
QUICK REFERENCE

REGISTERING TO WORK WITH USAID Non-U.S.-Based Partners

Complete the free U.S. Government registrations your organization needs to compete for USAID grants, agreements, and contracts. The registration process differs slightly depending on where your organization is based.

NON-U.S. PARTNERS should use this Quick Reference Guide as a general overview.

For a more detailed version of the process, please reference the training module titled [“Registering to Work with USAID: A Step-by-Step Guide”](#) to see the full series of guides.

U.S.-BASED PARTNERS should use the Quick Reference Guide for U.S.-based partners.

1 GATHER YOUR INFORMATION

Collect relevant details on your organization using the Entity Registration Checklist provided on the [“Getting Started with Entity Registration”](#) page. You will need to use identical spelling, spacing, and punctuation for each system in the process. You can make this easy by putting all of your information in a [“Key Information Log,”](#) and you can then copy and paste the relevant details into each form on various websites.

2 OBTAIN YOUR UEI

The U.S. Government uses a Unique Entity Identifier (UEI) to identify organizations for credit-check purposes. You will request this 12-digit alphanumeric ID at [SAM.gov](#) before you request an NCAGE code.* You will be required to provide your organization’s legal business name, physical address, and date and state of incorporation as part of the validation process.

3 GET YOUR NCAGE CODE*

Once you have your UEI, you may apply for your NATO Commercial and Government Entity (NCAGE) code from the NATO Support and Procurement Agency (NSPA). Note that U.S.-based organizations that operate in other countries may also need to apply for an NCAGE code. To register:

- Follow the steps at the NATO Codification Tool [website](#) to request an NCAGE code;
- Validate the NCAGE code once it is assigned by logging into the NSPA web portal; and
- Validate the information in the CAGE Search & Inquiry system.

**Note: As of February 2023, partners applying for assistance awards (grants) only are no longer required to obtain NCAGE codes.*

4 GET TO KNOW SAM

Study the guides available at [SAM.gov](https://sam.gov) to become familiar with the System for Award Management (SAM). Here you may click through the overview of the steps to register your entity with the U.S. Government.

5 CREATE A LOGIN.GOV ACCOUNT

You will use this account to register your organization in SAM. Create a [Login.gov](https://login.gov) account at [SAM.gov](https://sam.gov) by clicking the “Get started” button and following the steps. The account will also provide a workspace where you can build a profile and manage a variety of requests, notifications, and documentation.

6 COMPLETE REGISTRATION IN SAM

Use your UEI, NCAGE code, and Login.gov account information to sign into [SAM.gov](https://sam.gov) and finalize your registration. You can expect to provide information in four categories—core data, assertions, representations and certifications, and points of contact—during the process.

PROCESS FOR NON-U.S. PARTNERS



STEP-BY-STEP GUIDES:

- [Registering to Work with USAID Guide](#) ← start here
- [System for Award Management \(SAM\) Guide](#)
- [Login.gov Guide](#)
- [NATO Commercial and Government Entity \(NCAGE\) Guide](#)

RESOURCES:

- [“Getting Started with Entity Registration”](#)
- [“Quick Start Guide for creating a Login.gov account”](#)
- [“Registration and Updating Procedures for NSPA NCAGE”](#)
- [NATO Codification Tool](#) for organizations applying for acquisition awards (contracts)
- [Commercial and Government Entity \(CAGE\) Search & Inquiry system](#)
- [System for Award Management \(SAM\)](#)

For questions related to this resource, contact USAID’s Industry Liaison at IndustryLiaison@usaid.gov.