How To Get a Unique Entity ID (UEI) on SAM.gov

(For orgs with an existing DUNS # and not already registered on SAM.gov.)

A. Create a SAM.gov account

1. [Visit SAM.gov](SAM.gov)
2. Click "sign in" on upper right corner and select option to create new account. You will need just your email address.
3. They'll send a confirmation email to the email address you submit, open email and click "confirm".
4. Set up password. Be sure to keep record of this password.
5. Select method to receive code – select "phone" and enter your phone number
6. Once you receive the code it only works for 10 minutes so input immediately to SAM account. You will then be logged into your SAM.gov account.

B. Get a Unique Entity ID

1. Select "Get Started" button on the SAM.gov homepage in your account.
2. Fill in all fields with info re your entity. You'll need:
    i. DUNS #
    ii. Legal business name (name that registered with state filing office)
    iii. Physical address
3. Uncheck the box at bottom so only your org and the federal govt will be able to view your UEI.
4. Certify and click submit.
5. UEI number will show up on next page.
6. Record UEI number