

Presentation

# Obtaining an Unique Entity ID (UEI)

**FOR FEDERAL GRANT AND CONTRACT OPPORTUNITIES**



Obtaining an Unique Entity ID (UEI)

# Presentation

**WILL BE RECORDED**

# *Southwest Regional Food Business Center*

## *Quarterly Webinar Series*

### Obtaining an Unique Entity ID (UEI) for Federal Grant and Contract Opportunities



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Center for Agroecology



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Nevada Food Business Center  
University of Nevada, Reno Extension



Sam.gov

# Unique Entity ID (UEI)

## Introduction to the UEI

### Today's agenda:

- UEI basics
- UEI registration process
- Important considerations
- Resources
- Q&A



Sam.gov

# Unique Entity ID (UEI)

The **Unique Entity Identifier** is a 12-digit number assigned by the federal government to identify each organization that does business with the government.

**You must secure your UEI in order to apply for federal grants, contracts, or cooperative agreements.**

- Businesses
- Non-profits
- State and local agencies, etc.

***I'm just a small business applying for a small grant, why do I need to jump through these hoops?***



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# Unique Entity ID (UEI)

## Acronyms to know:

**UEI:** Unique Entity Identifier

**CAGE Code:** Commercial and Government Entity

**EIN:** Employer Identification Number

## **Entity Formations:**

- Sole proprietorship
- LLC
- Corporation

*Learn your state's business licensing requirements,  
and start early!*



# Unique Entity ID (UEI)



## Things to consider **before** registering:

### 1: Business formation

- Sole Proprietorship vs. LLC or Corporation

### 2: DBA vs. Sole Proprietorship

- A DBA is *not* a separate entity in Sam.gov

### 3: Addresses and naming conventions

- Use of your name vs. business name
- Mailing vs. physical addresses

### 3: Documentation you'll need if your information is not in Sam.gov

- EIN letter
- Utilities statements
- County and state business registrations, etc.
- Hard copies *and* digital copies

***Tip: Seek assistance, especially if you are in the earliest stages of business startup.***

Sam.gov

# Unique Entity ID (UEI)

## Where do you get one?

- Through SAM.gov which is an official website of the United States government.
- SAM.gov is **FREE** to use
- There is no charge to get a Unique Entity ID



# How to register for a UEI #

1. Go to SAM.gov: Navigate to the official System for Award Management website SAM.gov.

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. Below this is a header section with the SAM.GOV logo and a badge that reads "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 categories: Contracting, Federal Assistance, Wage Determinations, Federal Hierarchy, Entity Information, and Entity Reporting. The right column is titled "Register Your Entity or Get a Unique Entity ID" and contains three buttons: "Get Started", "Renew Entity", and "Check Entity Status".

Annotations on the screenshot include:

- A yellow warning icon and two alert boxes at the top left. The first alert is titled "Revolutionary FAR Overhaul Impacts to SAM.gov" with a date of "Aug 15, 2025". The second alert is titled "Records Retention Policy Impacts Old SAM Registration Data" with a date of "May 21, 2025".
- A "Sign In" button in the top right corner, enclosed in a dashed orange box. An orange arrow points from the text "Click Here" to this button.
- A "See All Alerts" button located to the right of the alert boxes.

Click Here


# STEP TWO:

## Sign In/Create Account:

By logging in using Login.gov or create a new account if you don't have an account just yet.

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

LOGIN.GOV | SAM.GOV®



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

[Sign in](#) [Create an account](#)

### Sign in for existing users

**i** SAM.gov only recognizes one email address on login.gov accounts. Adding email addresses to your login.gov account [may cause your SAM.gov login to fail](#).

Sharing your login.gov password or using someone else's login.gov account violates the [rules of use](#).

Email address

Password

Show password



[Submit](#)

# STEP THREE:

**Workspace**

Account Details Roles Email Settings | Saved Searches Followed Records

FM [Redacted]

**Pending Requests**  No available requests 

**Notifications**

[See All Notifications](#)

**Entity Information** | Reference Services | Request A Role

---

**Entity Information**

Entities [See All](#)

0	1	0	4	0	0
Active Registration	ID Assigned	Inactive Registration	Pending ID Assignment	Work in Progress Registration	Submitted Registration

No Active Registrations

**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 FOUR:

## What is your goal?

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**I want to do business...(Select the option most relevant to you)**

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

---

× CANCEL

< PREVIOUS

NEXT >

# STEP FIVE:



Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. [i](#)
- Apply for federal financial assistance. [i](#)  
(e.g. grants, loans)
- Follow agency instructions related to a federal credit card transaction made to my entity (not common). [i](#)
- Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. [i](#)

Please specify

e.g. Program Name

500 characters allowed

# STEP SIX:

## Who required your entity to be in SAM.GOV?

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Only select the primary source.

Federal government

Federal Hierarchy (Optional)

 ▼

U.S. state or territory government or office

 ▼

Local government office, i.e., of a county or a city

Tribal government or office

A company or business

Hospital system or healthcare organization (for profit or non-profit)

Non-profit organization

University or research facility (for profit or non-profit)

Industry group, professional association, trade publication, etc.

APEX Accelerators (formerly known as PTACs)

I decided on my own

## Choose an Option

It looks like you intend to do business with the U.S. federal government by applying directly for a federal grant or loan (but not for contracts). We recommend you choose **Financial Assistance Awards Only**.

	Recommended		
	Unique Entity ID Only	Financial Assistance	All Awards
<b>What you get:</b>			
Unique Entity ID ⓘ	✓	✓	✓
Entity Available in Search ⓘ	✓	✓	✓
CAGE Code ⓘ	—	✓ (For some entities)	✓
<b>When you need it:</b>			
To receive an award from someone else receiving federal funds ⓘ	✓	✓	✓
To apply directly for federal grants or loans ⓘ	—	✓	✓
To bid on federal contracts (prime) ⓘ	—	—	✓

# STEP SEVEN:

<b>What you must complete:</b>			
Entity Validation ⓘ	✓	✓	✓
IRS Taxpayer Validation ⓘ	—	✓	✓
CAGE/NCAGE Validation ⓘ	—	✓ (For some entities)	✓
<b>Level of Effort</b> ⓘ	<b>Lowest</b>	<b>Medium to High</b>	<b>Highest</b>
<b>Expiration</b> ⓘ	—	1 Year	1 Year
	Select	Select	Select



Download Your Registration Guide

Download Guide

# STEP EIGHT:

## Entity Search

Add your details and we will check SAM.gov for your entity record.

Legal Business Name

Doing Business As (Optional)

Country

Address Line 1

Address Line 2 (Optional)

ZIP Code

### Search Results

Add your details and select **Search**.

GET UEI



Entity Search



Confirm Details



Review Entity Information



Add Incorporation Details



Document Upload



Review



[Help Guide](#)


# Unique Entity ID Renewals

## Sign In

**By logging in using Sam.gov  
If you already have a account  
using your Email that you sign up  
with and Password you've created**

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

LOGIN.GOV SAM.GOV



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

[Sign in](#) [Create an account](#)

### Sign in for existing users

**i** SAM.gov only recognizes one email address on login.gov accounts. Adding email addresses to your login.gov account [may cause your SAM.gov login to fail](#).

Sharing your SAM.gov password or using someone else's login.gov account violates the [rules of use](#).

Email address

Password



Show password

[Submit](#)

# Unique Entity ID Renewal

**Workspace**

Account Details Roles Email Settings | Saved Searches Followed Records

**Pending Requests**  No available requests 

**Notifications**

[See All Notifications](#)

**Entity Information**    Reference Services    Request A Role

---

**Entity Information**

Entities [See All](#)

0	1	0	4	0	0
Active Registration	ID Assigned	Inactive Registration	Pending ID Assignment	Work in Progress Registration	Submitted Registration

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**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](#)

Unique Entity ID

# Best practices for maintaining your UEI & Sam.gov profile

## Key Maintenance Practices:

- **Renew Early & Regularly:** Start the annual renewal process at least 60-90 days before expiration to avoid losing eligibility.
- **Update Beyond Renewal:** Don't wait for renewal; update information (address, banking, ownership, services) whenever changes occur, ideally quarterly.
- **Secure Credentials:** Keep login information safe and accessible to responsible personnel to prevent access issues.
- **Train & Inform Contacts:** Designate responsible points of contact and ensure they understand the importance of timely updates.
- **Validate Information:** Double-check all data for accuracy, especially business size, financial details, and contact info, to prevent rejections or delays.

Search

All Words

e.g. 1606N020Q02



Search Results

Saved Searches

Actions

Filter By

### Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words

All Words

Exact Phrase

e.g. 1606N020Q02

Federal Organizations

All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage Determinations

Showing 1 - 6 of 6 results

Sort by

Date Modified/Updated

Unique Entity ID

CAGE Code  
(blank)

**FARM** ● Active Registration  
Physical Address

Active

Entity

Expiration Date  
Sep 11, 2026

Purpose of Registration  
Federal Assistance Awards

Unique Entity ID

**Inc.** ● Inactive Registration  
CAGE Code  
8AVM0

Physical Address

Inactive

Entity

Expiration Date  
Apr 16, 2023

Purpose of Registration  
All Awards

Unique Entity ID  
XCN3

**Services, LLC** ● Inactive Registration

CAGE Code  
TYXW6

Physical Address

Expiration Date  
Oct 2, 2018

Purpose of Registration  
All Awards

## Useful Links:

- [SAM.gov/help](https://sam.gov/help)
- Federal Service Desk: [fsd.gov/gsafsd\\_sp](https://fsd.gov/gsafsd_sp)

Unique Entity ID

# Resources

## Arizona

**Arizona APEX  
Accelerator:**

<https://arizonaapex.org/>

**Arizona Commerce  
Authority:**

[azcommerce.com/](https://azcommerce.com/)

**Arizona Small Business  
Development Center:**

[arizonasbdc.com](https://arizonasbdc.com)

## California

**Small Business  
Development Centers**

[sba.gov](https://sba.gov)

**NorCal APEX  
Accelerator**

[www.apexnorcal.org](https://www.apexnorcal.org)

**Monterey Bay APEX  
Accelerator**

[montereybayapex.org](https://montereybayapex.org)

## Nevada

**Nevada APEX  
Accelerator:**

[goed.nv.gov/programs/nevada-apex-accelerator](https://goed.nv.gov/programs/nevada-apex-accelerator)

**Nevada SBDC:**

[nevadasbdc.org](https://nevadasbdc.org)

**Nevada Food Business  
Center:**

[extension.unr.edu/food-business-center](https://extension.unr.edu/food-business-center)

## Utah

**Utah APEX Accelerator:**

[business.utah.gov/apex](https://business.utah.gov/apex)

**USDA Rural  
Development (Utah):**

[rd.usda.gov/ut](https://rd.usda.gov/ut)

**Utah Food Biz:**

[extension.usu.edu/foodbiz](https://extension.usu.edu/foodbiz)

# Get in touch!

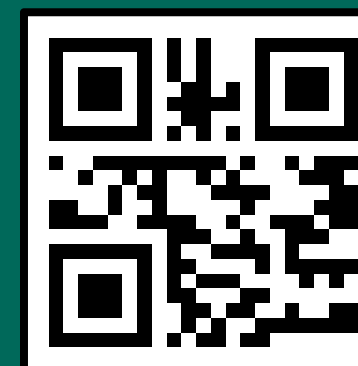


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## Stay Updated:

- Quarterly Newsletter:  
[\*\*bit.ly/SWRFBC-Newsletter\*\*](https://bit.ly/SWRFBC-Newsletter)
- Website: [\*\*www.swfoodbiz.org\*\*](http://www.swfoodbiz.org)



Learn more!

# Thank You

For Joining us

UC SANTA CRUZ | Center for Agroecology



University of Nevada, Reno

**Extension**

College of Agriculture,  
Biotechnology & Natural Resources



USDA REGIONAL  
**FOOD**   
BUSINESS CENTERS  
SOUTHWEST