

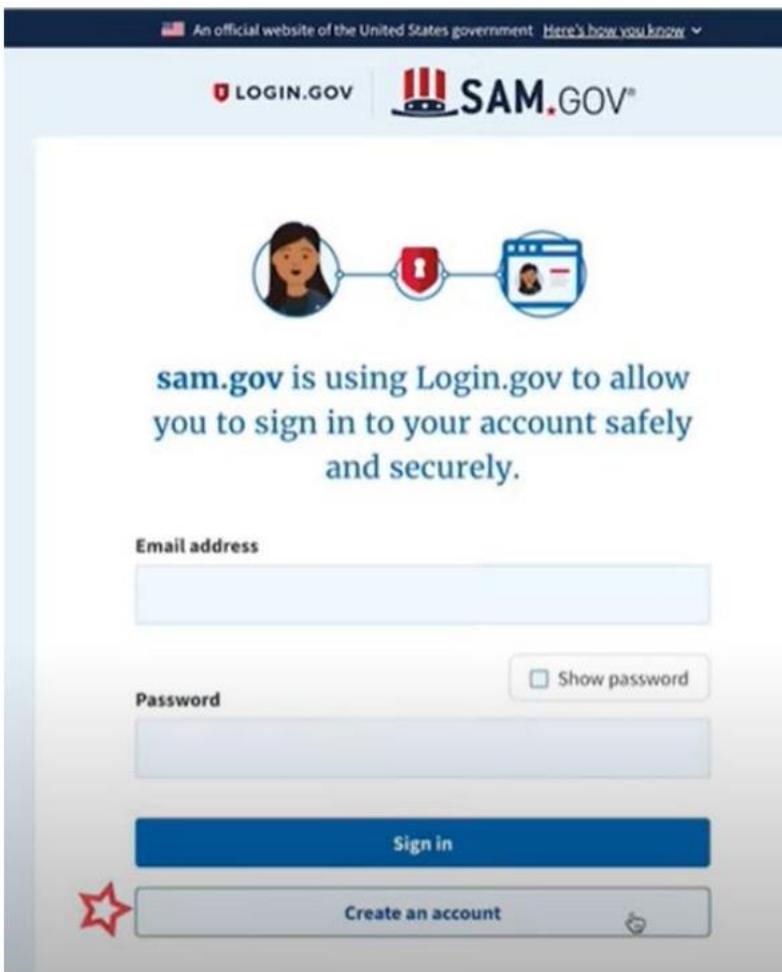
## Guide for Obtaining Unique Identifier Number

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

1. Have the following information ready to request a 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).

As a new user, to get a SAM.gov account, go to [www.sam.gov](http://www.sam.gov).

- a) Click “Sign In” on the upper right-hand corner.
- b) Click on “Create a User Account”



An official website of the United States government. [Here's how you know](#) ▾

LOGIN.GOV | SAM.GOV®

Diagram: User icon — Shield icon — Computer icon

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

Email address

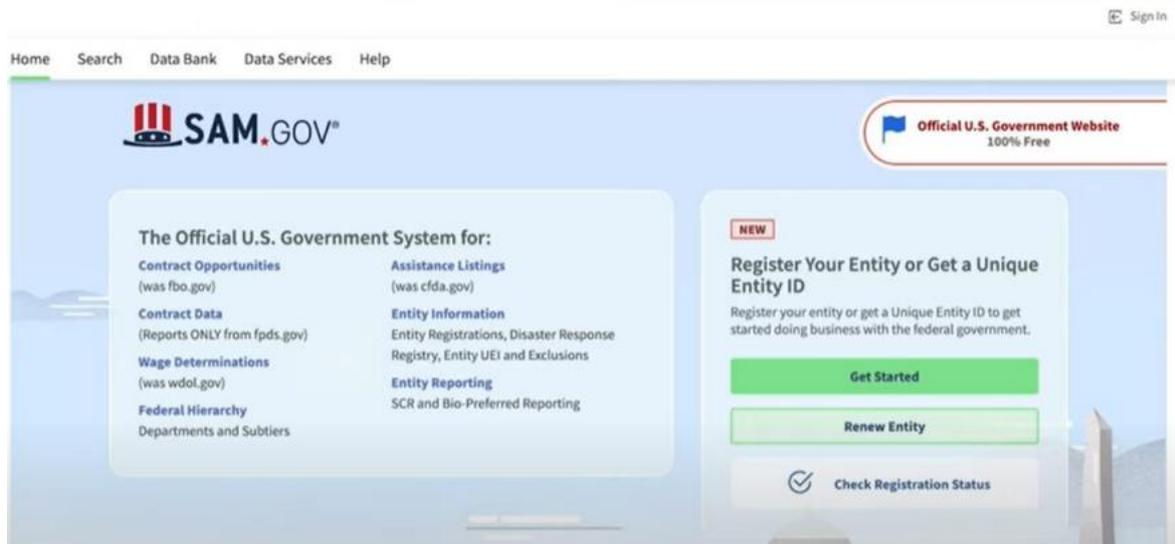
Password  Show password

Sign in

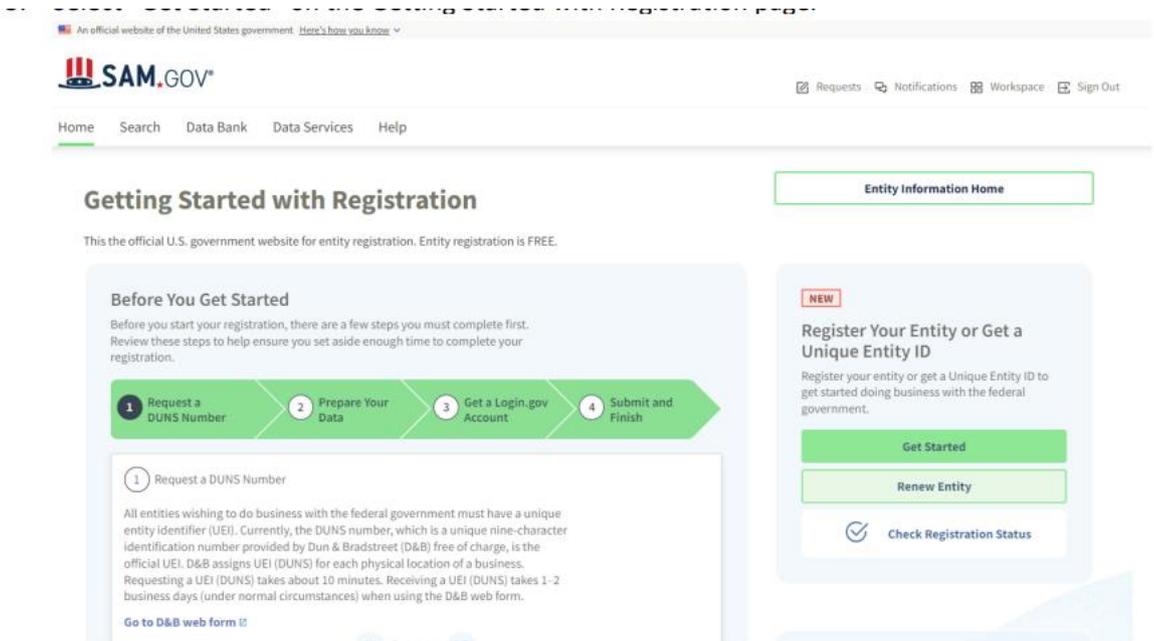
 Create an account

- c) Choose Account Type:
  - 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.
  - 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.”

- d) Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.
  - e) 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 a 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



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



- 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.



- 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 a 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

- When you are ready, select “Next”.
- Once validation is completed, select “Request UEI” to be assigned a Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct



### 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. transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.

## Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

**EH4HG9MLR7Q6**

The screenshot shows a confirmation page with a green header that reads "VERIFIED MATCH:". Below this, the company name "US TEST COMPANY 999" is displayed with a green dot and the word "Public" next to it. There are two sections for Unique Entity IDs: one for DUNS (362267515) and one for SAM (EH4HG9MLR7Q6). The physical address is listed as "3501 CORPORATE PKWY, CENTER VALLEY, PA 18034, US". At the bottom, there is a message: "You have finished getting your Unique Entity ID, select **Done** to return to your workspace. To continue with registration, select **Continue Registration**." Two buttons are visible: "Continue Registration" and "Done".

11. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.
12. 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.

### Workspace

#### Entity Management

What do I need for registration?

Get Started

##### Entity Registration



Next Update Due: Due in Next 30 days: 0 Entity Registrations

##### Unique Entity ID



#### System Accounts



### Profile



Downloads Saved Searches Following

### Pending Requests

No pending requests

See All

### Notifications

No available notifications

See All

### Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role

GSA