USAID
FROM THE AMERICAN PEOPLE

QUICK REFERENCE

REGISTERING TO WORK WITH USAID 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:

U.S.-BASED 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.

NON-U.S. PARTNERS should use the Quick Reference Guide for non-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 GET TO KNOW SAM

Study the guides available at 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.

3 CREATE A LOGIN.GOV ACCOUNT

You will use this account to register your organization in SAM. Create a Login.gov account at 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.

4 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 as part of your registration through SAM.gov. 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 at SAM.gov.

5 COMPLETE REGISTRATION IN SAM

Once you receive your UEI, use your Login.gov account information to sign into 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. At the end of this registration, SAM will automatically assign you a five-character CAGE code. Note that U.S.-based organizations that operate in other countries may also need to apply for a NATO Commercial and Government Entity (NCAGE) code.*

PROCESS FOR U.S.-BASED 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"
- "Apply for Your Federal Tax ID"
- System for Award Management (SAM)
- NATO Commercial and Government Entity (NCAGE)

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

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