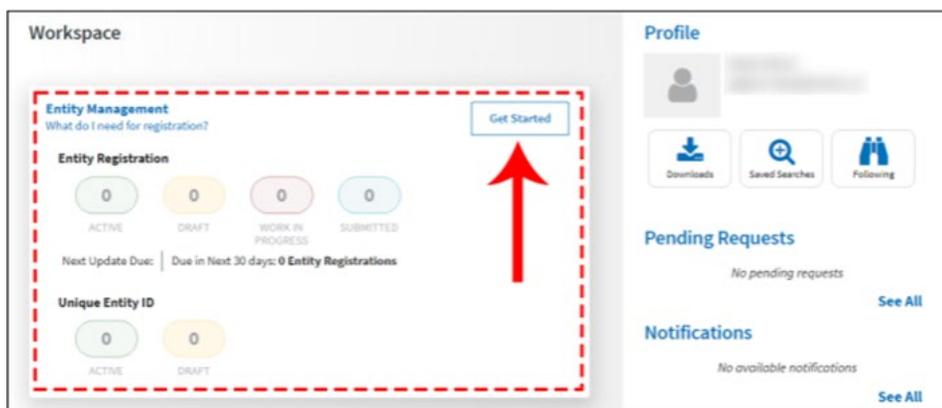


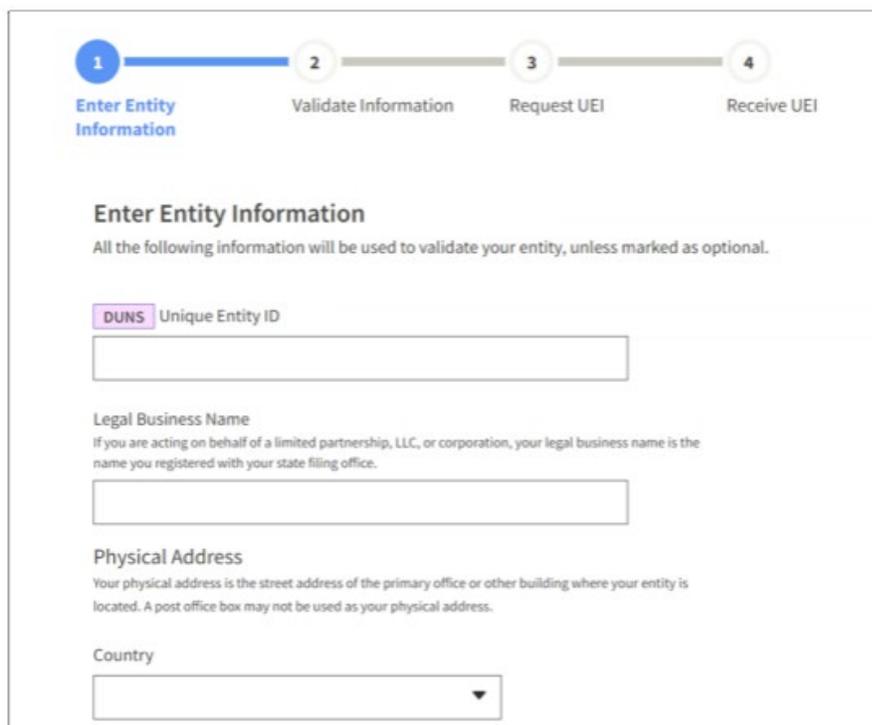
## Your entity has a DUNS Number and is not registered in SAM.gov

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.
  - a. **Follow these steps to create your Login.gov account. (if you already have a login.gov sign in skip to Step 2)**
    - i. Enter your email address at [https://secure.login.gov/sign\\_up/enter\\_email](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.
      1. Passwords must be at least 12 characters. That’s it! There are no other restrictions. You can even use more than one word with spaces to get to 12 characters. Try using a phrase or a series of words that only you recognize.
      2. 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 set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).
        - a. You can choose from several authentication options.
          - i. More secure:
            1. Authentication application
            2. Security key
          - ii. Less secure:
            1. Text message
            2. Phone call
            3. Backup codes
      - 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. You can add additional authentication methods, email addresses or update your information on the Login.gov account page.
  2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



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



1 **Enter Entity Information** 2 Validate Information 3 Request UEI 4 Receive UEI

### 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

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



## Receive Unique Entity ID

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

**B [REDACTED] 3**

VERIFIED MATCH:

**Northgate Floral Association, LLC** • Public

**DUNS** Unique Entity ID  
[REDACTED]

Physical Address  
[REDACTED]  
[REDACTED] UNITED STATES

Keep this number in your records, you will need for any future ArtsWA grant applications.