

## Amendment regarding DUNS requirement.

The U.S General Services Administration (GSA) has announced on April 4<sup>th</sup>, 2022 that the DUNS Number has been removed and the Unique Entity ID is now the identifier of record for all entities in IAE systems. Please find the announcement in this link [Unique Entity ID is here.](#)

Here is a snapshot of what's new at SAM.gov as of April 4, 2022:

- The DUNS Number has been removed and the Unique Entity ID is now the identifier of record for all entities in IAE systems.
- SAM.gov generates the Unique Entity ID, which will be used in federal award systems.
- SAM.gov searches, contract data, ad hoc reports, Application Programming Interfaces (APIs), and extracts use the Unique Entity ID. You will no longer find the DUNS number in any SAM.gov searches, views, or extracts.
- Entities now make updates to their legal business name and physical address through SAM.gov. Once you select Create Incident through the update entity information workflow, you will monitor the status of your ticket in your SAM.gov Workspace or in the Federal Service Desk (FSD.gov) instead of going to Dun & Bradstreet.
- Entities registering for the first time will be assigned a Unique Entity ID as part of the registration process.

## Why Unique Entity ID (UEI) is required

If your organization is already registered in SAM.gov a UEI number will be assigned to replace your DUNS number automatically and no further action is required at this time. Prior to April 4, 2022, please confirm this by logging into SAM.gov to ensure this has taken place. If your organization is not registered in SAM.gov, we encourage you do so. In accordance with U.S. government regulation, your organization is required to be registered in SAM under the following conditions:

1. Your U.S. government-funded contract or subcontract is valued at >US\$30,000 (or local currency equivalent).
2. Your U.S. government-funded grant or sub agreement is valued at >\$25,000 (or local currency equivalent).

## How to obtain a Unique Entity ID:

**Step-1:** Visit <https://sam.gov/content/home>

**Step-2:** A pop up window will appear (Note: for the first time this pop up may come, skip to the Step-4 if this pop-up window does not come)



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

## The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

### I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](#) or the Federal Service Desk, [FSD.gov](#). You can search for help at [FSD](#) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

Do not show this message again

OK

**Step-3:** Tick the check box Do not show this message again, and then click OK. It will not come in next visit.

**Step-4:** Click **Get Started** as shown below

The screenshot shows the SAM.gov homepage. At the top left is the SAM.GOV logo. At the top right is a badge that says "Official U.S. Government Website 100% Free". The main content area is divided into two columns. The left column is titled "The Official U.S. Government System for:" and lists several services: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpds.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Information (Entities, Disaster Response Registry, and Exclusions), and Entity Reporting (SCR and Bio-Preferred Reporting). The right column is titled "Register Your Entity or Get a Unique Entity ID" and includes a "NEW Learn More" link. Below the title is a description: "Register your entity or get a Unique Entity ID to get started doing business with the federal government." There are three buttons: "Get Started" (highlighted with a red checkmark), "Renew Entity", and "Check Registration Status" (with a checkmark icon). At the bottom, there is a search bar with the text "Already know what you want to find?" and a dropdown menu labeled "Select Domain..." with the example "e.g. 1606N020Q02".

**Step-5:** The following page will be displayed.

Home Search Data Bank Data Services Help

## Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

**Entity Information Home**

**Before You Get Started**

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.

- 1 About Registration
- 2 Set up a SAM.gov Account
- 3 Prepare Your Data
- 4 Get Started

1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique**

**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

### Already Registered?

You must renew your registration every 365 days to keep it active. You can make updates

**Step-6:** Click **Get Started** again.

**Step-7:** This pop-up window will appear after clicking Get Started.

The image shows a pop-up window with the SAM.GOV logo at the top. The text inside the window reads: "You must accept the U.S. Government System terms to sign into this website. This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This System is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution." At the bottom of the window, there are two buttons: "Cancel" and "Accept". The "Accept" button is highlighted with a blue border and a red checkmark.

**Step-8:** Click **Accept**. The following window will appear.



**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

[Sign in with your government employee ID](#)

[Back to sam.gov](#)

[Forgot your password?](#)

**Step-9:** Click **Create an account** if you do not have any login ID/account. The following window will appear.

## 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**

[Cancel](#)

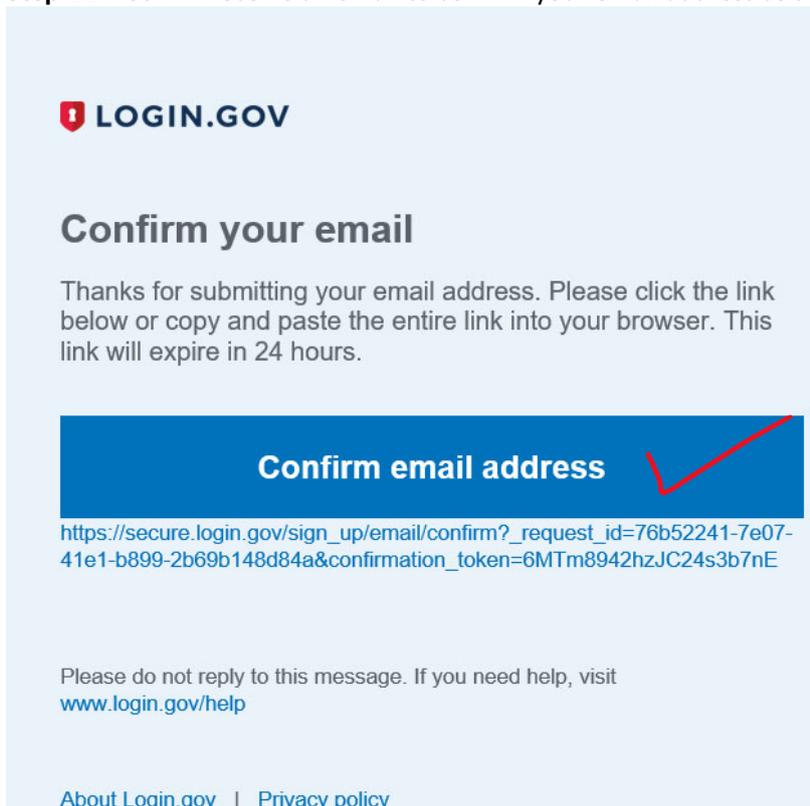
[Security Practices and Privacy Act Statement](#)

**Step-10:** provide your email address in the **Enter your email address** field. Select your language and check the box “I read and accept the Login.gov”, and then hit **Submit**.

Then the following window will appear.



**Step-11:** You will receive an email to confirm your email address as shown below.



**Step-12:** Click Confirm email address.

✔ You have confirmed your email address

## Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Show password

Password

Password strength: ...

Continue 

Password safety tips



[← Cancel account creation](#)

**Step-13:** Give your password in the Password box above and click Continue. The following window will appear.

## Authentication method setup

Add another layer of security by using one of the multi-factor authentication options below.

 **Face or Touch Unlock**  
Use your device to verify your identity. We do not store your fingerprints or images. Recommended since it prevents phishing.

 **Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.

 **Government Employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

 **Authentication Application**  
Download or use an authentication app of your choice to generate secure codes.

 **Text or Voice Message**  
Receive a secure code by (SMS) text or phone call to your device. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

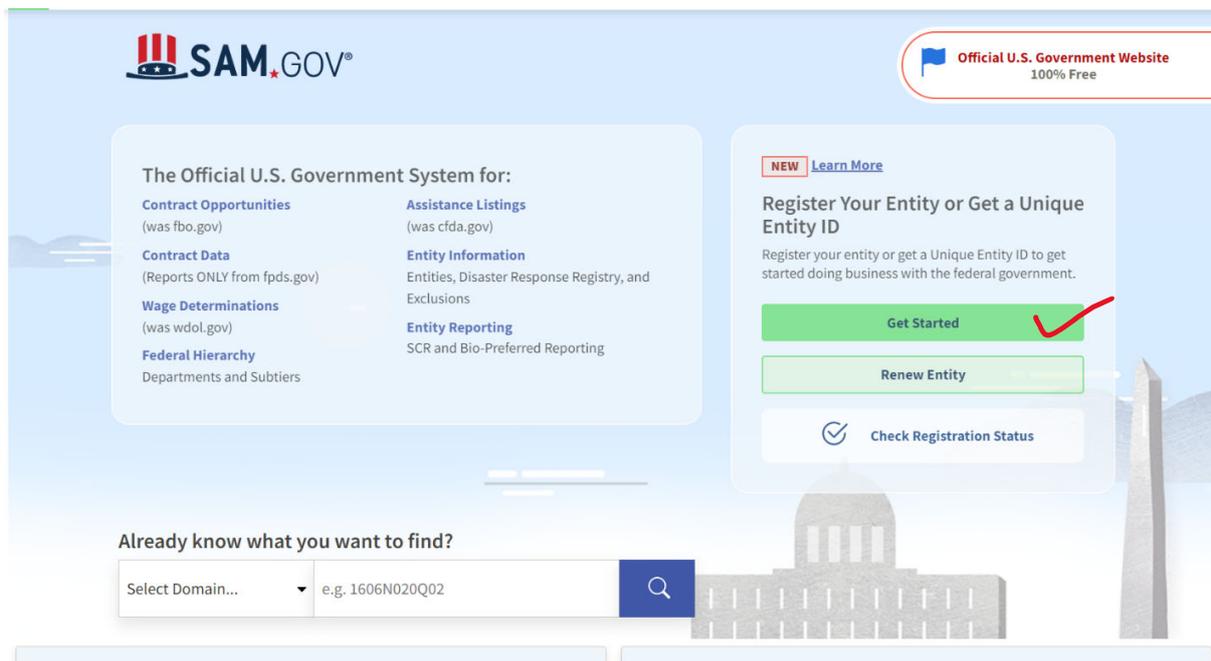
 **Backup Codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

**Continue**

[Cancel account creation](#)

**Step-14:** Select any option from the window above and click Continue (for example, choose **Text or Voice Message**). An OTP will go to your mobile as SMS. Then a window will appear to give OTP, provide your OTP received in your mobile SMS and continue. You are all set to create a login ID.

**Step-15:** Click again **Get Started** as show in the window below



**Step-16:** Complete your profile by giving your information in the window as shown below.

**Complete Your Profile**

Congratulations! You have a registered a SAM.gov profile. To use your profile at this website, complete the following fields. Unless marked as optional, all fields are required.

**Name and Email**

**First Name**

**Last Name**

**Email**

**Business Phone (Optional)**  
Country Code is 1 for USA and North America

Country Code	Phone	Extension
1	ex: (555)555-5555	ex: 1234

**Step-17:** You can complete this section or can skip and finish.

## Request Role (Optional)

*Note: If you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.*

### Request Details

**Entity** *Required*  
To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (UEI or CAGE) or Entity Name to find your entity.

**Role** *Required*  
The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your administrator.

**Domain** *Required*  
You may select more than one domain, if appropriate.

**Additional Details** *Required*  
Provide additional details about your position and why you need the requested role to help your administrator make the appropriate role assignment.

**Step-18:** The following window will appear. Hit the button **Get Started** from the window as shown below.

# Workspace

**Entities**

**Entities**

0	0	0	0	0
ACTIVE REGISTRATION	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	ID ASSIGNED	PENDING ID ASSIGNMENT

Next Update Due: | Due in Next 30 days: **0 Entities**

**Register Your Entity or Get a Unique Entity ID**

[What do I need for registration?](#)

**Get Started** ✓

**Renew/Update Your Entities**

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

**Renew/Update**

**Step-19:** After clicking Get Started button the following window will appear. Click Get **Unique Entity ID** from the window as shown below.

## 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.

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

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

[Get Unique Entity ID](#) ✓

**Step-20:** Now fill up information as required in the window shown below and click next.

1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

### Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

**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**  
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City

State

Previous Cancel Next

**Important:** For detailed instruction of how to get Unique Entity ID or SAM registration, please check out the checklist in this link [Entity Registration Checklist](#) and [Quick Start Guide for getting a Unique Entity ID](#)

## How to Sign in again if you are signed out

If you are **Signed out** and want to **Sign In** again; click **Get Started** the following windows will appear

**Step-1:** Click on Get started

**Step-2:** Click **Accept**

**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**

 SAM.GOV®

You must accept the U.S. Government System terms to sign into this website

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY."  
This System is subject to monitoring.  
Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

✓

**Step-3:** Give your email ID and password in the window above (with which email you have created your SAM account) and click **Sign in**. An OTP will go to your mobile as SMS.

LOGIN.GOV | SAM.GOV®



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

[Sign in with your government employee ID](#)

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[Back to sam.gov](#)  
[Forgot your password?](#)  
[Security Practices and Privacy Act Statement](#)   
[Privacy Act Statement](#) 

**Step-4:** Enter the OTP in the window below and **Submit** to sign in as shown below.

## Enter your security code

We sent a security code to \*\*\*\*\*9494. This code will expire in 10 minutes.

One-time code

 Remember this browser

Don't have access to your phone right now?

[Choose another authentication method](#)

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[Cancel](#)