

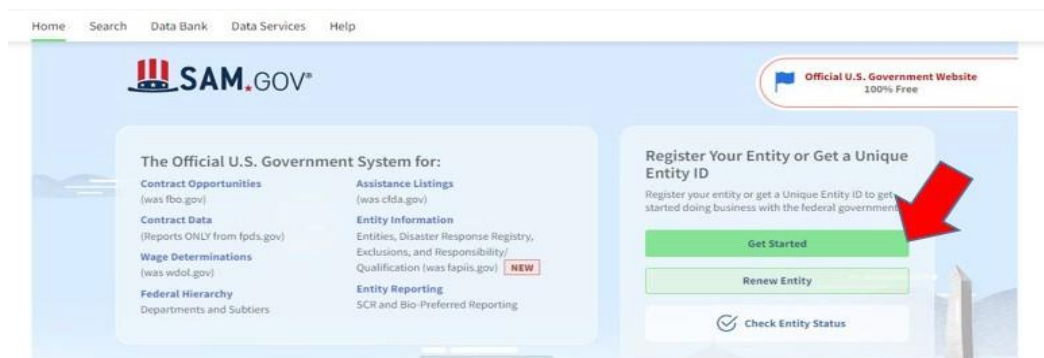
Subrecipients: How to validate your entity and obtain a Unique Entity Identifier

Before using this guidance, answer the following questions:

- Is your entity receiving money directly from a federal agency? If so, a full SAM.gov registration is required. to have full registration via [SAM.gov](https://sam.gov).
- Is your entity receiving money from a state agency? If so, entity validation and a UEI are required. Please continue with this guidance document.

Per US Treasury guidelines for SLFRF funds and updated Uniform Guidance (effective October 1, 2024), 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.

Step 1: On the home page, select “Get Started” and “Accept” the SAM.gov terms.



Step 2: If a Login.gov account has not been created, select “Create an Account” and follow the instructions. Users with a Login.gov account can also sign in from this screen. NOTE: If a Login.gov account has been created previously, it is possible to “Sign In” from the SAM.gov home screen.

Step 3: Complete the authentication process.

Step 4: Click the “Get Started” button followed by “Get a Unique Entity ID Only.” Click “Next” at the bottom of the screen. NOTE: This is the process of validating your entity. Entity registration is not required unless the entity is receiving funds directly from the federal government.

Step 5: Next, the “You Are About to Validate Your Entity” screen displays. It lists the information used to validate your entity. On the next page, enter your entity’s legal business name and physical address. If you are operating a sole proprietorship, your legal business name is your own name, while the Doing Business As (DBA) name is any

other name you use for your business. Click “Next” to validate the information.

The screenshot shows a web form titled "Enter Entity Information". Below the title is a note: "All the following information will be used to validate your entity, unless marked as optional." The form is divided into three main sections: "Legal Business Name", "Doing Business As (Optional)", and "Physical Address". The "Legal Business Name" section has a text input field and a note: "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." The "Doing Business As (Optional)" section has a text input field and a note: "Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable." The "Physical Address" section has a note: "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." This section includes a "Country" dropdown menu, "Street Address 1" and "Street Address 2 (Optional)" text input fields, a "ZIP Code" text input field, and "City" and "State" text input fields. At the bottom of the form are three buttons: "Previous" (with a left arrow), "Cancel" (with an X), and "Next" (with a right arrow).

Step 6: Your entity name and address will be validated by the SAM.gov entity validation service (EVS). EVS may require documentation or verification from you at this point of the process. Once all information is entered and validated, select “Next”. The following page will allow you to choose whether your entity record will be publicly displayed in SAM.gov.

Step 7: You must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.” The next page will display your UEI. A confirmation email will be sent with the UEI and the UEI is available for use immediately.

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