Assignment of UEIs to SAM Registrants – April 2020

In a July 10, 2019 Federal Register Notice, OMB and GSA announced plans for the transition away from the former nine-digit DUNS number to the new 12-digit nonproprietary Unique Entity Identifier (UEI) number. During 2020, the DUNS number will be incrementally phased out and replaced with the new UEI number, with an estimated completion by December 31, 2020. The transition will occur at the time non-federal entities register in SAM.gov for the first time or renew their registrations. SAM.gov will generate the UEI number and assign it to the non-federal entity along with new login credentials issued through login.gov.

The transition to the UEI is estimated to be fully implemented by December 2020. The DUNS number remains a requirement for SAM until December or when GSA launches the tools to generate UEIs.

SAM UPDATE- July 2018

GSA implemented measures to help prevent improper activity in SAM. These measures include masking specific data elements in the entity registration; requiring “parent” approval of new registrations for their specific “child” entities; and requiring formal appointment of the Entity Administrator by original, signed notarized letter.


Additional enhanced controls include implementing multi-factor authentication using login.gov and notifying Entity Administrators when there is a change in the entity’s bank account information.

You must create a login.gov account and use this username and password to log in to SAM. See below Step 3.


The System for Award Management (SAM) is the government's online repository for information about vendors that supply goods and services to federal agencies, or entities that receive federal funding. Your company or entity must be registered in SAM if you want to do federal government contracting or receive federal funds.

Each applicant (unless the applicant is an individual or Federal awarding agency that is exempt from the requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to:

i. Be registered in the System for Award Management (SAM);

ii. Provide a valid Dun and Bradstreet Universal Numbering System (DUNS) number in the SAM application; and
iii. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

DOE may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an Applicant has not fully complied with the requirements by the time DOE is ready to make a Federal award, the DOE may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Register with the System for Award Management (SAM) at https://www.sam.gov. Formally appointing an Entity Administrator and obtaining a special password called an MPIN are important steps in SAM registration. **SAM registration must be updated annually.**
How to Register in SAM

**Step 1:** Go to [www.sam.gov](http://www.sam.gov) to register to do business with the U.S. government and click on “Create a User Account”. You may also click directly on the “Log in” button on top right of screen to create a new Login.gov account.

**Step 2:** After clicking on “Create a User Account”, the next screen provides information on creating a login.gov account in order to sign in to SAM.

Click on the “Log In” button on the top right of the screen which will bring you to a new login.gov screen to create a login.gov account.
**Step 3: Create login.gov Account**

The next nine screenshots will direct you to create a login.gov account. Creating a login.gov account is required so you can log in to SAM.

First, click on “Create an account”.

Enter your email address and “Submit” the form. You will then receive an email for you to confirm your email address.

*Note that you will need to create a login.gov account even if you already have a SAM account. Use the same email address here that you used for your existing SAM account. If you use any other email address to create your account at login.gov other than the one associated with your SAM.gov account, your SAM.gov roles will need to be reassigned. This could cause delays in updating your existing registrations. If you don’t know which email is associated with your SAM.gov user account, contact the supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 Monday through Friday from 8 a.m. to 8 p.m. (ET).*
When you receive an email from login.gov to confirm your email address, follow the instructions. When you follow the provided link it will take you to a screen that asks you to create a password. Create a strong password and click on “Continue”.

*Note that the link provided for you to confirm your email address will expire in 24 hours.

After you create a password, the next screen will ask you to select a second layer of security. You may choose to receive your security code by text message/SMS, phone call, or to set up authentication application.
If you choose to receive your security code via text message then you will be asked to provide your mobile phone number. Provide your mobile number and click “Send code”.

Login.gov will send you a security code via text momentarily with this option.

Enter the security code that you received by text when you are prompted to do so on screen and click the “Submit” button.
Once login.gov accepts your security code, it will provide you a “personal key”. Write or print your personal key as it will be the only way to regain access to your account if you lose the phone where login.gov sends your security code.

Click on “Continue”.

The next screen will prompt you to enter your security code. Enter this code and click on “Continue”.

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When you see this screen then you have successfully created an account with login.gov.

Click on “Continue” to log into SAM.

Going forward, you will use your login.gov username and password every time you log in to SAM.gov.
**Step 4:** Once you have created an account in login.gov then you are ready to create an account in SAM. Click on the “notarized letter” link on top of this page for information on NEW requirement that entities must submit a notarized letter to appoint their **Entity Administrator**.

Click on “Create Individual Account” to get started.
Step 5: In this step, enter the required information as indicated by the red asterisk (*). Provide the user’s contact information; create a SAM username; and select three security questions and provide corresponding responses. Click “Next” when form is completed.
**Step 6:** On this summary screen, verify the account information you provided is correct. Click on “Edit” if corrections are needed. Click on “Submit” if you are satisfied with the displayed information.
**Step 7:** When you arrive at the below screenshot, you have successfully created your SAM account. At this step, you will receive an email from SAM that your account is created and active.

You may now click on “Done” to return to the SAM homepage where you can register your entity.
Step 8: This next step takes you to the welcome page where under the MY SAM tab at the top, you may click on “Register New Entity” under “Entity Registration” on the left navigation.
**Step 9:** The Registration Overview page outlines the required detailed information that SAM requires to create an account. Click on “Start Registration” after you have reviewed this page.
Step 10: After you click on “Start Registration” on the previous screen, a new screen as shown below will display the list of information you will need to register your entity in SAM.

You will need your DUNS number plus 4-digit extension, Taxpayer Identification (TIN), and your bank account information. Click “Continue” when you have this information to register your entity.
**Step 11:** Continue following SAM instructions for your specific type of organization and purpose for registering with SAM. Click on “Next” to continue.
Note that you will need to enter your **DUNS number plus 4-digit extension, Taxpayer Identification (TIN), and your bank account information**
**Step 12:** Provide the requested Core Data starting with your DUNS number plus 4-digit extension and continue as guided by SAM to complete registering your entity.

SAM is available for assistance via phone at 1-844-GSA-4111 or Chat Live or by email via its website at [https://www.gsa.gov/about-us/contact-us](https://www.gsa.gov/about-us/contact-us)