

## How to Obtain a Unique Entity Identifier (UEI) for a South Dakota Humanities Council Grant Application

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In order to keep track of how federal money is disbursed, the federal government requires all recipients of federal money to register for a **Unique Entity Identifier (UEI)**. Previously, the government required DUNS numbers, administered through Dun & Bradstreet, for this same purpose. As of April 4, 2022, the government has replaced the DUNS number requirement with the UEI requirement.

Because the South Dakota Humanities Council (SDHC) provides federal money for grantmaking, we require all grant applicants to obtain a UEI and submit it as part of their application.

### INSTRUCTIONS:

To apply for a humanities grant from SDHC, you will need to enter your organization's UEI on the online application. If your organization doesn't yet have a UEI, don't worry! We have provided instructions below to obtain your UEI (a free process). Please read through the three options below and pick the one that best suits your organization's situation. If you have any questions, please contact us at 605-688-6113 or [melinda@sdhumanities.org](mailto:melinda@sdhumanities.org)

- **Option 1:** If your organization has already registered for a UEI, enter it in the indicated field on the online application. You're all set!
  
- **Option 2:** If your organization does not have a UEI in your records, but has registered in SAM.gov before, your organization has already been assigned a UEI. You can view it by logging in to SAM.gov and viewing your entity registration record.
  - Please view the instructions here to access your UEI: [Learn how to view your Unique Entity ID \(SAM\) here.](#)
  - Once you have obtained your UEI, enter your organization's UEI in the indicated field on the online application. That's it!
  
- **Option 3:** If your organization has not signed up for a UEI and is **not** registered in SAM.gov, follow the instructions beginning on *Page 2* of this document. Once complete, enter your organization's UEI in the indicated place on the online application. All done!

**GLOSSARY OF TERMS:**

- **Login.gov** is a website that provides a simple, secure, and private way for the public to access government websites. With one account and password, users can securely sign in to participating government websites and securely verify their identity. SAM.gov uses Login.gov for authentication.
- **Registration in SAM.gov:** Registration in SAM.gov is a separate process from requesting a Unique Entity Identifier. Registering in SAM.gov **is not necessary** for obtaining a Unique Entity Identifier, and therefore **is not necessary** for applying for a Humanities Council grant. However, if you do register in SAM.gov for other reasons, you will obtain a UEI as part of that process.
- **SAM.gov** stands for System for Awards Management. SAM.gov is an official website of the U.S. Government. There is **no cost** to use SAM.gov. The website SAM.gov can be used to
  - Register to do business with the U.S. Government
  - Update, renew, or check the status of your entity registration
  - Obtain a Unique Entity Identifier (UEI)
  - Search for entity registration and exclusion records
  - Search for assistance listings (formerly CFDA.gov), wage determinations (formerly WDOL.gov), contract opportunities (formerly FBO.gov), and contract data reports (formerly part of FPDS.gov).
  - View and submit BioPreferred and Service Contract Reports
  - Access publicly available award data via data extracts and system accounts
- **Subawardee:** In the context of SDHC’s grantmaking program, our grant recipients are known to the federal government as “subawardees.”
- **UEI** stands for Unique Entity Identifier. This unique number is generated by SAM.gov and is the federal government’s system of keeping track where its money is allocated. The UEI is a requirement to receive SDHC grants after April 4, 2022, and it is free and quick to obtain.

**INSTRUCTIONS FOR OPTION 3:**

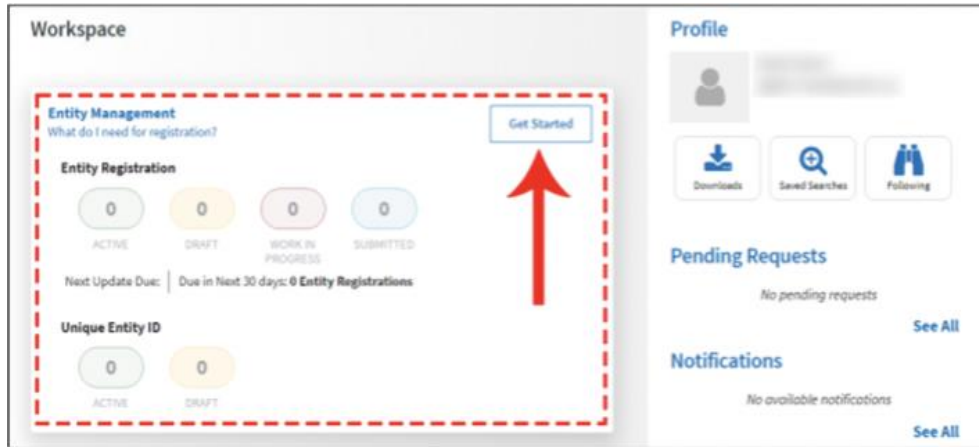
*If you would like to watch a video:* For detailed instructions on how to obtain a Unique Entity Identifier, watch this video from the federal government, which will walk you through everything you need to know:

<https://www.youtube.com/watch?v=0uv1YNAsINk>

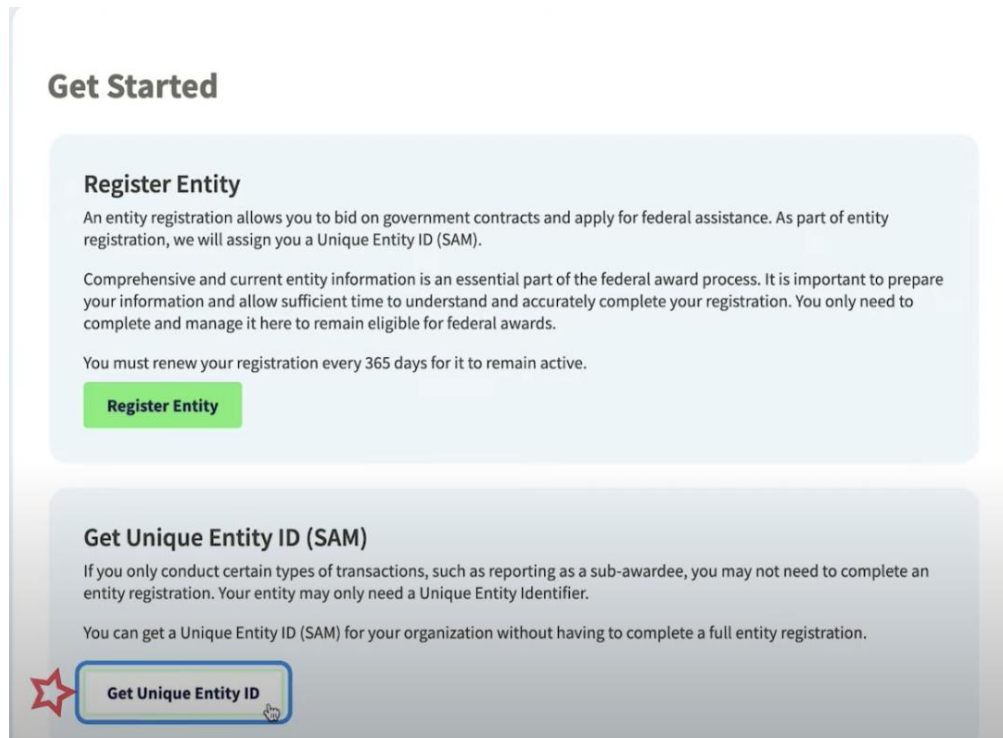
*If you would like to follow written instructions:* To obtain a UEI, take the following steps:

1. Go to [SAM.gov](https://sam.gov) and select “Sign In” from the upper right corner of the page. SAM.gov uses Login.gov for authentication.
  - a. If you already have an account through Login.gov, sign in.
  - b. If you do not, create a sign-in through Login.gov by following [these instructions](#). After you have created an account, sign in to SAM.gov.

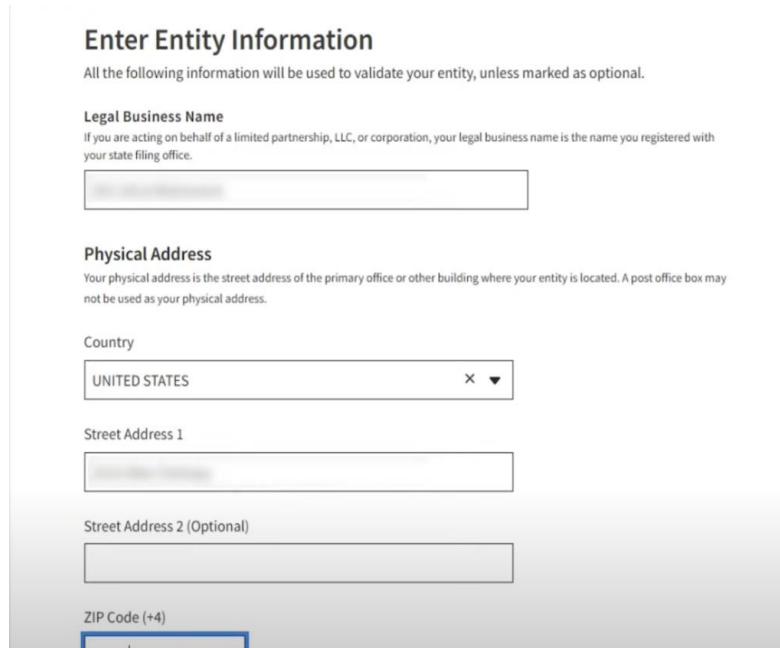
2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



3. On the next page, choose “Get Unique Entity ID (SAM).”



4. On the next page, enter the following information about your entity (your organization):
  - Legal Business Name
  - Physical Address (with zip code + 4)



### 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.

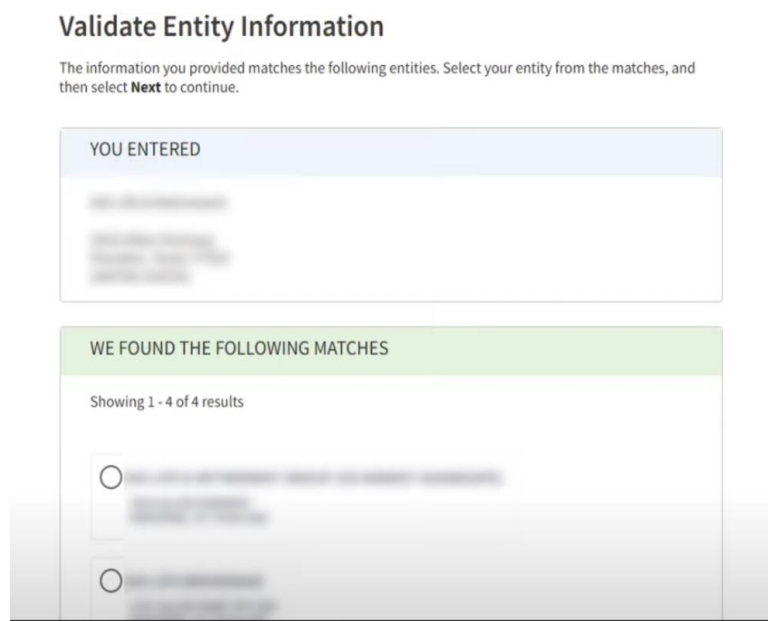
Country  
UNITED STATES x ▼

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

5. On the next page, validate that the information provided is correct.



### 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**

**WE FOUND THE FOLLOWING MATCHES**

Showing 1 - 4 of 4 results

- [Match 1]
- [Match 2]

- On the next page, your entity will be validated, and you will be able to Request a Unique Entity ID.

## Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

[Blurred entity information]

### Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

- Select the checkbox near the bottom of the page to allow public viewing of your entity information in SAM.gov. If you deselect the checkbox, only you and federal government users will be able to view your Unique Entity ID (SAM) record. Other entities and users of SAM.gov (such as SDHC) will not be able to view your Unique Entity ID (SAM) record.
- 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.

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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 **Receive Unique Entity ID**.

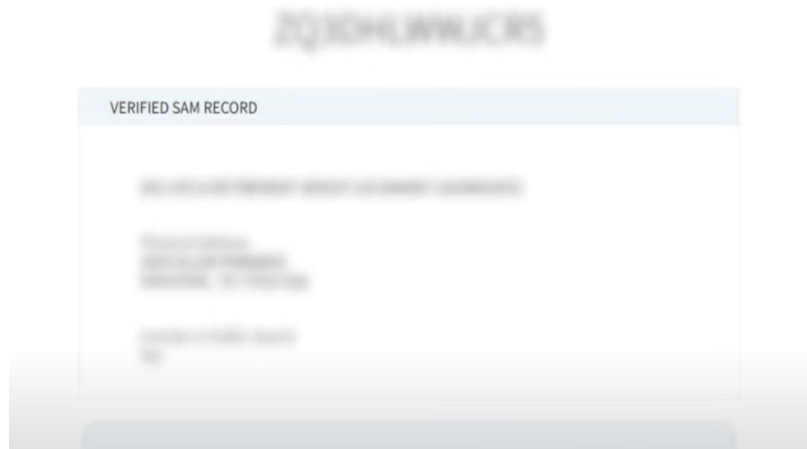
I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

7. On the last page, your Unique Entity ID (UEI) will be displayed, and you can begin to use it for your entity. Congratulations!

### Receive Unique Entity ID

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



**After receiving your organization's UEI, enter it in the indicated field on the online grant application.**