

# Unique Entity Identifier - UEI (SAM)

The UEI is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government in SAM.

Sub-awardees, including subcontractors, will need a UEI(SAM) and provide the UEI(SAM) to the prime awardee.

## How To Request a Unique Entity ID – UEI (SAM)?

- Create a user login on SAM.gov
- Request a Unique Entity ID – UEI (SAM)

*Note: Here is the link to Video: Get a Unique Entity ID (UEI)*  
<https://www.youtube.com/watch?v=0uv1YNAslNk>

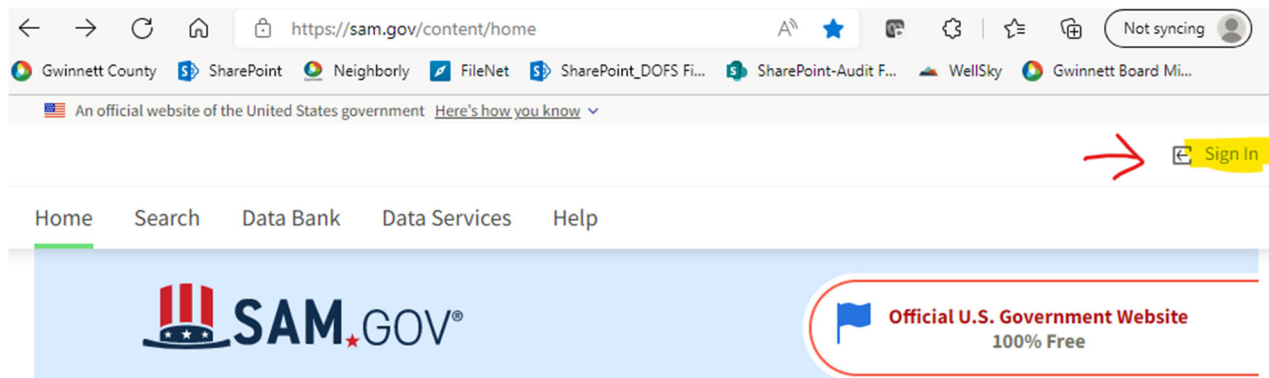
## To Create a User Login

**Step 1:** Go to [www.SAM.gov](http://www.SAM.gov)

**Step 2:** Click on “Sign In” → Click “Create an Account”

**Step 3:** Fill out your email, select Language, check “I read and accept the Login.gov” box → Click “Submit”

**Step 4:** The system will send an email to the email you entered with a link to confirm your email address. Follow the link to continue creating your account.





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

Email address

Tiffany.Nguyen@gwinnettcounty.com

Password

Show password

.....

Sign in



Create an account

## Create your account

Enter your email address

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

## To Request a UEI (SAM)

**Step 1:** Go to [www.SAM.gov](http://www.SAM.gov)

**Step 2:** Click “Sign In” → Fill out your email address and password then Click “Sign in” button

**Step 3:** Enter one-time security code that the system send to the phone number you entered during creating a user login process → Click “Submit”

**Step 4:** Click “Get Started” under Register Your Entity or Get a Unique Entity ID box

**Step 5:** Click “Get Unique Entity ID” button

**Step 6:** Enter Entity Information → Click “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.*)
- Physical Address (*A post office box may not be used as your physical address.*)

**Step 7:** Validate Entity Information. The system will generate a list of entity that matches with the information entered on step 6 → Confirm that your organization’s information is correct by “Select” the correct entity → Click “Next”

*Note:* If the system is unable to locate your correct entity information select “Create Incident” to get help from the Federal Service Desk.

**Step 8:** Check or uncheck “Include in public search”

- **Check** “Include in public search” → Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. This will allow other to search your UEI (SAM) number by your legal name
- **Uncheck** “Include in public search” → Restrict your information. Your entity record will not be visible to other non-federal entities or state and local governments who may wish to do business with you.

**Step 9:** Check “I certify that I am authorized to conduct transactions on behalf of the entity.” → Select “Receive Unique Entity ID”

**Step 10:** Unique Entity ID (SAM) number will display on this screen. SAM.gov will send you an email confirmation with your Unique Entity ID.

