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.

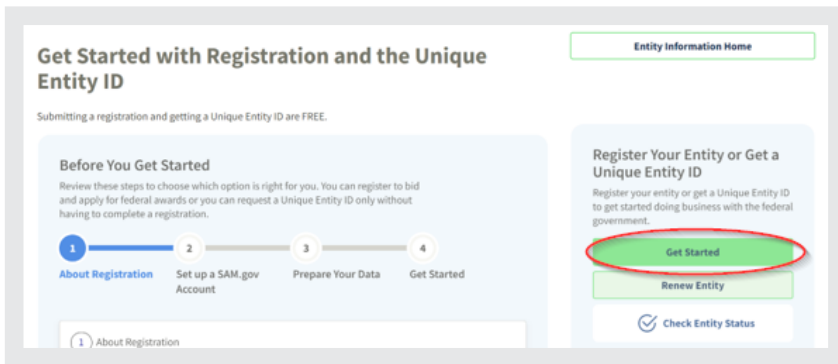The site will walk you through the process step-by-step how to **locate your UEI.**

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

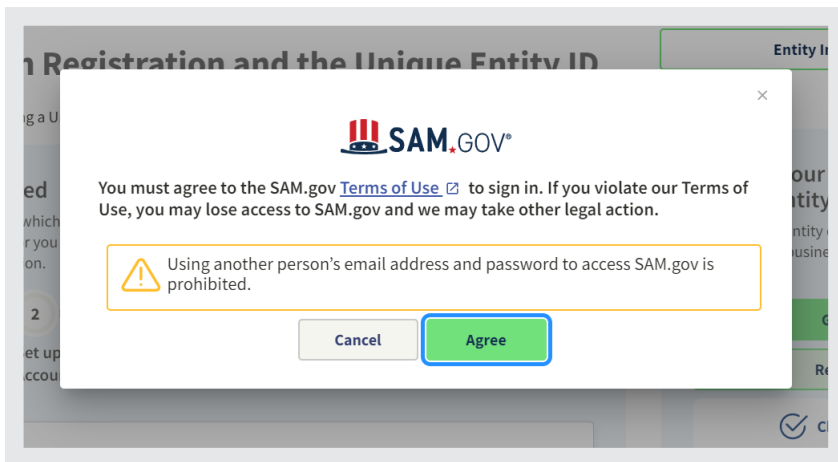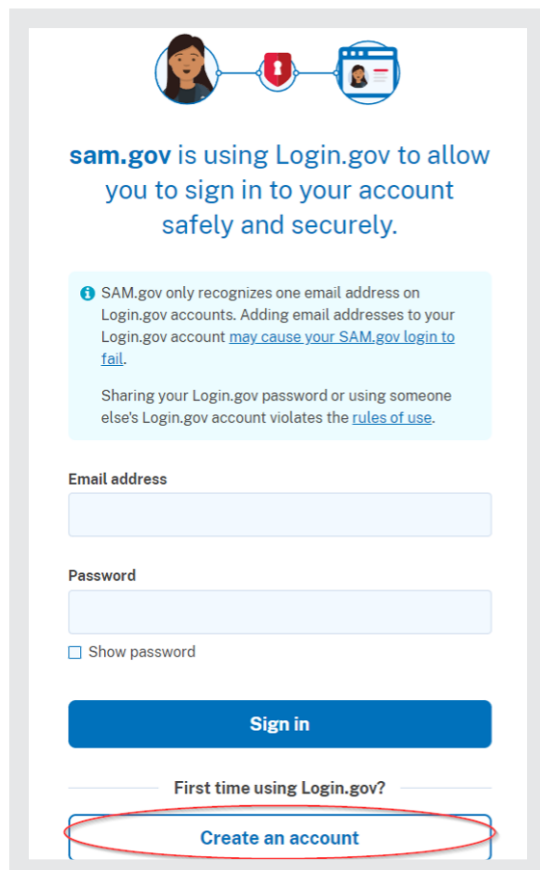First, close out the window that popped up. You should then see the following screen.

Click on the "Get Started" button.

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 "Agree".

You will then need to "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.

⦉ 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.

James's Day Care

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

UNITED STATES   × ▼

Street Address 1

1226 Towanda Ave

Street Address 2 (Optional)

ZIP Code

61701

City   **State / Territory** ⓘ

Bloomington   Illinois

< Previous   × Cancel   > Next

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?

Download Guide

< Previous   × Cancel   > Next

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".

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".

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