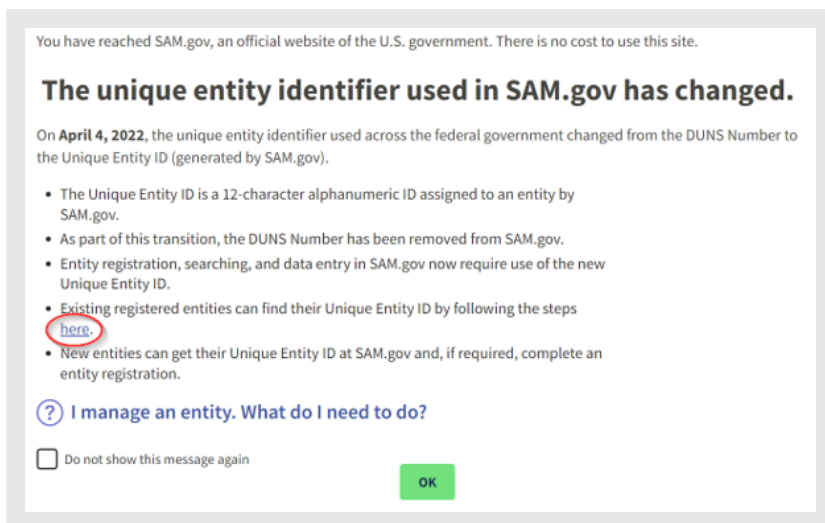


# How to Obtain a Unique Entity ID # (UEI)

## From SAM.GOV

Beginning on April 4, 2022, the federal government stopped using the DUNS number issued by Dun & Bradstreet for verifying programs/entities receiving federal dollars. In place of the DUNS number, programs receiving federal funds are required to have a Unique Entity Identification number (UEI) issued by sam.gov.

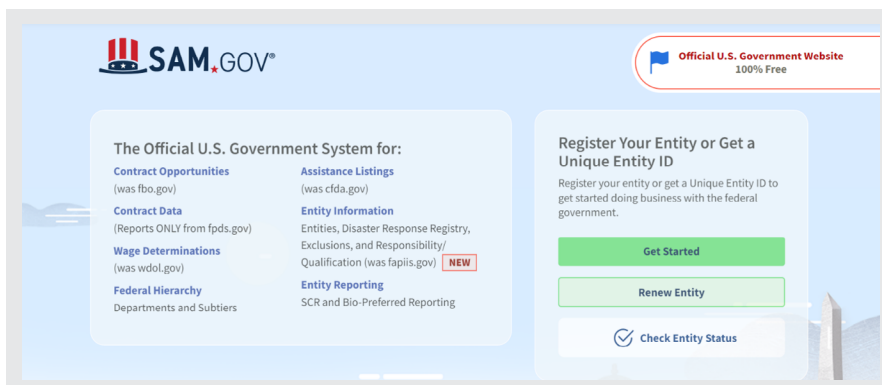
If you had previously gone into sam.gov in past years and registered your name/email address, you likely have a UEI already and do not know it. To retrieve your UEI, click on the hyperlink in the first screen that pops up when you go to [SAM.gov | Home](https://sam.gov).



The site will walk you through the process step-by-step how to **locate your UEI**.

For those programs that had not registered at sam.gov, these next steps and images will help you go through the process.

First, close out the window that popped up. You should then see the following screen.



Click on the "Get Started" button.

**Get Started with Registration and the Unique Entity ID**

Submitting a registration and getting a Unique Entity ID are FREE.

**Before You Get Started**

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.

1 About Registration 2 Set up a SAM.gov Account 3 Prepare Your Data 4 Get Started

1 About Registration

**Register Your Entity or Get a Unique Entity ID**

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Entity Status

Requesting a UEI is FREE. You need to obtain a Unique Entity ID only. You do not need to complete full registration. Click on the “Get Started” button again. Then click “Accept”.

**SAM.GOV**

**You must accept the U.S. Government System terms to sign into this website.**

This is a U.S. General Services Administration Federal Government computer system that is “**FOR OFFICIAL USE ONLY**.” This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI). Individuals entering data into this system must only enter PII and/or CUI when it is specifically requested. Exposure of PII and/or CUI as a result of an individual inadvertently entering PII and/or CUI into a public data field where it is not required is the sole responsibility of the individual entering the data. Failure to follow these instructions may result in your record being deactivated. Individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

Using another person's email address and password to access SAM is strictly prohibited.

Keep your login information confidential.

Cancel Accept

You will then need to “Create an Account”.

**sam.gov is using Login.gov to allow you to sign in to your account safely and securely.**

**i** SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address

Password

☐ Show password

Sign in

First time using Login.gov?

Create an account

Enter your email address, select preferred language to view the instructions, and check the box that you read and accept the “Rules of Use”. Then click “Submit”.

**Create your account**

Enter your email address

xxxxx@inccrra.org

**Select your email language preference**  
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)  
☐ Español  
☐ Français

☒ I read and accept the Login.gov [Rules of Use](#)

**Submit**

Select “Get a Unique Entity ID Only”. Then Click “Next”.

**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.

**Navigation:** Previous, Cancel, Next

Fill in the requested information and click “Next”.

### Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

**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, license 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 / Territory**

Click the “I can provide official documentation, if necessary, to validate my entity” box and click “Next”. The Download Guide can help with the application process.

### You Are About to Validate Your Entity

What is validation?


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](#)
- [National identifier](#) (non-U.S. entities only)
- [Country or state of incorporation, if applicable](#)

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.

 **Are you prepared for validation and registration?**

You should then see the following screen (the entities displayed are ones based on data to help create this tip sheet. The ones you may see are based on data you entered)

Choose one of the two options and click “Next”.

**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.

**LEGAL ENTITIES LIST** WHERE DO THESE RESULTS COME FROM?

Showing Top Results

<b>ILLINOIS NETWORK OF CHILD CARE RESOURCE AND REFERRAL AGENCIES</b> 1226 TOWANDA AVE BLOOMINGTON, IL 61701-3424 USA	Corporate
<b>IL NETWORK OF CHILD CARE RESO</b> 1226 TOWANDA AVE BLOOMINGTON, IL 61701-3424 USA	Corporate Non profit organisations
<b>JAMES DAY CARE</b> 519 HIGH ST MARBLE HILL, MO 63764-9132 USA	Corporate

Previous Cancel Next

It will ask you to provide documentation that confirms your program identity. Attach the appropriate documents and click “Next”.

Check the box to agree to the terms and click “Next”.

**Complete Your Profile**  
Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

**Terms of Service**

- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

☒ I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.

Next

Cancel


This should complete the process. It may take 1-4 days to be issued a UEI.

If you have any difficulties or confusion about the website and what information is requested, contact the sam.gov website Customer Service. Information is below.

## Customer Service

### Registration Status

Registration can take up to 10 business days to become active.

 [Check your registration statuses](#)

### Federal Service Desk

For technical issues, you can search for your question or submit a web form anytime at the [Federal Service Desk](#).

**Hours of Live Help Operation:** Monday-Friday 8 a.m. to 8 p.m. ET

**Available Services:**

- Live Chat
- Call

U.S. Calls: 866-606-8220