



SAM and UEI UPDATE

The unique entity identifier used in SAM.gov has changed. On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (UEI generated by SAM.gov).

- * The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- * As part of this transition, the DUNS Number has been removed from SAM.gov.
- * Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- * Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- * New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Get help with registering your entity at <https://sam.gov/content/help>. You may also call the Federal Service Desk (FSD) at 866-606-8220, Monday – Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov, which will streamline the entity identification and validation process. Resources to help you prepare for the transition from UEI (DUNS) to UEI (SAM) can be found at the Federal Service Desk website, fsd.gov.

If your entity is registered in [SAM.gov](https://sam.gov), your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. The Unique Entity ID is currently located below the DUNS Number on your entity registration record.

The System for Award Management (SAM) is the government's online repository for information about vendors that supply goods and services to federal agencies, or entities that receive federal funding. Your company or entity must be registered in SAM if you want to do federal government contracting or receive federal funds.

Each applicant (unless the applicant is an individual or federal awarding agency that is exempt from the requirements under 2 CFR §25.110, or has an exception approved by the federal awarding agency under [2 CFR §25.200](#)) is required to:

- 1) Be registered in the SAM prior to submitting an application;
- 2) Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency; and
- 3) Provide its unique entity identifier in each application or plan it submits to the federal awarding agency.



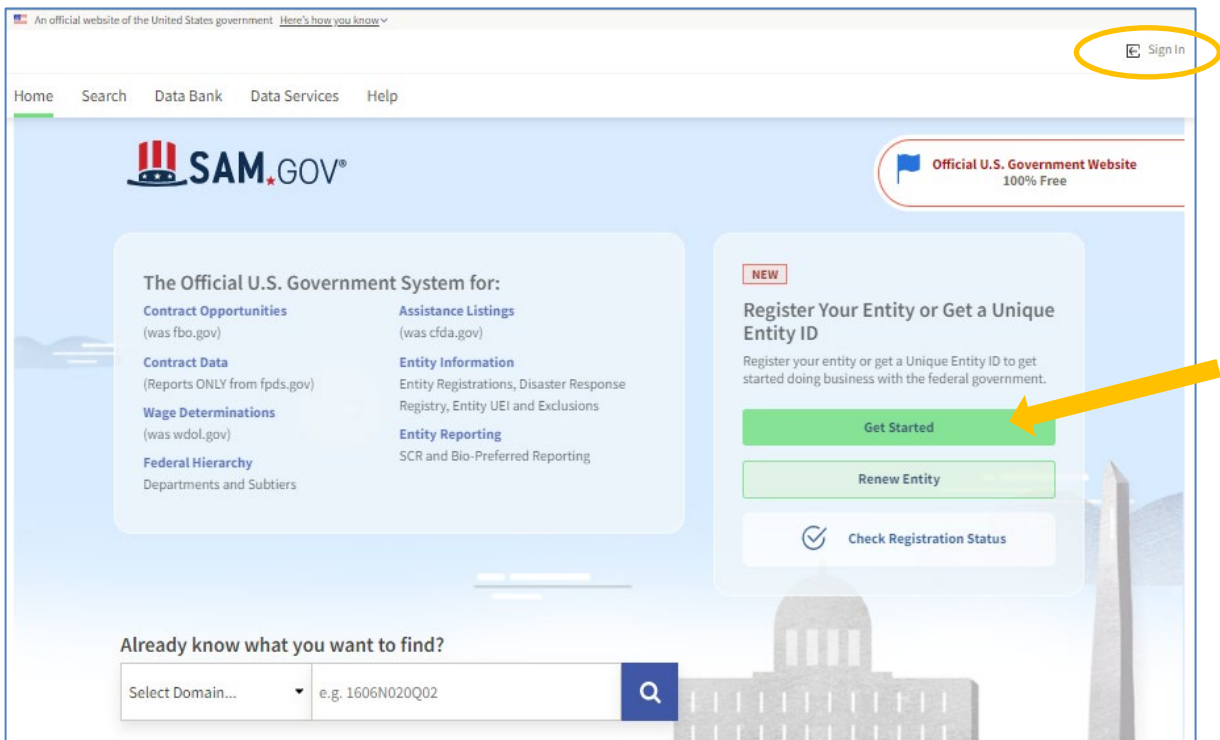
DOE may not make a federal award to an applicant until the applicant has complied with all applicable SAM requirements and, if an Applicant has not fully complied with the requirements by the time DOE is ready to make a federal award, the DOE may determine that the Applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Register with the System for Award Management (SAM) at <https://www.sam.gov>. **SAM registration must be updated annually.**



How to Register in SAM and Obtain a Unique Entity ID (UEI)

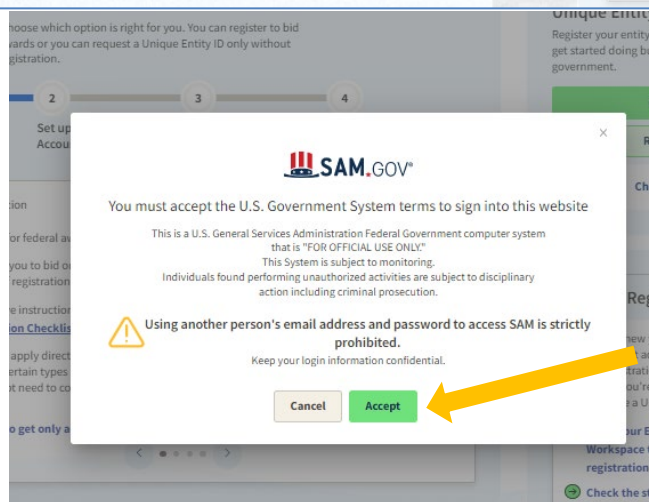
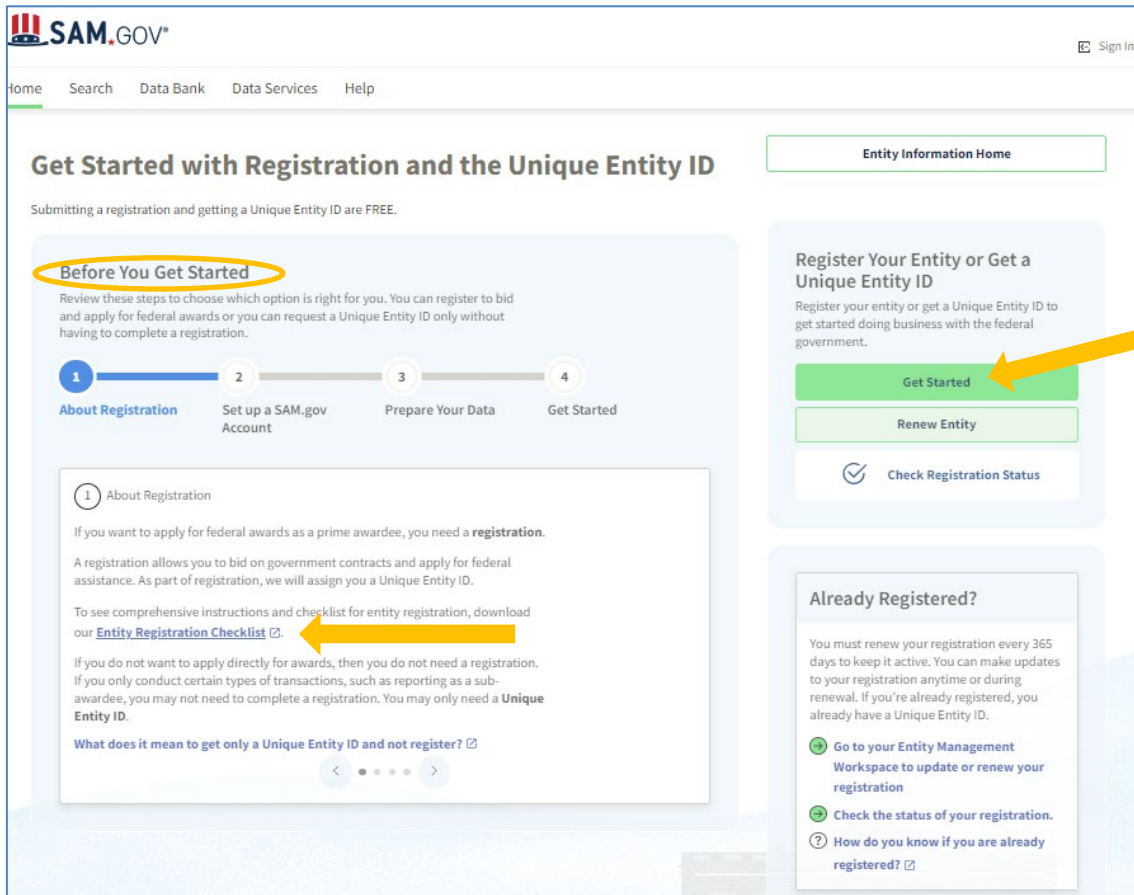
1: Getting Started. Go to www.sam.gov and click on “Get Started” to register your entity or get a Unique Entity ID. If you already have an account on SAM.gov then you may click “Sign In” on the upper right-hand corner of the screen.





Review steps 1 to 4 under *Before You Get Started* section about SAM registration and requesting a UEI. Click on “Entity Registration Checklist” link to see comprehensive instructions and checklist that will help you gather needed information to register your entity.

When you have gathered the information on the checklist, click the green “Get Started” button. As part of the registration, SAM will assign you a UEI.

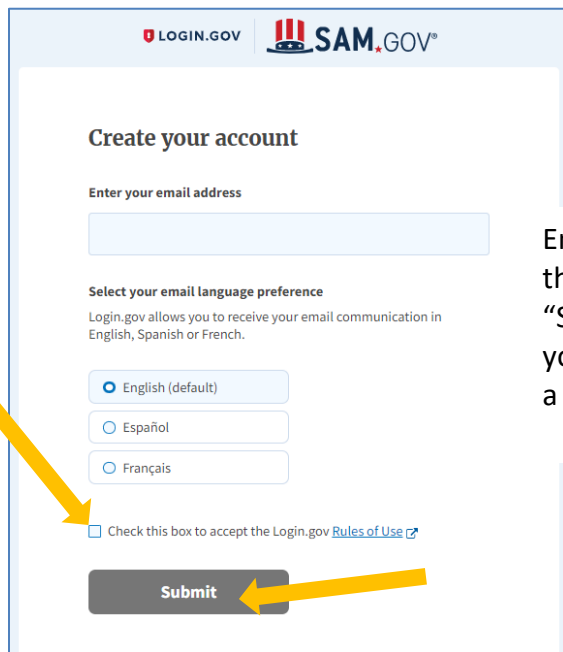
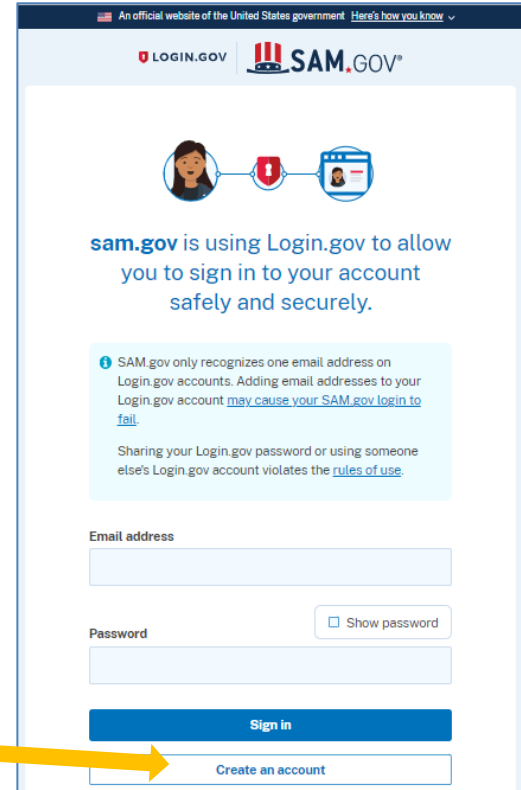


You must accept the U.S. Government System terms to continue.

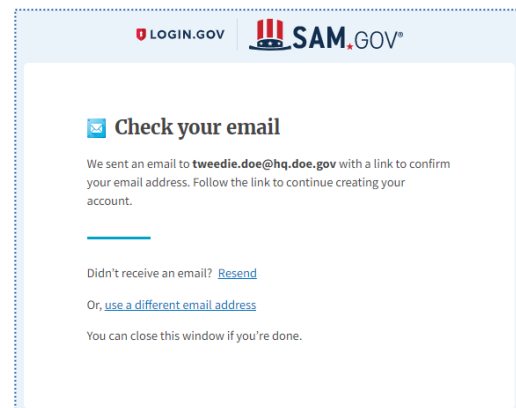


2: Create a [Login.gov](https://login.gov) account

Next, you will be directed to Login.gov screen. Click “Create an account” to create a Login.gov account. This account will enable you to sign safely and securely into your SAM account.



Enter your email address, accept the Rules of Use, then click the “Submit” button. Once you submit your email address, you should see a message to check your email.





***Note:** You will need to create a Login.gov account even if you already have a SAM account. Use the same email address for Login.gov that you used for your existing SAM account. If you use any other email address to create your account at Login.gov other than the one associated with your SAM.gov account, your SAM.gov roles will need to be reassigned. This could cause delays in updating your existing registrations. If you don't know which email is associated with your SAM.gov user account, contact the supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 Monday through Friday from 8 a.m. to 8 p.m. (ET).

When you receive an email from Login.gov to confirm your email address, follow the instructions. When you follow the provided link, it will take you to a screen that asks you to create a password. Create a strong password and click "Continue".

***Note that the link provided for you to confirm your email address will expire in 24 hours.**

LOG IN.GOV | SAM.GOV®

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password Show password

.....

Password strength: Great!

Continue

Password safety tips +

[Cancel account creation](#)



Next is the Authentication method set up.

After you create a Login.gov password, the next screen will ask you to select another layer of security. Login.gov recommends that you select at least two different options in case you lose one of your methods.

Backup codes is the least preferred authentication method because the codes can easily be lost.

Select two options then click the “Continue” button.

LOGIN.GOV | **SAM.GOV®**

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

[Cancel account creation](#)



Depending on which options you selected in the previous screen, additional information and instructions will follow.

For example, if you choose the “Authentication application” option, then you will be prompted to set up an authentication app. Follow the steps to set up this application and click “Submit”.

The screenshot displays the 'Add an authentication app' page on the SAM.GOV portal. At the top, there are logos for LOGIN.GOV and SAM.GOV. The main heading is 'Add an authentication app', followed by a sub-heading: 'Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)'

The process is divided into four numbered steps:

- 1 Give it a nickname**
If you add more than one app, you'll know which ones which.
[Input field]
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**
[QR code placeholder]
- 4 Enter the temporary code from your app**
Or enter this code manually into your authentication app
[Input field] [Copy]

At the bottom of the form, there is a blue 'Submit' button. A yellow arrow points to this button. Below the 'Submit' button, there is a checkbox labeled 'Remember this browser' which is checked. At the very bottom, there is a link that says 'Choose another option'.



LOGIN.GOV | SAM.GOV

Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in.**

Message and data rates may apply. Please do not use web based (VOIP) phone services.

Phone number
Example: (201) 555 0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

If you choose to receive your security code by "Phone" then you will see the screen to the left. Provide your phone number and select either "Text message (SMS)" or "Phone call" then click "Send code".

Login.gov will send you a security code via text momentarily with this option. Enter the security code that you received by text when you are prompted to do so on this screen and click the "Submit" button.

LOGIN.GOV | SAM.GOV

Enter your security code

We sent a security code to +1 720-585-4999. This code will expire in 10 minutes.

One-time security code

Submit

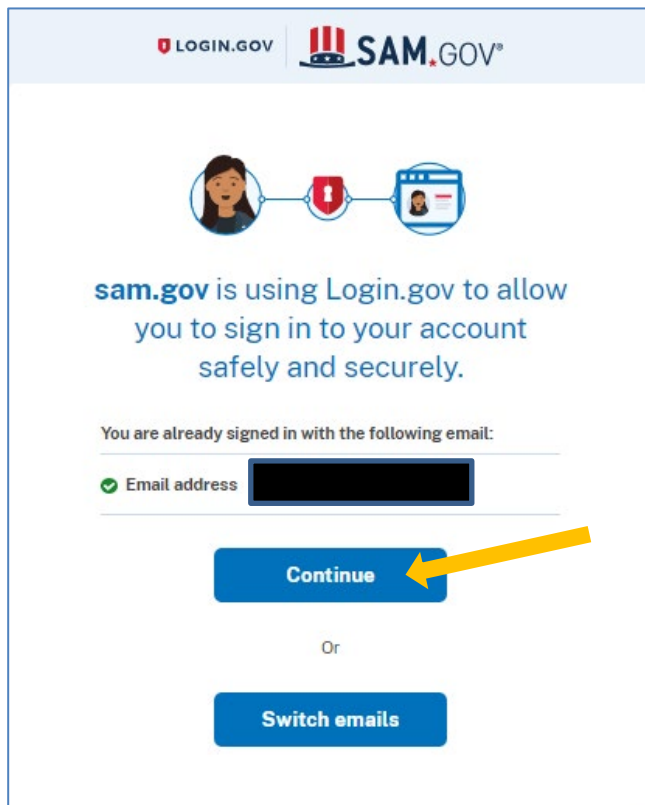
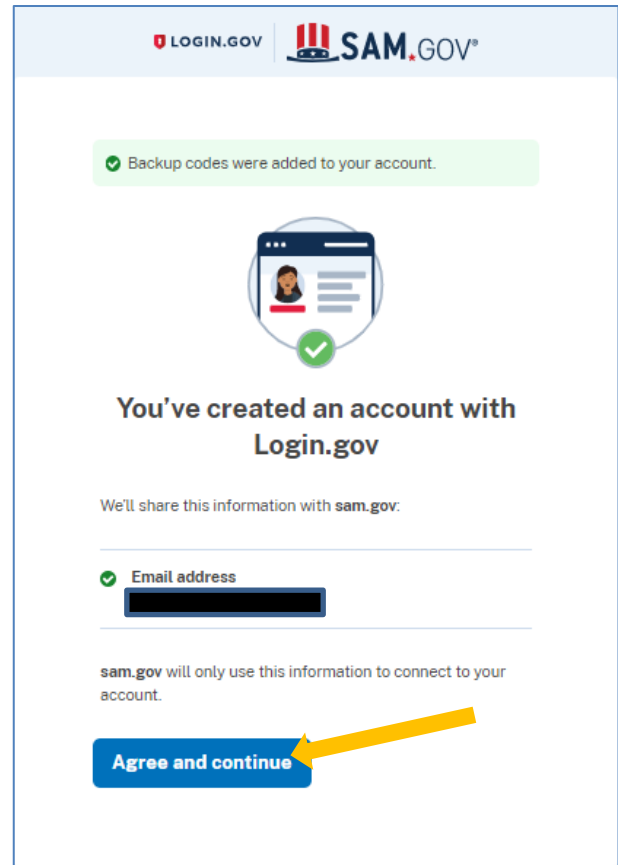
Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)



Once you have successfully set up your authentication methods you will see a similar screen to the right to indicate that you have created an account with Login.gov. Click the “Agree and continue” button.

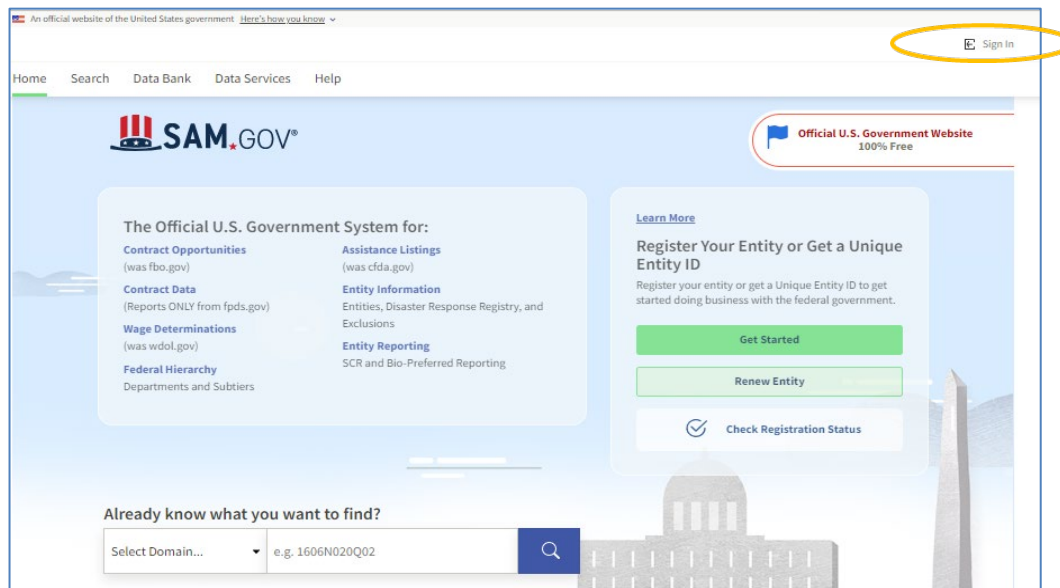


You are now ready to log into your SAM.gov account safely and securely using Login.gov multifactor authentication.

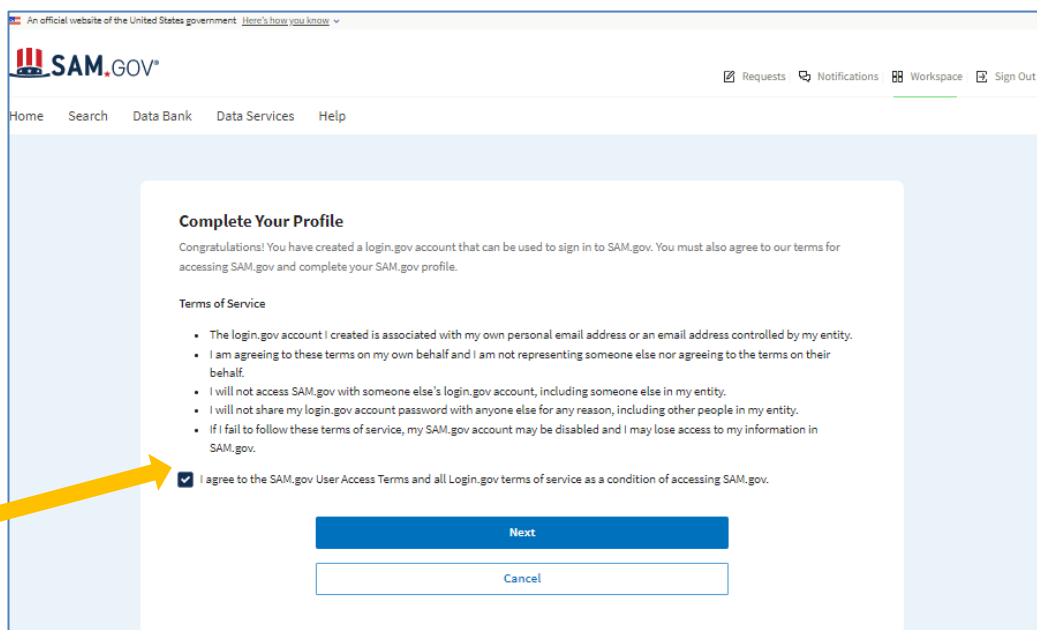
Click the “Continue” button to continue to the SAM.gov homepage.



From the SAM.gov homepage, click “Sign In” to access your SAM.gov account. Use the same email address that you provided to create your Login.gov account. You will need to enter the second security sign in option that you selected in the above steps to set up your authentication methods.



You have now successfully created a Login.gov account that can be used to sign in to SAM.gov. Next, complete your profile for your SAM.gov account. Agree to SAM.gov and Login.gov terms for accessing SAM.gov and click “Next” to continue.





Next, complete your profile by providing the requested information. All fields are required unless marked as optional. Once filled out, click “Submit” to continue.

SAM.GOV Requests Notifications

Home Search Data Bank Data Services Help

Complete Your Profile

Congratulations! You have a login.gov account. To use your account at this website, complete the following fields. Unless marked as optional, all fields are required.

Name and Email

First Name

Last Name

Email

Business Phone (Optional)
Country Code is 1 for USA and North America

Country Code	Phone	Extension
<input type="text" value="1"/>	<input type="text" value="REDACTED"/>	<input type="text" value="ext: 1234"/>



You may complete an optional Request Role form by providing the requested details.

If you choose to skip this step and request a role later, click “Skip and Finish”, otherwise click “Finish” to submit your role request. Either option will advance to the next screen.

Note: under “Role”, there is a drop-down menu where you may Select a Role.

SAM.GOV

Home Search Data Bank Data Services Help

Request Role (Optional)

Note: If you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.

Request Details

Entity *Required*
To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (DUNS or more)

Enter DUNS, UEI, LBN, CAGE, DoDAAC, or Office Code

Role *Required*
The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your more

Select a Role

Domain *Required*
You may select more than one domain, if appropriate.

Select a Domain

Additional Details *Required*
Provide additional details about your position and why you need the requested role to help your administrator make the appropriate more

Skip and Finish Finish

Role *Required*
The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your more

Select a Role

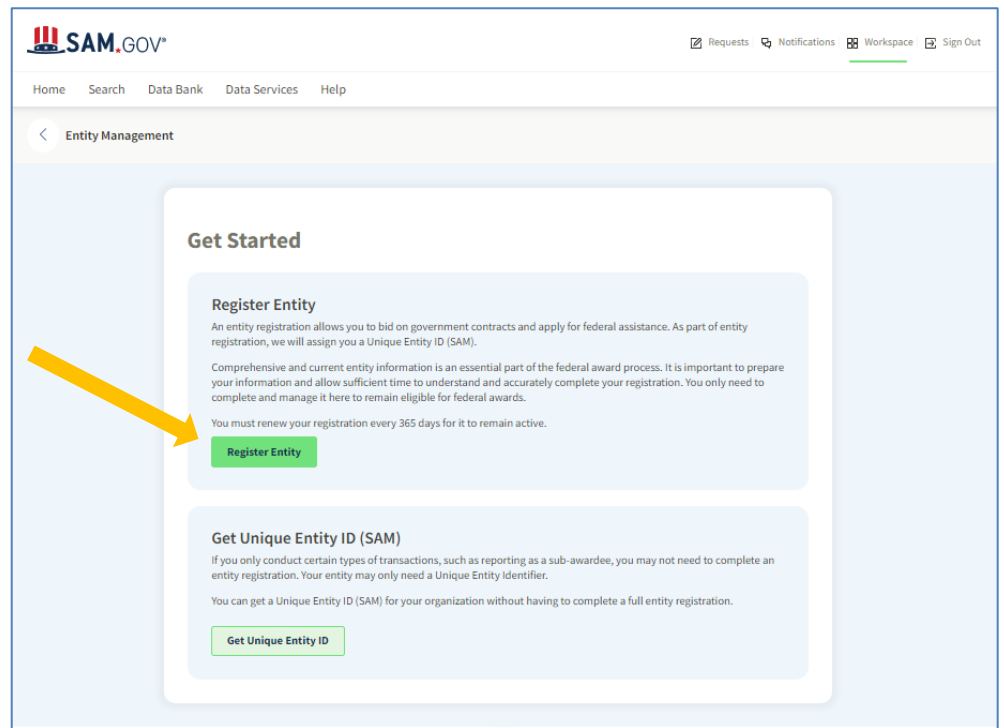
- Entity Reporting
 - Data Entry
 - Viewer
- Entity Registration
 - Data Entry
 - Viewer
- Contracts
 - Data Entry
 - Viewer



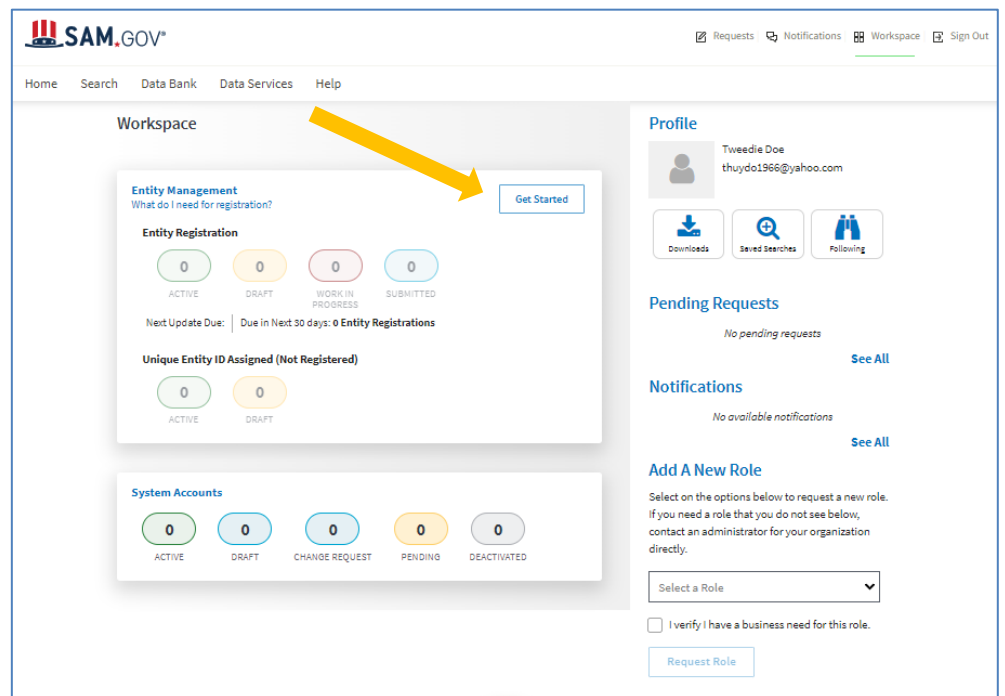
3: Register Your Entity

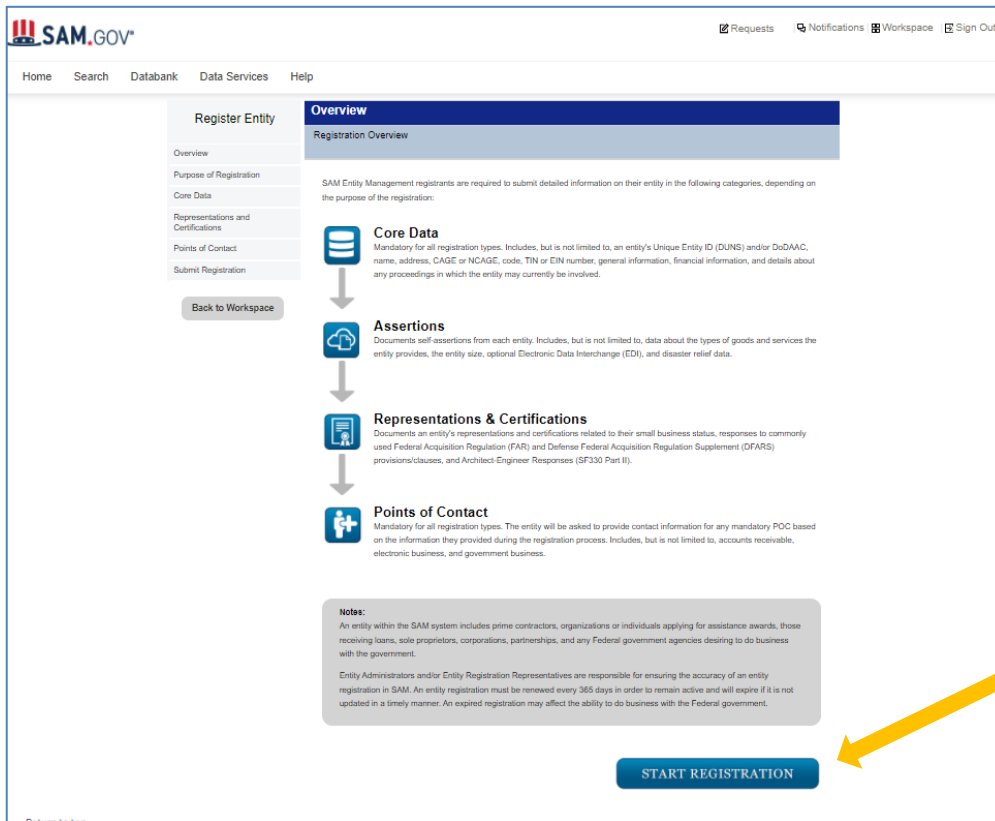
Now that you have a Login.gov account and have completed your profile in SAM, you are ready to register your entity. On the “Get Started” screen you will have the option to “Register Entity” or “Get Unique Entity ID” without having to register an entity.

Note: to apply for federal assistance, an entity must be registered with SAM.

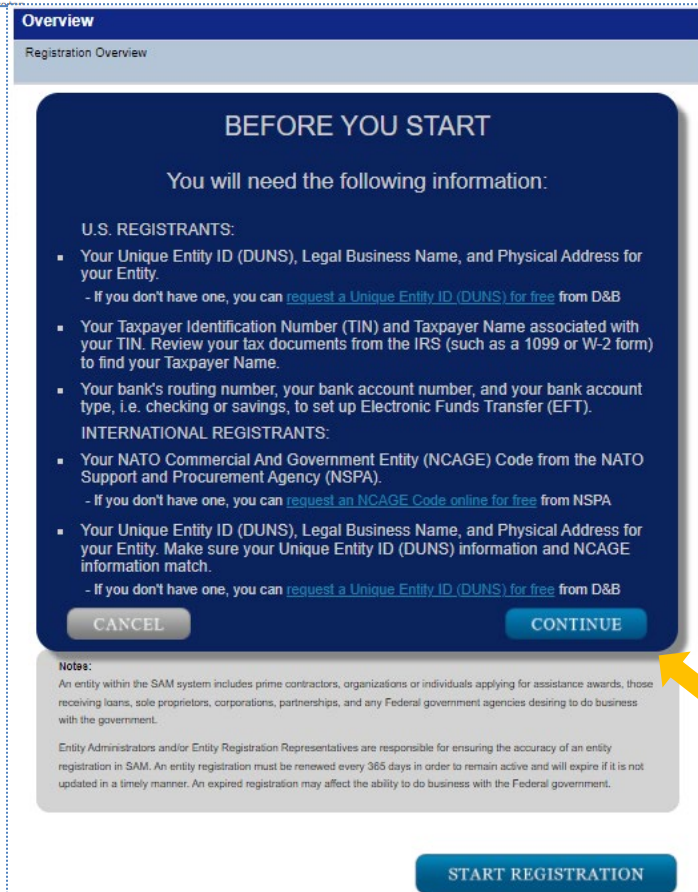


On this screen, your “Workspace” will display information on your SAM account activities, including your entity registration and Unique Entity ID (UEI) status. Click “Get Started”.





When you click on "Register Entity" in the previous screen, you will see this screen that outlines the next important steps to register your entity. After reviewing, click "Start Registration".



After clicking "Start Registration" in the previous step, the screen shown at left will appear, outlining the information you will need to provide to register your entity.

- Your Unique Entity ID (DUNS), Legal Business Name, and Physical Address for your Entity.
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN.
- Your bank's routing number, and your bank account type, to set up Electronic Funds Transfer (EFT).

Click "CONTINUE" when ready.



Register Entity

Purpose of Registration
Determine Purpose of Registration

Overview

Purpose of Registration

- Determine Purpose**
- Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Page Description

This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in FAR 52.204.7 System for Award Management.

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

What type of entity are you registering?

- Business or Organization
- U.S. Federal Government
- U.S. State Government
- U.S. Local Government
- Tribal Government
- Foreign Government

Why are you registering this entity to do business with the U. S. government? *

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

Cancel Previous **Next**

You will now begin the entity registration process, starting with identifying the purpose for registering your entity.

Tip: Read the “Page Description” thoroughly. The following sections and required information are specific to the selections made on this page.

Note: The options shown here were selected for the purpose of this guide.

Click “Next” to advance.

Based on your selections in the previous sub-section, the subsequent screen will list the required sections that you will need to complete. Confirm the purpose of registration and click “Next” when ready.

Register Entity

Purpose of Registration
Confirm Purpose

Overview

Purpose of Registration

- Determine Purpose
- Confirm Purpose**

Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Cancel

Previous **Next**

Page Description

Based on the answers you provided on the previous page, SAM determined your purpose of registration and the sections you must complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.

Purpose of Registration: All Awards

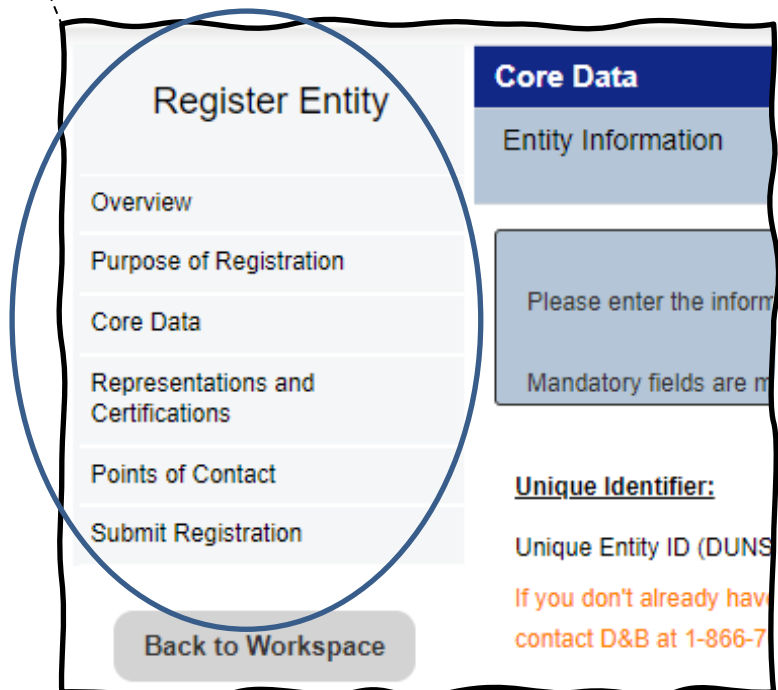
You are required to complete the following sections:

- Core Data
- Assertions
- Representations & Certifications
- Points of Contact



Next, you will begin the process of providing all required information to register your entity.

A menu of sections that you will need to complete for entity registration is displayed in the top, left corner of the on-screen page. Sections that appear in this menu will vary depending on the selected options in the previous "Purpose of Registration" section (see Page Description on "Purpose of Registration" page for details).





Each section in the Register Entity menu can be expanded to reveal the sub-sections that make up each section by clicking the section title.

For example, in the image to the right, the Core Data section has been expanded to reveal its sub-sections, each containing forms that need to be completed before moving on to the next sub-section or section.

Note: You can only move from one section or sub-section to the next by completing each page.

Complete each section to move on to the final section "Submit Registration".

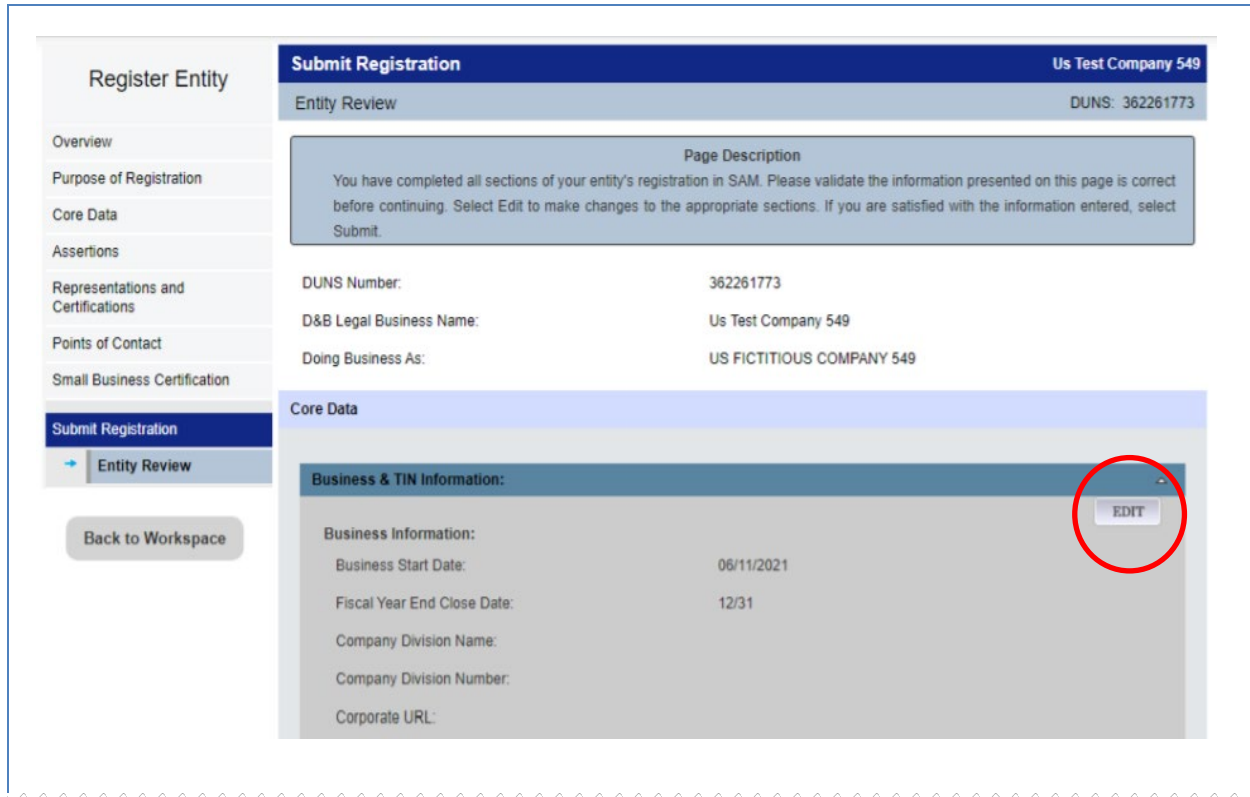


The screenshot shows the 'Register Entity' menu on the left and the expanded 'Core Data' section on the right. The menu items are: Overview, Purpose of Registration, Core Data (highlighted), Representations and Certifications, Points of Contact, and Submit Registration. A 'Back to Workspace' button is at the bottom. The expanded 'Core Data' section includes: Entity Information, Verify Entity Information, Business Information, CAGE or NCAGE Code, General Information, Financial Information, Executive Compensation Questions, Proceedings Questions, SAM Search Authorization, and Review Core Data. The right side of the expanded section contains instructions: 'Please enter the information. Mandatory fields are marked.' It lists 'Unique Identifier:' with 'Unique Entity ID (DUNS): *' and a note 'If you don't already have one, contact D&B at 1-866-705-57...'. It also lists 'Entity Name:' with a note 'A critical new step in entity val...' and 'Legal Business Name: *'. Finally, it lists 'Entity Physical Address:' with a note 'Please enter the physical add... your Unique Entity ID Number...'.

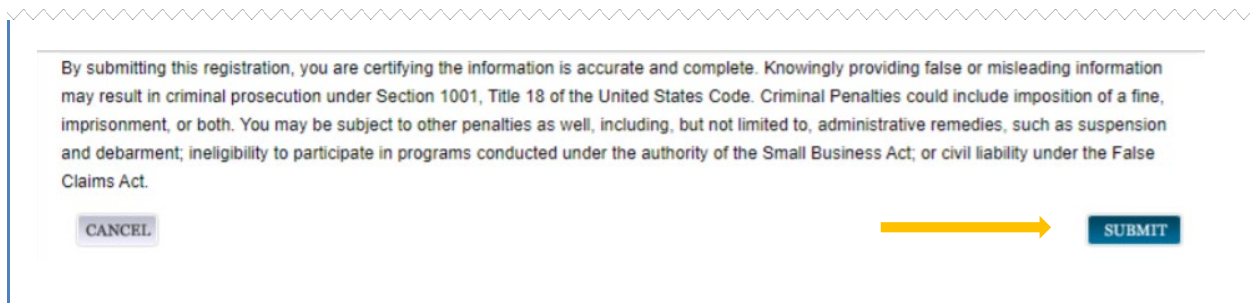


Once you have completed the preceding section, you will advance to “Submit Registration”. Here you will need to do a final review of the entity information entered in all prior sections of the entity registration. If changes need to be made, click the “Edit” button located in the upper right corner of each section (circled in image below).

Note: The image below does not capture the entire “Entity Review” page. Please review all fields and sections by scrolling through the entire page.



At the bottom of the “Entity Review” page, after all entity information has been reviewed, click the “SUBMIT” button to complete your entity registration. **You are now finished with registering your entity in SAM.gov.**





After submitting your entity registration, a confirmation page will display, providing next steps and the option to return to your SAM Workspace. Review “What happens next?” and then click “Back to Workspace” where you can review, print a copy, or save to PDF your entity record.

Register Entity

- Overview
- Purpose of Registration
- Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration**
- Entity Review
- Confirmation Page

Submit Registration Us Test Company 549
Confirmation Page DUNS: 362261773

Registration Submitted - Confirmation
Tue Jun 15 14:26:00 EDT 2021

You successfully submitted your entity registration. This registration record will remain in Submitted status until all external validations are complete. This process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration.

What happens next?

- 1 If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.
- 2 Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.
- 3 If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.
- 4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, select Check Status on the SAM.gov homepage to see where your registration is in the review process.
- 5 Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.
- 6 You can get FREE help with your registration by contacting our supporting [Federal Service Desk \(FSD\)](#). In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Check the [PTAC website](#) to locate your closest PTAC.

Select Back to Workspace to be navigated to your Workspace where you can view your entity record and print or save a PDF

Back to Workspace

Workspace

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

Entity Registration

2	0	0	1	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED	PHRR

Next Update Due: Sep 26, 2020 | Due in Next 30 days: 0 Entity Registrations

Unique Entity ID

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

In your Workspace you can view your entity and track the registration status. Your registration will remain in the “Submitted” stage until it passes external validations, at which point the entity registration will become “Active”.

Your entity’s Unique Entity ID (SAM) is automatically assigned when the entity is put into the “Active” status after passing validation. You will then be able to view your Unique Entity ID (SAM) in your Workspace.

You can find help with registering your entity on SAM.gov here <https://sam.gov/content/help> where you can search the [Knowledge Base](#), “Go to Incident” or “Go to Live Chat”.

You may also contact the Federal Service Desk (FSD) by phone at 866-606-8220 Monday – Friday 8:00 a.m. to 8:00 p.m. Eastern Time.