Obtaining a UEI Number Only in 3 Easy Steps!

BEFORE YOU START

You will need the following

1.   A legally established business entity according to your state's requirements
You will need to know your date and state of incorporation.
Sole proprietors will need an EIN number. You will use the date of issue as your date of incorporation.

2.   A User Account for SAM.gov.
Hit the green Get Started button twice to take you to Login.gov where you will create a log in for SAM. Skip the Role Assignment questions. Finish your Login.gov profile.

Now you are ready to request a UEI Number!
Sign into SAM.gov using your user account login. Hit the green Get Started button twice. You will choose the **Get a Unique Entity ID Only** option (see image below). Follow the prompts.

*Press the image below for learning the difference between getting a UEI **only** and a full registration*

○ **Get a Unique Entity ID Only**

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration.

What's the difference between getting a UEI only and registration ↗

Run into a snag?

- Video: How to get only a Unique Entity ID
- Quick Start Guide for Getting a Unique Entity ID
- No Match found

NOTE: SAM.gov offers many different types of registrations and services. To inquire about CAGE Codes, contracting or other services SAM offers, contact Washington PTAC.

WashingtonPTAC.org