

## Required Registrations

Before applying, you must create and maintain up-to-date registrations with [Login.gov](https://login.gov), the System for Award Management (SAM) at [SAM.gov](https://sam.gov), and [Grants.gov](https://grants.gov). Registering and maintaining these accounts is always FREE. Returning applicants should confirm that their existing registrations are active and up-to-date. No registration is required for the NEA's Applicant Portal (AP), instructions on how to access the AP can be found in the Instructions PDF for the grant category you are applying to.

These registrations can take **several weeks to finalize**, so begin this process early! **All three required registrations must be active in order to submit your application.** Finalize and verify your registrations well before the application deadline. This should allow you time to resolve any issues that may arise.

If you are a first-time applicant, we recommend that you register in the following order: Login.gov, SAM, Grants.gov. Registration help and resources can be found on the next page.

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### LOGIN.GOV REGISTRATION

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Go to [Create an account](https://login.gov) to set up your Login.gov account. Login.gov is a secure sign in service used by the public to sign in to government sites like Grants.gov and SAM.gov. **Login.gov accounts are tied to an individual, not an organization.** The email account you use when registering should be specific to an individual (e.g., your.name@abc.org or your.name@email.com) and not an account shared by multiple people (e.g., development@abc.org).

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### SAM REGISTRATION

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Go to [SAM Entity Registration](https://sam.gov) to get started on a new entity registration for your organization, or to renew/check the status of an existing registration. SAM registrations, once activated, can take a day or more to be visible in Grants.gov.

Applicants must have an active SAM registration at the time of application, and maintain an active SAM registration until the application process is complete and throughout the life of an award.

**Unique Entity Identifier (UEI):** To apply for federal funds, organizations must have a Unique Entity Identifier (UEI). The UEI is a 12-character alpha numeric value assigned by SAM for free during the registration process. **Make sure you complete the registration process after the UEI has been assigned.** Organizations can find their UEI in their SAM record.

When registering/renewing your entity's SAM registration, you must select "Yes" when completing the "Representations & Certifications" section. All awardees are required to have these accepted representations & certifications in order to receive an award.

## GRANTS.GOV REGISTRATION

### New Applicants:

- Go to [Grants.gov Applicant Registration](#). Scroll to the bottom of the page and click “Begin Grants.gov Registration.”
- During the Grants.gov registration process, you will be asked to set up a separate username and password for Grants.gov.
- After creating your Grants.gov account, link your Grants.gov and Login.gov accounts.
- After linking accounts, use your Login.gov credentials each time you sign in to Grants.gov.

### Returning Applicants:

- If your organization already has registered with Grants.gov, renew your registration with SAM and verify that your registration with Grants.gov is current.
- If you have not already linked your Grants.gov and Login.gov accounts, you will be prompted to link your accounts when you click the “login” button on Grants.gov.

You will need the Login.gov username and password that you obtain during the registration process to submit your application in Grants.gov.

## LOGIN.GOV, SAM, AND GRANTS.GOV HELP & RESOURCES

The NEA does not have access to your Login.gov, SAM, or Grants.gov accounts. If you have any questions about or need assistance with these sites, including questions regarding electronic accessibility, contact them directly:

AGENCY	HELP CONTACTS	RESOURCES AND TUTORIALS
<b>Login.gov</b>	<ul style="list-style-type: none"> <li>• Call 1-844-875-6446</li> <li>• <a href="#">Online form</a> to submit a question</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Login.gov Help Center</a></li> </ul>
<b>SAM</b>	<ul style="list-style-type: none"> <li>• Call 1-866-606-8220</li> <li>• <a href="#">Federal Service Desk</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">SAM Help</a></li> <li>• <a href="#">SAM Quick Start Guide</a></li> <li>• <a href="#">SAM Registration Checklist</a></li> <li>• <a href="#">SAM Entity Registration FAQ</a></li> </ul>
<b>Grants.gov</b>	<ul style="list-style-type: none"> <li>• Call 1-800-518-4726, available 24 hours a day, 7 days a week</li> <li>• Email <a href="mailto:support@grants.gov">support@grants.gov</a></li> <li>• <a href="#">Create a help ticket</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Grants.gov Support</a></li> <li>• <a href="#">Grants.gov Help Database</a></li> <li>• <a href="#">Grants.gov Applicant Training Video Library</a></li> <li>• <a href="#">Grants.gov Video Registration Tutorial</a></li> <li>• <a href="#">Grants.gov FAQ</a></li> <li>• <a href="#">Grants.gov Learning Center</a></li> </ul>