

Getting a Unique Entity ID (UEI) Guidance for Child Care Food Program (CCFP)

You can get a Unique Entity ID (UEI) for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID (UEI).

If you want to only get a Unique Entity ID (UEI) and do not want to complete a full entity registration in SAM.gov, follow the instructions below:

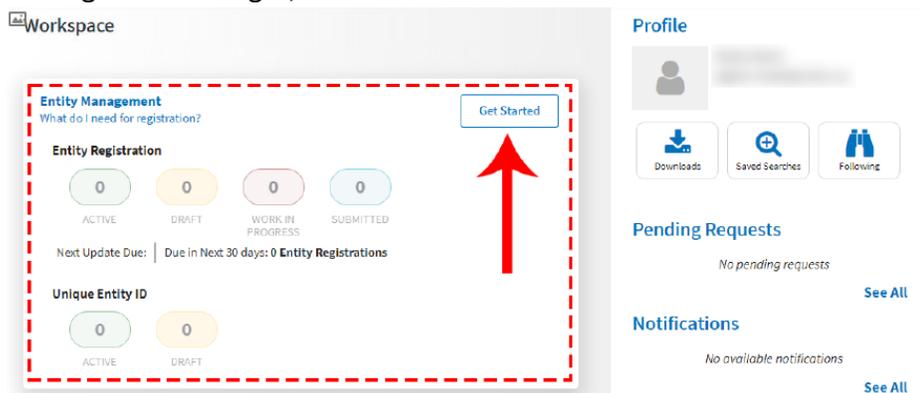
Your entity has a DUNS Number and is registered in SAM.gov

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID (UEI). It's viewable on your entity registration record in SAM.gov.

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 (UEI), and do not want to complete a full entity registration in SAM.gov, follow these steps to get a Unique Entity ID (UEI):

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. Once you create your user credentials, you will return to SAM.gov to complete your profile.
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.



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. If the information provided does not match your Dun & Bradstreet record exactly, you will be able to proceed. For assistance updating your Dun & Bradstreet record, please contact Dun & Bradstreet. Then, select “Next.”

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

DUNS Unique Entity ID

Physical Address

United States

WE FOUND THE FOLLOWING MATCH:

DUNS Unique Entity ID

Physical Address

United States

- Allow the selected record to be a public display record.
If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM.gov public data file. Learn more about SAM.gov public search results.



- 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.

Request Unique Entity ID

You have completed validation. Select **Request Unique Entity ID** to be assigned a Unique Entity ID.

VERIFIED MATCH:

VeriGrade Fiscal Associates, LLC • Public

DUNS Unique Entity ID
[REDACTED]

Physical Address
[REDACTED]
[REDACTED] UNITED STATES

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

[Request Unique Entity ID](#)

- On the last page, your Unique Entity ID (UEI) 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.

B [REDACTED] 3

VERIFIED MATCH:

VeriGrade Fiscal Associates, LLC • Public

DUNS Unique Entity ID
[REDACTED]

Physical Address
[REDACTED]
[REDACTED] UNITED STATES

Your entity does not have a DUNS Number and today's date is before April 4, 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 (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.

Your entity does not have a DUNS Number and today's date is after April 4, 2022
After April 4, 2022, the federal government will have no requirement for the DUNS Number. You can get a Unique Entity ID (UEI) for your entity on SAM.gov. The Unique Entity ID (UEI) is provided to entities who request to only get a Unique Entity ID (UEI) and to entities who complete an entity registration.

Sign in to your SAM.gov account and the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button to begin requesting your Unique Entity ID (UEI).

The screenshot displays the SAM.gov Workspace interface. On the left, the "Entity Management" widget is highlighted with a red dashed border. It contains a "Get Started" button in the top right corner, which is pointed to by a red arrow. Below the button, there are two sections: "Entity Registration" and "Unique Entity ID". Each section shows four status indicators (ACTIVE, DRAFT, WORK IN PROGRESS, SUBMITTED) with a count of 0. The "Entity Registration" section also includes a "Next Update Due" indicator showing "Due in Next 30 days: 0 Entity Registrations". On the right side of the workspace, there is a "Profile" section with a user icon and a "Downloads" button. Below that are "Pending Requests" and "Notifications" sections, both showing "No pending requests" and "No available notifications" respectively, with "See All" links.