Instructions detailing the process to be followed in order to obtain an Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request an Unique Entity ID (SAM)
    a. Legal Business Name
    b. Physical Address (including ZIP + 4)
    c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
        i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
            1. Click "Sign In" on the upper right-hand corner.
   2. Click on "Create a User Account"

            3. Choose Account Type:
                a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
                b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
            4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.
            5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not

hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get an Unique Entity ID by selecting the "Get Started" button on the SAM.gov home page.
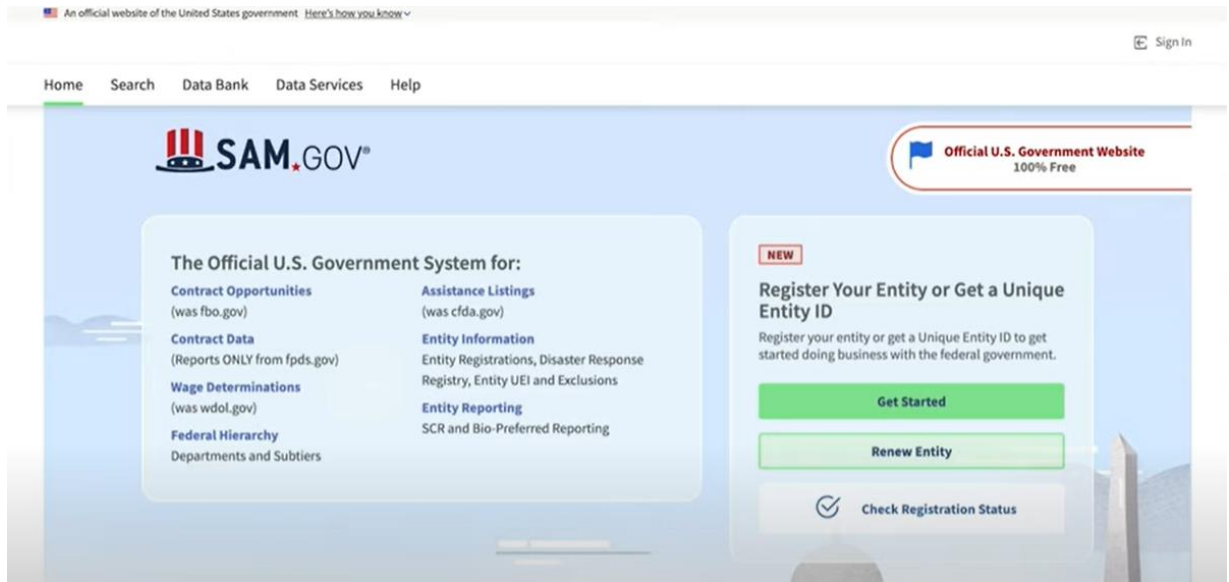
3. Select "Get Started" on the Getting Started with Registration page.

SAM.GOV®

Home   Search   Data Bank   Data Services   Help

Getting Started with Registration

Entity Information Home

This the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

1 Request a DUNS Number → 2 Prepare Your Data → 3 Get a Login.gov Account → 4 Submit and Finish

1 Request a DUNS Number

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1–2 business days (under normal circumstances) when using the D&B web form.

Go to D&B web form ⧉

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**

4. Select "Get Unique Entity ID" on the Get Started page.

< **Entity Management**

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 (SAM).

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 (SAM)

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 (SAM) for your organization without having to complete a full entity registration.

☆ **Get Unique Entity ID**

5. Enter Entity Information.

    a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

6. When you are ready, select "Next"
7. Confirm your company's information.

    a. On this page you will have the option to restrict the public search of this information. "Allow the selected record to be a public display record." If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

✓ **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. Learn more about SAM public search results ⍈.

    ‹   ✕   ›

    Previous   Cancel   Next

8. When you are ready, select "Next"
9. Once validation is completed, select "Request UEI" to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.

Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999   • Public

DUNS   UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
**3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US**

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI.**

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

[Request UEI]

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.