Quick Start Guide for Getting a Unique Entity ID (SAM)

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration. 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 ID (SAM).

If you want to only get a Unique Entity ID (SAM) and do not want to complete a full entity registration in SAM.gov, choose one of the following links that best describes your entity:

[Your entity has a DUNS Number and is registered in SAM.gov](#)

[Your entity has a DUNS Number and is not registered in SAM.gov](#)

[Your entity does not have a DUNS Number and today's date is before April 4, 2022](#)

[Your entity does not have a DUNS Number and today's date is after April 4, 2022](#)

Your entity has a DUNS Number and is registered in SAM.gov

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID (SAM). It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID (SAM) here](#).

Your entity has a DUNS Number and is **not** registered in SAM.gov
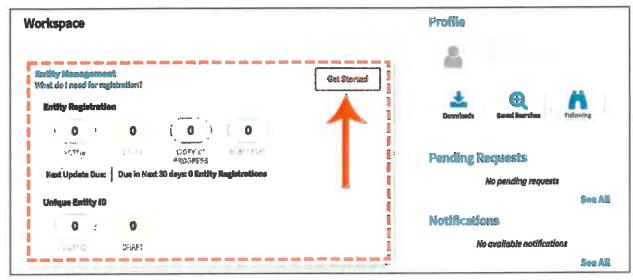
If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow these steps to get a Unique Entity ID (SAM):

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.
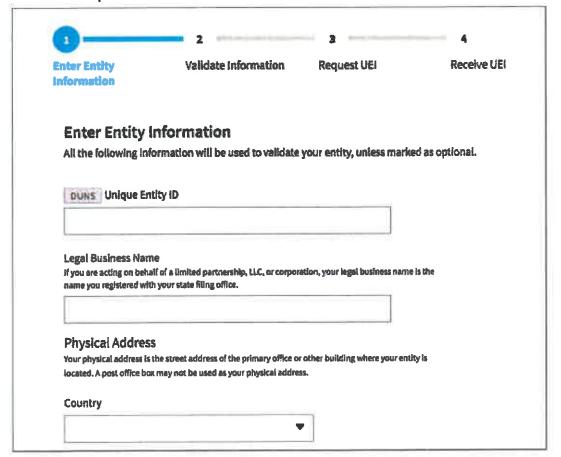
2. After you sign in, the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button.

3. On the next page, enter information about your entity. All fields are required, unless marked as optional.

Enter Entity Information

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

DUNS Unique Entity ID

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.
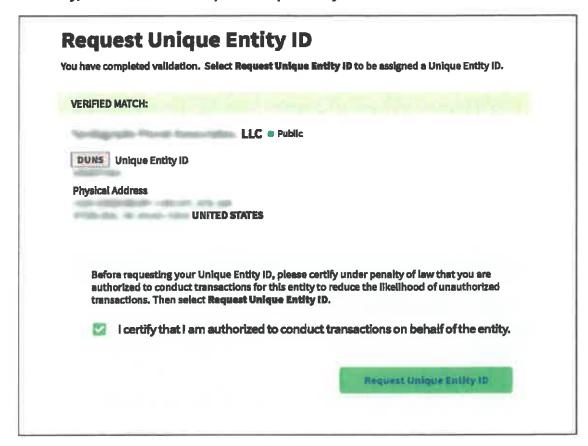
Country

4. On the next page, validate that the information provided is correct. If the information provided does not match your Dun & Bradstreet record exactly, you will be able to proceed. For assistance updating your Dun & Bradstreet record, please contact Dun & Bradstreet.

   Deselect the checkbox near the bottom of the page if you want to restrict the public viewing of your entity information in SAM.gov. If you deselect the checkbox, only you and federal government users will be able to view your Unique Entity ID (SAM) record. Other entities and users of SAM.gov will not be able to view your Unique Entity ID (SAM) record. Then, select "Next."
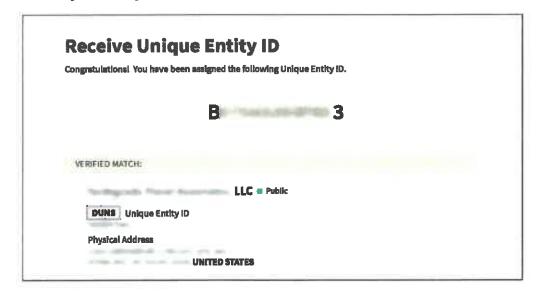

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

~~Sandiegrade Floral Association~~ **LLC**

| DUNS | Unique Entity ID

~~123456~~

Physical Address
~~1234 Somewhere Circle, Ste 456~~
~~Anything, CA 12345-6789~~ **United States**

WE FOUND THE FOLLOWING MATCH:

~~Sandiegrade Floral Association~~ **LLC**

| DUNS | Unique Entity ID

~~123456~~

Physical Address
~~1234 Somewhere Circle, Ste 456~~
~~Anything, CA 12345-6789~~ **United States**

☑ Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM.gov public data file. Learn more about SAM.gov public search results.

(<) (×) (>)
Previous Cancel Next

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5. On the next page, your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity. Select the checkbox to certify, then select the "Request Unique Entity ID" button.

Request Unique Entity ID

You have completed validation. Select **Request Unique Entity ID** to be assigned a Unique Entity ID.

VERIFIED MATCH:

~~Textilographic Plevel Association~~ **LLC** • Public

| DUNS | Unique Entity ID |

Physical Address
~~...~~ **UNITED STATES**

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**.

☑ I certify that I am authorized to conduct transactions on behalf of the entity.

Request Unique Entity ID

6. On the last page, your Unique Entity ID (SAM) will be displayed and you can begin to use it for your entity.

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID.

B ~~...~~ **3**

VERIFIED MATCH:

~~Textilographic Plevel Association~~ **LLC** • Public

| DUNS | Unique Entity ID |

Physical Address
~~...~~ **UNITED STATES**

Your entity does not have a DUNS Number and today's date is <u>before</u> April 4, 2022

Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet is the authoritative entity identifier used by the federal government. You need to get a DUNS Number first before you can request a Unique Entity ID (SAM).

Go to fedgov.dnb.com/webform to request a free DUNS Number. It can take 1-2 business days before your DUNS Number is issued. When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the "**Your entity has a DUNS Number and is not registered in SAM.gov**" section of this guide.

Your entity does not have a DUNS Number and today's date is after April 4, 2022

After April 4, 2022, the federal government will have no requirement for the DUNS Number. You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.

Sign in to your SAM.gov account and the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button to begin requesting your Unique Entity ID (SAM).