



New Mexico
Department of Finance
and Administration
Infrastructure Planning
and Development Division

UEI Setup Checklist

For Acequias & Land Grants*

*Before You Begin

To obtain a UEI, SAM.gov must validate that your entity is a legitimate and recognized organization eligible to receive federal funding.

For acequias, local water entities, and land grants this generally means demonstrating that your organization is:

- A recognized local public body, and
- A legally established entity with authority to operate

This validation is typically supported by:

- Filed bylaws or governing documents
- Documented leadership (e.g. commissioners or board members)
- A verifiable physical address that matches banking and financial statements and other official registration documents
- Other certified or legal documentation, as applicable, that supports the entity's existence and authority to operate

1. Gather Required Information

- Legal business name
- Physical address (no P.O. Box)
- Organization start date / incorporation date
- EIN (Employer Identification Number)
- Taxpayer name associated with EIN
- Banking information (for EFT payments)
- Basic organization details (type, size, purpose)

***Acequia-Specific Requirements Critical for Validation**

a. Required Documents

- Filed bylaws (stamped by County Clerk)
- Commissioners listed in bylaws

Helpful Supporting Documentation (Recommended)

- Letter from New Mexico Acequia Commission (NMAC) or New Mexico Land Grant Council (NMLGC)
- Statutory language from NMSA 1978, § 73-2-28 which recognizes acequias as political subdivisions of

the State of NM, or NMSA 1978, § 49-1-1 which recognizes land grants-mercedes as political subdivisions, supporting their status as local public bodies

- Relevant portion of Treaty of Guadalupe Hidalgo (if applicable)

b. Key Requirements for Address

- Valid physical address where the governing body can receive mail
- Address matches other organizational documents used to register such as banking and financial statements

2. Login.gov Account

- Create Login.gov account (use organizational email)
- Ensure authorized representative sets up account
- Store login credentials securely
- Ensure multiple authorized individuals have access

3. Register in SAM.gov

- Log into SAM.gov using Login.gov
- Select “Get Started → Register Entity”
- Choose registration type:
 - All Awards (recommended for grants)
- Enter required entity information
 - Legal name and physical address (must match documentation)
 - EIN and taxpayer information
 - Banking information (address must match physical address you are using to register)
 - NAICS/entity details (if applicable)
- Create MPIN (Marketing Partner ID Number)
- Assign:
 - Entity Administrator
 - E-Business Point of Contact (EBiz POC)
- Complete:
 - Core data
 - Assertions (NAICS, etc.)
 - Representations & certifications
- Review and submit registration
- Track status (7–15 business days)

TIP – The initial round of information will generate a UEI; however, if you plan to do business with the federal government, you must **continue through the remaining SAM.gov steps to complete full registration**. This process establishes your entity as eligible to pursue federal contracts and funding opportunities.

If you have questions or encounter issues during the process, please contact **Karen Medina at APEX Accelerator (575-644-9753)**. APEX Accelerator is a free technical assistance program that helps entities navigate government contracting and SAM.gov processes.

4. Receive UEI

- Receive SAM.gov confirmation email
- Validate UEI in SAM.gov profile
- Save UEI for future use

5. Register in Grants.gov

- Create Grants.gov account
- Use same email as SAM.gov (EBiz POC)
- Create organizational profile
- Link UEI
- Assign roles:
 - EBiz POC
 - Authorized Organizational Representative (AOR)

6. Maintain Registration

- Renew SAM.gov registration annually
- Update entity information as needed
- Set calendar reminders (multiple users)
- Monitor email for renewal notices

Quick Reference Guide

Requirements (Must Have)

- EIN (Employer Identification Number) → Issued by the IRS (needed to identify your organization)
- Login.gov account → Secure login used to access federal systems (gateway to SAM.gov and other sites)
- SAM.gov registration → Official federal registration system to obtain your UEI (must be active to receive federal funds)
- Grants.gov account → Where you apply for federal grants

UEI Setup



Common Mistakes to Avoid

Double check the following

- Using a P.O. Box as physical address
- Mismatch between EIN and SAM.gov information
- Not having stamped bylaws
- Only one person has account access
- Selecting wrong registration type
- Starting new registration instead of validating existing entity