

# Getting a UEI (Unique Entity ID) from SAM.gov

Michigan Arts and Culture Council

April 2022

All organizations that submit an application to the MACC must (as of April 2022) now obtain a UEI (Unique Entity ID). The UEI is a federal identification number and replaces the previously-used DUNS number. This process **is required of all organizations** (nonprofits, schools, municipalities, etc) for most MACC grant programs. However, **is not required for individuals** who are applying for a professional development grant.

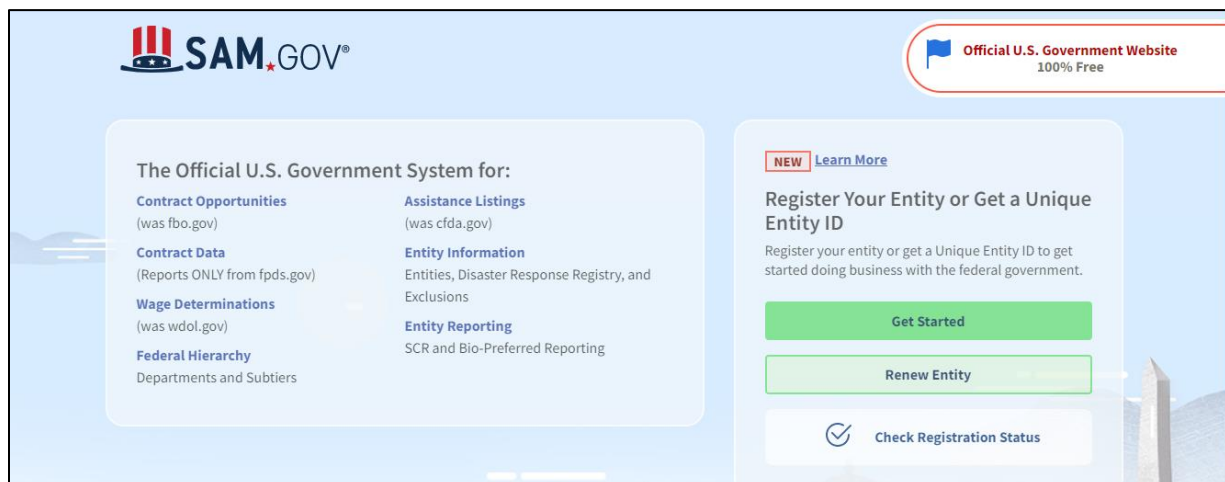
This step-by-step will detail how to obtain your organization's UEI.

- If your organization already has a SAM.gov account (possible reason: you have applied for a federal grant before), then you already have a UEI. Log into your SAM.gov account and you can access your UEI
- If your organization had a SAM.gov account before but it has lapsed, or the person at your organization with the login has left your company, please see this help article: [https://www.fsd.gov/gsafsd\\_sp?id=gsafsd\\_kb\\_articles&sys\\_id=f228607a1b2e8d54937fa64ce54bcbdb](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=f228607a1b2e8d54937fa64ce54bcbdb)
- See end of document for more troubleshooting resources.

## **Step 1: Go to SAM.gov.**

- A pop-up may show up discussing the unique entity identifier. You can press the green "OK" button or exit out of the pop-up.

## **Step 2: Click the green "Get Started" on the right side.**



### Step 3: Click AGAIN the green “Get Started” on the right side.

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

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  
If you want to apply for federal awards as a prime awardee, you need a **registration**.

**NEW**  
**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 Registration Status

### Step 4: Click the green “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.

Cancel **Accept**

**Step 5: You must register a personal account with Login.gov to continue. Press “Create an account”. If you already have a login, Sign In.**

LOGIN.GOV SAM.GOV

Illustration of a person, a shield, and a computer screen.

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

Email address  
flannerya1@michigan.org

Password  
\*\*\*\*\*  Show password

Sign in

Create an account

**Step 6: SAM.gov may bring you back to this page. Click the greet “Get Started” again. If it doesn’t bring you back to this page, follow steps 1, 2, & 3 again to get there and press “Get Started”.**

Entity Information Home

## 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

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

**NEW**

### 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 Registration Status

## **Step 7: Click on “Get Unique Entity ID” (the second choice).**

- Note: if you click “Register Entity”, this will bring you through the entire federal registration process needed if you were to apply for a federal grant. This can take a long time. If you are just trying to get your UEI to apply for MACC grants, make sure to click “Get Unique Entity ID” on this page for the much shorter registration process.

### Get Started

#### Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID.

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

#### Get Unique Entity ID

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)

## **Step 8: Fill in the information requested.**

- Note: SAM.gov is very particular about how you enter this information. It must match exactly the legal business name and information that you have registered with Michigan and/or IRS.

- Note: Sometimes the country does not autofill and it will prevent you from proceeding to next page. If you get stuck, make sure you have selected a country.
- Note: Most organizations can continue with just using the 5 digit zip code, although it asks for your +4 zip code.
- Note: SAM.gov will not accept PO boxes. When your organization registered with the State (and IRS), you had to register a physical address that was not a PO box.

## 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.

### 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 (+4)

#### City

#### State

**Step 9: If you entered information successfully in previous step, a list of organizations (or sometimes just one organization) should pop-up. Select your organization here.**

- Note: if unable to find a match, you can click “Create incident” to open a case with SAM.gov for assistance. You can also contact SAM.gov for live chat, phone, or email assistance (see last page).

YOU ENTERED

Upper Peninsula Children's Museum Inc.  
123 W. Baraga Ave  
Marquette, Michigan 49855  
UNITED STATES

WE FOUND THE FOLLOWING MATCHES

Showing 1 - 10 of 16 results

- UPPER PENINSULA CHILDRENS MUSEUM  
123 W BARAGA AVE  
MARQUETTE, MI 49855-4744 USA
- UPPER PENINSULA LAND CONSERVANCY  
109 W BARAGA AVE  
MARQUETTE, MI 49855-4728 USA
- UPPER PENINSULA IN SMOKE  
2684 US HIGHWAY 41 W  
MARQUETTE, MI 49855-2295 USA

**Step 10: SAM.gov may request two additional pieces of information depending on your organization type: your year and state of incorporation (Michigan)**

Validate Additional Information

You have selected the following entity.

SELECTED ENTITY

UPPER PENINSULA CHILDRENS MUSEUM

123 W BARAGA AVE  
MARQUETTE, MI 49855-4744  
USA

Please provide the following information to finish validating your entity.

Year of Incorporation

YYYY

State of Incorporation

▼

**Step 11: Request your UEI. Check or Uncheck the “include in public search” option. That decision is up to you, and there are no penalties one way or the other. Click the “I certify....” Button below. Click green “Receive Unique Entity ID”.**

### Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

[Blurred entity information]

**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.](#)

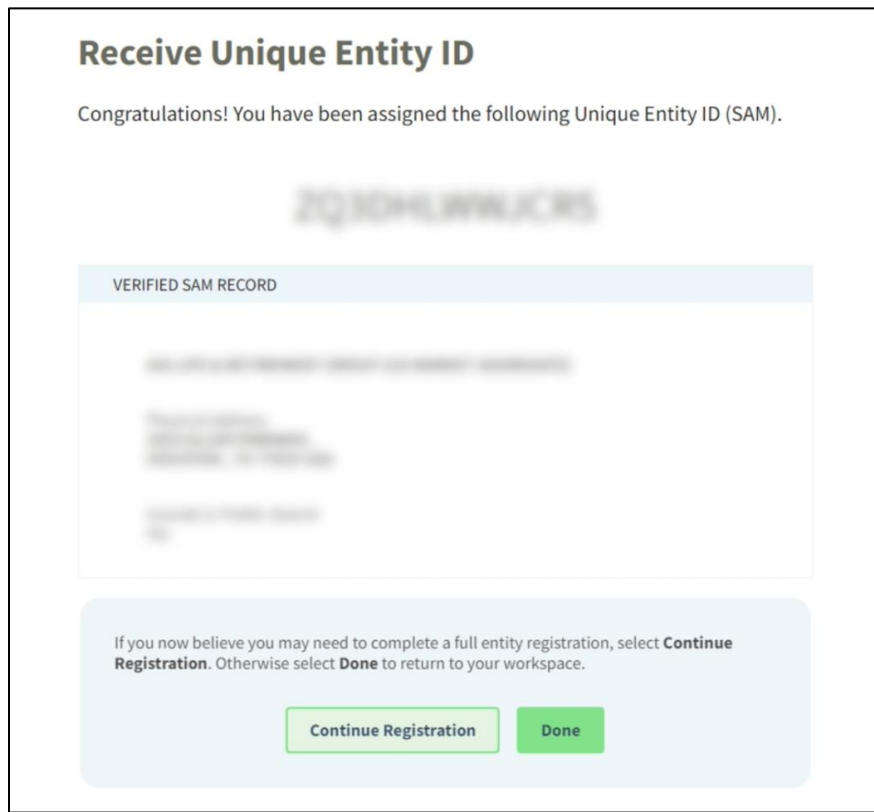
Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

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

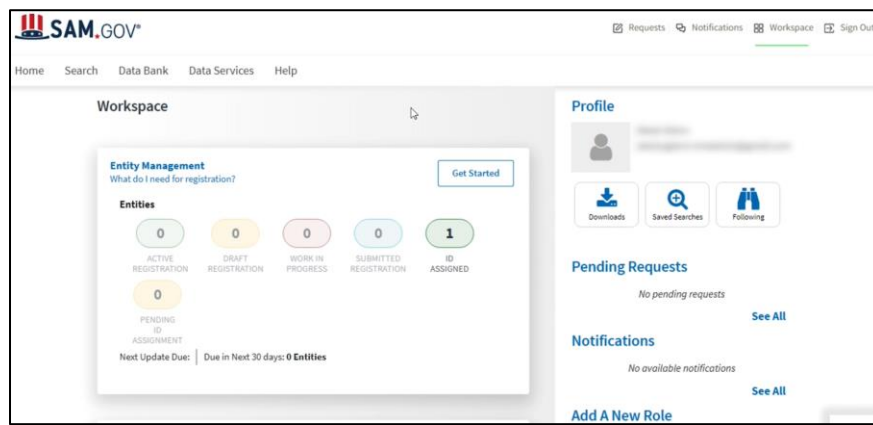
**Receive Unique Entity ID**

## **Step 12: Receive UEI**

- Your 12-digit alpha-numeric UEI should appear. You will enter this number in your SmartSimple Organization Profile when completing your MACC grant application(s). You are done with the process now.



**(Optional) Step 13: To see your UEI in the future, log-in to your SAM.gov account and your screen should look something like this. You can find your registration under “ID Assigned” and it will likely have a “1” there.**





## UEI Help & Troubleshooting

Video: How to get a Unique Entity ID: <https://sam.gov/content/home> (scroll towards bottom and a video should appear on right side)

SAM.gov help: <https://sam.gov/content/help>

Federal Service Desk “Help on UNI Transition”:

[https://www.fsd.gov/gsafsd\\_sp?id=gsafsd\\_kb\\_articles&sys\\_id=7f2f7c7e1bae8d54937fa64ce54bcb56](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=7f2f7c7e1bae8d54937fa64ce54bcb56)

- FSD Contact Center:

- Hours of Operation  
Monday - Friday 8 a.m. to 8 p.m. ET
- **U.S. calls:** 866-606-8220  
**International calls:** +1 334-206-7828  
**DSN:** 94-866-606-8220

- Live chat available. Click “Need Help” along top toolbar.
- Create an Incident case system. Click “Need Help” along top toolbar.

MACC Contact (can help somewhat, but most troubleshooting will need to be done directly with SAM.gov):

**Alex Flannery**

**State of Michigan Arts and Culture Council (MACC)**

Office Phone: 517.331.5925

Email: [flannerya1@michigan.org](mailto:flannerya1@michigan.org)