration:
PERPETUAL

EFFECTIVE DATE

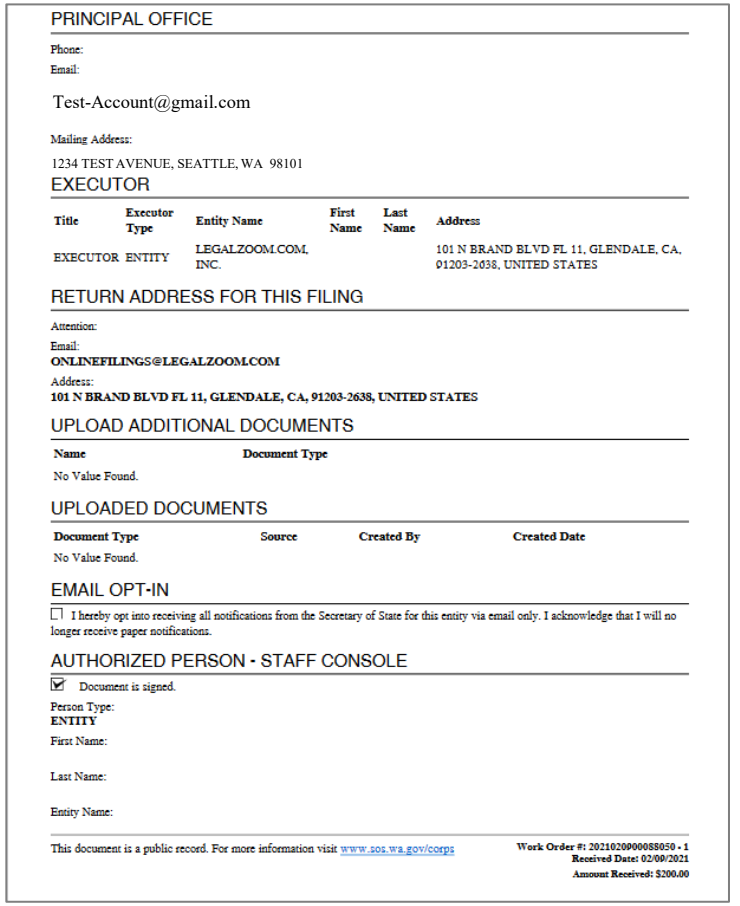
Effective Date:
02/11/2021

OTHER PROVISIONS

Other Provisions:
THE PERSONAL LIABILITY OF THE MEMBERS OF THE LIMITED LIABILITY COMPANY FOR MONETARYDAMAGES FOR BREACH OF FIDUCIARY DUTY SHALL BE ELIMINATED TO THE FULLEST EXTENT PERMISSIBLE UNDERWASHINGTON LAW. THE LIMITED LIABILITY COMPANY IS AUTHORIZED TO INDEMNIFY ITS MEMBERS ANDMANAGERS 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



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, 91203-2038, 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:

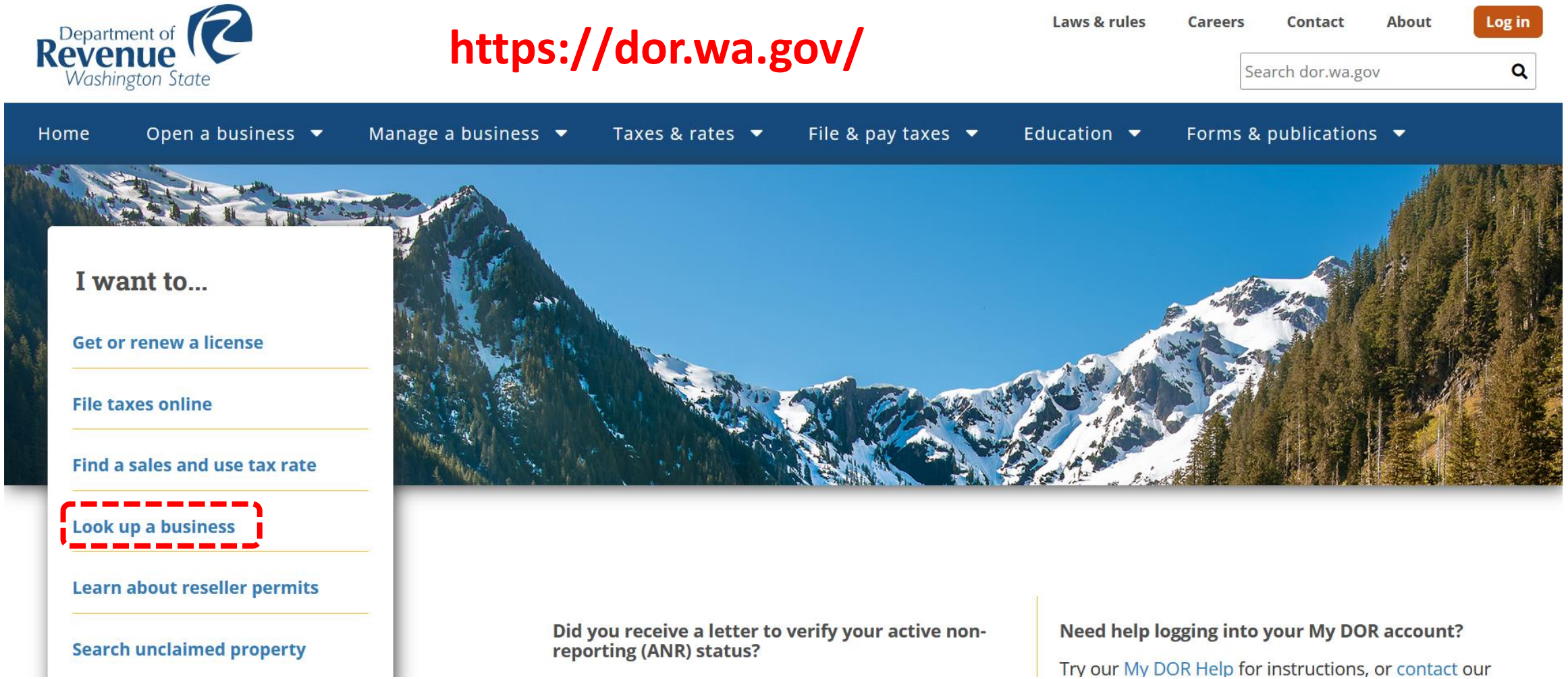
Entity Name:

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

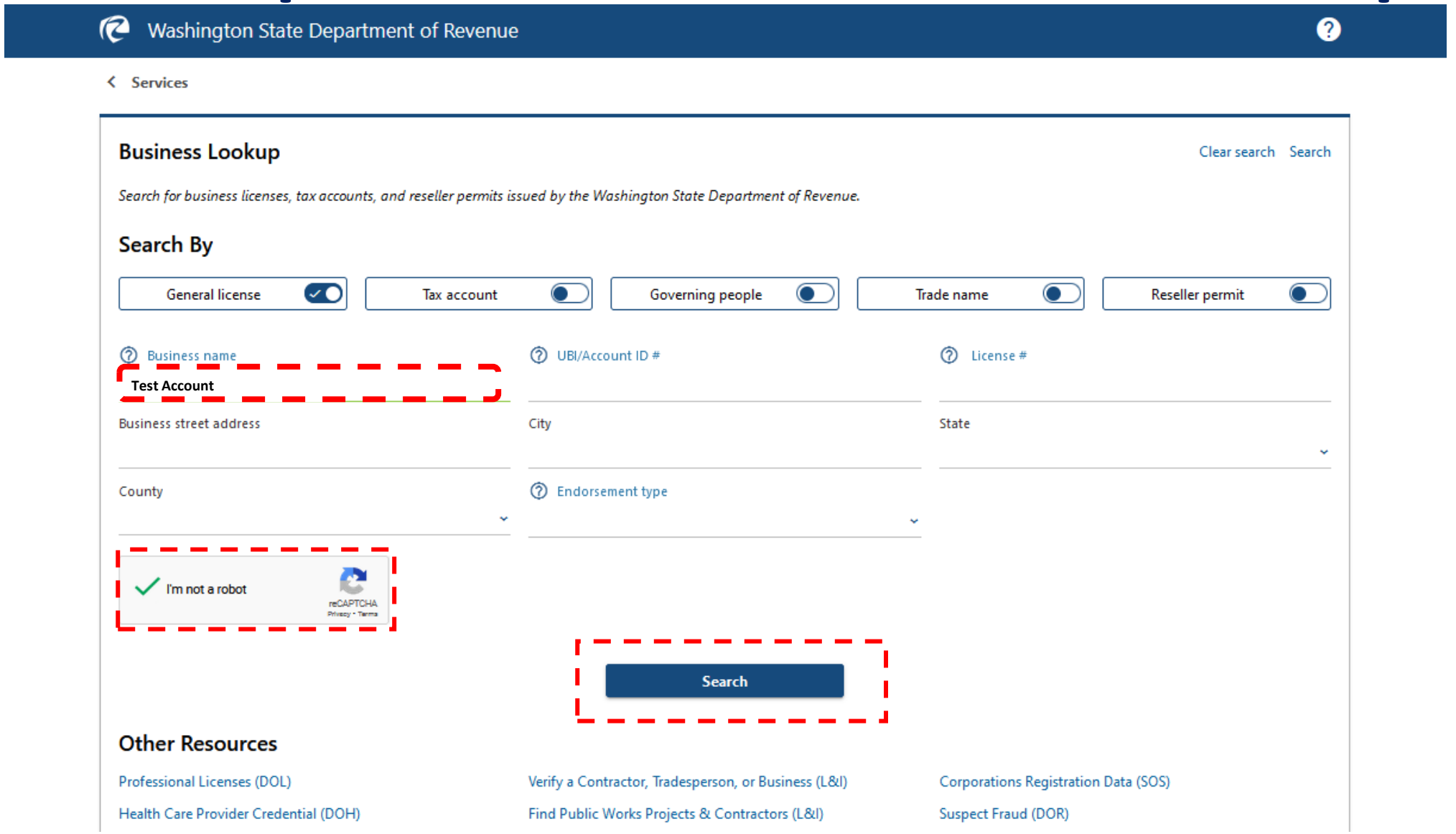
Work Order #: 2021020900088050 - 1
Received Date: 02/09/2021
Amount Received: $200.00

Relevant Documents for Sole Proprietors

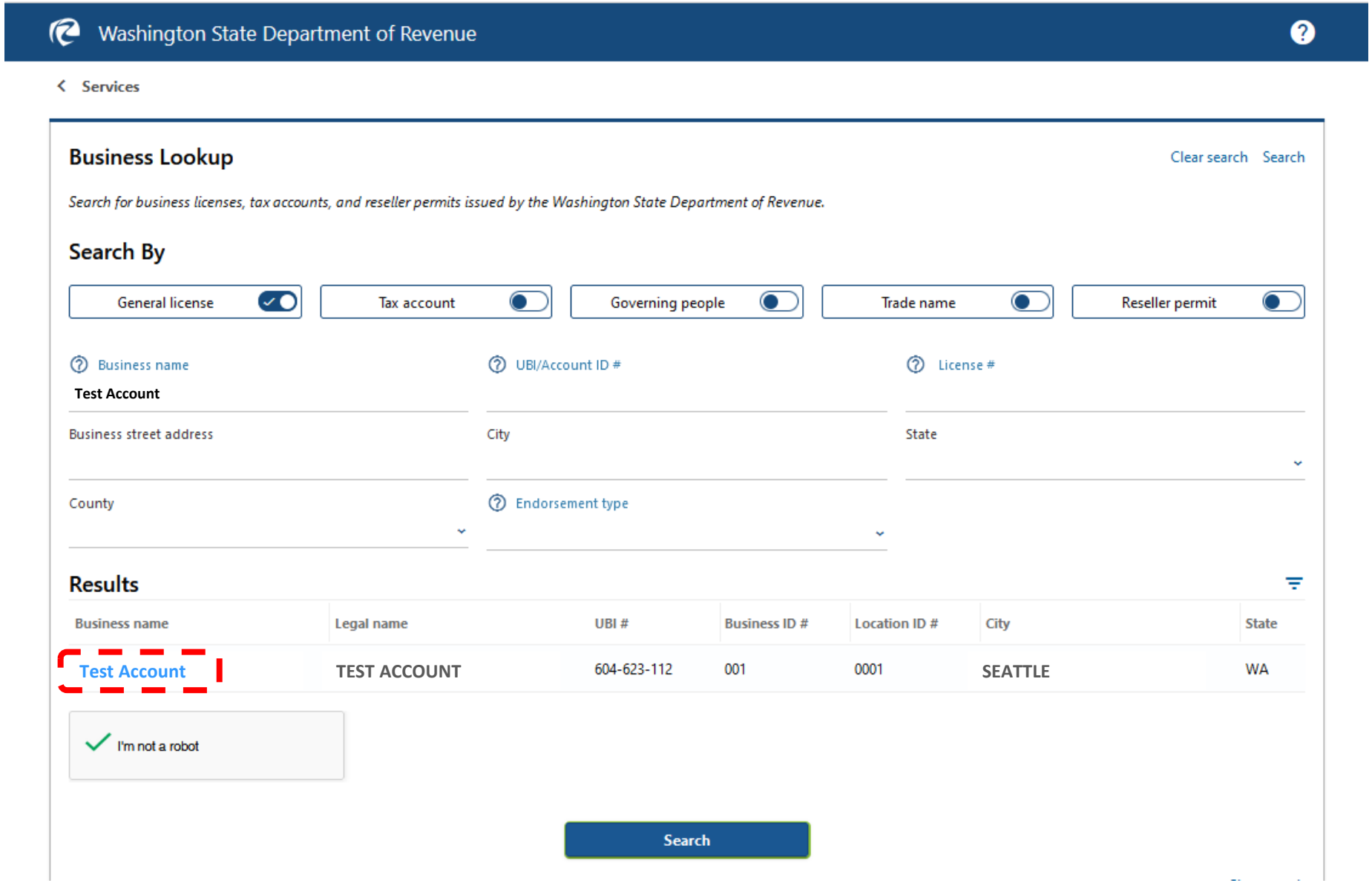
https://dor.wa.gov/



WA Dept of Revenue – Business Lookup

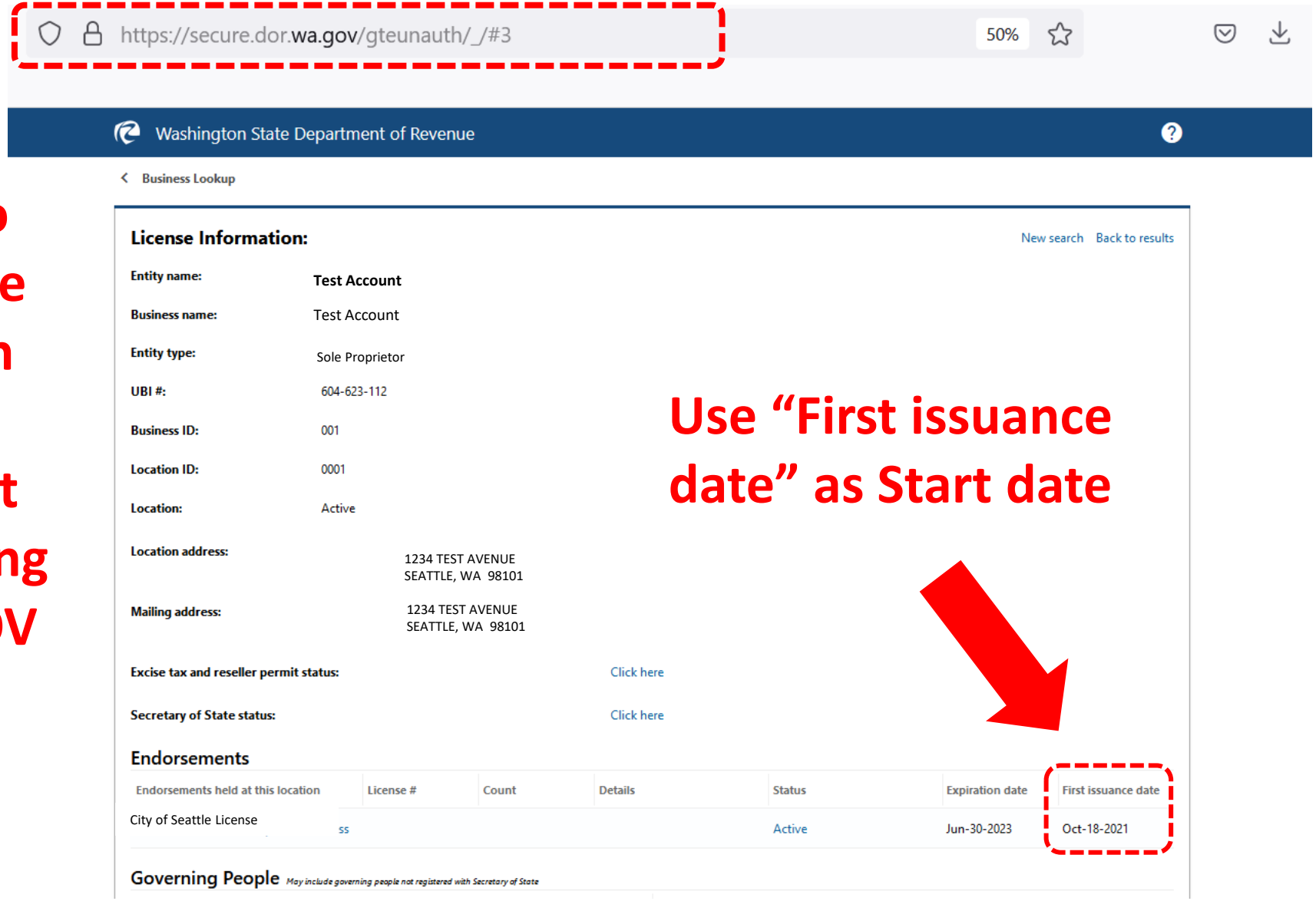


Select Business Name to View Profile



Screenshot of the Online DOR Profile

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.

•Make sure the same document has the exact current physical address.

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.

•Make sure the same document has the 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

GS 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

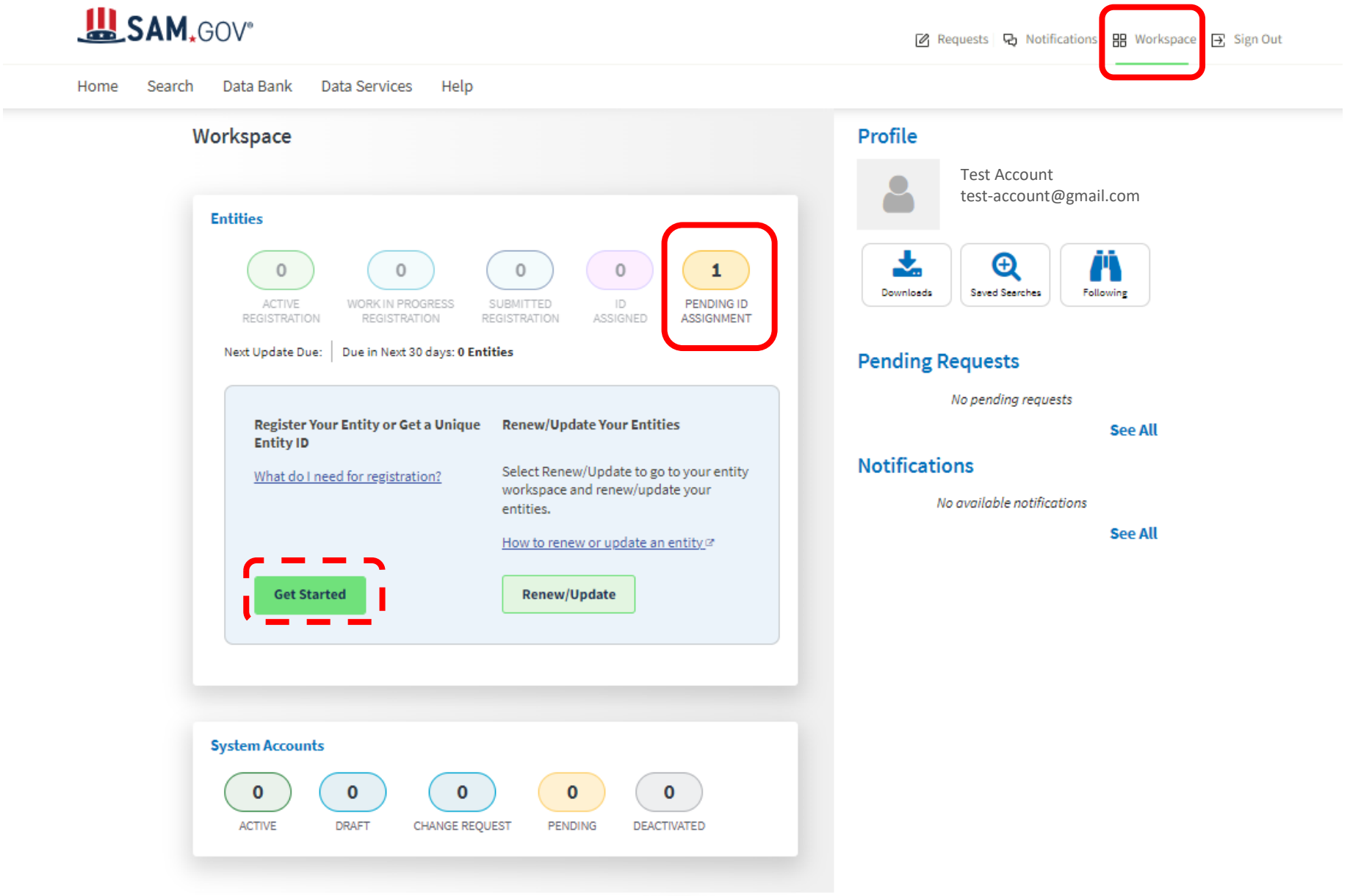
This is an official message sent by the SAM.gov Entity Validation Service (EVS) on behalf of the U.S. General Services Administration.

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

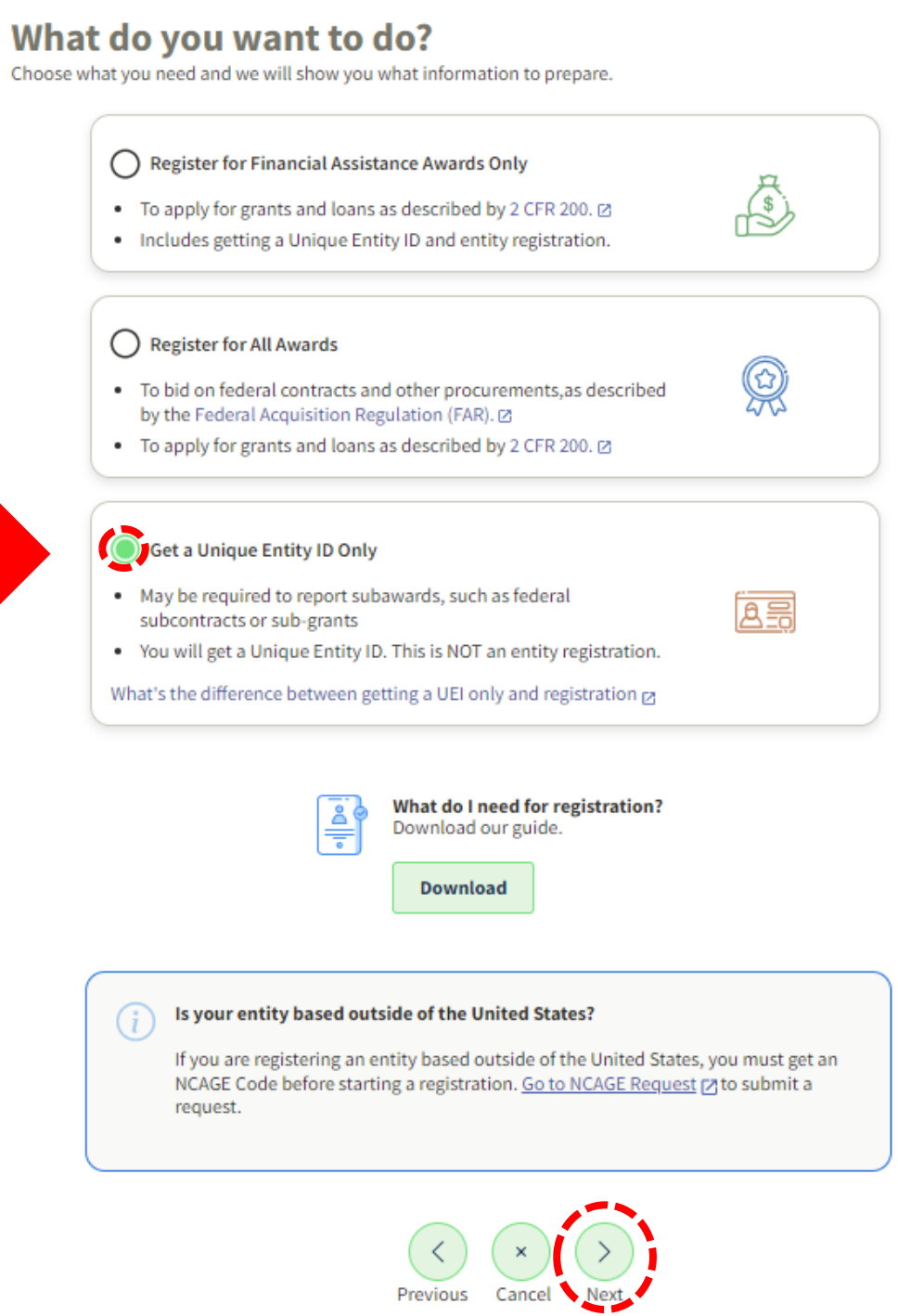
You will be required to log into FSD.gov to view the status of your tickets.

Thank you.

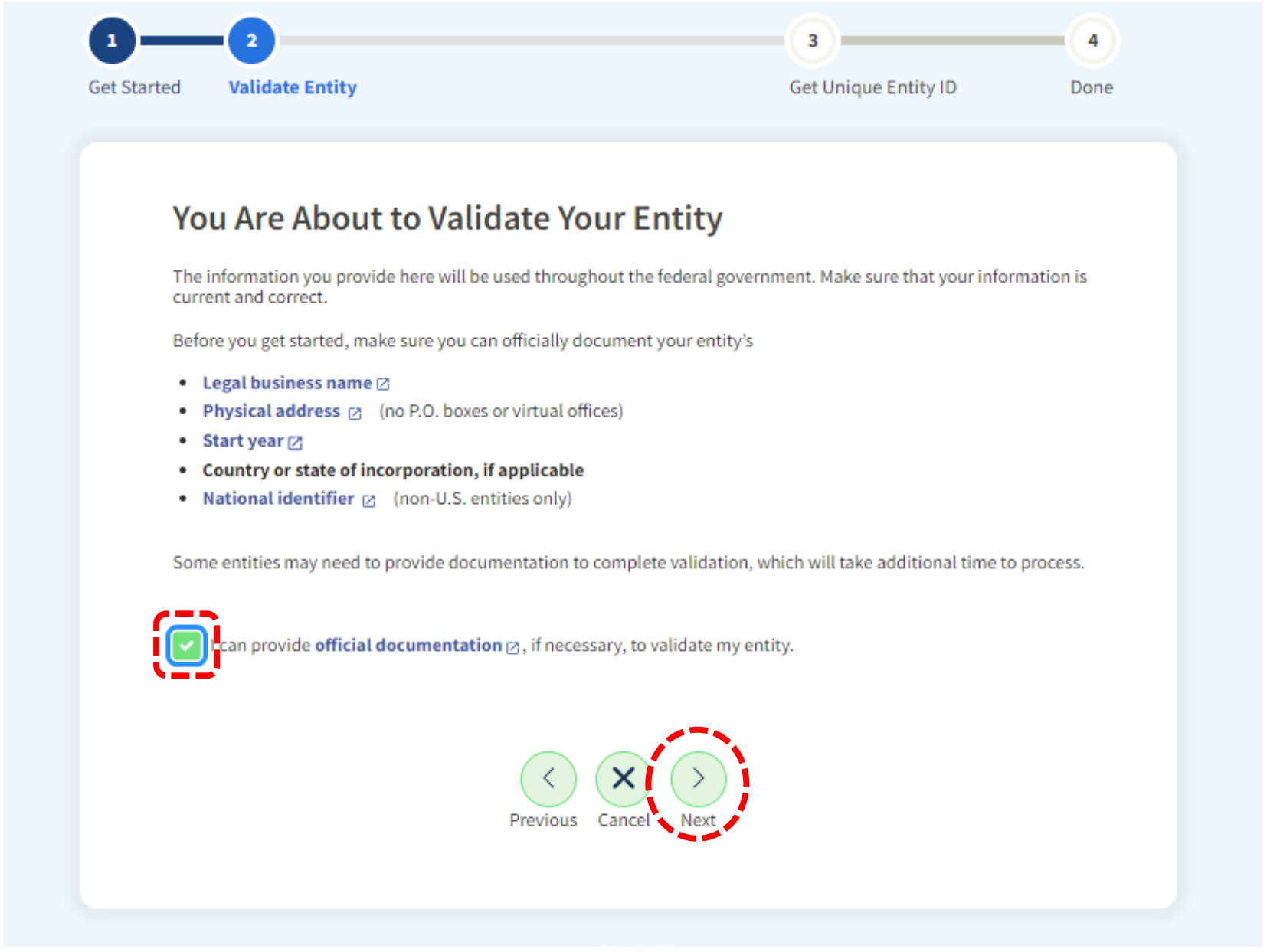
Restart Validation – Get Started



Get a Unique Entity ID Only



Validate Entity



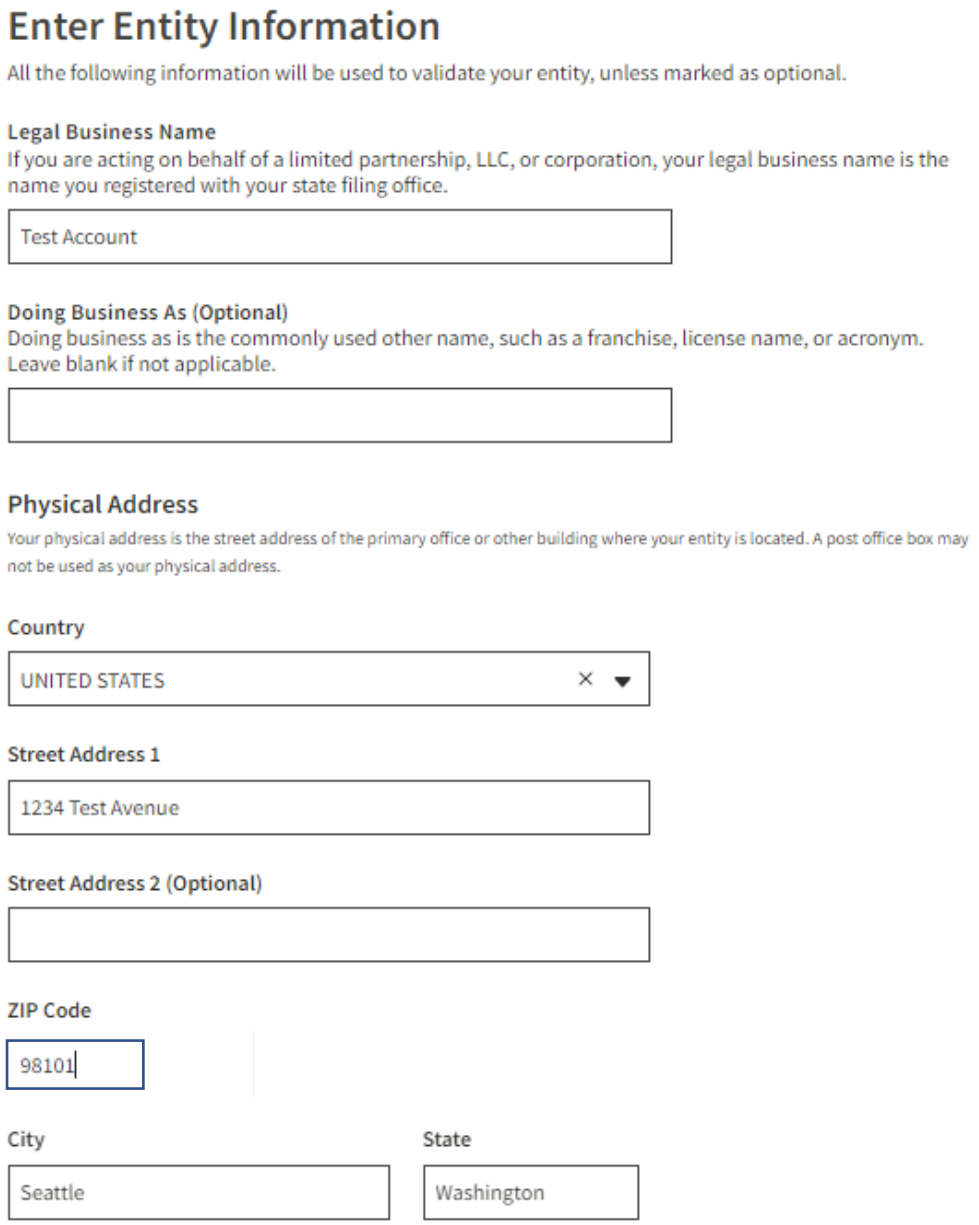
Enter Entity Information

Incident Response Email:

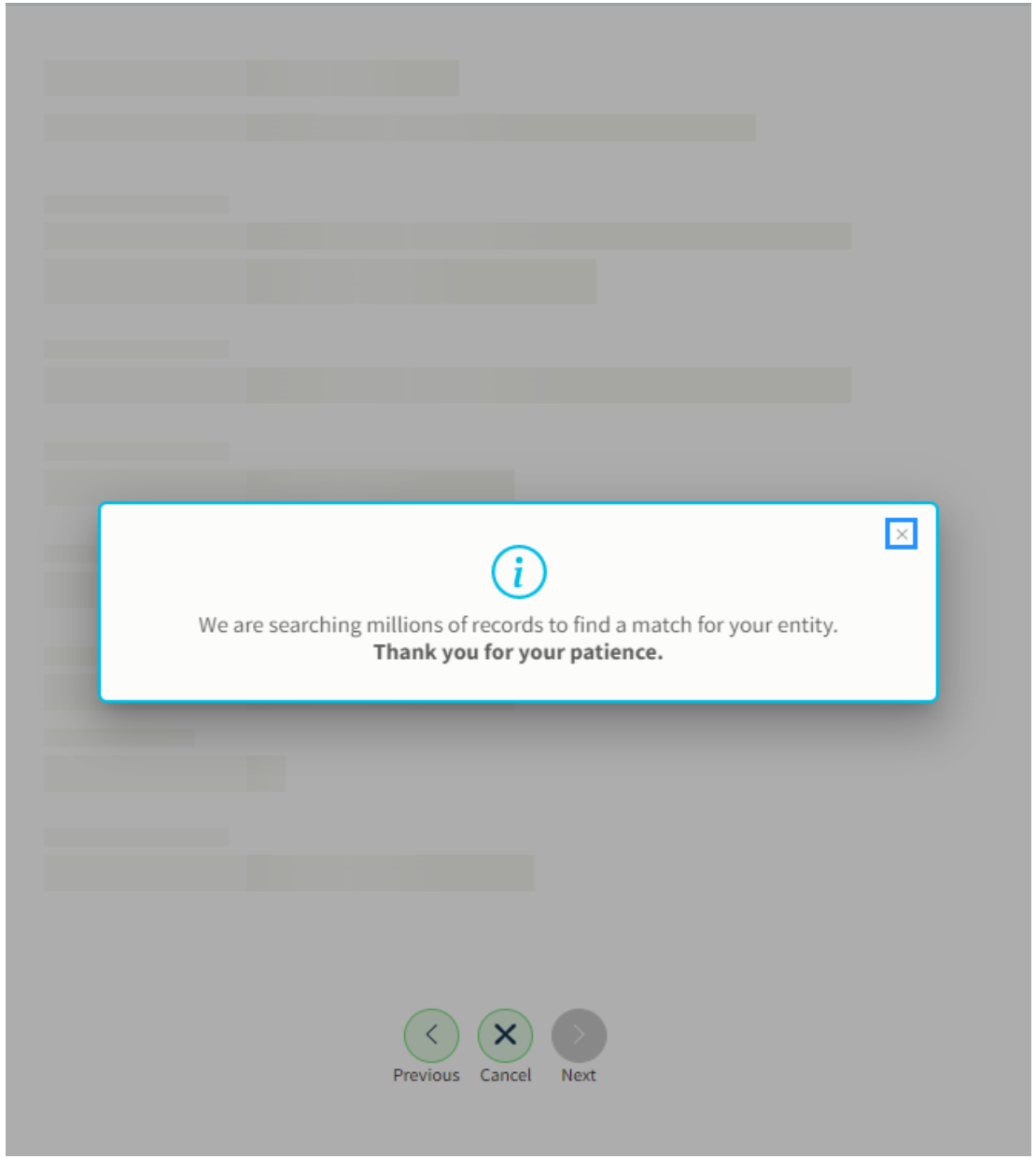
We performed a search and were unable to locate your entity in our records. Accordingly, we created a new record for your entity in our database with the details below:

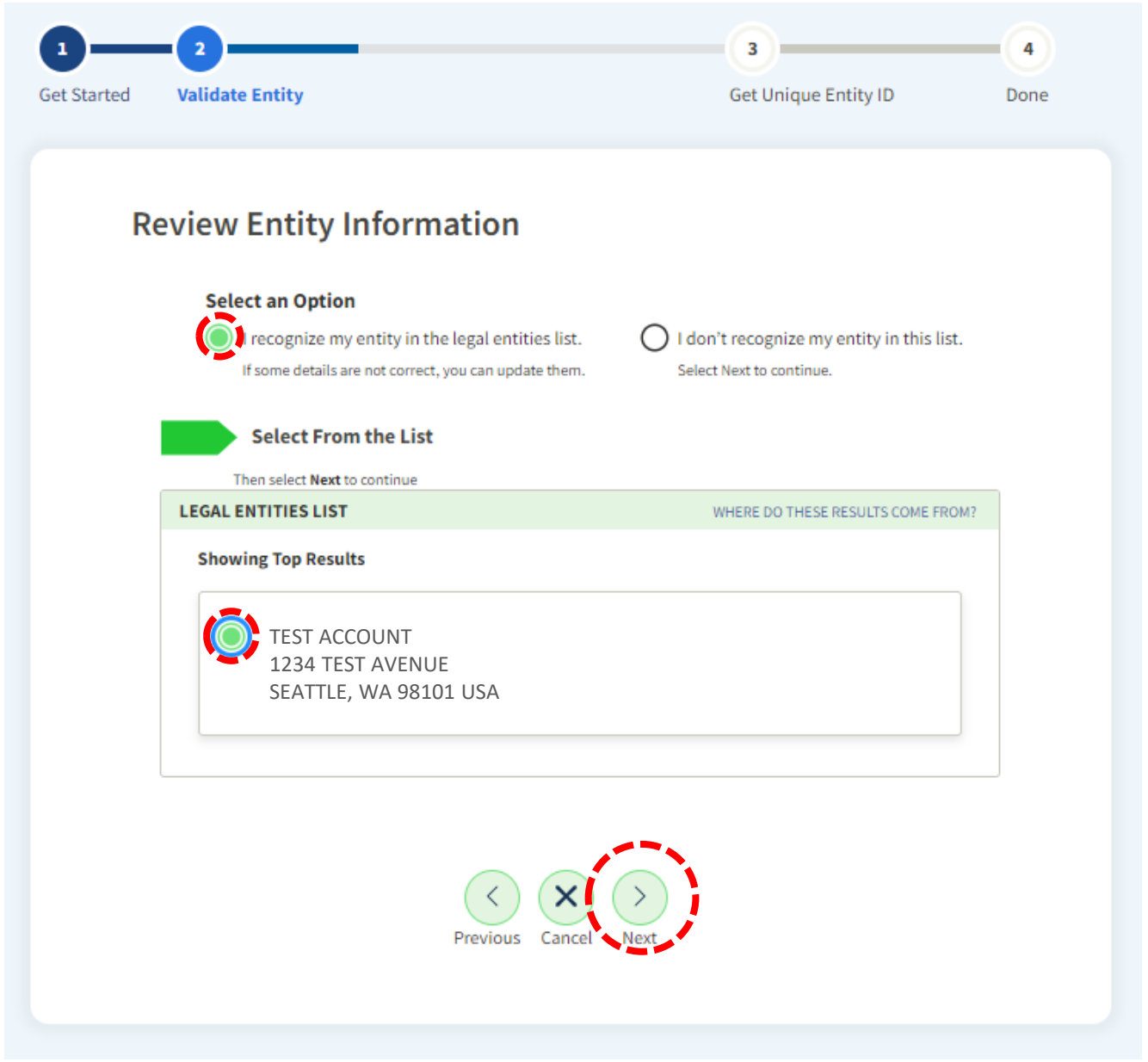
Entity Name: Test Account
Entity DBA (if applicable):
Entity Address: 1234 Test Avenue
Entity City: Seattle
Entity State (if applicable): WA
Entity Zip (if applicable): 98101
Entity Country: US

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

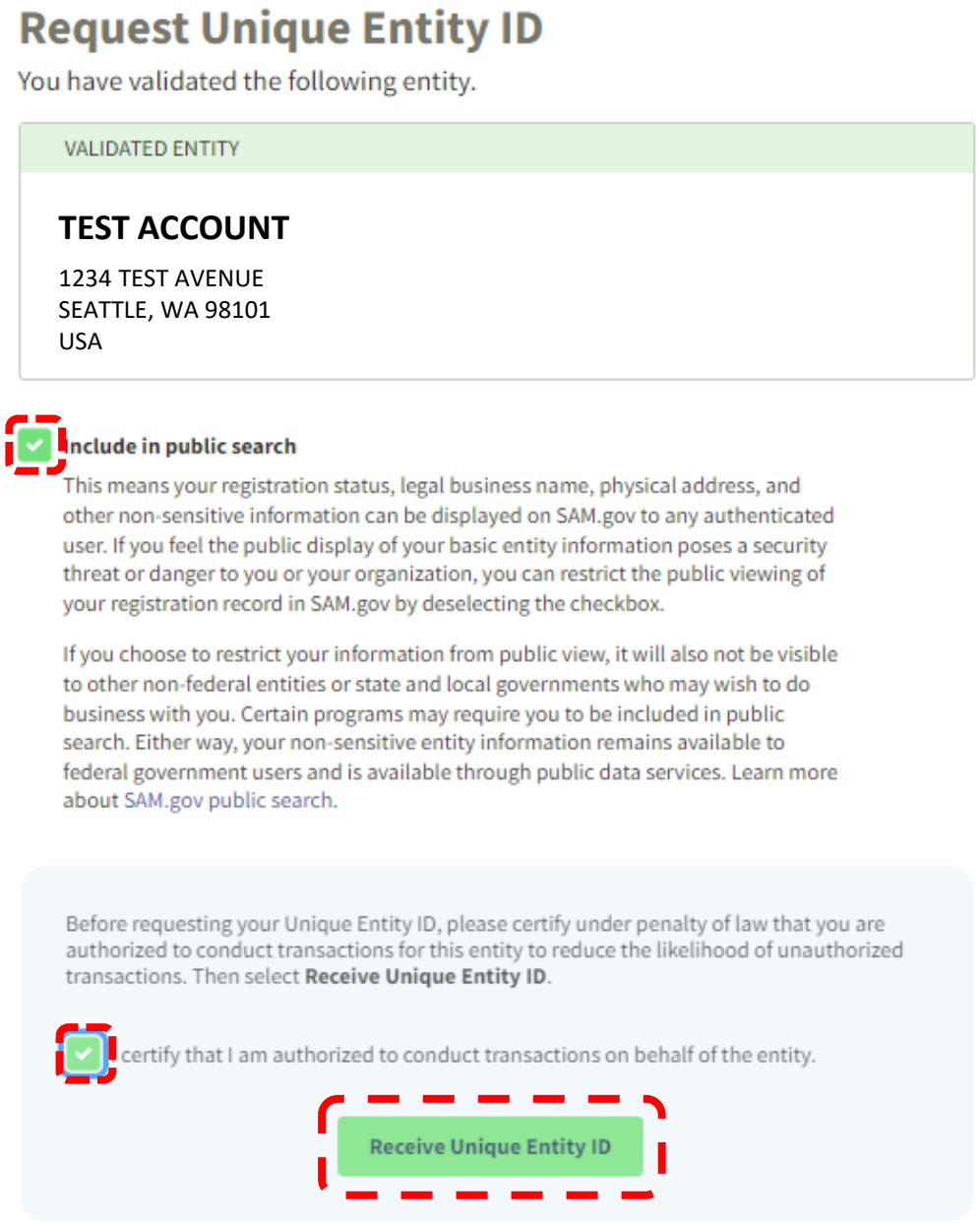


Review Entity Information

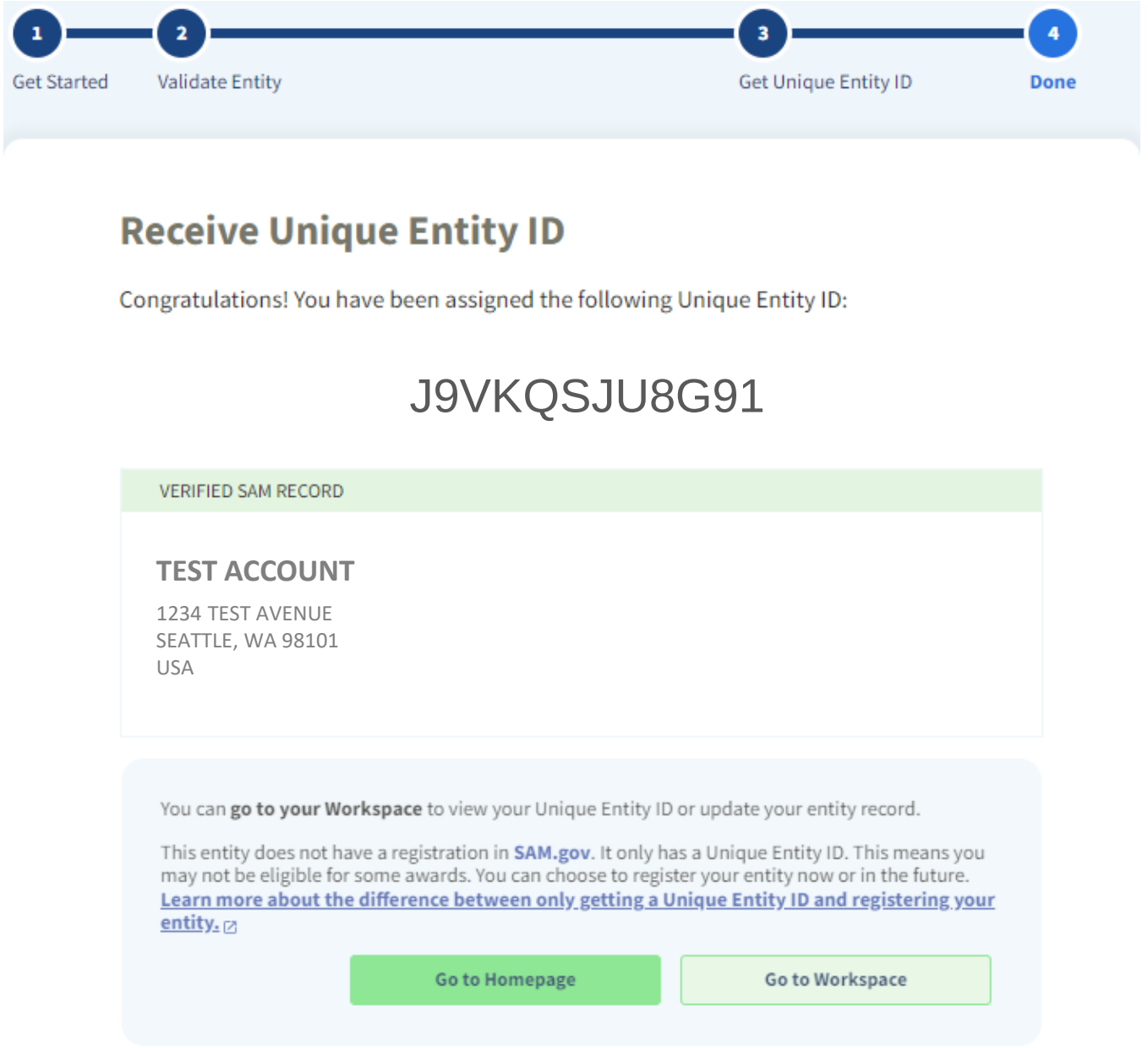




Request Unique Entity ID



Receive Unique Entity ID



OneEastside SPARK

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

Washington State Department of Commerce

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.

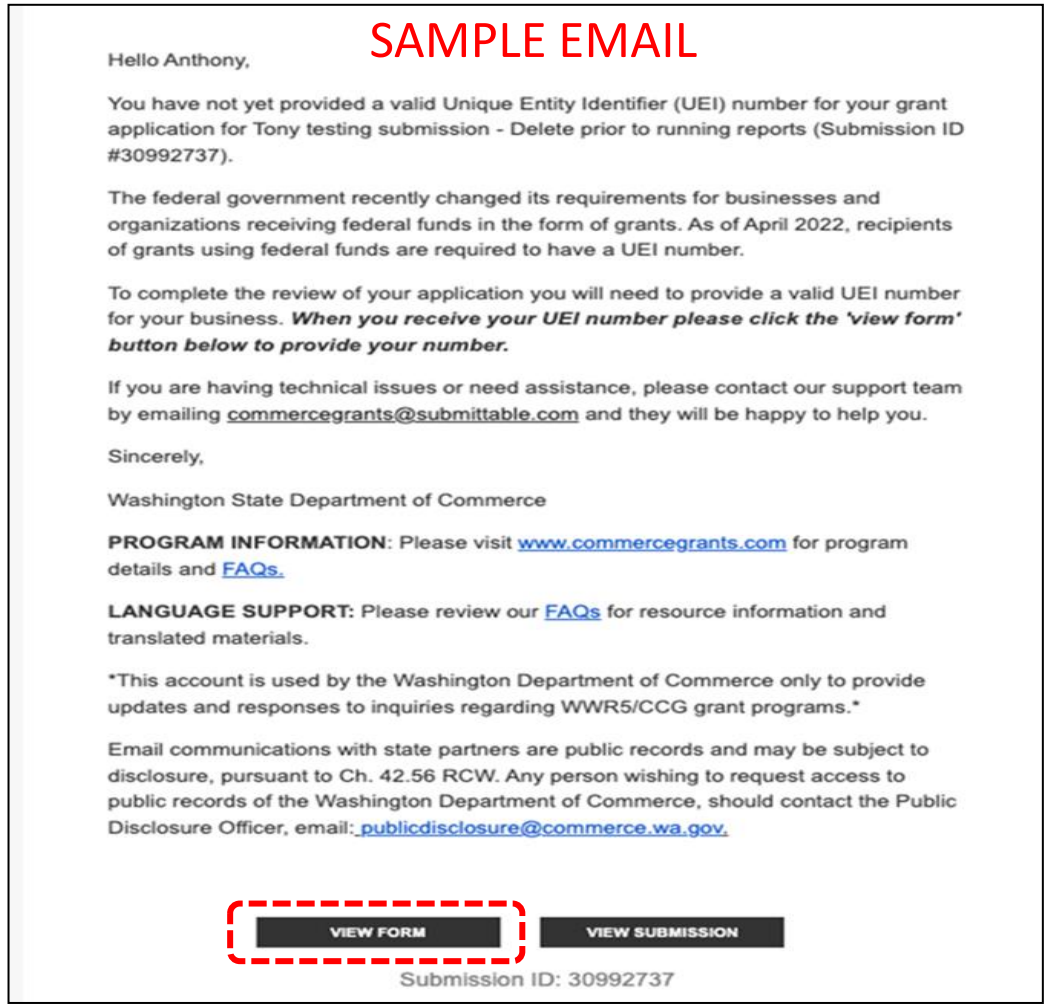
Email communications with state partners are public records and may be subject to disclosure, pursuant to Ch. 42.56 RCW. Any person wishing to request access to public records of the Washington Department of Commerce, should contact the Public Disclosure Officer, email: publicdisclosure@commerce.wa.gov.

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



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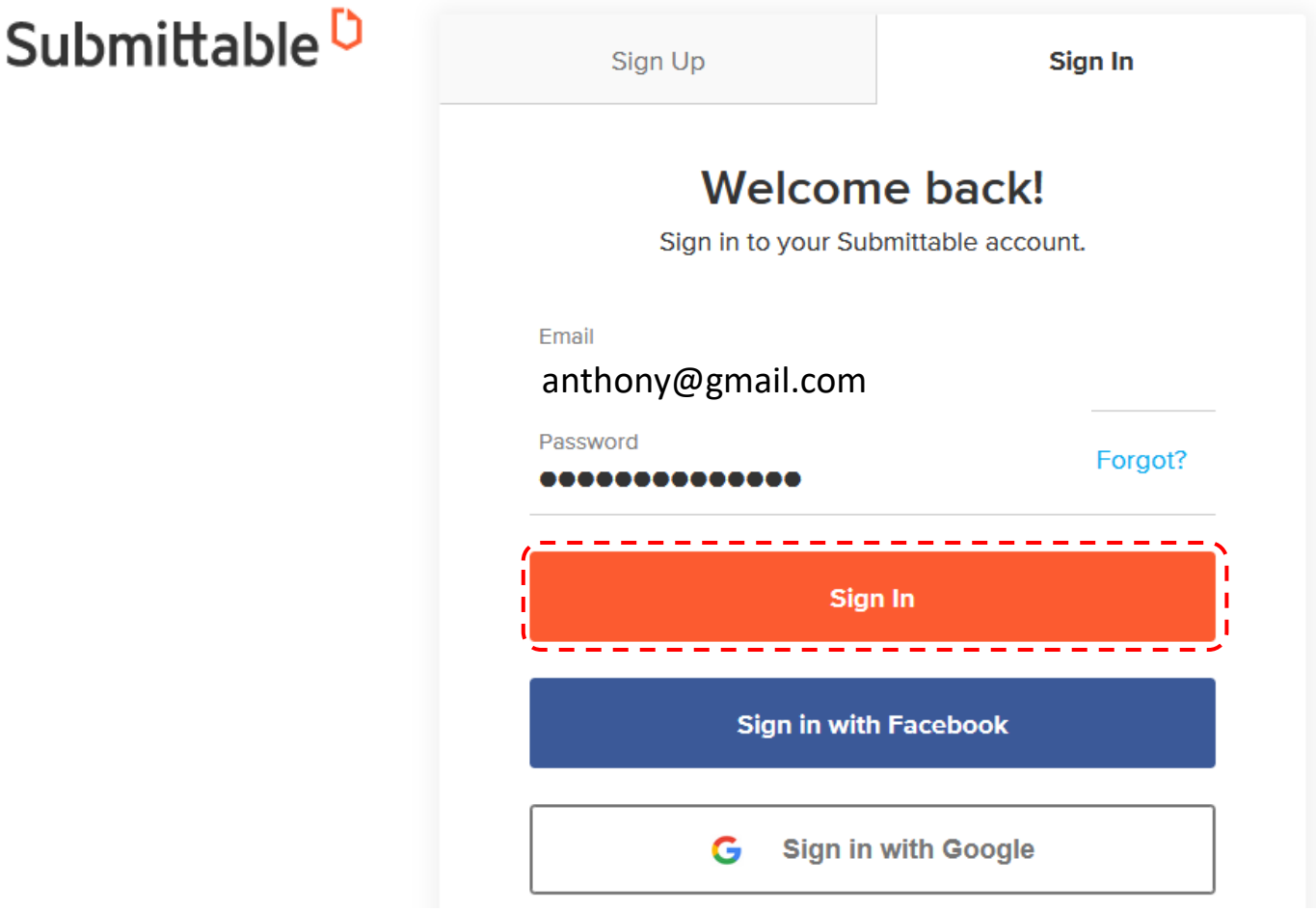
VIEW FORM VIEW SUBMISSION

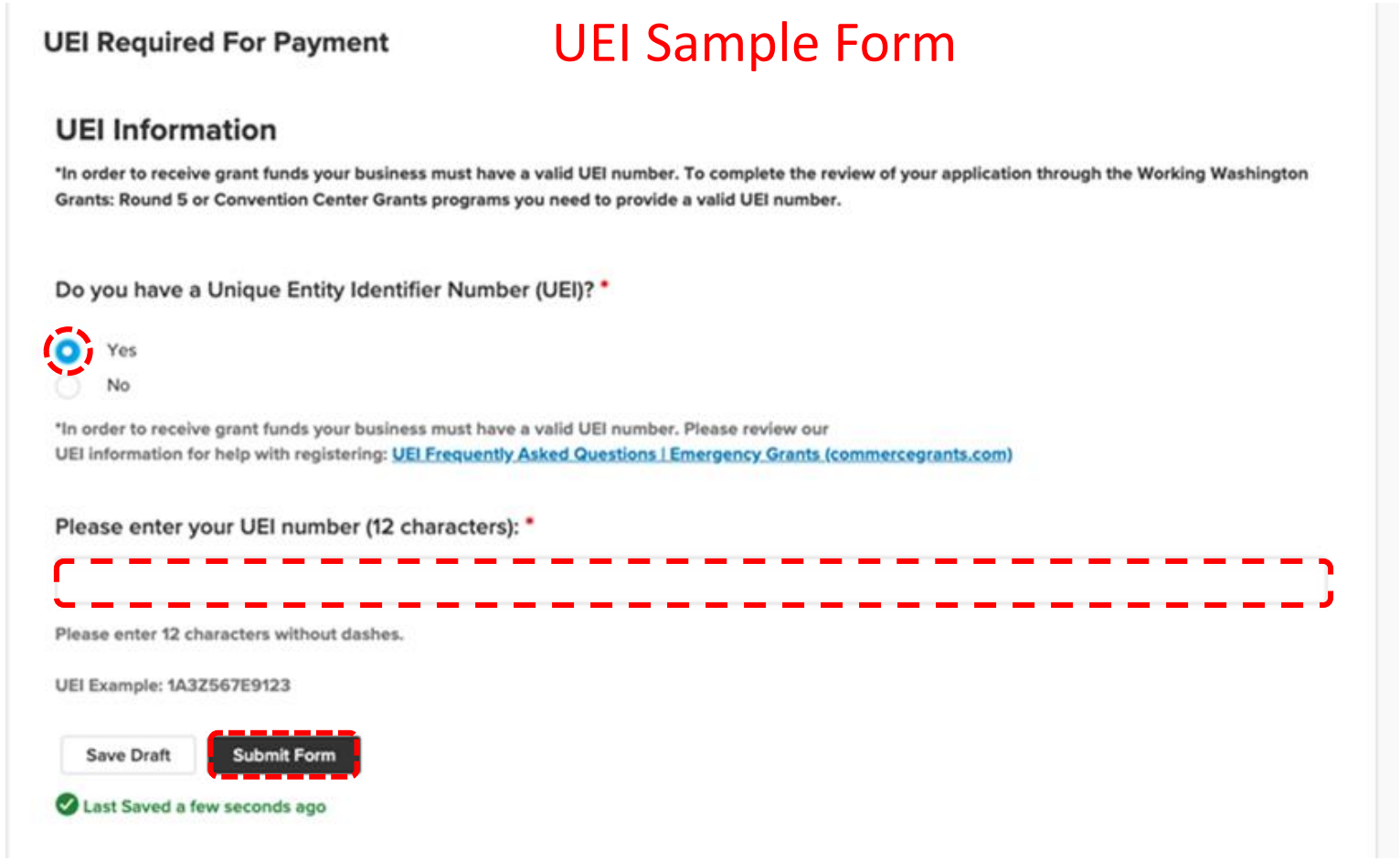
Submission ID: 30992737

- Click the ‘view form’ button at the bottom of this email

Sign In to Your Submittable Account



Add Your UEI to Your Application



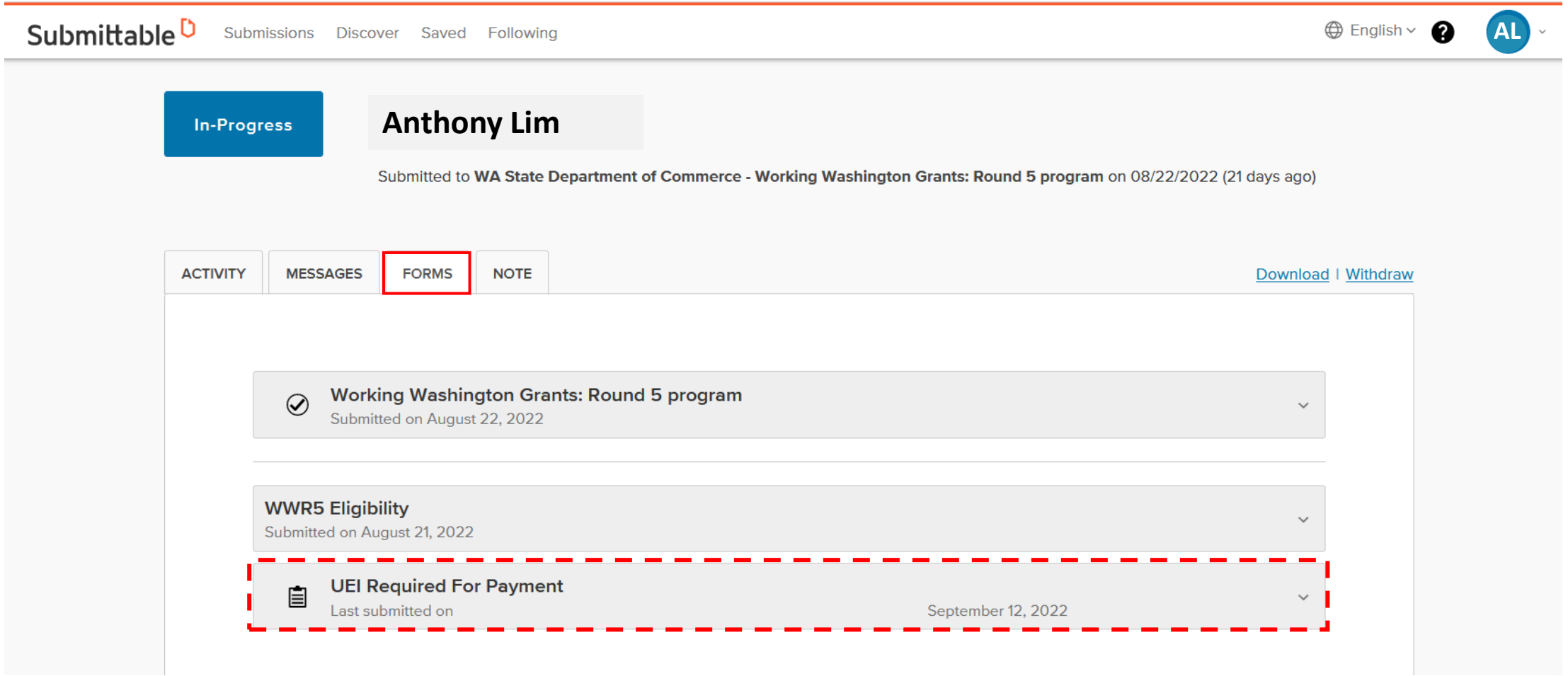
- That will take you to a form where you can enter your UEI number. The form will look like this.
- Once you've entered your number, click the "Submit Form" button.

Can’t Find UEI Email from commercegrants?

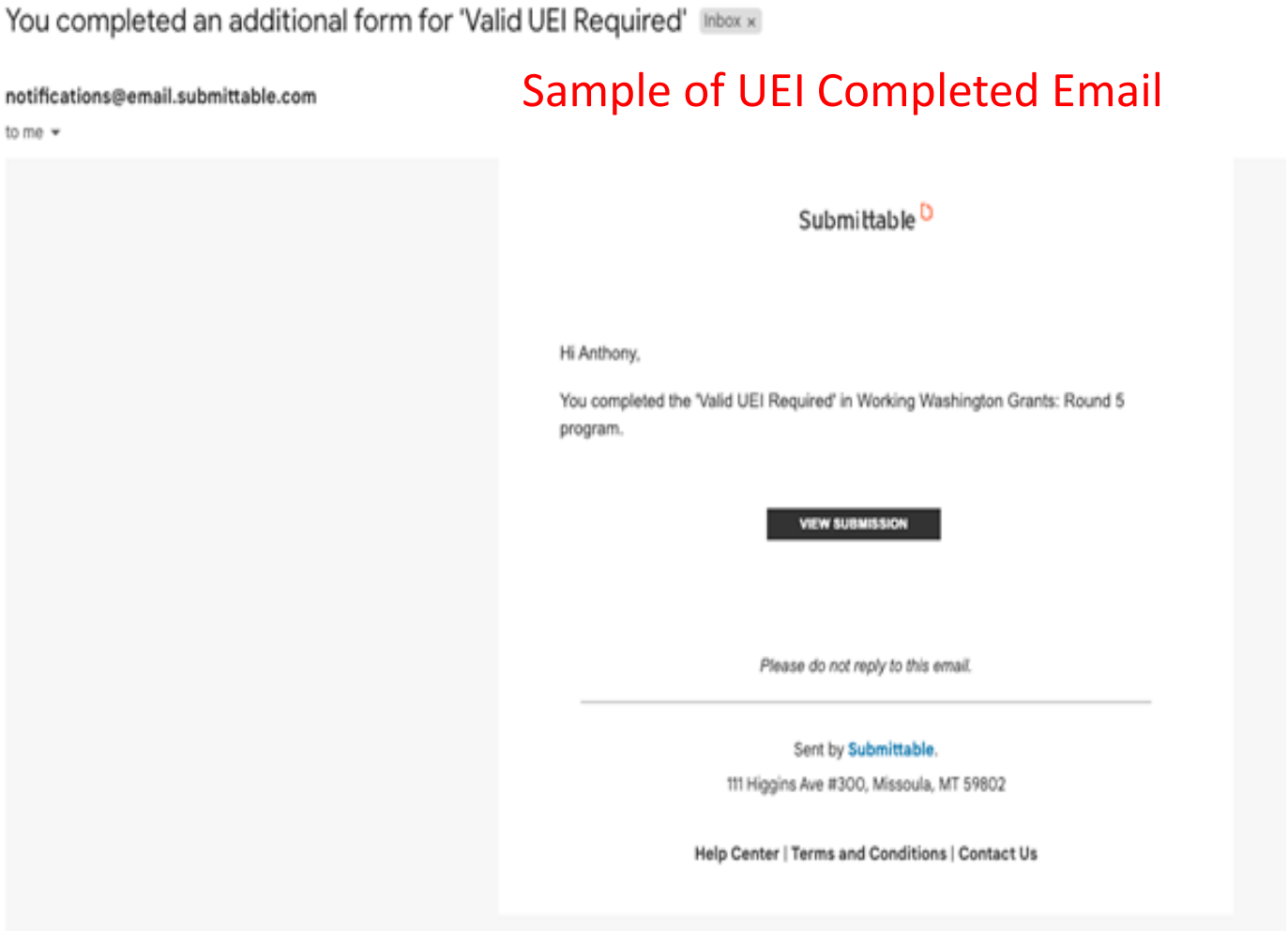
Experiencing difficulties locating the UEI additional form sent to you from WA State Department of Commerce, commercegrants@submittable.com:

- 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



After You've Submitted Your UEI


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

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.

OneEastside SPARK

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