

How to Obtain a Unique Entity Identifier (UEI)

1. Register with SAM.gov

- **Visit the Website: Go to [SAM.gov](https://sam.gov).**
- **Create an Account:**
 - Click on "Sign Up" to create a new account if you don't have one.
 - Provide your email address and create a password.
 - Verify your email address as instructed.
- **Log In: Use your new account credentials to log in to SAM.gov.**

2. Start Your Entity Registration

- **Access Registration Page:**
 - Once logged in, click on "Entity Registrations" from the SAM.gov dashboard.
 - Select "Register New Entity" to start the process.
- **Enter Basic Information:**
 - Provide information about your organization, such as name, address, and type of entity.
 - Enter your Taxpayer Identification Number (TIN) or Employer Identification Number (EIN).

3. Complete Required Sections

- **Business Information:** Fill out all relevant sections, including business details, financial information, and points of contact.
- **Representations and Certifications:** Complete the required statements regarding your entity's compliance with federal regulations.
- **NAICS Code:** Provide the North American Industry Classification System (NAICS) code that best describes your business or organization. **Online Lookup:** You can look up NAICS codes using tools like the NAICS Association website or the U.S. Census Bureau's NAICS page.

4. Submit Your Registration

- Review Information: Double-check all information for accuracy and completeness.
- Submit: Click “Submit” to finalize your registration.

5. Obtain Your UEI

- Automatic Issuance: After submission, you will be assigned a UEI number automatically by SAM.gov.
- Confirmation: You will receive a confirmation email with your UEI number. You can also find it in your SAM.gov account under “Entity Registrations.”

6. Keep Your Registration Up-to-Date

- Annual Renewal: Your SAM.gov registration must be updated annually to remain active.
- Update Information: Make sure to update any changes to your entity information, including changes in your UEI number if applicable.