Registering to Work with USAID

MAIN STEP-BY-STEP GUIDE

Visit **WorkwithUSAID.org** to learn more.

LEARNING OBJECTIVES

We will review how to complete the three registrations your organization needs to compete for USAID grants, agreements, and contracts.

We will explain:

- The requirements of each step in the process;
- The order in which these steps should be completed; and
- The application and approval processes.

For each registration, we will provide a step-by-step process guide that includes helpful links and a checklist you can use to help track your progress.

WHY USAID PARTNERS WITH ORGANIZATIONS

USAID's Mission: To lead the U.S. Government's international development and disaster assistance efforts.

USAID offers this assistance on behalf of the American people through partnerships and investments that:

- Save lives;
- Reduce poverty;
- Strengthen democratic governance; and
- Help people emerge from humanitarian crises and progress beyond assistance.

USAID partners with thousands of organizations around the world—all of which have registered in the three systems we outline in this guide.

REGISTRATION OVERVIEW

To be eligible to apply for U.S. federal awards, including all USAID funding opportunities, all potential partners need to register in the appropriate systems.

Some important things to keep in mind as you begin:
- **The entire registration process is free for all organizations.** If you are asked for payment during registration, you are not on an official U.S. Government website.
- **The information you provide is used only for the purpose of registering to receive funding.** This information is not used in any other way by the U.S. Government.
- **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 the provided Key Information Log. You can then copy and paste the relevant details into each form on various websites.
- **Note that these registrations may require specific web browsers** (such as Chrome, Firefox, or Safari); you will get an alert if you need to use a different browser.
- **You can complete these registrations at your own pace.** You will be able to save a section in the registration process and come back later to complete subsequent sections.

The overall registration process differs slightly depending on where your organization is based. U.S. partners use the process described on page 6; non-U.S. partners use the process on page 7.

REGISTRATION COMPONENTS

The **System for Award Management (SAM)** is the U.S. Government portal you will use to apply for USAID grants and cooperative agreements listed on Grants.gov and search and apply for USAID contracts. You will need to create a Login.gov account to navigate SAM.

Login.gov enables the public to simply, securely, and privately log in to applications from participating U.S. Government agencies, including USAID, with a single account and password.

The **Unique Entity Identifier (UEI)** is a number used across the U.S. Government to identify organizations. The 12-character alphanumeric ID is assigned to an organization as part of its registration on SAM.gov.

The **Commercial and Government Entity (CAGE)** code is a five-character code used in a variety of U.S. Government and procurement processes. A CAGE code will be automatically assigned to U.S.-based partners once they submit their registration for SAM.

The **NATO Commercial and Government Entity (NCAGE)** code is used in a variety of U.S. Government processes. Foreign organizations must obtain an NCAGE code* before completing their registration in SAM.

* Note that as of February 2023, partners applying for grants only are no longer required to obtain CAGE/NCAGE codes.

PROCESS FOR U.S.-BASED PARTNERS

Follow these five steps to register your organization. It takes time and preparation to complete each registration correctly, but we will walk you through the steps.

Click for Resources & Process Guides

STEP 1
Gather your information.
Collect details on your organization's key points of contact and banking information.

Key Information Log (optional)

STEP 2
Get to know SAM.
Study the guides available at SAM.gov to become familiar with the system.

SAM.gov "Before You Get Started"

STEP 3
Create a Login.gov account.
You will use this account to register your organization in SAM.

Login.gov Step-by-Step Guide

STEP 4
Obtain your UEI in SAM.
This 12-digit alphanumeric ID confirms your organization's legal status.

"Get Your Unique Entity ID" (UEI) video

STEP 5
Complete registration in SAM.
At the end, SAM will automatically assign you a five-character CAGE code.

SAM Step-by-Step Guide

PROCESS FOR NON-U.S.-BASED PARTNERS

Follow these six steps to register your organization. It takes time and preparation to complete each registration correctly, but we will walk you through the steps.

Click for Resources & Process Guides

STEP 1

Gather your information.

Collect details on your organization's key points of contact and banking information.

Key Information Log (optional)

STEP 2

Obtain your UEI in SAM.

This 12-digit alphanumeric ID confirms your organization's legal status.

"Get Your Unique Entity ID" (UEI) video

STEP 3

Get your NCAGE code.*

Apply for the code from the NATO Support and Procurement Agency.

NCAGE Step-by-Step Guide

STEP 4

Get to know SAM.

Study the guides available at SAM.gov to become familiar with the system.

SAM.gov "Before You Get Started"

STEP 5

Create a Login.gov account.

You will use this account to register your organization in SAM.

Login.gov Step-by-Step Guide

STEP 6

Complete registration in SAM.

Use your UEI, NCAGE code, and Login.gov account to register in SAM.

SAM Step-by-Step Guide

* Note that as of February 2023, partners applying for grants only are no longer required to obtain NCAGE codes.

UPDATING YOUR INFORMATION

If you make any changes in any one of the registration systems, you will need to update the details in all other systems. This will enable you to manage your organization's profile and apply for U.S. Government acquisition (contract) and assistance (grant and cooperative agreement) awards. Remember to write down any changes so you maintain the correct information to access each system.

SAM: Find a series of links from the U.S. Government on updating your organization's registration, entity administrator, financial information, and point-of-contact information here.

NCAGE: Use the guide to request updates through the NATO Support and Procurement Agency here.

Thank You

USAID FROM THE AMERICAN PEOPLE

This guide was produced by the United States Agency for International Development. The presentation team includes staff from both USAID and the Partnerships Incubator.
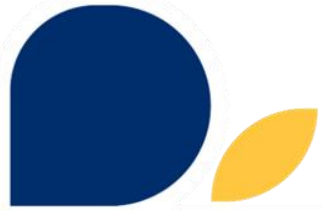
USAID thanks all of the individuals who contributed their time and ideas toward the development of this guide.

Email questions and feedback: **IndustryLiaison@usaid.gov**

The power of partnership starts here.

Visit **WorkwithUSAID.org** to learn more.