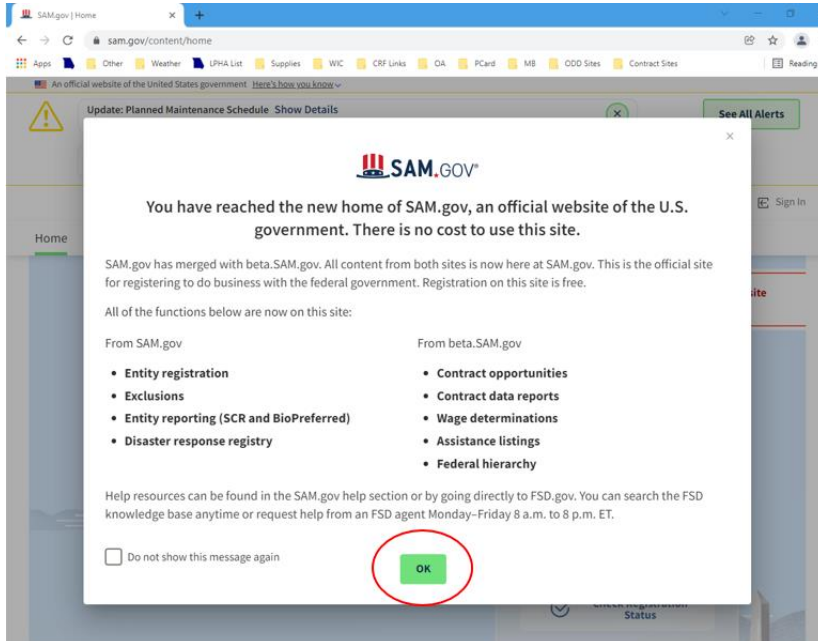


# How to Register For A Unique Entity Identification (UEI)

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

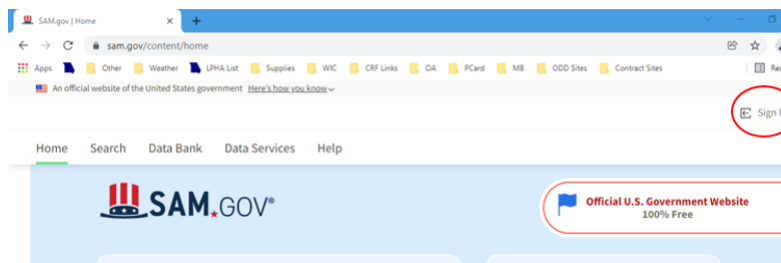
The following are step by step instructions to assist with requesting a UEI at <https://sam.gov/content/home>.

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.

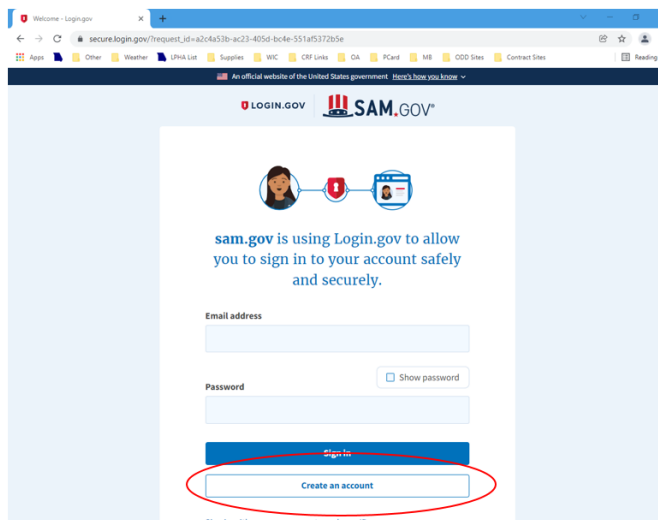


# How to Register For A Unique Entity Identification (UEI)

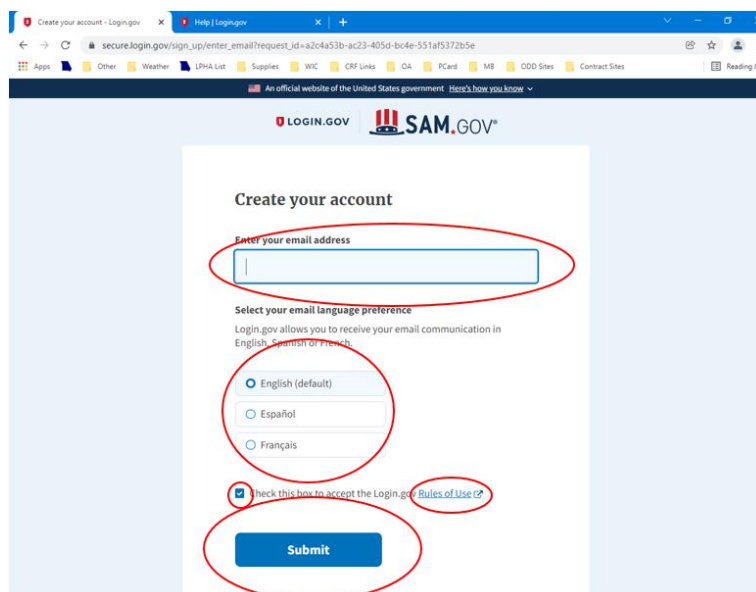
- b. From the pop up, select “Accept”.



- c. Select “Create an account”.

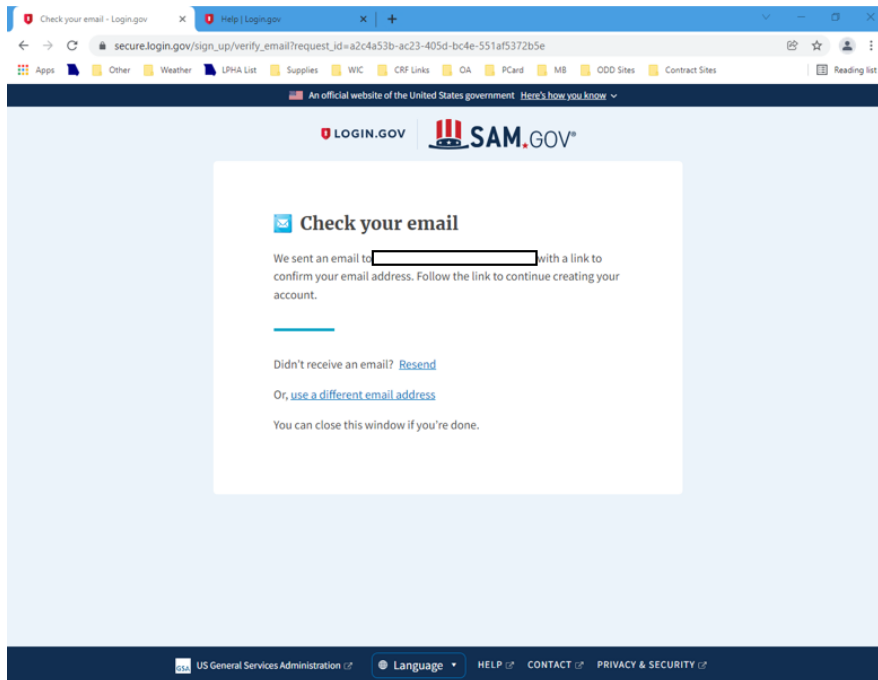


- d. Enter your email address, Select your email language preference, review and accept Login.gov Rules of Use, and *submit* to continue to the next section.



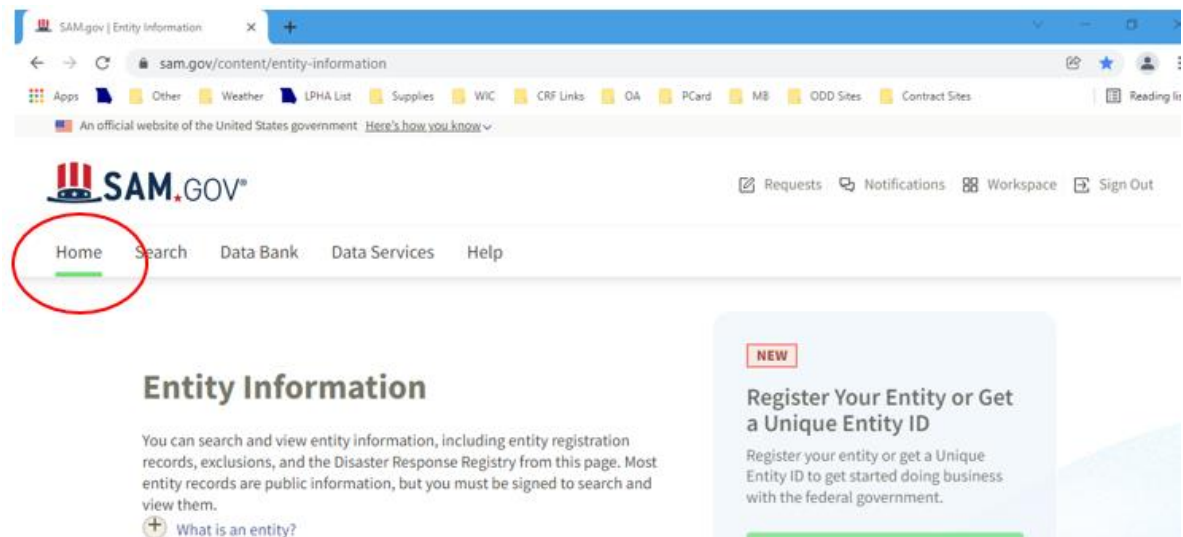
# How to Register For A Unique Entity Identification (UEI)

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



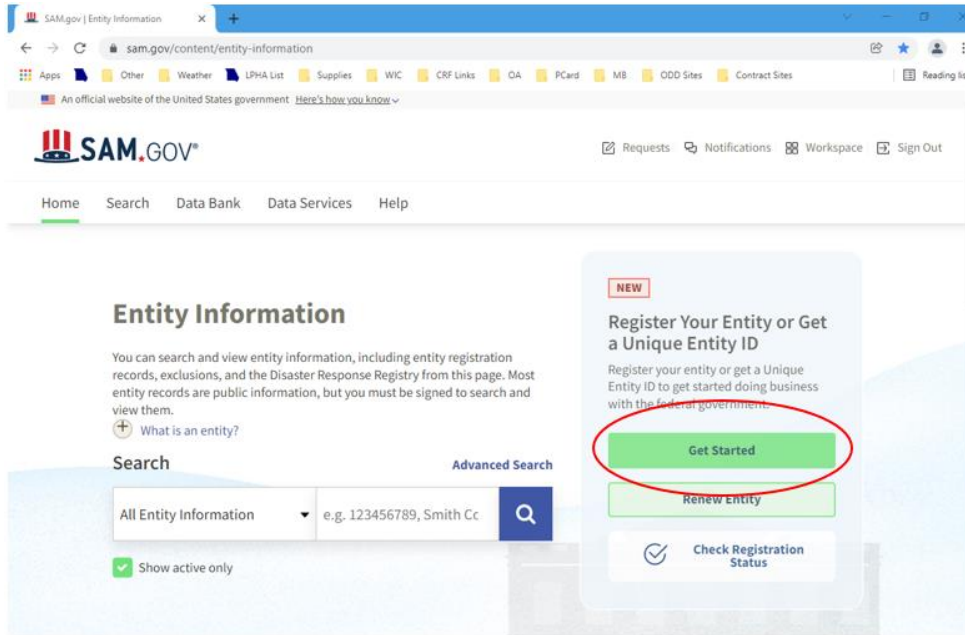
- f. Follow the instructions to continue the registration process. For assistance with the registration process, please use the Help or Contact links located at the bottom of the page.

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.

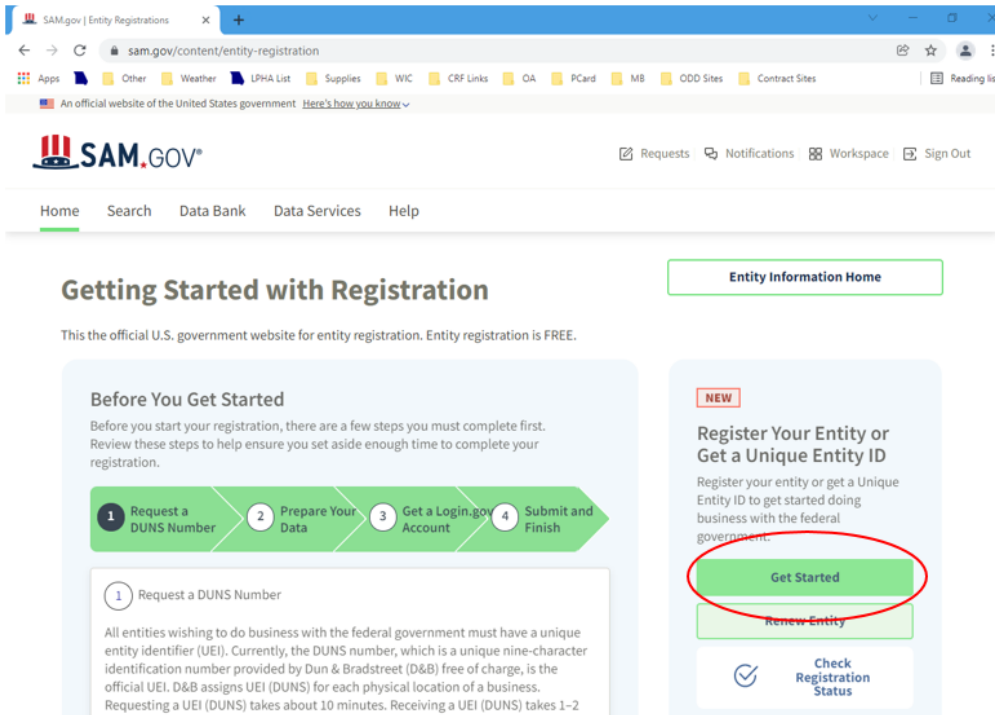


# How to Register For A Unique Entity Identification (UEI)

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

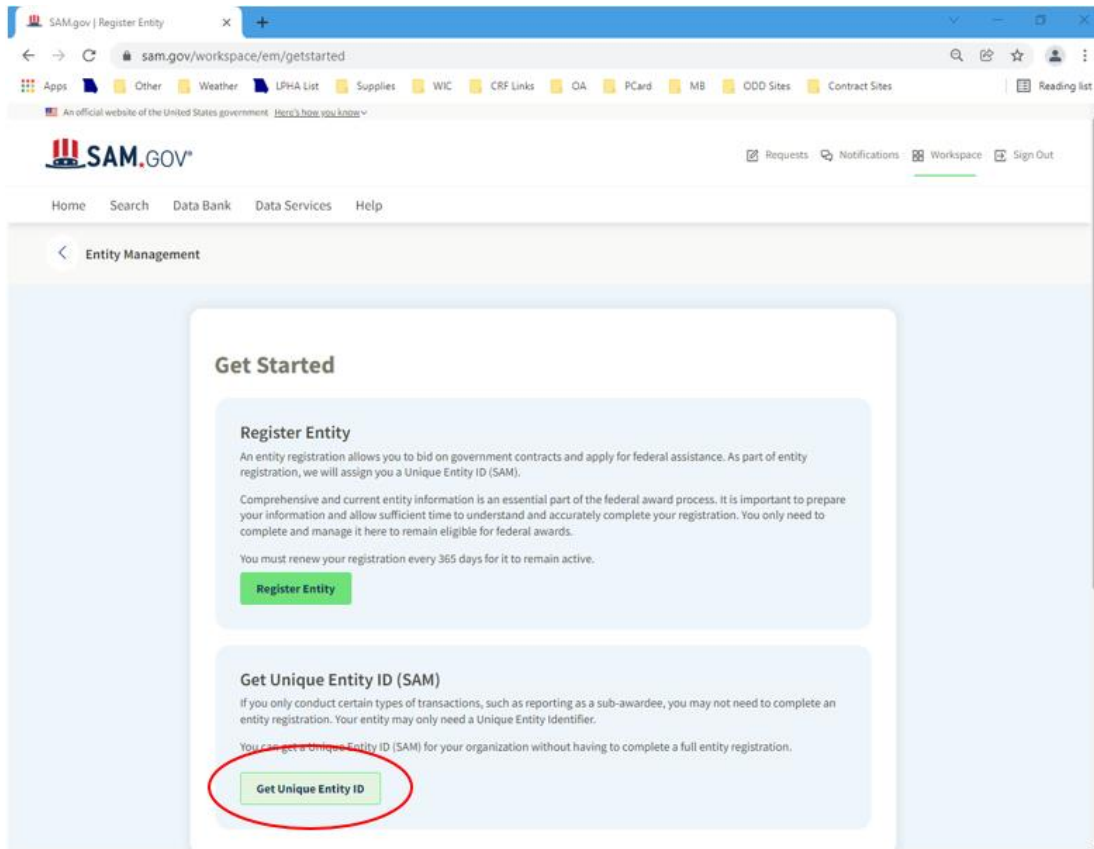


5. Select “Get Started” from the “Register Your Entity or Get a Unique Entity ID” again to **only apply for a UEI**. This will not fully register you with SAM.gov, but will get you the UEI you need to contract with DHSS or another state agency.



# How to Register For A Unique Entity Identification (UEI)

6. Click Get Unique Entity ID button.



# How to Register For A Unique Entity Identification (UEI)

7. Fill in the form exactly as the name 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 not display 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

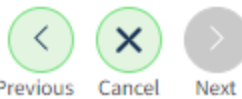
#### Street Address 1

#### Street Address 2 (Optional)

#### ZIP Code (+4)

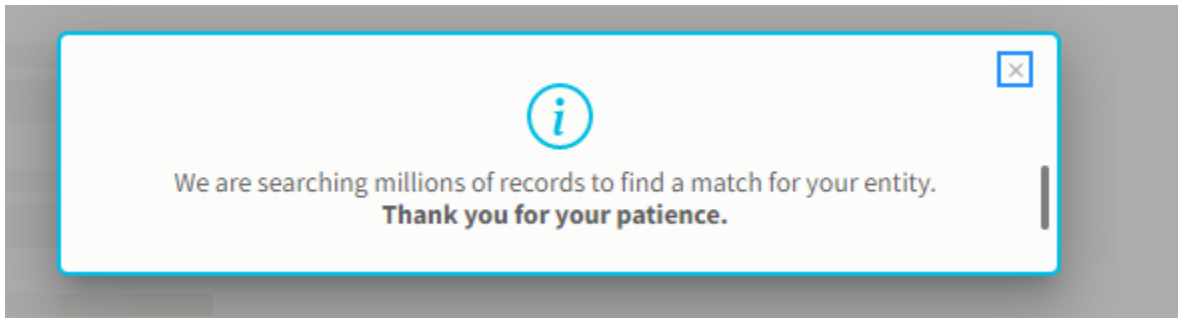
#### City

#### State

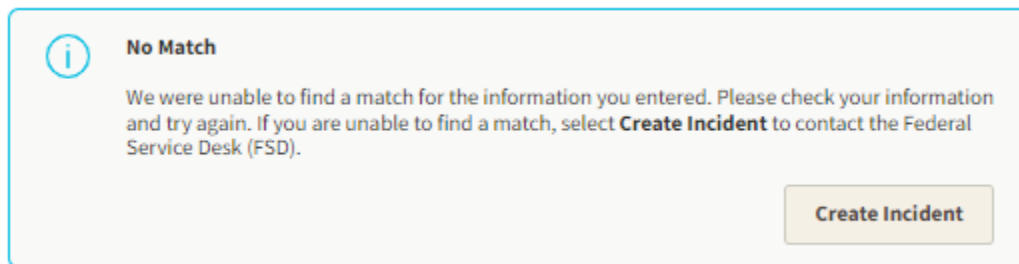


## How to Register For A Unique Entity Identification (UEI)

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.



# How to Register For A Unique Entity Identification (UEI)

9. During the Validate 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 are unable to see your information, select *Start Over* to retype in your information or *Create Incident* to request help.

The screenshot displays a four-step progress bar at the top: 1. Enter Entity Information, 2. Validate Information (highlighted), 3. Request UEI, and 4. Receive UEI. Below the progress bar, the heading 'Validate Entity Information' is followed by instructions: 'The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.'

The 'YOU ENTERED' section shows the input: 'Missouri department of health and senior services', '920 Wildwood Drive', 'Jefferson City, Missouri 65109', and 'UNITED STATES'.

The 'WE FOUND THE FOLLOWING MATCHES' section shows 'Showing 1 - 10 of 27 results' and a list of three matches, each with a radio button:

- 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

Below the matches is a fourth match with a radio button:

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

Navigation controls include a left arrow, a box with '1 of 3', a right arrow, and a 'Results per page' dropdown set to '10'.

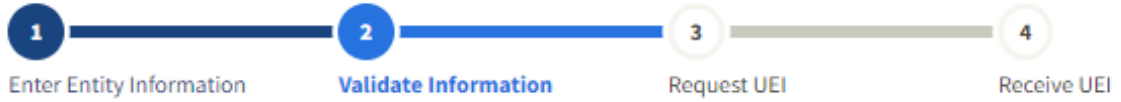
The 'Unable to find a match?' section contains the text: 'If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.' Below this text are two buttons: 'Start Over' and 'Create Incident'.

At the bottom of the page are three circular navigation buttons: 'Previous' (left arrow), 'Cancel' (X), and 'Next' (right arrow).



# How to Register For A Unique Entity Identification (UEI)

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**

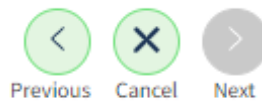
**MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES**

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



# How to Register For A Unique Entity Identification (UEI)

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

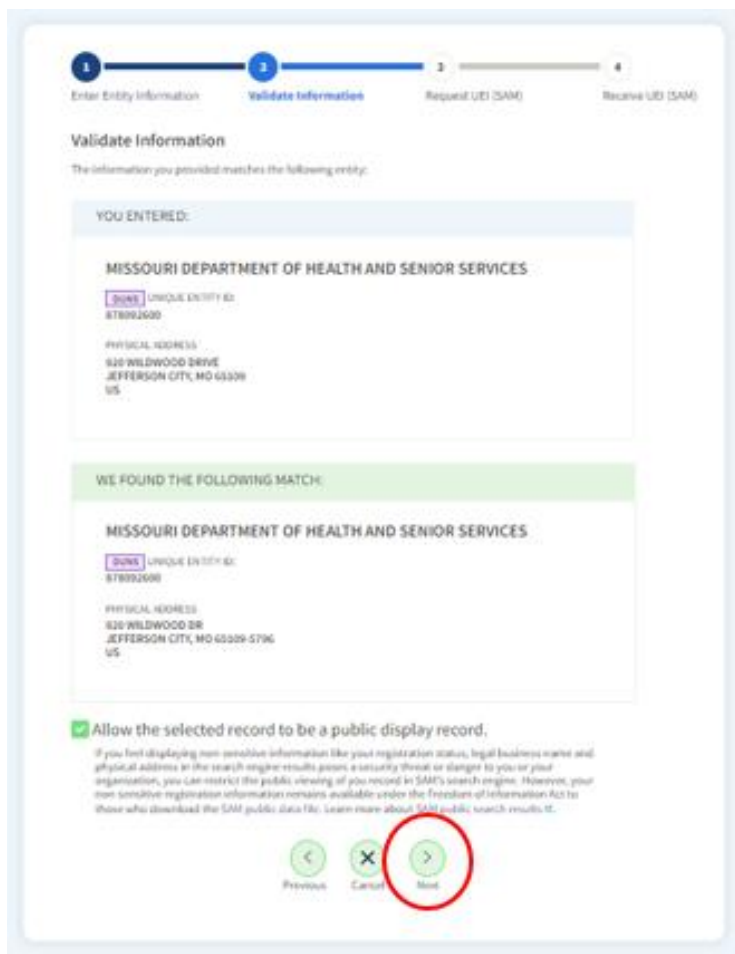
Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#).

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

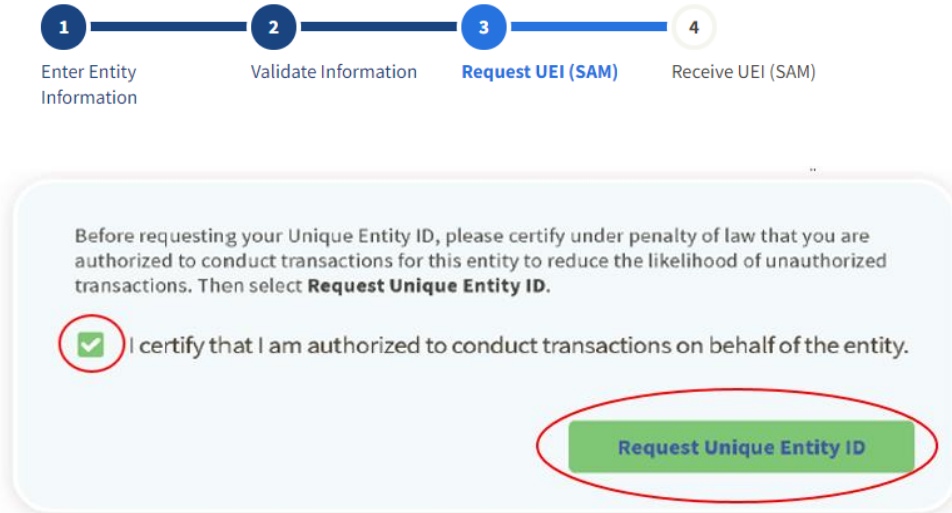
<b>HEALTH AND SENIOR SERVICES, MISSOURI DEPARTMENT OF</b> ● Active Registration			Entity
Unique Entity ID UETLXV8NG8F4	CAGE Code 3A4D6	Physical Address 920 WILDWOOD DR, JEFFERSON CITY, MO 65109 USA	Expiration Date Mar 4, 2023
			Purpose of Registration All Awards

- Once you have your match and made your choice on 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”.



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**