

SAM.GOV – Unique Entity Identifier (UEI) # Step-by-Step Guide

1. Type in your Internet browser - <https://sam.gov/content/home> (**make sure you are on the official U.S. Government site - registration is FREE** – do not utilize a commercial service website that may charge you a fee of \$500 or more).
2. Watch the SAM.GOV instructional video at this link:
<https://www.bing.com/videos/search?q=UEI+registration+video&docid=603543531897160384&mid=60E6AAE1BFB5E108D39260E6AAE1BFB5E108D392&view=detail&FORM=VIRE>
3. Follow the directions after you have logged into your SAM.Gov account - Look for the icon on the right to begin your registration.
4. Select Log In to complete authentication and access your account. ***If you do not have a SAM.GOV account, you will create one with your email and password. PLEASE KEEP your LOG IN information in a safe place as the system will only recognize one account for your organization.***
5. You may complete an ENTITY REGISTRATION or REQUEST A UEI NUMBER application. **Choose to complete one of these options.** Continue with completing each section of application you have chosen to complete.
6. To register for a **UEI NUMBER ONLY** - After you select your purpose of the registration and your entity type, you will enter the following information to get a Unique Entity ID:
 - Legal Business Name Physical Address (A post office box may not be used as your physical address)
 - Date of Incorporation
 - State of Incorporation (U.S. entities only)Complete each page of the application & submit – You should receive a UEI# shortly after you submit.
7. To complete a **ENTITY REGISTRATION** - Complete each page of the application on the screen & submit. You should receive a UEI# shortly after you submit.

Your UEI # will be similar to this example: FDTWYERDSDK4

You will need to log into your SAM.GOV account annually to renew/update your ENTITY or UEI# registration. Do not allow your registration lapse or you will have to re-apply.