



New Mexico
Department of Finance
and Administration

Infrastructure Planning
and Development Division

How to Set Up a Unique Entity Identifier (UEI) for Federal Grants*

What is a Unique Entity Identifier (UEI)?

A UEI is a 12-character alphanumeric ID used to uniquely identify organizations doing business with the federal government. Previously, organizations were identified by a DUNS number, issued by the private company Dun and Bradstreet. To streamline and modernize federal award processes, the federal government replaced the DUNS number with the UEI. Unlike the DUNS, the UEI is issued directly from the federal government's System for Award Management, [SAM.gov](https://sam.gov), eliminating the need to register with an external entity and ensuring a free, government-managed system for all applicants and recipients of federal funds.

Why is a UEI necessary?

Registering for a UEI serves several key purposes; it provides a standardized form of identification required for applying for and managing federal grants, receiving reimbursement, and ensuring compliance and reporting consistency. The [SAM.gov](https://sam.gov) website provides a more detailed explanation of this process.

In addition, the website has listings for a wide range of assistance opportunities for projects, services, and activities. These listings cover education, health care, research, infrastructure, and economic development, among many others. These opportunities are offered through grants, loans, scholarships, insurance, and other types of financial assistance intended to serve communities and public interest. All opportunities are listed with pertinent application details on [SAM.gov](https://sam.gov). and can also be searched through [Grants.gov](https://grants.gov) for specific programs such as FEMA grants.

What is the Process?

Step 1: Gather Required Documentation

Before starting, collect all relevant information and documents needed to verify your entity's identity. This typically includes:

- Legal business name of the entity If unsure, refer to your organization's bylaws for the legal business name.

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- Physical and mailing address. A PO Box is not permitted for this purpose.
- The year the organization started or the year of incorporation.
 - For Acequias, this may be the date the land grant was established, if authorized under a land grant. It may be the date your organization was recognized as a Body Politic.
- A Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)

Note: If your organization does not already have an EIN, you must complete [IRS form SS-4](#) so the IRS can issue one. This number is required to register your entity in SAM.gov and to obtain a UEI.

Step 2: Create a Login.gov Account

A secure [Login.gov](#) account is required to access [SAM.gov](#) and other federal systems.

Important: An authorized entity representative should be creating the Login.gov account, as they are legally responsible for the organization. It is recommended to use a centralized organizational email rather than a personal email. This ensures continuity in the event of staff turnover and allows login credentials to be accessible to multiple authorized individuals within the entity. The username and password should be kept in a safe place, as they will be needed for future updates, renewals, and grant applications. All individuals authorized to access the account should know where the credentials are securely stored and should have access.

- Navigate to the [SAM.gov](#) website and click “Sign In”.
- You will be redirected to the [Login.gov](#) website. Follow each prompt to create a new account or sign in with existing credentials.
- After successfully creating a [Login.gov](#) account and signing in, you will be returned to SAM.gov to complete your profile and complete any necessary tasks.

Step 3: Register your entity in the SAM.gov

Sign in to SAM.gov using your Login.gov credentials.

- Select “Get Started” and register your entity.
- Enter your organization’s legal information, address, and other required details.
- Choose the appropriate option for the type of registration your entity needs.

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- All awards: Choose this if you want to bid on federal contracts and apply for financial assistance opportunities.
- Federal Financial Assistance Only: This option offers a shorter registration process for entities only seeking grants and other financial assistance.
- Get Unique Entity ID only: This option is for entities, such as sub-awardees, who need a UEI for reporting but do not plan to apply directly for federal awards.

Note: For the purpose of applying federal grants, you must choose “All awards” to ensure your entity has appropriate access to funding opportunities alongside obtaining a UEI.

- Designate an Entity Administrator. The Entity Administrator will serve as an authorizing official for your organization, and will manage the SAM.gov registration and has full authority to update or renew the entity record
- **Note:** The entity administrator will be the sole point of contact (POC) to receive SAM.gov emails (activation and renewal reminders, etc.)

At this stage, an E-Business Point of Contact (EBiz POC) must also be designated to manage the Grants.gov account and user permissions.

The Entity Administrator and EBiz POC may be the same person, especially in smaller organizations. This individual, or individuals, should be among those authorized to access the Login.gov credentials to ensure proper account management, security, and continuity in the event of staff turnover.

- Complete the core data section with the required information.

Note: This information can be found on the SAM.gov [registration checklist](#) and is intended to help your entity better prepare to complete all required data in a single, comprehensive process.

Required information includes:

- Entity’s legal business name and physical address
- TIN, associated taxpayer name and creating a Marketing Partner Identification Number (MPIN)
- CAGE Code: If your entity does not have a CAGE code, one will be assigned after your registration is submitted.
- Financial Information – banking information for Electronic Funds Transfer (EFT)
- Questions regarding executive compensation and proceedings.

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- Assertions like NAICS codes and other details about entity/business size and socioeconomic status (e.g., small business, veteran owned) if applicable.
 - Federal Acquisition Regulation (FAR) and other required certifications.
 - Enter your point of contact information for various points of contact within your entity, including your Entity Administrator.
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- Review all newly entered information for accuracy and “Submit.”
 - A confirmation message will appear, and your registration is then processed for validation, including assignment of a CAGE Code if needed.

Validation and processing can take up to 7-15 business days. You can monitor the progress and status of your registration through your [SAM.gov](#) workspace.

Step 4: Receive your UEI

Once your SAM.gov registration is verified and activated, your entity will be assigned a UEI. The Entity Administrator will receive an email confirmation from SAM.gov notifying you that your registration is active and that your UEI has been issued.

The status can also be viewed directly in the SAM.gov entity record under the account profile. This identifier will now be used for all federal funding applications and fully replaces the former DUNS number.

Step 5: Create a Grants.gov account

- Once SAM.gov registration is active and your UEI has been issued, you can proceed to create your entity’s account in [Grants.gov](#).
- Navigate to the [Grants.gov](#) website and select "Register" to begin the process.
- The EBiz POC for your organization must create a [Grants.gov](#) user account using the same email address associated with the [SAM.gov](#) registration. This ensures both systems link correctly.
- Create an organizational profile and link it to your organization's UEI.
- The EBiz POC can then delegate roles to other individuals in your organization who will be involved in the grant application process, such as the Authorized Organizational Representative (AOR). An AOR is the individual authorized to submit grant applications on behalf of the organization. For acequias, this role may be filled by the Chair, Mayordomo, Treasurer or Secretary, or a designated commissioner or appointed representative.

Step 6: Maintain your registration

- Your UEI will never expire. However, to remain eligible for federal grants, you must maintain active registration in SAM.gov.

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- Sam registration must be renewed at least once every 12 months, or sooner if your entity's information changes.
- Your renewal must occur before the expiration date. Although SAM.gov will send reminder emails, it is best to mark your calendar to ensure the renewal window is never missed. The reminder should also be included in a central organizational calendar or tracking system so that renewal or updates are not overlooked or missed in the event of staff turnover.
- **Annual SAM registration is free. Beware** that you may be contacted by outside companies or “contractors” offering to renew or manage your registration for a fee, often several hundred dollars. **DO NOT FALL FOR THIS!!** Do not respond to or pay any solicitors, simply renew your registration directly through the official [SAM.gov](https://sam.gov) website.

Note: It is important to understand that while it may seem convenient to hire an outside party to handle your registration, your entity will still need to gather and provide all the required information and documentation. In most cases, the only task such services perform is data entry, meaning you pay for something your organization can easily complete on its own at no cost.

Key Takeaway

There are a variety of resources available for grantees, subrecipients, contractors, subcontractors, and federal employees who use [SAM.gov](https://sam.gov), and for individuals who search for entities on SAM.gov. For example, SAM.gov offers help and FAQs organized by topic, which can be particularly helpful for navigating the registration and application process.

[Video - How to Get a Unique Entity ID](#)

For questions or technical assistance related to the acquisition and management of grants, please contact federalgrant.bureau@dfa.nm.gov.

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