

## Requesting a SAM-UEI after April 4, 2022

You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM-UEI) is provided to entities who request to only get a Unique Entity ID (SAM-UEI) and to entities who complete an entity registration. **For TCA purposes, organizations only need their SAM-UEI (12-digit alpha-numeric number). There is no need to do the SAM.gov registration or renewal; that is strictly for applying for direct federal grants. You should never pay a fee—these services are free.**

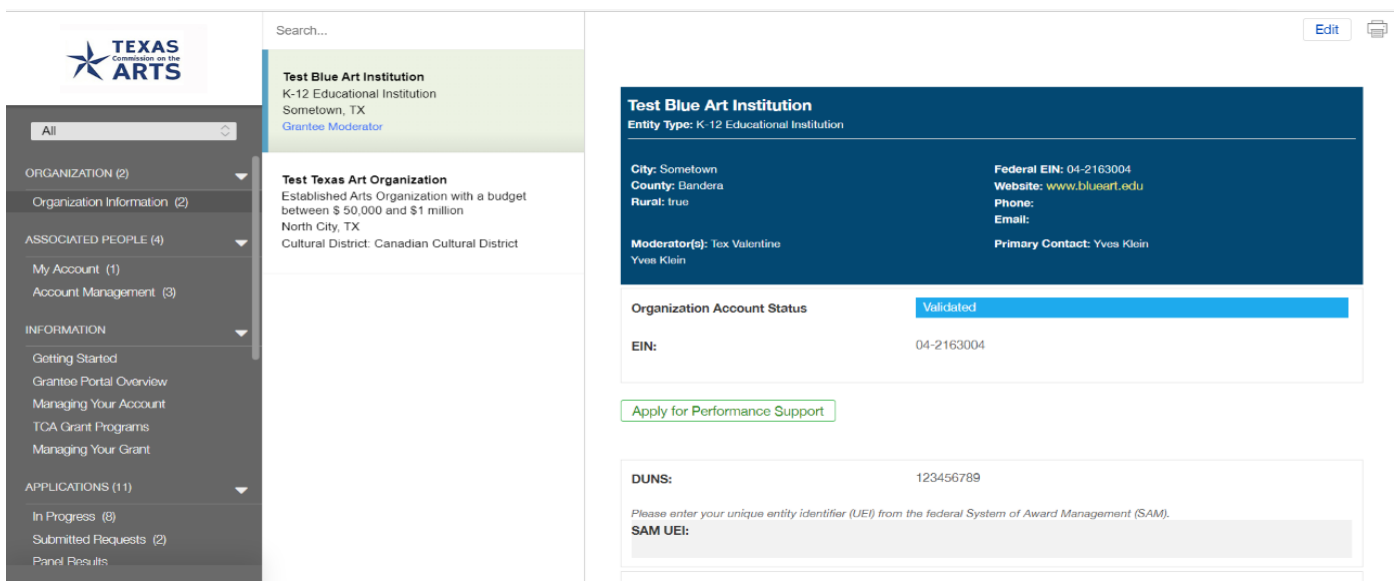
1. Go to [SAM.gov](https://sam.gov) and select “Sign In” from the upper right corner of the page. If you already have a SAM.gov account, sign in and move on to Step 2. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. (If you have trouble registering for SAM.gov you may call the Federal Service Desk at 866-606-8220)
  - a. **Follow these steps to create your Login.gov account.**
    - i. Enter your email address at <https://secure.login.gov/sign-up/enter-email> to begin.
      1. Choose an email address that you’ll always be able to access. Once your account is created, you can add an additional email address, such as a work email or alternate personal address, to access your account.
    - ii. Click the “Submit” button.
    - iii. Check your email for a message from Login.gov.
    - iv. Click the “Confirm your email address” button in the message. This will take you back to the Login.gov website.
    - v. Create your Login.gov password. Your Login.gov password should be different from passwords you use for other accounts such as your bank account or email. Using the same password for many accounts makes identity theft easier.
    - vi. Set up a second layer of security.
      1. As an added layer of protection, Login.gov requires you to set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).
    - vii. Success! Once you have authenticated, you have created your Login.gov account. You will be taken to your Login.gov account page or the government agency you are trying to access. **Note: Your SAM-UEI won’t expire, but your SAM.gov registration will.**
2. Navigate to your SAM.gov Workspace. On the “Entity Management” widget, select the “Get Started” button to begin requesting your Unique Entity ID (SAM-UEI). You will need to have your organization’s legal business name and physical address ready. **A post office box may not be used as your physical address.** The system may also ask for your date and state of incorporation for entity validation. Some entities may be asked to provide additional business documents to establish their identity.

Your SAM-UEI will be issued immediately if the validation is successful at the time of the submission. If additional information is required, it can take up to a day or two. Any alert emails will be sent to the email address used to create your SAM.gov account.

**3. Once you have your SAM-UEI you need to update your Organization Information in [TCA's Fluxx grant system](#).**

In order to change the Organization Information, you must be the **Grantee Moderator**.

- 1.) Go to the Organization Information Screen in Fluxx.
- 2.) Click the edit button found in the top right corner of the screen.
- 3.) Below your DUNS number there is a field for you to enter your new SAM-UEI. After entering your UEI, click "Save and Close"



## **Troubleshooting:**

If you are having trouble with the validation process and there's a possibility that your organization is registered in SAM.gov you can follow the steps below as a work around to view your SAM-UEI:

- 1.) From the SAM.gov home page, click on the search tab (second from left).
- 2.) Scroll to the bottom and check both the "Active" and "Inactive" boxes on the left side of the screen.
- 3.) Enter your organization's name in the search bar.
- 4.) In the search results, your SAM-UEI should appear.

## Issues with One-Time Validation:

Upon attempting to validate the legal business name and physical address of your entity, you may discover that the information on file has changed. If there are any problems with the data in the system, see this article on [what to do if you can't find a match for your entity](#).

## Change legal name/business address through SAM.gov:

You can now make updates to your entity's 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.

## Other Helpful Articles:

[How can I become the new administrator for our entity registration?](#)

[Why can't I update the points of contact \(POCs\) on my registration?](#)

[What are the next steps now that we have updated our legal business name?](#)

For further SAM.gov assistance, call the Federal Help Desk at **(866) 606-8220**. You will need to have created a SAM.gov login prior to calling.