The UEI simplified process:

1. Documentation:
	1. The 1890 Census of South Dakota Townships- use for documentation of date established. This can be found by “google search” or contact SDATAT and your township data could be emailed to you. **605 353 1439 or email to sdatat@sdtownship.com**
		1. Be sure to scan in only the page with the township being registered, the entire document (pp 482-494 will be rejected)
		2. The start date will always be 1890 unless your township has specific records indicating otherwise.  (For example, Detroit Township was split into North Detroit and South Detroit in 1955 so we uploaded The South Dakota census page for Brown County and also uploaded the history of Brown County showing the division in 1955.  So the start date for North Detroit township was entered as 1955)
	2. The second document that is needed is an invoice, a utility bill, a bonding certificate, a bank statement, or any other document that shows doing business at the physical address that you are registering for this township
		1. Make sure the township name and physical address are in the same document.  And make sure that the physical address matches what you are registering in sam.gov.
		2. Make sure the document shows where it came from (the utility company, the bank, the Assn of Towns and Townships, for example)
		3. Don’t just send the envelope- it will be rejected.
2. Submittal:
	1. Make sure all requirements are met, and then submit.
	2. Be sure to type in the text box a message detailing what you submitted.  Then copy this message.  You will need it for fsd.gov.
	3. You will no doubt get an incident created, as the township may not have a record on file with SAM so your record will not be found.
	4. Then go to fsd.gov, sign in and view all incidents.  Find that incident and click on the incident #- it’s a hyperlink which will take you to a message page.  Paste your message into the message box and click on the word SEND.
* This process involves (1.) entering the information into sam.gov and then (2.) telling fsd.gov what you have done in sam.gov
* Now watch your emails.  You will only have three business days to follow-up before the incident is closed and you will start over.
* You may get an email saying that they found your entity.  If you get that email, make sure the information is correct, and then go back to sam.gov and reenter it.
* If you get stuck, just call me.  It’s much easier to get it right the first time rather than try to fix it when it gets stuck.

Best regards,

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