

Unique Entity ID (UEI) and SAM.gov Registration

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What are SAM.gov and the UEI?

The U.S. government tracks each unique entity that is receiving federal financial assistance from any U.S. government agency.

A DUNS number provided by Dun & Bradstreet is no longer accepted by the U.S. government as the Unique Entity ID.

The U.S. government generates its own Unique Entity ID through the System for Award Management (SAM.gov), and that is the UEI that DFC clients must now obtain.

In addition, DFC clients must complete the full SAM.gov registration that is required of recipients of U.S. federal financial assistance. This registration record is renewed annually.

Who Needs to Obtain UEI/Register in SAM?

For Direct Funding Transactions (direct loans, investment guaranties funded by DFC Certificates of Participation, equity investments, and technical assistance): the recipient of the funds (borrower/investee/grantee) needs to obtain the UEI and register.

For Unfunded Guaranties (third party lender guaranties):

- If it is a “portfolio” or “multi-borrower” guaranty where the DFC-guaranteed party is lending to many ultimate borrowers, only the DFC-guaranteed party needs to obtain the UEI and register.
- If it is a “single borrower” guaranty, only the ultimate borrower needs to obtain the UEI and register.

For Political Risk Insurance: Each insured party.

Before Starting the Process – Gather Information

There is key information that will be needed during the process of obtaining the SAM registration. Gather the following key information before starting the process.

- Full Legal Name and Address of the entity
- Name, Email Address and Telephone number of the Entity Administrator
- Incorporation Date (mm/dd/yyyy) of the entity
- Fiscal Year End (mm/dd) of the entity
- For non-U.S. entities, any local registration or identification number(s)
- For U.S. entities, U.S. Taxpayer ID number (EIN/TIN)
- For U.S. entities, Bank Account information.

Before Starting the Process – Gather Documents

You should have **official documentation, translated to English, available for upload to verify the legal name, physical address, year of incorporation and local registration or identification number (for non-US entities)**. Below are examples of the types of documents that SAM will accept for verification.

- Articles of Incorporation / Organization / Formation (stamped as filed with an authority)
- Certificate of Formation / Organization (stamped as filed with an authority)
- Bylaws for your company (if stamped as filed with an authority)
- Utility Bills (water, gas, or electric only – less than 5 years old)
- Bank Statements (redact information that isn't necessary for validation – less than 5 years old)
- Government-issued proof of tax identification number
- Government-issued tax receipt/return

[Entity Validation Document Requirements](#)

The document(s) must be stamped from the filing authority, and show the legal name, physical address, year of incorporation and local trade registration number. **If you need to have the documents translated**, please be sure to have the translator include the following information.

- I [insert typed name], certify that I am fluent (conversant) in the English and [insert foreign language] languages, and that the above/attached document is an accurate translation of the document attached entitled [insert translated document name].
- Signature
- Typed Name
- Address
- Certification Date

SAM Registration Process – 4 Steps

Step 1 – Creation of an Account on Login.gov

Step 2 – Entity Validation (Obtain Unique Entity ID)*

Step 3 – Active Registration*

Step 4 – Entity Administration Letter / Second Entity Administrator

If you have issues at any time during this process, please email DFCHelpwithSAM@dfc.gov.

SAM Registration Process – Step 1

Step 1 – Creation of an Account on Login.gov

- The first step is to determine who will be acting as the initial **Entity Administrator** to complete the registration process.
- The Entity Administrator will need to create a login.gov account by using the instructions found [here](#) (*[Creation of an Account on Login](#)*).
- Login.gov requires an individual person to create login credentials (email, password and 2nd factor authentication method) that they can use to sign into multiple U.S. government websites such as SAM.gov and the Federal Service Desk (FSD.gov).
- ***[If you have issues at any time during this process, please email DFCHelpwithSAM@dfc.gov.](mailto:DFCHelpwithSAM@dfc.gov)***

SAM Registration Process – Step 2

Step 2 – Entity Validation (Obtain UEI)

- The first step in obtaining the UEI and active registration is the Entity Validation process. ***This is where confusion often occurs.***
- For assistance with this process, please use pages 1 through 18 of the instructions found [here](#) (***SAM Registration Process***)
- SAM.gov wants to be confident they have the correct legal business name and physical address; they will need you to confirm this information by finding an exact match in their database. Most entities find a match immediately, but in some cases additional documentation and a manual review is required.
- If you do not find a match, you will be required to upload the requested official documentation, in English. SAM.gov representatives will review the documents and contact you by email from fsdsupport@gsa.gov with further instructions.
- ***If you have issues at any time during this process, please email DFCHelpwithSAM@dfc.gov.***

SAM Registration Process – Step 3

Step 3 – Active Registration

- It is possible to obtain a Unique Entity ID (UEI) without doing the full SAM.gov registration, however, ***DFC's clients are required to obtain an active registration.***
- Once you have obtained the UEI, click ***Continue Registration***, and continue with page 18 the [*SAM Registration Process*](#) instructions found [here](#).
- If you do not continue the registration process immediately after obtaining your UEI, please use pages 2-6 and 18-30 of the instructions found [here](#) ([*SAM Registration Process*](#)).
- Once you receive your active registration email, please forward that email to DFCHelpwithSAM@dfc.gov, so we can record it in DFC's records.
- ***If you have issues at any time during this process, please email DFCHelpwithSAM@dfc.gov.***

SAM Registration Process – Step 4

Step 4 – Entity Administration Letter / Second Entity Administrator

Entity Administration letter – (REQUIRED)

- You can find the templates for the letters at these links:
 - [International entities](#) – NO notarization needed
 - [Entities in the United States](#) – Must be notarized
- Complete the appropriate template by deleting the first page, filling in the blanks and entering the information in the highlighted areas (***be sure the information matches exactly what is in SAM***)
- Print the letter on your entity's letterhead
- Get the letter signed by the company executive listed in the letter
- Use the instructions found [here](#) (***Entity Administration Letter – Upload to FSD***) to upload the letter

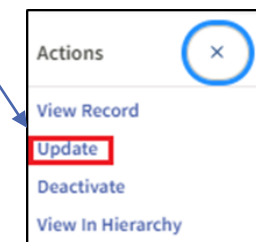
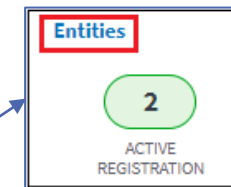
Second Entity Administration – (OPTIONAL)

- We recommend that you appoint a second entity administrator
- The individual will first need to create a login.gov account using the instructions found [here](#) (***Creation of an Account on Login***)
- Use the instructions found [here](#) (***Add Entity Administrator***) to add them to the entity's SAM.gov profile
- ***If you have issues at any time during this process, please email DFCHelpwithSAM@dfc.gov.***

Annual Renewal / Updates

The SAM registration must be renewed annually. If the entity administrator is no longer with the organization, the new person will need to create a login.gov account and have a new Entity Administrator letter signed and uploaded (see Slide 10).

- Go to your SAM.gov Workspace, and click the Active Registration (green bubble)
- To the right of the Entity Name, select the three little blue dots
- Select Update
- Select to update / renew your entire entity registration, and click Next to Proceed
- You will need to proceed through the validation process, (see the [SAM Registration Process instructions for assistance](#)), review each section for any changes and submit the registration
- The renewal registration will be reviewed, and you will receive an activation email within a day or two
- **If you have issues at any time during this process, please email DFCHelpwithSAM@dfc.gov.**



Need Help?

If you have questions about DFC's instructions or are encountering a screen or situation not addressed in the detailed user guides provided above, please email DFCHelpwithSAM@dfc.gov. If possible, please include a picture of any new screen or issue/error you may be encountering.

For clients that have tried the process and are not able to make progress with any of the steps, a DFC-SAM expert can provide individual step-by-step assistance. If you require this, please ask your DFC contact to help you schedule such an appointment with DFC's internal SAM team or email DFCHelpwithSAM@dfc.gov.