

## State Agencies: How to verify if an entity has an active UEI

All non-federal entities receiving federal assistance (loans, grants, contracts, cooperative agreements, etc.) must have a Unique Entity Identifier (UEI). Examples of non-federal entities include: corporations, non-profits, partnerships, sole proprietors, joint ventures, Native American tribes, and institutions of higher education.

*\*Per US Treasury guidelines for SLFRF funds, state agencies are not required to report UEIs for contractor entities receiving SLFRF funds. In addition, state agencies are not required to obtain a UEI for individuals or entities receiving SLFRF funds as beneficiaries.*

The UEI is free and can be obtained from [SAM.gov](https://sam.gov) through the Entity Validation process. In addition, if an entity has chosen not to provide SAM.gov Search Authorization, the record will not appear in the SAM.gov public search display. Contact your OSC Compliance Liaison for more information on how to address records not publicly available.

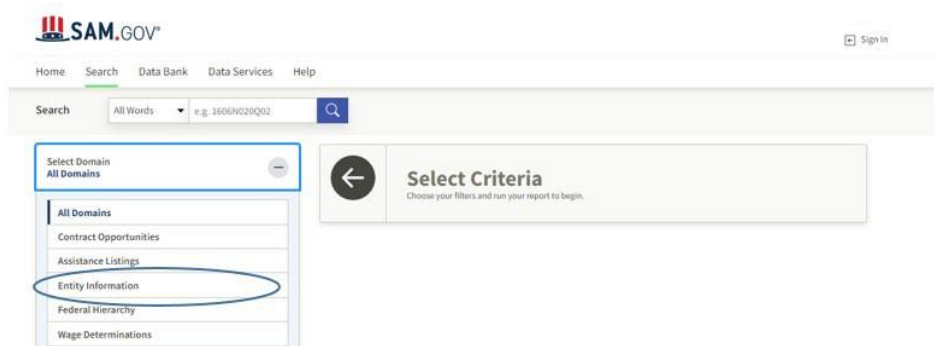
**Step 1:** On the SAM.gov main page, select the “Sign In” button in the upper right corner and “Accept” the SAM.gov terms.

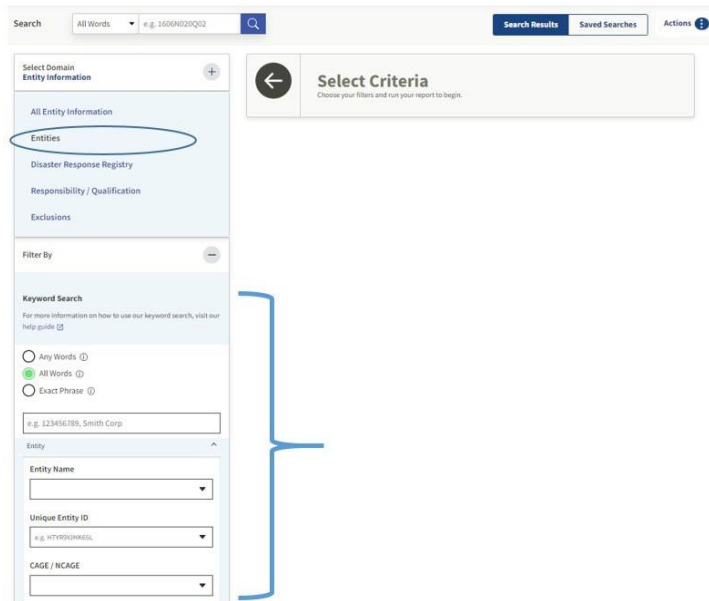
**Step 2:** The Login.gov homepage will be displayed. Enter Login.gov credentials and select “Sign In.” You may be prompted to enter a one-time authorization code. NOTE: A Login.gov account must be created if a user does not have one.

**Step 3:** After signing into Login.gov, the user will be redirected to the SAM.gov workspace.

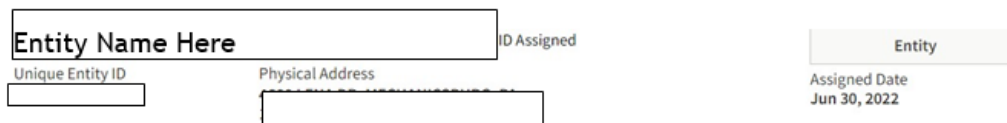
**Step 4:** Select the “Search” tab.

**Step 5:** Using the filters, select the “Entity Information” domain and then “Entities.” **Enter the entity name and/or information.**

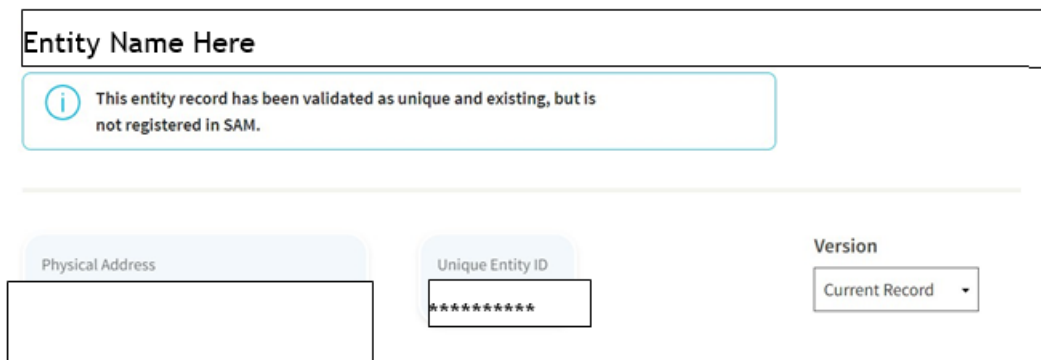




**Step 6:** Once the entity is located, the below images will appear. Information can be saved or downloaded by clicking the “Actions” (ellipsis) button in the top right corner of the entity information screen.



**Reminder:** Double clicking the entity’s name will provide the following result. Entities **are not** required to be registered, but they are required to be **validated** as unique and existing.



**REMEMBER:** An entity can have a UEI and also be suspended or debarred. Be sure to check that list once an entity’s UEI is verified.

**NOTE:** Refer to [SAM.gov](https://sam.gov) for additional help videos and instructions.

