



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

UEI Setup Checklist (SAM.gov & Grants.gov)

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)

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)

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4. Receive UEI

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5. Register in Grants.gov

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6. Maintain Registration

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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

