

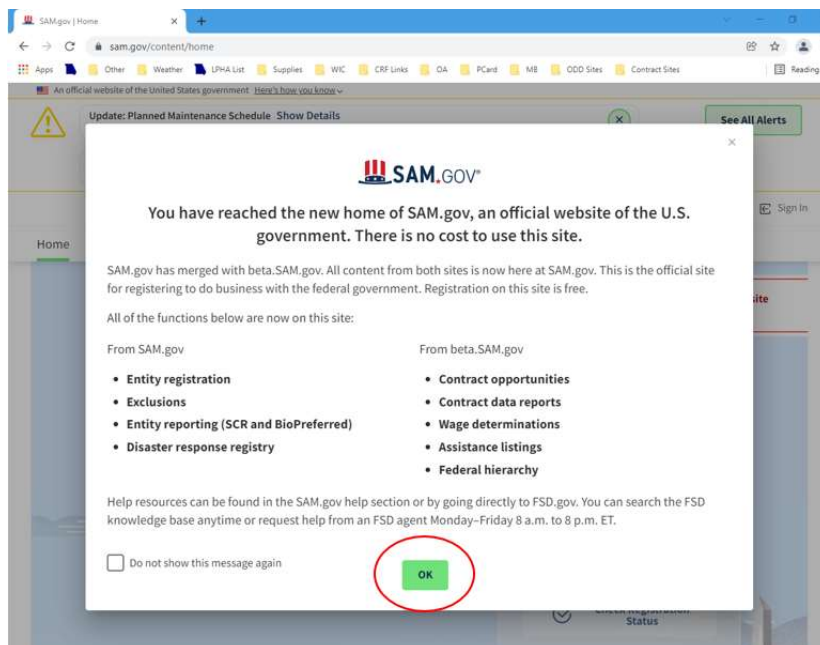
How to Register For A Unique Entity Identification (UEI)

BEFORE YOU BEGIN: You will be asked to validate your entity. Have information available with your legal business name, physical address (no PO boxes), start year, and country or state of incorporation if applicable.

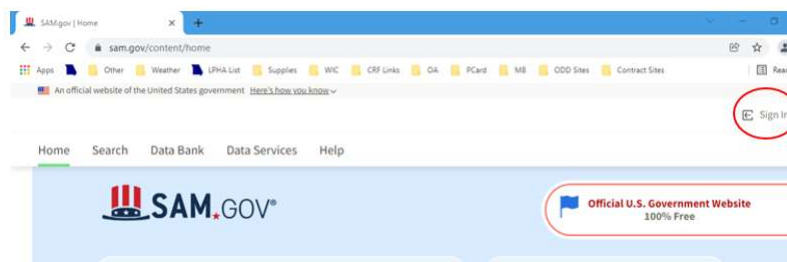
On April 4, 2022 the federal government transitioned away from the DUNS number to the new Unique Entity Identification (UEI) number for entity identification.

The following are step by step instructions to assist with requesting a UEI at <https://sam.gov/content/home>.

1. When the page first comes up, a pop up will show. Select OK to proceed:



2. Create an account.
 - a. Select "Sign In" located in the upper right hand corner to create an account.

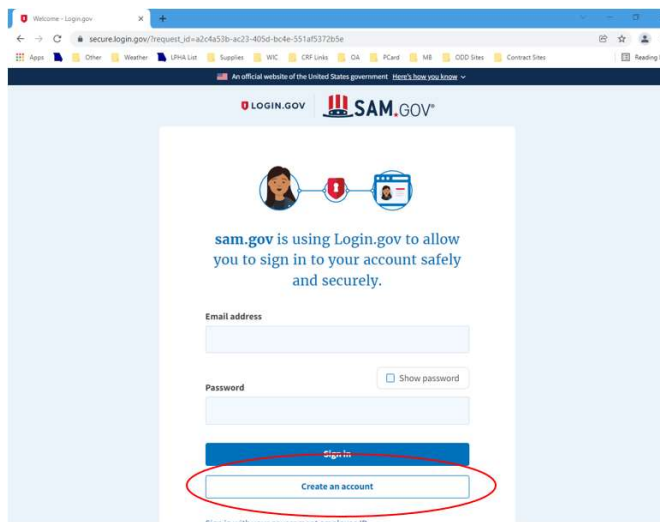


How to Register For A Unique Entity Identification (UEI)

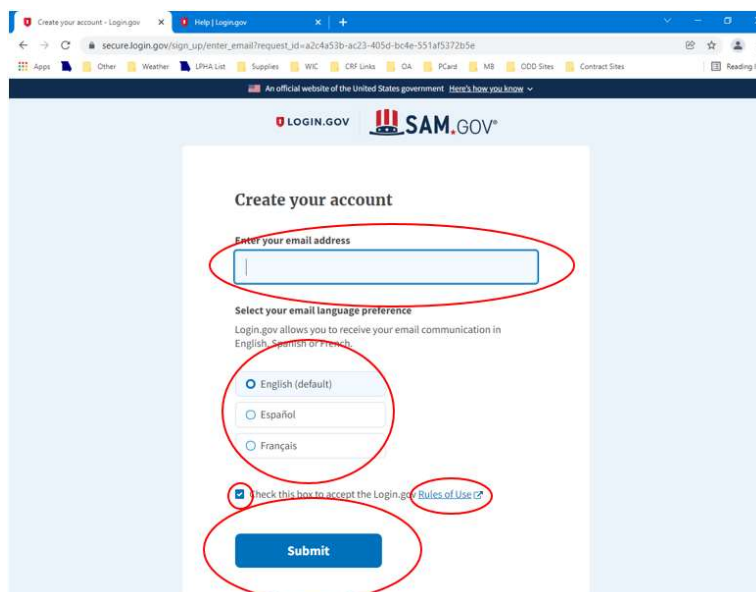
- b. From the pop up, select “Accept”.



- c. Select “Create an account”.

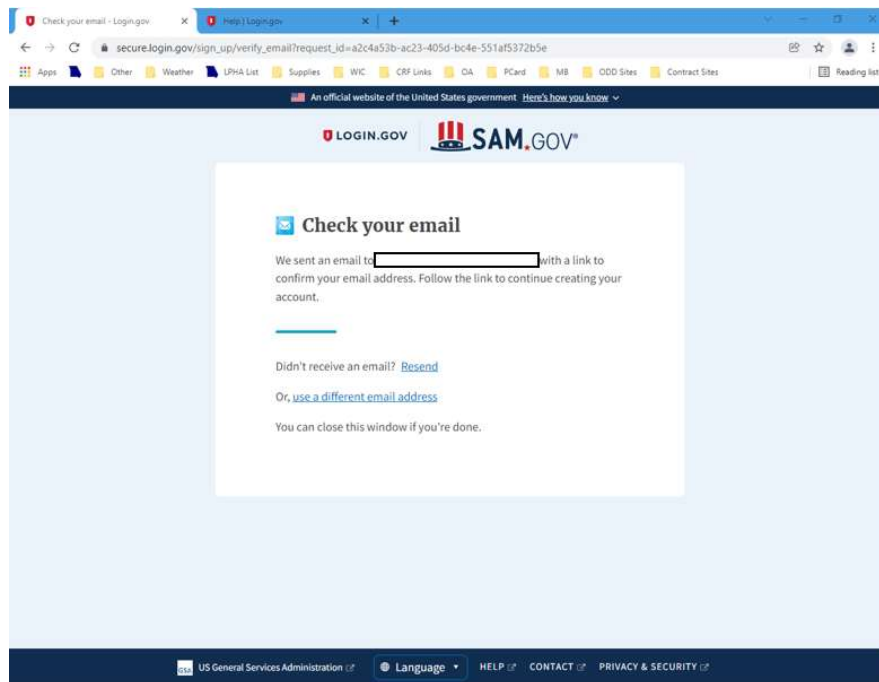


- d. Enter your email address, Select your email language preference, review and accept Login.gov rules of use, and click *submit* to continue to the next section.



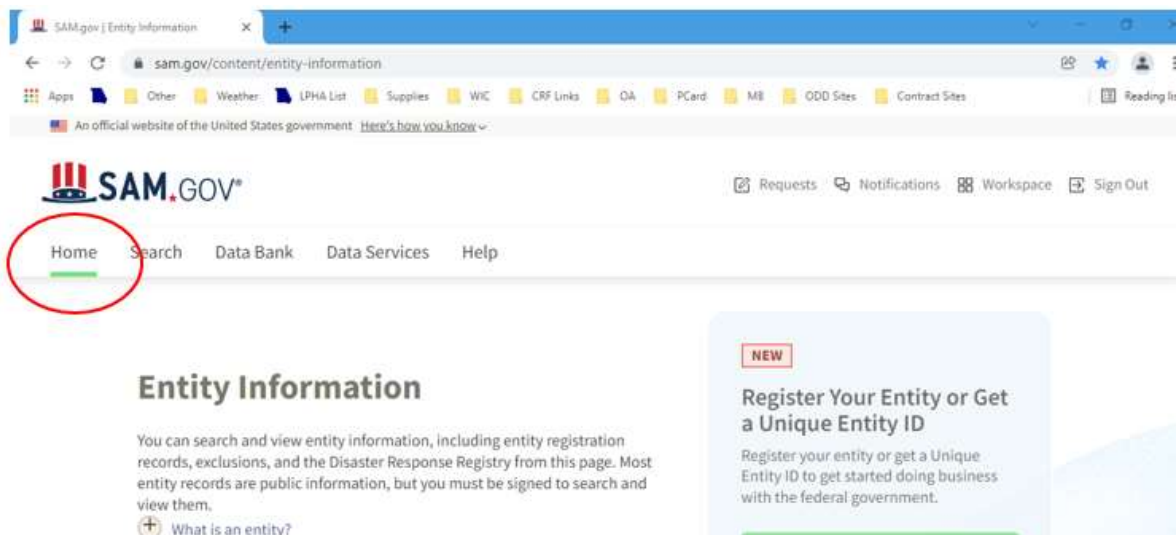
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- e. You will then receive an email message to validate that email address.



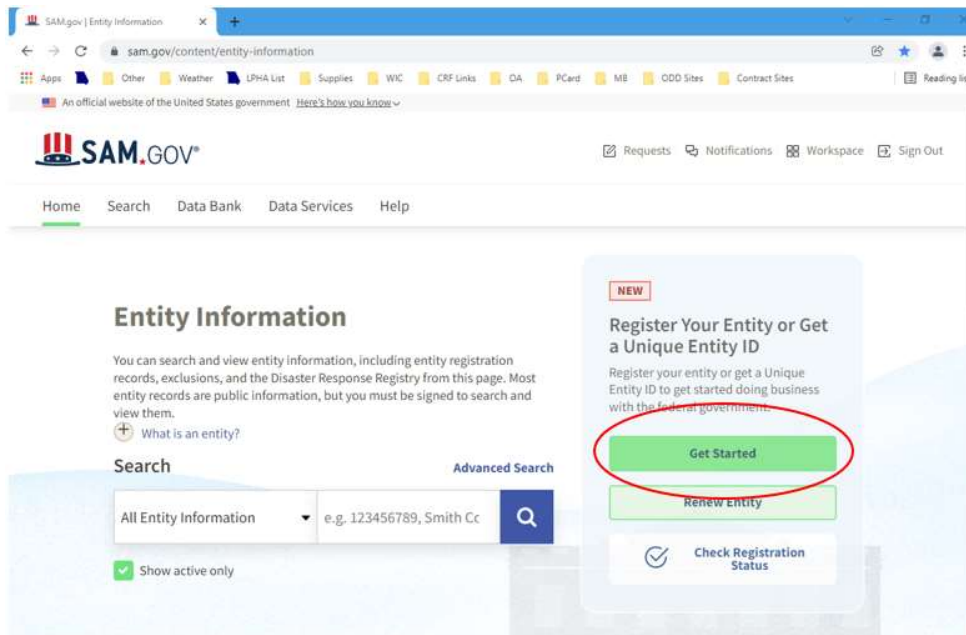
- f. Follow the instructions to continue the registration process. For assistance with the registration process, please use the Help or Contact links located at the bottom of the page.

3. Once you are logged in, make sure you are on the “Home” page. You will see a green line under the word Home on the menu.

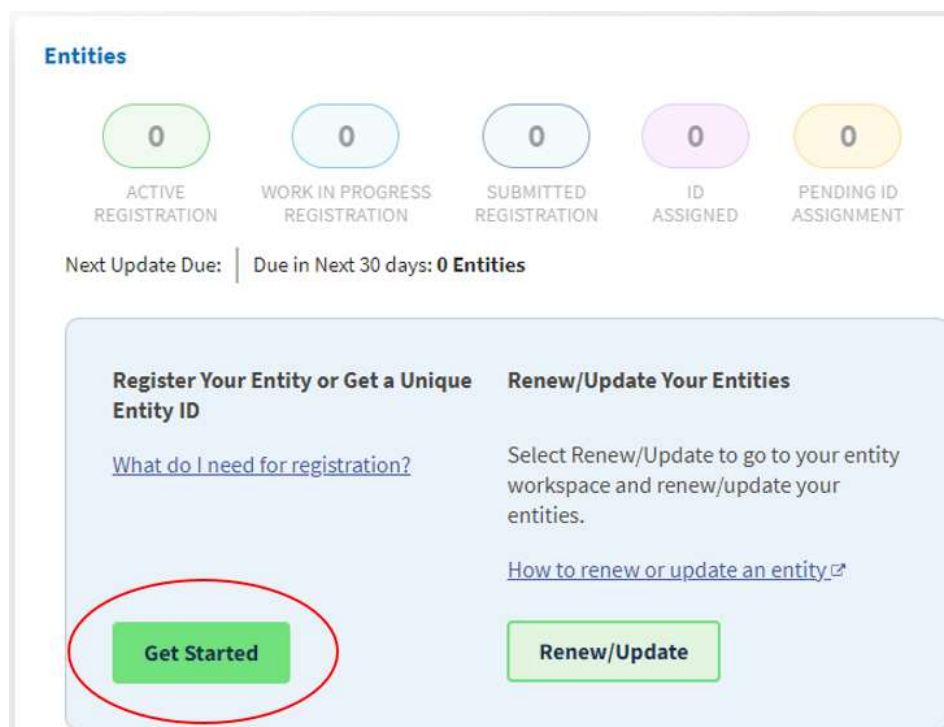


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4. Select “Get Started” from the “Register Your Entity or Get a Unique Entity ID”.

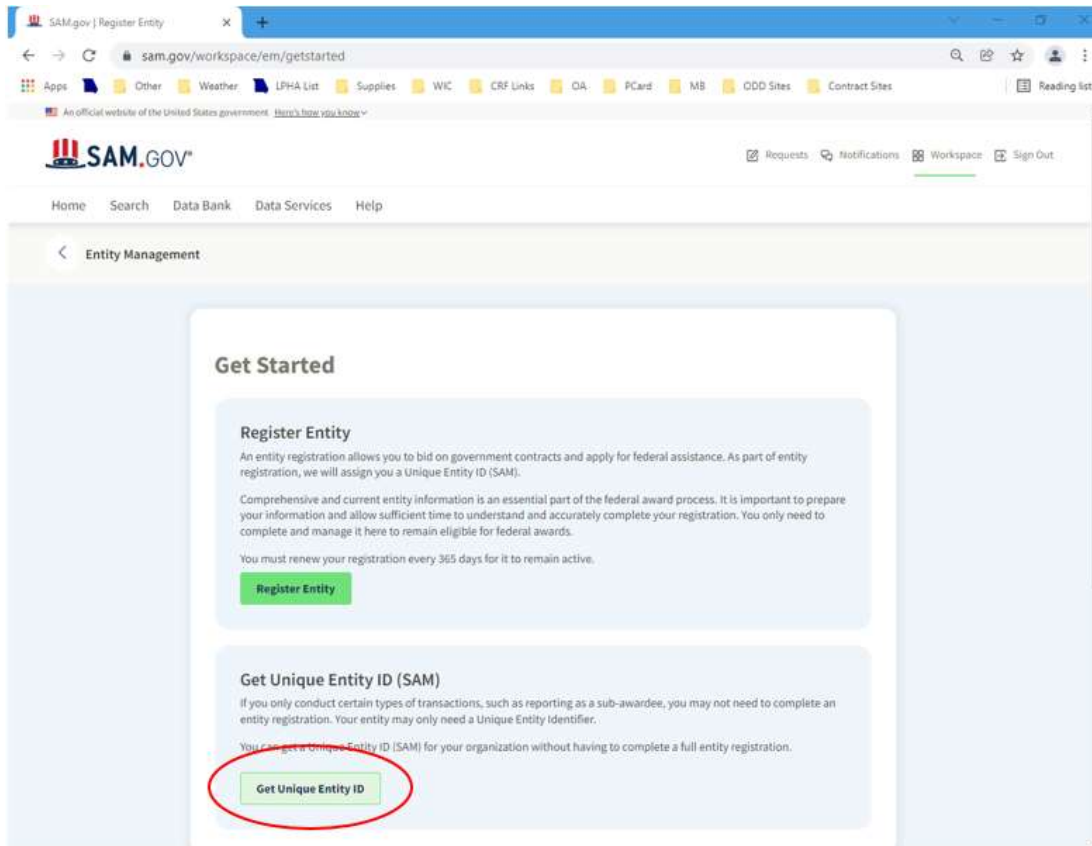


5. Under “Register Your Entity or Get a Unique Entity ID” click the *Get Started* button. This will not fully register you with SAM.gov, but will get you the UEI you need to contract with DHSS or another state agency.



How to Register For A Unique Entity Identification (UEI)

6. Click the “Get Unique Entity ID” button.



How to Register For A Unique Entity Identification (UEI)

- a. Select “Get a Unique Entity ID Only” then click *Next* at the bottom of the page.

What do you want to do?

Choose what you need and we will show you what information to prepare.

☐ Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [↗](#)
- Includes getting a Unique Entity ID and entity registration.



☐ Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [↗](#)
- To apply for grants and loans as described by 2 CFR 200. [↗](#)



☒ 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 ↗](#)



What do I need for registration?
Download our guide.

Download



Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request ↗](#) to submit a request.



Previous



Cancel



Next

How to Register For A Unique Entity Identification (UEI)

- b. You will then be asked to validate your entity as seen below.

The screenshot shows a four-step progress bar at the top: 1. Get Started, 2. Validate Entity (active), 3. Get Unique Entity ID, and 4. Done. The main heading is 'You Are About to Validate Your Entity'. Below it, a paragraph states: 'The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.' Another paragraph says: 'Before you get started, make sure you can officially document your entity's'. This is followed by a bulleted list of required information: 'Legal business name', 'Physical address' (with a note 'no P.O. boxes or virtual offices'), 'Start year', 'Country or state of incorporation, if applicable', and 'National identifier' (with a note 'non-U.S. entities only'). Below the list, a paragraph states: 'Some entities may need to provide documentation to complete validation, which will take additional time to process.' At the bottom, there is a checkbox with a checkmark and the text: 'I can provide official documentation, if necessary, to validate my entity.' At the very bottom, there are three buttons: 'Previous', 'Cancel', and 'Next'.

1 Get Started 2 **Validate Entity** 3 Get Unique Entity ID 4 Done

You Are About to Validate Your Entity

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- **Legal business name**
- **Physical address** (no P.O. boxes or virtual offices)
- **Start year**
- **Country or state of incorporation, if applicable**
- **National identifier** (non-U.S. entities only)

Some entities may need to provide documentation to complete validation, which will take additional time to process.

☒ I can provide **official documentation**, if necessary, to validate my entity.

Previous Cancel Next

How to Register For A Unique Entity Identification (UEI)

7. Fill in the form with the name exactly as you registered with your state filing office and your physical address. When all required fields are complete click the “Next” arrow.
Note: the “Next” arrow will be grayed out until the information is complete.



Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

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

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

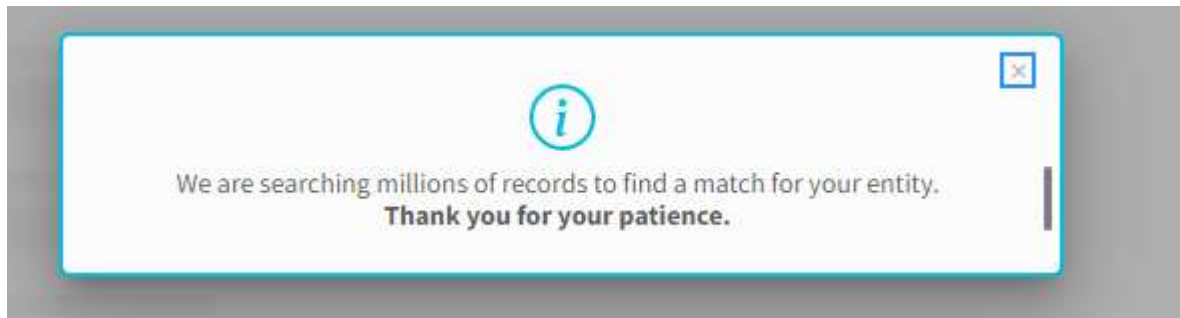
City

State

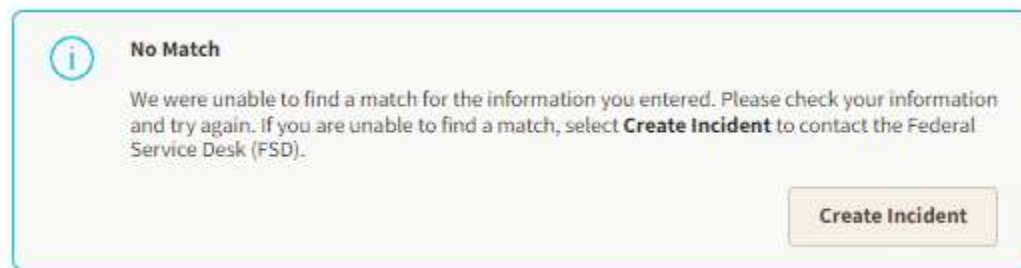


How to Register For A Unique Entity Identification (UEI)

8. You will see this pop up as the system searches. When complete, this pop up box goes away and any results will be displayed.



- a. If the information you entered was unable to be validated, then a *No Match* found message will appear at the top of the form. You will need to review and correct the information or click Create Incident for help.



- b. The progress bar across the top allow you to see where you are in the request process.



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9. During the Validate Entity Information step, the system shows what you entered and will list all matches found. Select the one that matches and then the *Next* button to request the UEI or if you don't see your information, select *Start Over* to retype your information or *Create Incident* to request help.

The screenshot displays the 'Validate Entity Information' step of a four-step process. The progress bar at the top shows steps 1 (Enter Entity Information), 2 (Validate Information), 3 (Request UEI), and 4 (Receive UEI). Step 2 is currently active.

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

Missouri department of health and senior services
920 Wildwood Drive
Jefferson City, Missouri 65109
UNITED STATES

WE FOUND THE FOLLOWING MATCHES

Showing 1 - 10 of 27 results

- ☐ MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
920 WILDWOOD DR
JEFFERSON CITY, MO 65109-5796 USA
- ☐ MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
930 WILDWOOD DR
JEFFERSON CITY, MO 65109-5796 USA
- ☐ DEPARTMENT-HEALTH SENIOR SERVICE
920 WILDWOOD DR
JEFFERSON CITY, MO 65109-5796 USA

☐ HEALTH & SENIOR SERVICES
PO BOX 809
JEFFERSON CITY, MO 65102-0809 USA

Results per page: 10

1 of 3

Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

Start Over **Create Incident**

Navigation buttons: Previous, Cancel, Next

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10. Once you have selected the correct listing, you will need to Validate Additional Information by entering your Year of Incorporation and the State of Incorporation. Once entered you may select *Next*.



Validate Additional Information

You have selected the following entity.

SELECTED ENTITY
MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
920 WILDWOOD DR JEFFERSON CITY, MO 65109-5796 USA

Please provide the following information to finish validating your entity.

Year of Incorporation

State of Incorporation



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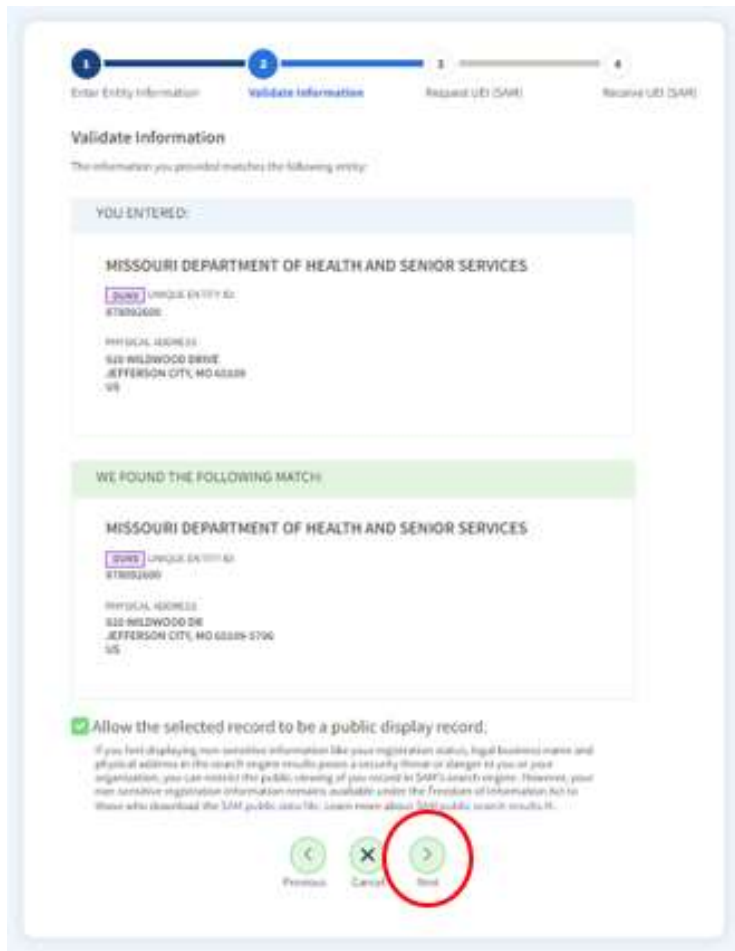
11. At the bottom of the page there is a selection that defaults to allow that the selected record be a public display record.



Although it is not required, allowing public display is helpful for other entities (such as DHSS) to be able to search your information for contract compliance. No sensitive information is displayed. Public display of information looks like the following:

HEALTH AND SENIOR SERVICES, MISSOURI DEPARTMENT OF			Active Registration
Unique Entity ID	CAGE Code	Physical Address	Entity
UETLXV8NG8F4	3A4D6	920 WILDWOOD DR, JEFFERSON CITY, MO 65109 USA	Expiration Date Mar 4, 2023
			Purpose of Registration All Awards

12. Once you have your match and have made your choice about public display, click *Next*.



How to Register For A Unique Entity Identification (UEI)

13. During the Request UEI (SAM) process, you will need to check the box to certify that you are authorized to conduct transactions on behalf of the entity and select “Request Unique Entity ID”.

1 Enter Entity Information

2 Validate Information

3 Request UEI (SAM)

4 Receive UEI (SAM)

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

14. During the Receive UEI (SAM) process (final process), you will receive your UEI. Keep this information for your records.

Receive Unique Entity ID

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

B [REDACTED] **3**