

# Missouri Arts Council Guide to Obtain a SAM-UEI Number



All Missouri Arts Council applicants and grant recipients must obtain a SAM-UEI number (or Unique Entity ID). SAM-UEI is 12-digit alpha-numeric number that is issued at no cost through the federal System for Award Management website (SAM.gov). The Missouri Arts Council confirms each number in SAM.gov to ensure accuracy.

Directions depend if the organization is registered in SAM.gov.

- **Organization Already Registered in SAM.gov:** Go to page 2 for instructions to view your registration and obtain your assigned SAM-UEI number.
- **Not registered in SAM.gov:** Go to page 3 for instructions to **Get Unique Entity ID.**

## Special Notes

- **Public Schools:** Each school district has one SAM-UEI number for all school buildings. Contact the school district finance administrator for the number. The Missouri Arts Council might request this person's contact information if we cannot confirm the school district's SAM-UEI number.
- **Religious-Affiliated Schools:** Make sure that the legal name used for SAM-UEI matches the legal name provided in the grant system, FEIN, Secretary of State Registration, and listing under IRS group exemption.
- **Nonprofit Organizations under IRS Group Exemption:** Make sure that the legal name used for SAM-UEI matches the legal name provided in the grant system, FEIN, Secretary of State registration, and listing under IRS group exemption (directory or IRS annual filing by parent organization).
- **If you only need a SAM-UEI number:** Ignore the "Register Entity" prompts on SAM.gov website.  
The full SAM Registration is only necessary for organizations receiving direct or indirect federal grants or doing business with the federal government. Missouri Arts Council uses federal funds in select annual grant categories. If you are uncertain if your MAC grant is supported with federal funds, please contact Keiko Ishida.

Please note that SAM.gov website layout may differ slightly from the following instructions since SAM.gov is continually updating and improving its website and SAM-UEI process.

**Questions?** Contact Keiko Ishida, MAC Program Specialist, at 314-340-6859 or [keiko.ishida@ltgov.mo.gov](mailto:keiko.ishida@ltgov.mo.gov).

## Organizations Registered in SAM.gov

Organizations that are already registered in SAM.gov can login to access and view their SAM-UEI. Login to SAM.gov may be restricted to a single individual within the organization, unless that organization has elected to share the registration with other individuals within the organization.

1. Sign in to SAM.gov.
2. In Workspace, select the numbered bubble above "Active" in the Entity Management widget.

### Entity Management

What do I need for registration?

Register Entity

### Entity Registration

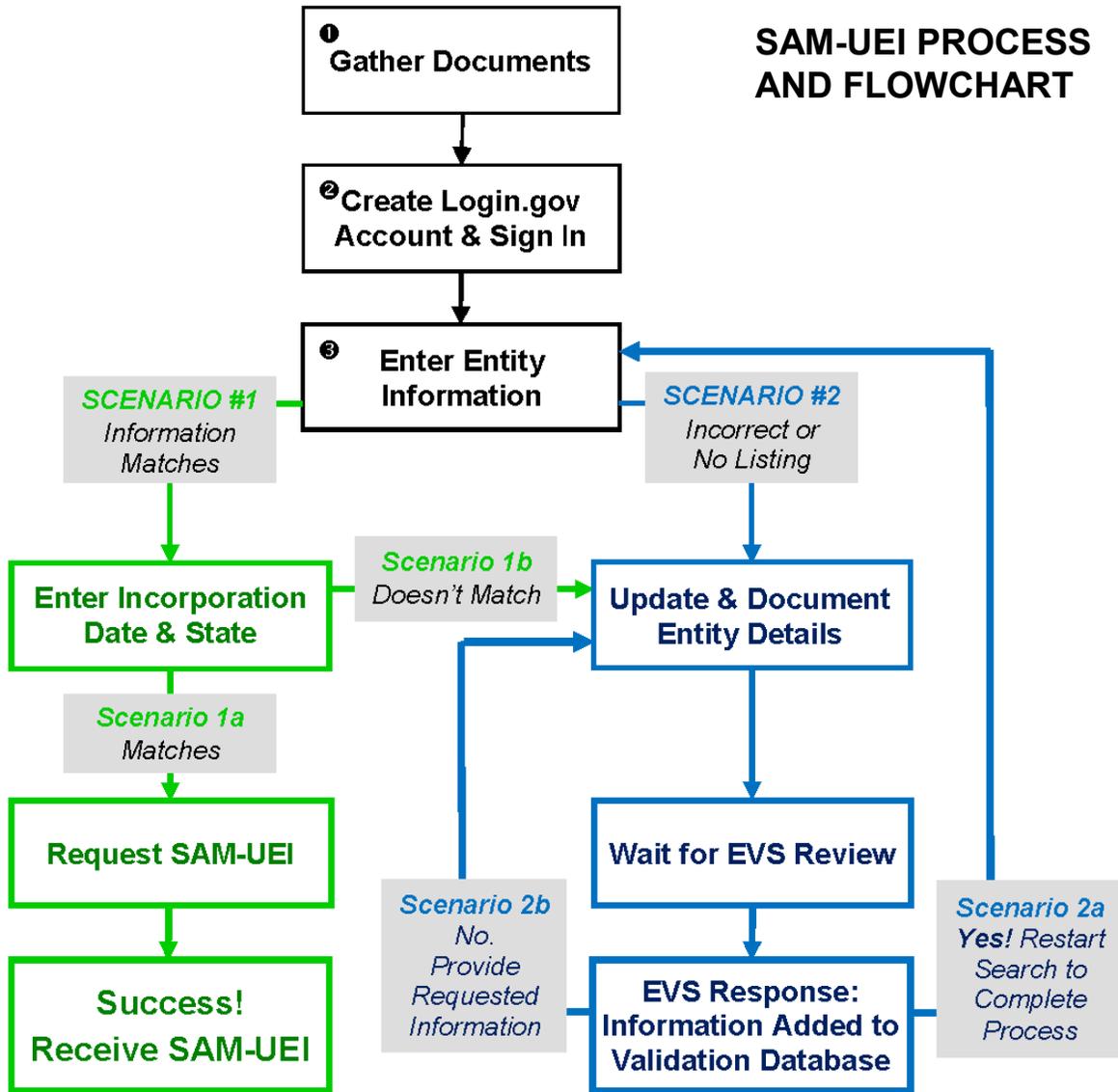


Next Update Due: **Jun 10, 2022** | Due in Next 30 days: **0 Entity Registrations**

3. SAM-UEI will be on the left side of the organization's record.

The screenshot displays the SAM.gov workspace for Non-Federal Entities. On the left, a sidebar contains filters for 'Non-Federal Entities', 'Filter By', 'Search by Keyword', 'Entity', and 'Registration Status'. The 'Registration Status' filter is set to 'Active'. The main content area shows a list of entities with pagination (1 of 1) and a 'Sort by' dropdown set to 'Expiration Date Ascending'. A detailed view for an entity named 'VILLAGE' is shown, including fields for 'SAM Unique Entity ID', 'Purpose of Registration: Federal Assistance Awards', 'Registration Status: Active', and 'Expiration Date: Jun 10, 2022'. Other fields like 'Address' and 'CAGE/NCAGE' are also visible but partially obscured.

## Organizations without a SAM registration



**STEP 1: Gather documentation** for obtaining validating your organization’s legal name, physical address, and date of incorporation. Acceptable file types are PDF, PNG, and JPG/JPEG. Make sure that the file name includes your organization’s name and type of document, for example, Missouri Gallery Articles of Incorporation.

**In most cases, you need two documents to validate your organization’s legal name, physical address, and date/state of incorporation. They are the most recent Secretary of State (SOS) Registration Report and Articles of Incorporation. Both can be downloaded from the SOS website for free.**

- **Legal Business Name** – This is the organization’s name used with IRS tax returns, Missouri Secretary of State’s Office incorporation and registration reports, and other legal documents.
  - Please note that *your legal name must be consistent on with the IRS, Secretary of State’s Office*. Any inconsistencies will delay the process to get a SAM-UEI.
- **Physical Address**. You cannot use a post office box (or equivalent) for your physical address. If the organization works at more than one location or uses a virtual office, the physical address

should be the address where the organization’s books and records are kept. The physical address includes street number; street name; city; country; U.S. state, U.S. territory, or province; and ZIP Code or postal code.

- **Documentation for both legal name and physical address.** You only need one document that contains both your current legal name and correct, current physical address AND must be no older than 5 years.
  - **Secretary of State Recent Annual/Biennial Registration** –Download from SOS website.
    - Go to [Missouri Secretary of State website](#)
    - Enter your legal name and click on Search button
    - Click on the name of the appropriate listing
    - Click on the “Filings” tab
    - Click on “View Document” button to view and download the most recent Registration Report (annual or biennial).
    - If your organization has changed its legal name or physical address since the most recent filing/report, then you also must submit the “Articles of Amendment”.
  - **IRS 990 Tax Return** – Additional option. This only needs to show the legal name and physical address. You can redact or limit the remaining information.
  - **Utility Bill** –This is only needed when you need additional documentation for your organization’s physical address.
- **Date and state of incorporation** – Download the “Articles of Incorporation” from the Missouri Secretary of State (SOS) website. If your organization changed its name, then you must also the “Articles of Amendment” which verify the name change.
  - Follow the same directions as above until click on the “Filings” tab.
  - Then click on the last page icon at the bottom of the list (see screenshot). You will find Articles of Incorporation on the last page (since filings order is from most recent to oldest).
  - Click on View Document button to view and download the “Articles of Incorporation” filing.
  - “Articles of Incorporation” must include: Current legal name, state and date of incorporation, and evidence (stamp/receipt, etc.) showing that it was filed or registered.
  - If your organization changed its legal name, then search for and download the appropriate “Articles of Amendment”. You must submitted this document in addition to the “Articles of Incorporation”.

General Information | Filings | Principal Office Address | Contact(s)

**Filed Documents as of 6/15/2022 3:48 PM**  Show Registration Reports

Action	Type	Create Filing	Date Filed	Effective Date
<a href="#">View Document</a>	Modify	Articles of Amendment	03/15/1978	03/15/1978
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	02/06/1978	02/06/1978
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	01/18/1977	01/18/1977
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	02/05/1976	02/05/1976
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	02/07/1975	02/07/1975
<a href="#">View Document</a>	Registration Reports	Annual Registration Report	04/10/1974	04/10/1974
<a href="#">View Document</a>	Creation	Articles of Incorporation (Corp 52)	02/13/1974	02/13/1974

Change page: ⏪ ⏩ ⏴ ⏵  Page 6 of 6, items 51 to 57 of 57.

**STEP 2: Create a Login.gov account and SAM.gov profile:** SAM.gov uses Login.gov for authentication and a minimal profile is needed for SAM.gov.

- Go to [sam.gov](https://sam.gov) and select “Sign In” button in upper right corner.
- Select the “Create an account” link (under blue “Sign In” button).
- Choose an email address that you’ll always be able to access. Enter email address
- Select your preferred language (Login.gov allows you to receive your email communication in English, Spanish or French.)
- Click the checkbox next to “I read and accept the Login.gov Rules of Use”
- Click the “Submit” button.
- Before you can proceed, you must confirm your email address. Check your email for a message from login.gov.
- In the email message, click the “Confirm your email address” button. This will take you back to the login.gov website.
- Create your login.gov password. Passwords must be at least 12 characters. That’s it! There are no other restrictions. Try using a phrase or a series of words that only you recognize.

**Security Hint:** Login.gov password should be different from your passwords for other accounts, such as bank account or email. Using the same password for many accounts makes identity theft easier.

- Set up a second layer of security. As an added layer of protection, login.gov requires you set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).

Missouri Arts Council staff uses Text Message (and Phone Call for backup). You can choose from [several authentication options](#).

- Once you have authenticated, you have created your login.gov account.
- Now SAM.gov will ask you to complete your profile. Only answer the required questions.
  - First and Last Name
  - Business phone number
  - For “Entity”, type in your organization’s legal name

**STEP 3: Start the Search Process**

- Go to SAM.gov and select “Sign In” from the upper right corner of the page. Then use your login.gov username, password, and authentication method.
- After you sign in, the system will navigate you to your Workspace.
- Select the “**Get Started**” button under “Register Your Entity or Get a Unique Entity ID”.

The screenshot shows a dashboard with five status indicators: ACTIVE REGISTRATION (0), WORK IN PROGRESS REGISTRATION (0), SUBMITTED REGISTRATION (0), ID ASSIGNED (0), and PENDING ID ASSIGNMENT (0). Below these is a 'Next Update Due:' section with 'Due in Next 30 days: 0 Entities'. The main content area is split into two columns: 'Register Your Entity or Get a Unique Entity ID' with a 'Get Started' button and a link 'What do I need for registration?'; and 'Renew/Update Your Entities' with a 'Renew/Update' button and text 'Select Renew/Update to go to your entity workspace and renew/update your entities.' with a link 'How to renew or update an entity:?'.

- On the next page “What do you want to do?”, select “**Get Unique Entity ID**”.
- Select Next at the bottom of the screen.

### 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 ↗](#)

- On the next page “You Are About to Validate Your Entity”, select the checkbox that states that you can provide official documentation.
- Select Next to continue.

### 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.

- On **Enter Entity Information** page, provide the following information about your organization.
  - Legal Business Name (as reflected in your IRS and Secretary of State's records)
  - Doing Business As (optional) – Most organizations will not complete this field.
  - Country – In the dropdown box, select the first option: United States.
  - Street Address 1
  - Street Address 2 (optional)
  - Zip Code – After you enter the zip code, the City and State should automatically populate.
  - When done, select Next. (Note: The Next button will stay gray until you have completed all of the required fields. Once you have, then it will turn green.)

- A window will open with the message “We are searching millions of records to find a match.”

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

- On **Review Entity Information** page, you will see the Top Results.
  - Carefully review the potential matches for your organization's correct legal name and/or physical address. Do not be concerned if your organization is not listed or the listing has an outdated physical address or incorrect legal name.
  - **You will have two options. Your answer determines the next step.**
    - **Scenario 1** – When details match EXACTLY, go to page 7.
    - **Scenario 2** – When there is a no listing or a PARTIAL match, go to page 9.

## SCENARIO #1

- On **Review Entity Information** page, you select: “I recognize my entity in the legal entities list.” AND the appropriate listing.
- On **Are All of Your Entity Details Correct?** page, select option “Yes, all details are correct.”
- On **Enter Incorporation Information** page, provide the following information:
  - For “State Year”, enter the year of incorporation according to your Articles of Incorporation with the Missouri Secretary of State’s Office.
  - Select “Missouri” from the dropdown box.
  - Select Next to continue.
- Does the Incorporation Information match?
  - **No Match:** If the information does NOT match their records, then go to **Scenario #1b** (on page 8).
  - **Match:** If the information matches, you will go to the **Request Unique Entity ID** page (**Scenario 1a**).

### Scenario 1a

- On the **Request Unique Entity ID** page, you must do two things.

- 1) **IMPORTANT:** Select the checkbox to “**Include in public search**”.

**Allowing public search is required for the Missouri Arts Council grant. This is necessary so that we can verify the SAM-UEI number.** Some organizations have unintentionally given incorrect SAM-UEI numbers, which we discovered when checking the SAM-UEI numbers on SAM.gov.

- 2) Select the checkbox next to the phrase: “I certify that I am authorized to conduct transactions on behalf of the entity.”

When done, then select the “Receive Unique Entity ID” button.

- On **Receive Unique Entity ID** page, you will see the SAM-UEI number and your organization’s legal name and physical address.
  - Print this page and/or write down the number.
  - Select the “Done” button.
  - Check your email for a confirmation email with your Unique Entity ID.
- **Congrats! You have successfully obtained your SAM-UEI number.**

## Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

**Select an Option**

I 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.

LEGAL ENTITIES LIST	WHERE DO THESE RESULTS COME FROM?
Showing Top Results	
	

### Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. Learn more about SAM.gov public search results.

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.

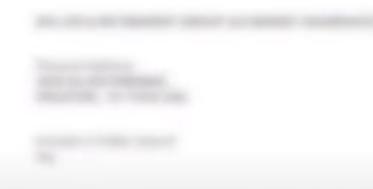
**Receive Unique Entity ID**

## Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID (SAM).



VERIFIED SAM RECORD



If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Done** to return to your workspace.

**Continue Registration** **Done**



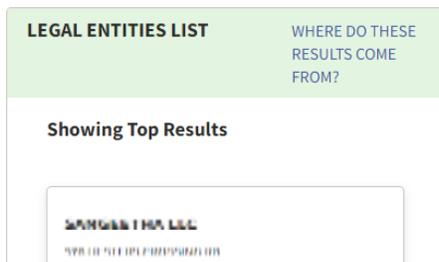
## SCENARIO #2 [When your organization's listing is incorrect or there is no listing]

### Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

#### Select an Option

- I 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.



### Update Entity Details

Review the details for the entity you selected. Select only details you need to add or update. You will then be able to enter your corrected information.

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)

(blank)

Physical Address

#### 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

### Organization is not listed

- On **Review Entity Information** page, select: "I don't recognize my entity in this list".
- Continue instructions on page 10.

### Listing has incorrect information

- On **Review Entity Information** page, select: "I recognize my entity in the legal entities list." **AND** the appropriate listing.
- On **Are All of Your Entity Details Correct?** page, select option "No, some details are incorrect".
- On **Update Entity Details** page, select the details that are incorrect: Legal Business Name, DBA, and/or physical address.
  - Select the checkmark box next to the appropriate details.
  - Enter the correct information.
    - Enter the correct Legal Business Name (as reflected in your IRS and Secretary of State's records).
    - Doing Business As (optional) – Most organizations will skip this field.
    - Physical Address: Enter the entire physical address. This is necessary even when a small detail is incorrect (like suite number).
- Select "Next" button when done.
- Continue instructions on page 10.

- On **Enter Incorporation Information** page, provide the following information:
  - For “State Year”, enter the year of incorporation according to your Articles of Incorporation with the Missouri Secretary of State’s Office.
  - Select “Missouri” from the dropdown box.
  - Select Next to continue.
- On **Confirm Entity Information** page, you will see a summary of the information that you are updating.
- Select Next to continue.

## Confirm Entity Information

YOU ENTERED	
Sangeetha	Year of Incorporation 2014
1122 LAYDAVE ST SUNSHINE, MISSOURI USA	State of Incorporation Missouri

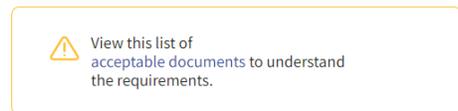
You are updating

- 1 Legal Business Name
- 2 Street Address 1

- On **Document Your Entity Details** page, look for the sentences shown under #2 Attach Documents. See the sentences inside the red box in the screenshot.
- You must provide documentation that addresses each sentence. In some cases, one document can support two items, for example, Articles of Incorporation document the following items:
  - Legal business name and start year in the same document.
  - Legal business name and U.S. state of incorporation in the same document.
- To upload documentation, select “Add Document” button.

## Document Your Entity Details

- 1 Review requirements.



YOU ARE DOCUMENTING	
Sangeetha	Year of Incorporation 2014
1122 LAYDAVE ST SUNSHINE, MISSOURI USA	State of Incorporation Missouri

- 2 Attach documents.

You must attach one or more [official documents](#) that prove each of the items listed.

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

Add Document

- The **Add Document** window will pop-up on your screen.
- To upload each document, drag file to “Select Document” box or select “Choose from Folder” link.
- Follow the instructions below for each document. When completed, select the “Submit” button.
  - Most recent **Secretary of State’s Registration Report**:
    - From “Document Type” dropdown box, select “Other document”.
    - For “This document includes” question, select checkbox for “Legal business name and physical address in same document”.

## Add Document

Select a Document Type

This document includes the following. Select all that apply.

- Legal business name and physical address in the same document.
- Legal business name and start year in the same document.
- Legal business name and U.S. state of incorporation in the same document

## Select Document

Drag file here or [choose from folder](#)

Cancel

Submit

- **Articles of Incorporation:**

- From “Document Type” dropdown box, select “Articles of Incorporation/organization”.
- For “This document includes” question, select the second and third checkboxes.
  - Legal business name and start year in the same document.
  - Legal business name and U.S. state of incorporation in the same document.

- **Articles of Amendment** (if applicable): If your organization changed its legal name or physical address since submitting the “Articles of Incorporation” or Registration Report, then you must submit the “Articles of Amendment” (this notifies the Missouri Secretary of State’s Office about the change).

In addition, you must provide an explanation. For example: “Articles of Incorporation” show an outdated physical address. For documentation of current physical address, I’ve provided my organization’s “2021 Registration Report” with the Missouri Secretary of State’s Office.

- From “Document Type” dropdown box, select “Other document”.
- For “This document includes” question, select checkbox for “Legal business name and physical address in same document”.

- If needed, use the “Provide Details” text box to provide additional explanation for your organization’s legal name, DBA name, physical address, and/or incorporation date/state. 500 character limit.

- You must have checkmarks next to each sentence listed under “Attachment Documents”. If you don’t, SAM.gov won’t let you continue. The “Submit” button will be grey and won’t be clickable. The screenshot shows when two of three sentences are completed.

If this happens, you have two options:

- Select “Add Document” to add the missing documentation that supports the unchecked sentence.
- Revise a document that you already uploaded. Select the “Update” button and then select the appropriate “Document Includes” sentence(s).

- The “Submit” button changes to green when all sentences are checked. Select the “Submit” button to finish this step.

- You will see **Entity Documentation Submitted** page with an Incident (ticket) number.

- You will also receive an email with your incident number (like INC-GSAFSD1234567). Keep this email.

- For next steps, go to section **What Happens After I Submit Documents?** on pages 12-14.

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

	Document Organization Legal Name - Articles of Incorporation.pdf 576.008 KB	Document Type Articles of Incorporation/	<input type="button" value="Update"/> <input type="button" value="Delete"/>
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Includes:

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

**3 Provide Details (Optional).**

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

500 characters allowed

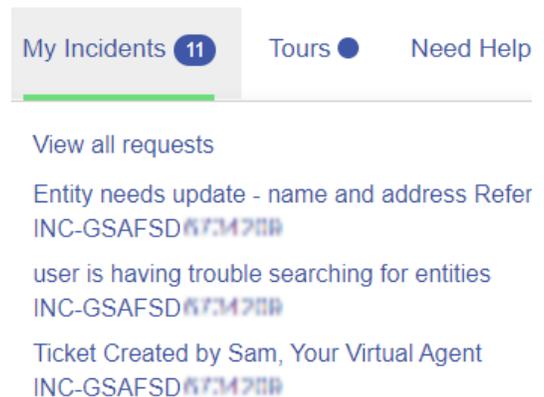
**Entity Documentation Submitted**

Reference Number [🔗](#)  
**INC-GSAFSD 5927692**

SAM.gov will review your documentation and contact you if we have any questions. What Read this article [🔗](#) to learn more about what happens next.  
Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

## What Happens After I Submit Documents?

- **Email Confirmation:** You will receive an email with your incident number (like INC-GSAFSD1234567). Keep this email.
- **Next Step is difficult. Wait for SAM.gov to process your Incident** (also called Entity Validation Ticket). Due to high demand, entity validation tickets are taking longer than expected to process. EVS (entity validation service) has increased resources to improve response time. Tickets are answered in the order received.
  - **Again, waiting is difficult.** Please note that 14-21 days is the *average* processing time for tickets with acceptable and correct documentation. While you might be impatient for results:
    - **Do not create another ticket** for the same entity validation issue. This does not escalate your issue. In fact, this creates a backlog of duplicate tickets, making the processing time longer for you and others.
    - **Do not call or chat with Federal Service Desk (FSD)** customer service agents. They cannot help with the entity validation issue, escalate the ticket, or check the ticket's status. They can only listen to you vent.
    - **Only the Entity Validation Service staff can process your incident tickets.** Please note that they will communicate with you only through your incident ticket – either by EVS staff sending a written response to your incident ticket or by you adding comments to an existing Validation Incident. It is not possible to talk to EVS staff on the phone.
  - **What can you do while you wait?**
    - Add emails ([gditshared@servicenowservices.com](mailto:gditshared@servicenowservices.com) and [fsdsupport@gsa.gov](mailto:fsdsupport@gsa.gov)) to the safe sender list or contacts/address book.
    - Monitor your inbox and junk folder for an email from General Services Administration Federal ([gditshared@servicenowservices.com](mailto:gditshared@servicenowservices.com)) or General Services Administration Federal ([fsdsupport@gsa.gov](mailto:fsdsupport@gsa.gov)). The subject line will be similar to this: *General Services Administration Federal - Your Incident INC-GSAFSD1234567 has comments added.*
    - If you haven't received an email after 14-21 days, check the status of the Entity Validation Incident through the FSD.gov website.
      - Go to FSD.gov.
      - Click Sign In in upper right corner, using your SAM.gov username and password.
      - Select "My Incidents" from the menu (right side of screen).
      - Select "View all requests".
      - You will see an overview of the Incidents submitted under "Open" or "Closed" Incidents.
      - To see more details, click on the number in the far left column (starts with "INC-GSAFSD").
      - Look for an "Additional Comments" entry. "EVS Help Desk" should be located near the bottom of the entry.
      - If you need help interpreting their response, you can cut and paste the response into an email for [Keiko Ishida](mailto:Keiko.Ishida@gsa.gov) to review.
- **Entity Validation Service staff will respond to your Entity Validation Incident by email.** You might receive two different versions, one gives details and the other has you login at FSD.gov. In the email, EVS staff will request documentation or notify you that they found a match and want you to finish getting your Unique Entity ID.



## Scenario 2a: Good News!

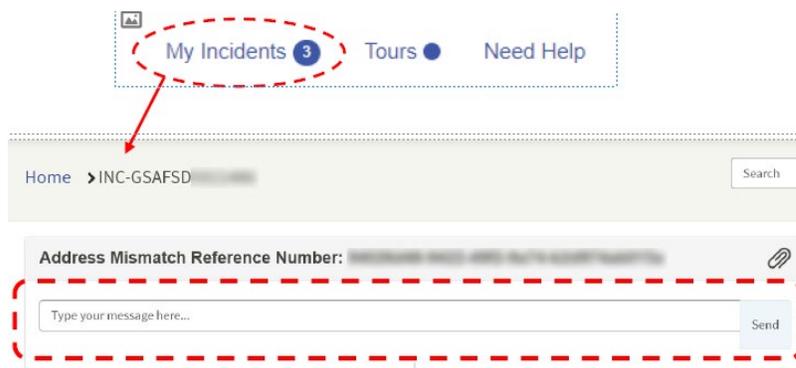
- Ideally, Entity Validation Service staff will notify you that they have added your organization to their database OR updated your organization's legal name, business address, and/or incorporation date in their records.
- After 24 hours from receiving the email, you can restart the validation process. Yes, you have to wait 24 hours and, yes, you have to repeat search process again. Annoying, but that's the process.
- Follow the instructions for **STEP 3: Start the Search Process** (pages 5-6). This time you will follow **Scenario #1 and 1a** (page 7) where the search results match and you obtain the SAM-UEI number.

## Scenario 2b: EVS Requests Additional Documentation

- **In many cases, EVS (Entity Validation Service) staff will request additional documentation.** The email will describe the problem and what EVS staff wants you to do. You must respond within five days. If you cannot obtain the documentation in five days, respond stating how much time you need. If you don't respond in five days, EVS staff will close the ticket. If the EVS staff response doesn't make sense, feel free to forward the information to [Keiko Ishida](#) for assistance.
- **Common reasons for requesting additional documentation** are listed below and more details are available in [this article](#).
  - EVS ticket/incident didn't include a specific request or explanation.
  - Document is older than 5 years.
  - Document has incorrect information.
  - Document shows that you're using a PO Box address as your physical address.
  - Documentation is improper or in poor quality (blurry or critical information cut-off).
- **You will submit documentation and explanation through two different websites.** Yes, you read that correctly. Two websites – **SAM.gov** for uploading documents and **FSD.gov** for providing a response, explanation, or ask EVS staff a question. Instructions are provided below.

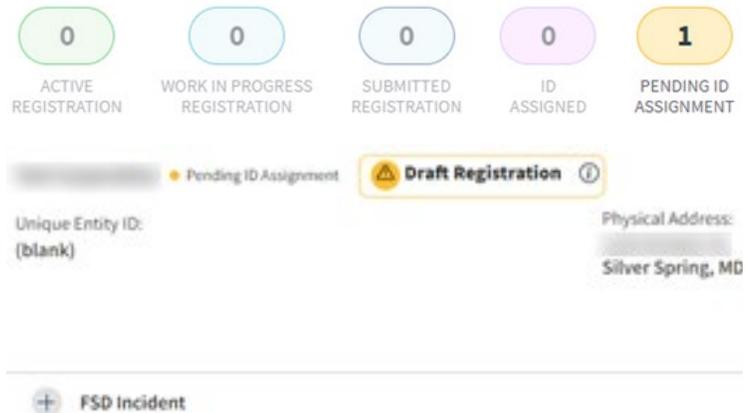
[If you're interested, here's an explanation. EVS staff can read messages in the FSD.gov website or FSD ticket system, but they cannot access documents submitted through the FSD.gov website.]

- **Provide an explanation through [FSD.gov](#).**
  - Login to FSD.gov website, using your SAM.gov username and password.
  - Select "My Incidents" from the menu (right side of screen).
  - Select the appropriate Incident based on the Subject or Incident Number.
  - You will be redirected to a screen that will show the progress of your Incident Report.
  - From this screen, you can type the explanation in the Comments box.



- **Upload documentation through [SAM.gov](https://sam.gov).**

- Login to SAM.gov website.
- In your Workspace, select the number above the “Pending ID Assignment” bubble.
- Locate the incident you created.
- Select the plus sign (+) to expand the incident and then select “View” to expand your ticket information.
- Under “Supporting Attachments,” you’ll see the file(s) already attached.
- Select “Choose from folder” or drag your documentation to the window to upload it.
- Select “Close.”



- Next Step: More waiting for SAM.gov to process your Entity Validation Incident.
- Hopefully, the next email will have good news and you can follow the instructions for **Scenario 2a** on page 13. If not, submit the requested documentation through SAM.gov and an explanation through FSD.gov and wait for Entity Validation Service staff to review your information.

## Resources

- [Federal Service Desk \(FSD\) website](https://www.fsd.gov) has guides and articles on getting a SAM-UEI.
- SAM.gov accepts [other documentation](#) for legal name, physical address, and incorporation details.
- **Technical Issues with SAM.gov Website:** Contact the Federal Service Desk at 866-606-8220 (Hours: Monday - Friday 8 a.m. to 8 p.m. ET).
- **NOTE: Do not contact FSD about validation issues.** Entity validations are handled by a different department, the entity validation service (EVS).
- Contact Keiko Ishida, MAC Program Specialist, at 314-340-6859 or [keiko.ishida@ltgov.mo.gov](mailto:keiko.ishida@ltgov.mo.gov).