

Getting a UEI from SAM.gov

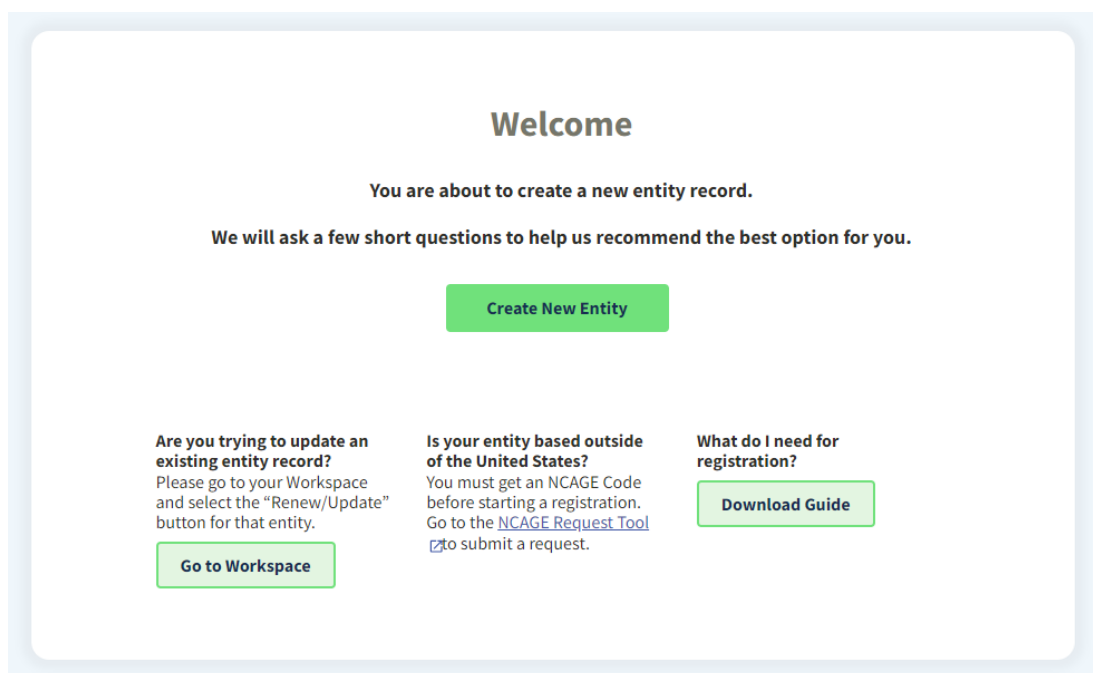
To be eligible for grants from the Federal government, you will need a Unique Entity Identifier (UEI). The process is relatively simple and a UEI is free to acquire. This short guide will walk you through the process to get a UEI. A full SAM.gov registration is not necessary for the Federal awards Arts Midwest administers.

Before we get started, you will need the following information at hand:

- Legal business name
- Physical address (you cannot use a PO Box)
- Date of incorporation
- State of incorporation

When you have that info ready, visit this link to start the process: www.SAM.gov. If this is your first time visiting the site, you may need to set up a Login.gov account before you can proceed.

When logged in, click on the green “Get Started” button or visit <https://sam.gov/workspace/em/getstarted> and the image below will be what you see. Click on “Create New Entity” to proceed.



Next, you will see this screen and can mimic the selections we've made in the screenshot below:

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.



Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. [?](#)
- Apply for federal financial assistance. [?](#)
(e.g. grants, loans)

For the third screen, enter the following information and click “Next.”

Who required your entity to be in SAM.GOV?

Only select the primary source.

- Federal government

Federal Hierarchy (Optional)

 × ▼

The fourth screen (seen on page three of this document) will present you with three options for completing the remainder of your registrations which range from a low level of effort to a high level of effort. Fortunately, you only need to select the lowest level of effort which is the “Unique Entity ID Only” registration. Of course, you may select a higher tier registration option if you wish to broaden your eligibility beyond the opportunities that Arts Midwest offers. If that is the case, we recommend selecting the second of the three tiers.

	Unique Entity ID Only
What you get:	
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	—
When you need it:	
To receive an award from someone else receiving federal funds ⓘ	✓
To apply directly for federal grants or loans ⓘ	—
To bid on federal contracts (prime) ⓘ	—
What you must complete:	
Entity Validation ⓘ	✓
IRS Taxpayer Validation ⓘ	—
CAGE/NCAGE Validation ⓘ	—
Level of Effort ⓘ	Lowest
Expiration ⓘ	—
	Select