Your entity does not have a DUNS number and today's date is before April 2, 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-UEI).

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
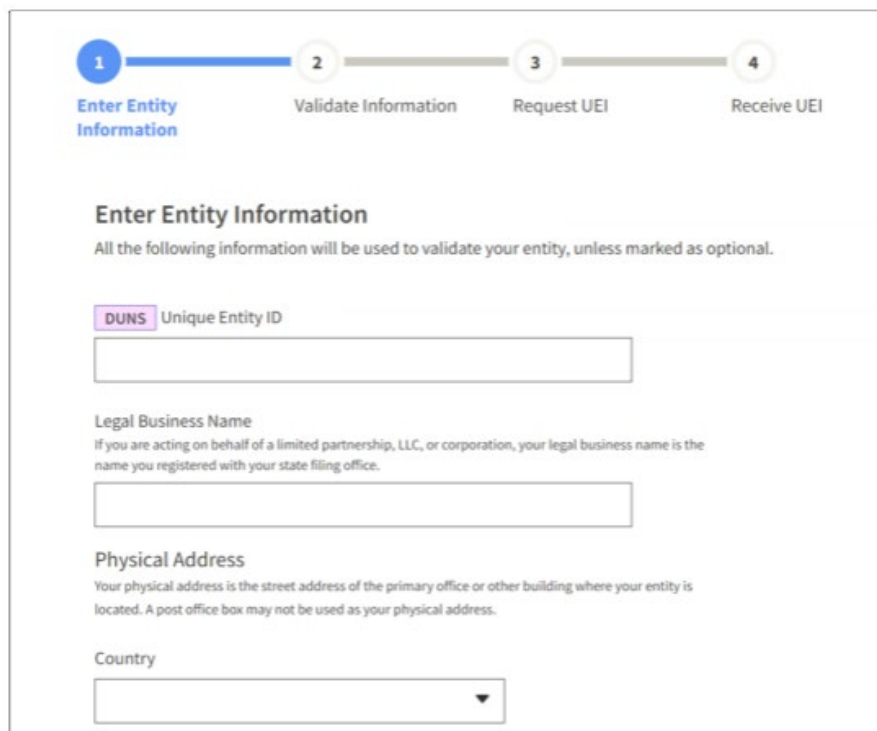
First, follow these steps to register for the SAM.gov website:

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 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.
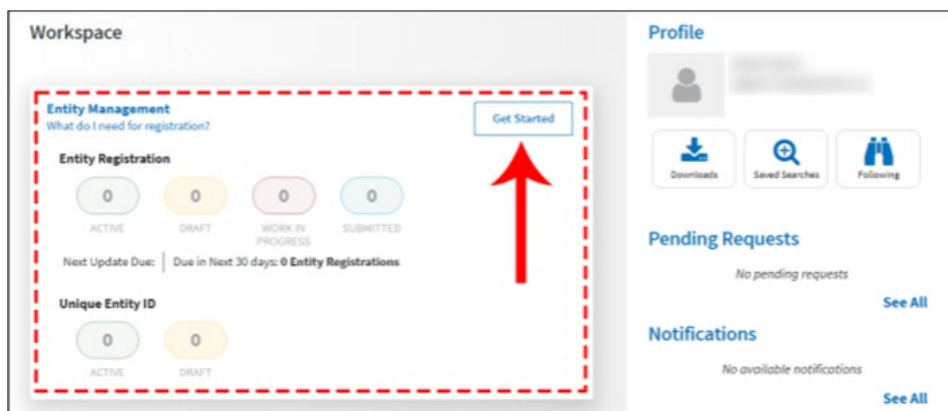
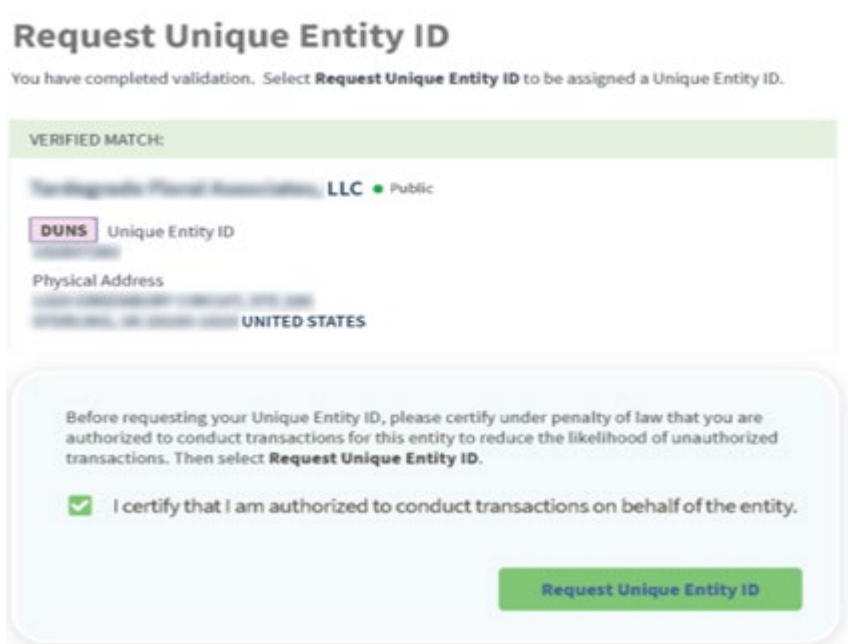3. On the next page, enter information about your entity. All fields are required, unless marked as optional.
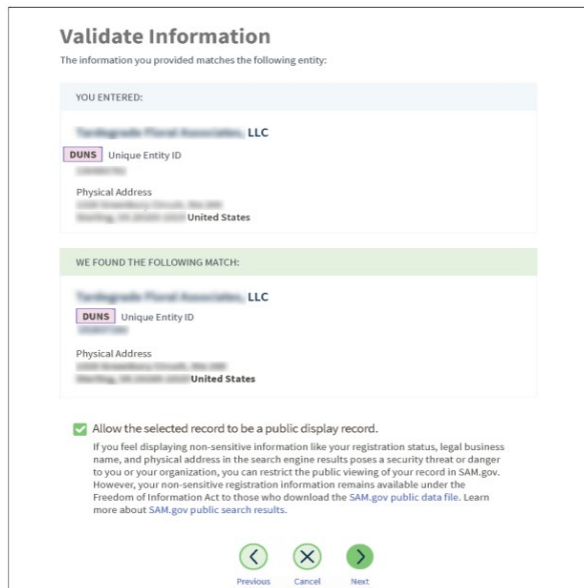
4. On the next page, validate that the information provided is correct. For assistance updating your Dun & Bradstreet record, please contact Dun & Bradstreet. Deselect the checkbox near the bottom of the page if you want to restrict the public viewing of your entity information in SAM.gov.

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."

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.

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.

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VERIFIED MATCH:

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DUNS | Unique Entity ID
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Physical Address
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Keep this number in your records, you will need for any future ArtsWA grant applications.