

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).

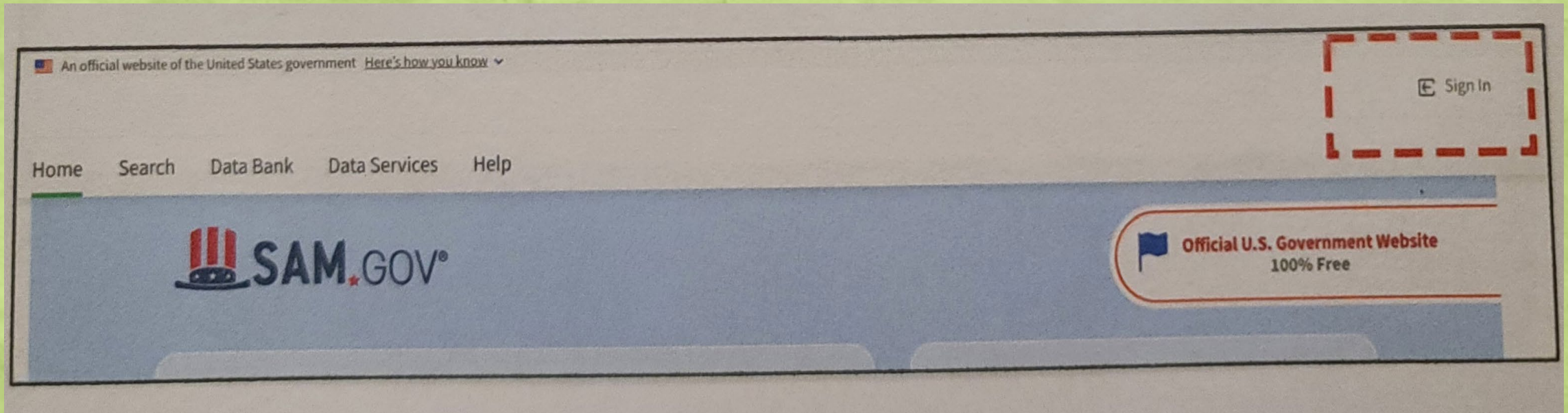
Obtaining Your UEI

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"

The screenshot shows the 'Entities' widget interface. At the top, there are four status indicators: '1 ACTIVE REGISTRATION', '1 WORK IN PROGRESS REGISTRATION', '0 SUBMITTED REGISTRATION', and '1 ID ASSIGNED'. Below these is a '0 PENDING ID ASSIGNMENT' indicator. A summary line states 'Next Update Due: Mar 7, 2023 | Due in Next 30 days: 0 Entities'. The main content area is divided into two columns. The left column is titled 'Register Your Entity or Get a Unique Entity ID' and contains a link 'What do I need for registration?' and a green 'Get Started' button with a red arrow pointing to it. The right column is titled 'Renew/Update Your Entities' and contains the text 'Select Renew/Update to go to your entity workspace and renew/update your entities.' and a link 'How to renew or update an entity' with an external link icon. Below this link is a green 'Renew/Update' button.

Entities

1 ACTIVE REGISTRATION 1 WORK IN PROGRESS REGISTRATION 0 SUBMITTED REGISTRATION 1 ID ASSIGNED

0 PENDING ID ASSIGNMENT

Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

Renew/Update

Select "Get Unique Entity ID only"

What do you want to do?

Choose what you need and we will show you what information to prepare.

- Register for Financial Assistance Awards Only
- To apply for grants and loans as described by 2 CFR 200. [↗](#)
 - Includes getting a Unique Entity ID and entity registration.



- Register for All Awards
- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [↗](#)
 - To apply for grants and loans as described by 2 CFR 200. [↗](#)



- Get a Unique Entity ID Only
- May be required to report subawards, such as federal subcontracts or sub-grants
 - You will get a Unique Entity ID. This is NOT an entity registration.



[What's the difference between getting a UEI only and registration? ↗](#)






What do I need for registration?
Download our guide.

Download

Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) [↗](#) to submit a request.

  
Previous Cancel Next

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

The screenshot shows a four-step registration process. Step 2, 'Validate Entity', is the active step. The progress bar shows steps 1, 2, 3, and 4. Step 1 is 'Get Started', step 2 is 'Validate Entity', step 3 is 'Get Unique Entity ID', and step 4 is 'Register Entity'. The main content area has the heading 'You Are About to Validate Your Entity' and a warning that the information will be used by the federal government. It lists five items to be documented: Legal business name, Physical address (no P.O. boxes or virtual offices), Start year, Country or state of incorporation (if applicable), and National Identifier (non-U.S. entities only). A checkbox is checked, indicating the user can provide official documentation if necessary. At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Next'.

1 Get Started 2 **Validate Entity** 3 Get Unique Entity ID 4 Register Entity

You Are About to Validate Your Entity

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- Legal business name
- Physical address (no P.O. boxes or virtual offices)
- Start year
- Country or state of incorporation, if applicable
- National Identifier (non-U.S. entities only)

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide official documentation , if necessary, to validate my entity.

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

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.




Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City **State**

  
Previous Cancel 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.

Review Entity Information
Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

Select From the List
Then select **Next** to continue

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

| | |
|----------------------------------|---------------|
| <input checked="" type="radio"/> | [Entity Name] |
| <input type="radio"/> | [Entity Name] |

- 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

| | |
|---|------------------------------------|
|  Articles of Incorporation | Year of Incorporation 2015 |
|  Articles of Amendment | 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

[GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

- 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) |
|---|--|--|
| <p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • 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) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • 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 <i>non-expired</i> 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. | <p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • 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) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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). <i>Do not submit screens from U.S. federal websites.</i> • 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) <p>All international documents must have a satisfactory English language translation attached.</p> |

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 legal business name, physical address, start year, and state of incorporation or national identifier.
- 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

Enter Entity Information Validate Information **Request UEI** Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Include in public search
Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. Learn more about SAM.gov public search results.

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

- 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](https://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](https://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](https://www.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

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](https://www.fsd.gov)) website or request help from an FSD agent during business hours of 8 am to 8 pm ET Monday through Friday.

Resources

- To apply for UEI [SAM.gov](https://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](https://fso.dhs.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