

Obtaining a Unique Entity ID (UEI)

(Registration could take 2-4 weeks so start early!)

All entities doing business with the federal government must be registered with sam.gov.

- 1) Go to www.sam.gov. Please review the pop-up screen and click “OK”.
- 2) Go to the “Get Started” button and click that twice. You will then be prompted to accept the Terms and Conditions. Click on the “Accept” button.
- 3) Go to “Create Account”. You will need to do this to sign into sam.gov. Enter your email address, select your language, and click “submit”.
- 4) The next step requires you to confirm your email address. You should have received a link in your email. If not, click “resend”. Confirm your address and create your 12-character password. Click “Continue”.
- 5) This step has you set up an authentication process. The easiest way to do that is through text or voice message. Click that option and then enter your phone number. Select “Send Code”.
 - a. The next screen lets you know you have created an account with Login.gov. Click “Agree” and continue.
 - b. This screen lets you know sam.gov is using Login.gov. Click “Continue”. This will take you back to the “Get Started” page.
- 6) Click on “Get Started”. That will take you to the Get a Unique ID page. Once there you will select “Get a Unique Entity ID Only”. Click “Next”.
- 7) This page allows you to enter your legal business name and physical address. Please make sure your Legal name matches what is on the Secretary of State website. You may enter your DBA which is located on the Department of Revenue website. It will help reduce the matches found. Click “NEXT”.
- 8) This next step will have you validate the information from the prior page. There will be 3 options to choose from. If all entity information is correct choose that option and click “Next”. If not, instructions for options 2 and 3 are found on page 2.
- 9) Your next step is to Validate Additional Information. You will enter the state of incorporation and click “Next”.
- 10) The next page will have you validate whether you want to include or exclude information about your business in a public search.
 - a. Checkmark that you are authorized to conduct transactions on behalf of this entity.
 - b. Click on “Receive Unique Entity ID”. You are now awarded a UEI and will see this on the next screen with your business information. You will receive an email with your new UEI.

**The Rural Energy for America Program is a USDA funded program. Technical assistance for the application process is provided by the Cherokee Nation Natural Resources REAP TAG Program Administrator.*

** Requirements are documents are listed under the To Apply section next to Overview on the Rural Energy for America website.*

**If awarded a grant, loan, or a grant + loan combination you must maintain and renew your sam.gov registration annually the entirety of your loan or grant.*

Instructions for Validating Information

If your *Entity is listed but some of your information is incorrect*, choose the relevant drop-down options.

- My legal business name is incorrect.
- My physical address is incorrect.
- My legal business name and physical address are incorrect.
- Choose the entity that is the closest match.
- Click “Verify Entity Details”.

This next page will ask you to:

- 1) Review official documentation requirements. Please click on “Read the list of acceptable documents and file types”. These documents must contain your:
 - Legal business name and physical address in the same document. This document must be less than 5 years old.
 - Legal business name and date of incorporation in the same document.
 - U.S. state of incorporation (U.S. entities only)
- 2) Attach documents. Once these are attached they will be listed for viewing.
- 3) Provide specific details. Examples:
 - My current information is incorrect, and I have provided supporting documents.
 - My legal business name has changed, and I have provided supporting documents.
 - My physical address has changed, and I’ve provided supporting documents.

If your entity is not listed select *My entity is not listed*. On the bottom right click “Verify Entity Details” and follow the same process.

Acceptable Documents to Validate your Entity

- Certified copies of Share Certificates, Articles of Organization/Incorporation, tax returns,/filings, Certificate of Formation, Articles of Formation, or Certificate of Organization
- Utility bills
- Bank statements
- “Doing Business As” documentation
- Stock ownership
- Employer Identification Number from IRS
- Tax ID confirmation documents from IRS
- Company bylaws
- Operating agreements
- Non-expired driver’s license – sole proprietors and individuals doing-business-as - only

***The Federal Service Desk will help resolve your issues. Watch for emails from Grant Services Administration Federal fsdsupport@gsa.gov**

***Please note that creating multiple tickets does not speed up processing time. It will slow it down.**