HUMANITIES NEW YORK

How to Obtain a Unique Entity Identifier (UEI)

In order to keep track of how federal money is disbursed, the federal government requires all recipients of federal money to register for a free **Unique Entity Identifier (UEI)**. Previously, the government required DUNS numbers, administered through Dun & Bradstreet, for this same purpose. As of April 4, 2022, the government has replaced the DUNS number requirement with the UEI requirement.

As Humanities New York (HNY) grants federal money, we are required to obtain and submit the UEIs of all grantees. New applicants for our grant-making program are required to obtain a UEI and submit it as part of their registration in the HNY grants portal. Returning applicants for our grant-making program (i.e., those who registered in the HNY grants portal *before* April 4, 2022) will be required to obtain and submit their UEI *in the event their application is awarded*, as part of the grant-awarding process.

Instructions:

If your organization doesn't yet have a UEI, don't worry! We have provided instructions below to obtain your free UEI. Please read through the three options below and pick the one that best suits your organization's situation. If you have any questions, please contact us at grants@humanitiesny.org.

- **Option 1**: If your organization has already registered for a UEI, please enter it in the indicated field in HNY's online application. All set!

- **Option 2**: If your organization does not have a UEI in your records, but has registered in SAM.gov before, your organization has already been assigned a UEI. You can view it by logging in to SAM.gov and viewing your entity registration record.
  - Please view the instructions here to access your UEI here.
  - Once you have obtained your UEI, please enter your organization's UEI in the indicated field in HNY's online registration form. That's it!

- **Option 3**: If your organization has not signed up for a UEI and is *not* registered in SAM.gov, please follow the instructions on the following pages. Once complete, please enter your organization's UEI in the indicated place in HNY's online registration form. All done!

Glossary of Terms:

- **UEI** stands for Unique Entity Identifier. This unique number is generated by SAM.gov and is the federal government's system of keeping track where its money is allocated. The UEI is a requirement to receive Council grants after April 4, 2022, and is free and quick to obtain.

- **SAM.gov** stands for System for Awards Management. SAM.gov is an official website of the U.S. Government. There is no cost to use SAM.gov. The website SAM.gov can be used to:
    - Register to do business with the U.S. Government
    - Update, renew, or check the status of your entity registration
    - Obtain a Unique Entity Identifier (UEI)
    - Search for entity registration and exclusion records
    - Search for assistance listings (formerly CFDA.gov), wage determinations (formerly WDOL.gov), contract opportunities (formerly FBO.gov), and contract data reports (formerly part of FPDS.gov).
    - View and submit BioPreferred and Service Contract Reports
    - Access publicly available award data via data extracts and system accounts
- **Login.gov** is a website that provides a simple, secure, and private way for the public to access government websites. With one account and password, users can securely sign in to participating government websites and securely verify their identity. SAM.gov uses Login.gov for authentication.
- **Subawardee:** In the context of the Council's grantmaking program, our grant recipients are known to the federal government as "subawardees."
- **Registration in SAM.gov:** Registration in SAM.gov is a separate process from requesting a Unique Entity Identifier. Registering in SAM.gov **is not necessary** for obtaining a Unique Entity Identifier, and therefore **is not necessary** for applying for a Humanities Council grant. However, if you do register in SAM.gov for other reasons, you will obtain a UEI as part of that process.

Instructions for Option 3:

*If you would like to watch a video* on how to obtain a Unique Entity Identifier, please go to https://www.youtube.com/watch?v=0uv1YNAsINk.

If you would like to follow written instructions please follow these steps:

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. SAM.gov uses Login.gov for authentication.

    a. If you already have an account through Login.gov, please sign in.

    b. If you do not, please create a sign-in through Login.gov by following these instructions. After you have created an account, please sign in to SAM.gov.

2. After you sign in, the system will navigate you to your Workspace. Select the "Get Started" button in the "Entity Management" widget.
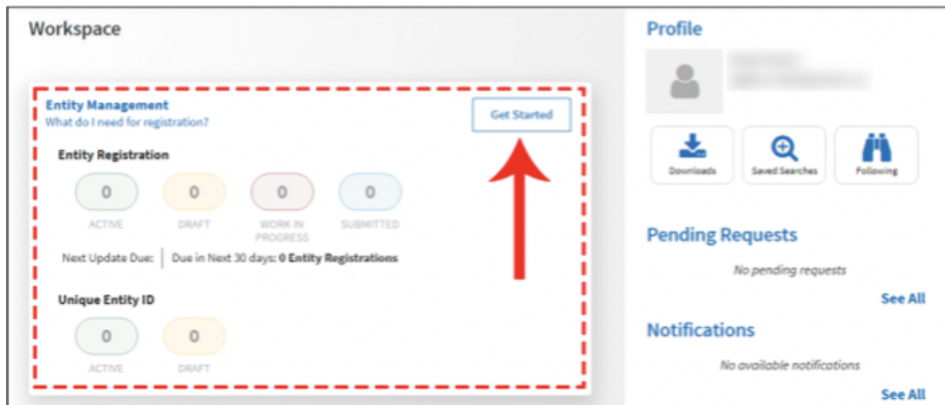
3. On the next page, choose "Get Unique Entity ID (SAM)."
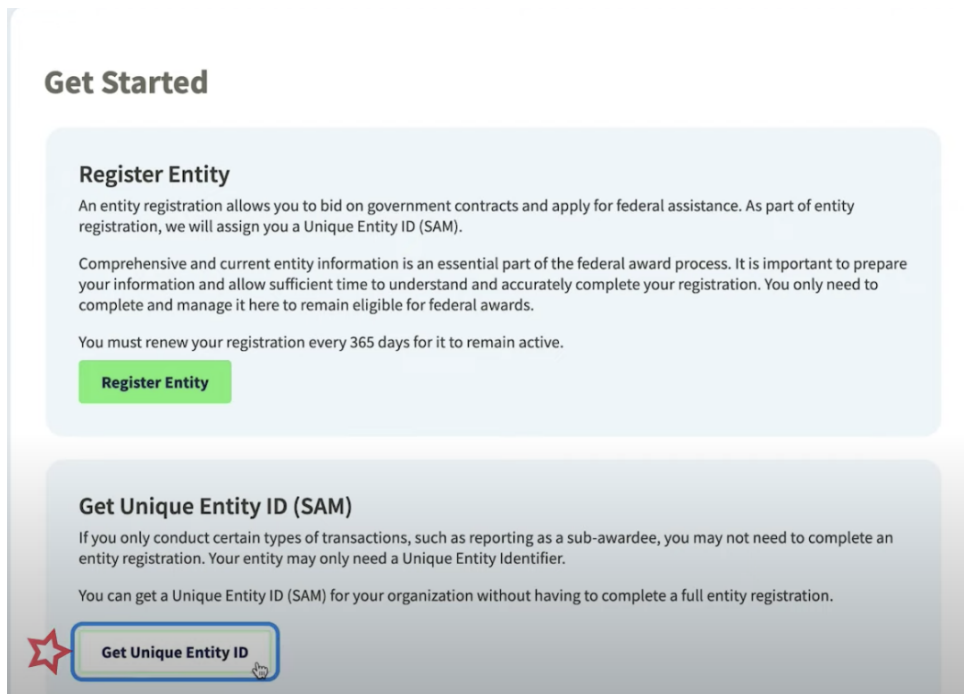
4. On the next page, enter the following information about your entity (your organization):

   a. Legal Business Name

   b. Physical Address (with zip code + 4)

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

UNITED STATES   × ▼

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

5. On the next page, validate that the information provided is correct.

Validate Entity Information
The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

WE FOUND THE FOLLOWING MATCHES

Showing 1 - 4 of 4 results

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6. On the next page, your entity will be validated and you will be able to Request a UEI.

- 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.

- 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.

7. On the last page, your UEI will be displayed and you can begin to use it for your entity. Congratulations!

Please enter your UEI in the indicated field within HNY's applicant portal to complete your HNY registration.