



An Entity Overview Record is required when creating or amending a System for Award Management (SAM) application. [Federal Regulations](#) require that an entity is registered with SAM.gov. For federal reporting purposes, the NJDOE requires an uploaded document that contains the entity's SAM Unique Entity Identifier (UEI) with a current expiration date, the physical address of the entity, and be clearly issued from SAM.gov. The Entity Overview Record covers all these requirements.

To obtain the Entity Overview Record document:

1. Log in to www.SAM.gov
2. Click "SEARCH" from the bar at the top of the page.
3. Enter your SAM Unique Entity ID (UEI) and click the search icon.
4. You should now see your Entity written in blue. Scroll to the blue entity name and click it.
5. You should now be on the "CORE DATA" page displaying the "Entity Information."
6. On the upper right side of the page find the word "Actions" next to three dots in a blue circle.
7. Click "Actions" then click "Download."
8. You now have the option to download the Entity Overview Record as a PDF.
9. Name the file and download it.

► Important note: SAM.gov is a federal government website. Registering and renewing your entity could be a lengthy process. The NJDOE has no authority or ability to speed up or intervene in that process. It is recommended that you begin the registration or renewal process at least 30 days prior to a grant submission deadline or your SAM UEI expiration date. EWEG will send email reminders when your SAM UEI is about to expire. Grant reimbursements require a non-expired SAM UEI date for approval.

