Unique Entity ID

Understanding UEI

- On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (UEI)

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. SAM.gov is an official website of the United States government.
- There is no charge to register or maintain your entity registration in SAM.gov.

- You can get a Unique Entity ID for your organization without having to complete an entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you do not need to complete an entity registration. Your business only needs a Unique Entity ID.

- The Unique Entity ID does not expire. However, registrations must be updated and renewed each year to remain in the "active registration" status. If you do not update or renew your registration, it will be in an "inactive" status, but your entity will still have its same Unique Entity ID.

Determine if you need to **register** or to only **obtain** a UEI

The difference…

- Some organizations who do business with the government may choose not to register in SAM.gov, for example, sub-awardees.

- In this case, the business cannot bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee.

  In the case of ARPA funds/Stabilization grants – The Child Development Division was the prime awardee and funds were awarded to childcare businesses as sub-awardees of the federal funds.)

- If this is the goal of your business, you can go to SAM.gov and get a Unique Entity ID only (no entity registration required).
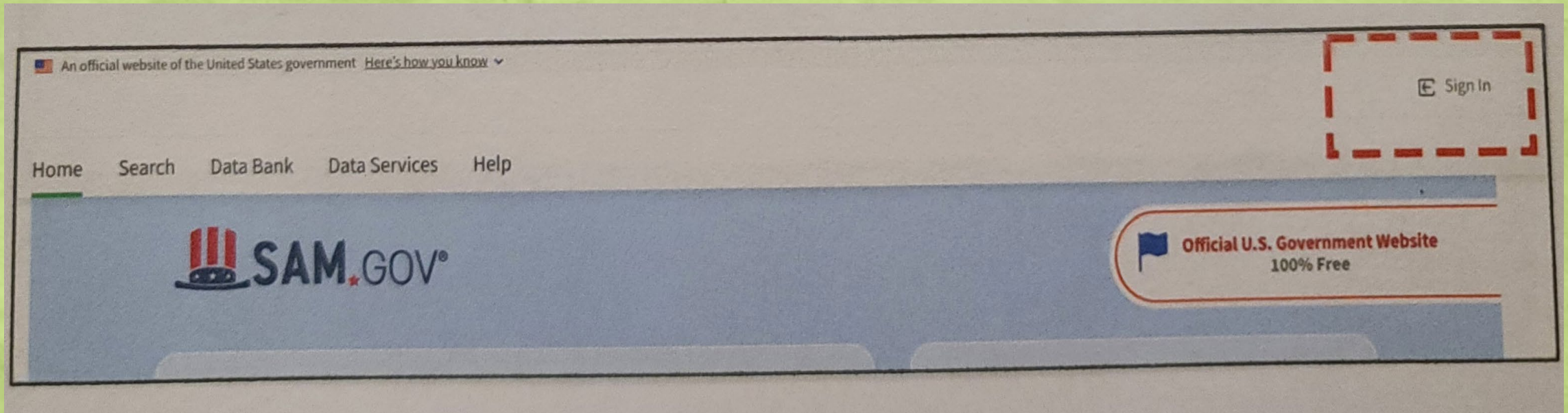
Obtaining Your UEI

The information required for getting a Unique Entity ID without registration is minimal.

It only validates your organization's legal business name and address.

Getting a Unique Entity ID only

- Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a sign in, create username and password at www.login.gov and then return to SAM.gov to complete your profile.

On the "Entities" widget, select "Get Started"

Select "Get Unique Entity ID only"

"You are about to Validate Your Entity" appears, Select the checkbox, then select Next (you will enter Documents later)

Enter your entity's legal name, doing business as name (if applicable), the physical address (no PO Box) Then Select "Next"

Your Entity name and address will be validated by SAM.gov for uniqueness. If found, or similar names are found a list will appear.

- Select "I recognize my entity"

IF -

- If your entity is listed (even if some information is not accurate

- If LLC or Corp is missing

- If an old address appears

- Then click "Next"

If you choose "I recognize my entity", the next page will ask you to confirm the details

- If some information is incorrect select "No"

You will need to update the information that needs to be corrected. The next page will ask for the start date and state.

The **start date** is the date your business was established, the year you received your EIN, or the year you began doing business as – if you are incorporated, use your incorporation date.

State is where your business is located.

- If all information is correct, select "Yes"

If your Entity is not listed

If there are no entities that are recognized (validated) you won't see any entities at all.

- Select "I don't recognize my entity in this list", then select "Next"

- The next page will begin to ask questions regarding your start date and the start of your corporation.

To enter documentation to prove your entity

Document Your Entity Details

1 ▸ Review requirements.

⚠ View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

Year of Incorporation
2015

State of Incorporation
Virginia

2 ▸ Attach documents.

You must attach one or more official documents that prove each of the items listed.

- In this case, you will be navigated to a page where required information is listed.

- Check your documents against the list of accepted documents and upload to the system.

- Once you submit your documents you will receive a reference ID number (save this). You will need to wait until this is verified before you can proceed.

Acceptable Documentation

- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
Most Commonly Used Documents: • Articles of Incorporation / Organization / Formation (if stamped as filed with an authority) • Bank Statements* (redact information that isn't necessary for validation) • Certificate of Formation / Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL) • Utility Bills* (water, gas, or electric only) **Other Documents You Can Use:** • Bylaws for your company (if stamped as filed with an authority) • Certificates of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • City Business Tax Certificate* • Department of Treasury IRS Tax Exemption Status Letter* • "Doing-business-as" or DBA documents (if stamped as filed with an authority) • Driver's License (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name) • IRS Form 8822-B or Form 990 for address change (filed only) • IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors) • IRS Forms 1099* if you are the recipient (not the filer) • License to Operate* (issued by city, state) • Limited Liability Company Articles / Articles of Amendment • Partnership documentation • Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used) • Share Certificate • State Sales and Use Tax Permit* • Tax invoices* (federal, state, local, international) • Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office.	**Most Commonly Used Documents:** • Articles of Incorporation / Organization / Formation (if stamped as filed with an authority) • Certificate of Formation / Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (images must be current registration and must include the URL in the browser) **Other Documents You Can Use:** • Bylaws for your company (if stamped as filed with an authority) • Certificates of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • "Doing-business-as" or DBA documents (if stamped as filed with an authority) • IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors, only if it contains your business start date) • Limited Liability Company Articles / Articles of Amendment • Partnership documentation • Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began)	• Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). *Do not submit screens from U.S. federal websites.* • Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. • Government-issued tax receipt/return • Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) All international documents must have a <u>satisfactory English language translation</u> attached.

Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) **must** be 5 years old or less.

Document Guidance

- If you reach the "Document Entity Details" page, you must attach one or more documents that prove the information listed on the page.
- Review acceptable documents and be sure you submit only documents that are likely to be accepted.
- The documents may need to prove your entity's <u>legal business name</u>, <u>physical address</u>, <u>start year</u>, and <u>state of incorporation</u> or <u>national identifier</u>.
- Use as many attachments as needed to verify your information.
- Attachments must be in English. See the note below on translation.
- Allowable file types are PDF, PNG, JPG/JPEG, BMP.

What is an authorized or certified document?

- An authorized or certified document is one that has been verified by an authoritative source outside of your entity, usually a government.

- This is normally evidenced by a stamp, seal, or other physical indication that the authority has processed the document.

- You cannot self-certify.

- Entity Validation Service (EVS) allows the use of other federal documents, like IRS receipts.

If Some of Your Documentation Contains Out-of-date Information

▪ If you are providing documentation that is not current (e.g., with an old entity name or address) to document one part of your entity information, you must also submit documentation with your entity's current name and address. In the details box on SAM.gov, indicate which information is current and why there was a change.

For example, if you provide your articles of incorporation to show your start date, but your legal business name has since changed, you must submit another document that shows your current legal business name and, if available, a document that links the two legal business names.

Request Unique Entity ID

- Once you have passed entity validation, determine if you want your information record displayed publicly in SAM.gov.

- Deselect "Include in public search" if you want your information to only be available to you and federal government users.

- Click "Receive Unique Entity ID"

Certify and Request to receive UEI

- You must now certify that you are authorized to conduct transactions for the entity. Then select "Receive Unique Entity ID"

- The next page will display your UEI.

- PRINT AND SAVE YOUR UEI NUMBER

- Select "Go to Workspace" to close and exit.

How do I check the status of an entity registration in SAM.gov?

1. Sign in to [SAM.gov](SAM.gov).
2. Navigate to the home page by clicking the Home tab.
3. Select "Check Registration Status" on the SAM.gov homepage.
4. Enter the entity's Unique Entity ID, CAGE code, or EFT Identifier.
5. The status provides a quick summary for an entity, displaying the progress of that entity's most recent record. It will also display what steps remain until it is completed. The steps required are determined based on the purpose of registration.
6. Select the topic under "More About" for additional help on any of the status symbols or steps.
7. To get the full entity details with representations and certifications or any exclusions, or to see non-public entities, you will need to use the main search.

FAQ

- **FAQs**

- **Will My UEI Expire?**

- No. While businesses may want to update their SAM.gov account each year to avoid an inactive registration, UEIs will not expire.

- **Is There a Cost to Get A UEI?**

- No. You can get a Unique Entity ID for free from the federal government. You can get a UEI and register your business for government grants, contracts and federal assistance for free at SAM.gov.

- **How Do I Update My Business Information?**

- If the legal name or physical address of your business has changed, you can now update it through SAM.gov instead of going to Dun & Bradstreet as previously required.

FAQ (Continued)

- **Will the Government Call or Email Me About MY UEI?**

- GSA is not contacting organizations directly about the Unique Entity ID (SAM). If you receive an unsolicited call or email about a UEI be careful. Don't provide personal information or information about your business; log into your SAM.gov account to manage your registration.

- **Where Can I Get Help with SAM.gov or My UEI?**

- Start at SAM.gov where you'll find FAQs about the UEI transition. If you still need help, you can search for help on the Federal Service Desk (FSD.gov) website or request help from an FSD agent during business hours of 8 am to 8 pm ET Monday through Friday.

FAQ (Continued)

- **Does My Business Still Need a DUNS Number?**

- It's a good idea for small businesses to get a DUNS number as it is used as the identifier in the Dun & Bradstreet commercial credit reporting system. If your business does not already have one, you can request a D-U-N-S number (short for Data Universal Numbering System) for free.

- While the US General Services Administration warns that "You will no longer find the DUNS number in any SAM.gov searches, views, or extracts," that doesn't mean your business no longer has a DUNS number, just that it is no longer used within the federal government's Integrated Award Environment (IAE) which manages several systems including SAM.gov, FPDS, ESRS, FSRS, CPARS and FAPIIS.

- . **How long does it take to process my application?**

- We process your application within 5 business days. It can take up to 25 business days for your application to be approved. There are multiple government agencies that are involved.

Q & A

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Resources

- To apply for UEI SAM.gov

- To find your EIN information (if you have already applied for and received an EIN and have misplaced your paperwork) call the IRS at 1-800-829-4933 and press 1 for English and then 3 for EIN number questions

- Acceptable Documentation
  GSAFSD_kb_articles - GSA Federal Service Desk Service Portal

- You can search for help on the Federal Service Desk (FSD.gov)

Thank You For Attending!

If you have further questions, or unique situations, I am available to help you trouble shoot.

Email: Chris@letsgrowkids.org