



How to Obtain a Unique Entity ID (UEI) and Register in SAM.gov **Alaska Department of Transportation & Public Facilities** **(DOT&PF)**

Why is this required?

Organizations receiving federal financial assistance through Alaska DOT&PF may be required to obtain a **Unique Entity ID (UEI)**. Depending on the type of award, some organizations may also be required to maintain an active **System for Award Management (SAM.gov)** registration. The UEI and SAM registration are **free**. There is **no cost** to register or renew.

Step 1 – Create a Login.gov Account

1. Visit <https://login.gov>
2. Select **Create an account**.
3. Verify your email address.
4. Set up multi-factor authentication.

Your Login.gov account will be used to access SAM.gov.

Step 2 – Access SAM.gov

1. Go to <https://sam.gov>
2. Sign in using your Login.gov credentials.
3. Select **Get Started**.

Step 3 – Determine What You Need

Option A – Obtain a Unique Entity ID (UEI) Only

If instructed by Alaska DOT&PF, select:

Get a Unique Entity ID

You will be asked to provide:

- Legal organization name
- Physical address
- Organization information for entity validation

Once validated, SAM.gov will assign your Unique Entity ID.

Step 4 – Complete a Full SAM Registration

Complete a full registration, select:

Register Entity

You will provide:

- Legal business name
- Physical address
- Employer Identification Number (EIN), if applicable
- Banking information for electronic payments
- Organization points of contact
- Other required organizational information

Complete all required sections and submit the registration.

Before You Begin

Have the following information available:

- Legal organization name
- Physical address (not a P.O. Box)
- Employer Identification Number (EIN), if applicable
- Banking information (for full registration)
- Organization contact information
- Incorporation or organizational documents, if applicable

Important Information

- There is **no fee** to obtain a UEI or register in SAM.gov.
- Be cautious of companies offering paid registration services.
- Organizations are responsible for maintaining current information in SAM.gov.
- If a full SAM registration is required, it must remain active for the duration of the federal award.

Need Assistance?

Official Resources:

- Login.gov: <https://login.gov>
- SAM.gov Help: <https://sam.gov/help>
- Federal Service Desk: <https://www.fsd.gov>

For questions regarding Alaska DOT&PF award requirements, contact your DOT&PF Program Manager.