



Humanities Texas

Applicant Support Materials

Unique Entity Identifier and System for Award Management

FEDERAL REQUIREMENT: UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT

What is a SAM UEI?

The system for award management unique entity identifier (SAM UEI) is a 12-character, alphanumeric ID assigned to an entity by SAM.gov. The SAM UEI is free to have and maintain.

Why do I need a SAM UEI?

As of April 2022, all entities that receive a federal subaward must be registered on [SAM.gov](https://www.SAM.gov). Grants from Humanities Texas are federal in origin, so all applicants must be registered in the U.S. government's System for Award Management (SAM). This registration must be renewed annually and must be active prior to a grant award decision.

The UEI must be actively registered and publicly searchable. As part of the application review process, we will search and access your organization's information to confirm the registration status. If we cannot access your SAM UEI, your application may be disqualified.

How to check registration

If your organization is already registered in SAM, the UEI should be available by logging into www.SAM.gov and clicking on the Active "Entity Registration" button. If you are unsure if you have a log-in, executive administrators should know about your organization's SAM account and its current registration status. If you have a SAM account and have issues logging in, you should try to reset your password or contact the [federal service desk](#).

Registration

If your organization is not registered on www.SAM.gov, you can create an account solely for the purpose of attaining a SAM UEI by clicking 'get started.' You will receive an email once assigned a SAM UEI.

Active status

Once you have received your SAM UEI number, you will reach the status of 'ID Assigned.' To get to active registration, log-in using your user account and select the process 'active registration.' Once you complete these steps, active registration should be achieved in a few days. If any documents are missing, you will have to complete these prior to active registration status. You will receive an email once you have active registration.

Publicly searchable

To allow us to verify your SAM UEI active registration status, you will need to allow your account to appear in public searches. You can refer to [this article](#) if you need assistance.

Please note: The organization name on SAM.gov must match the applicant's name on the grant application.

REGISTRATION STEPS

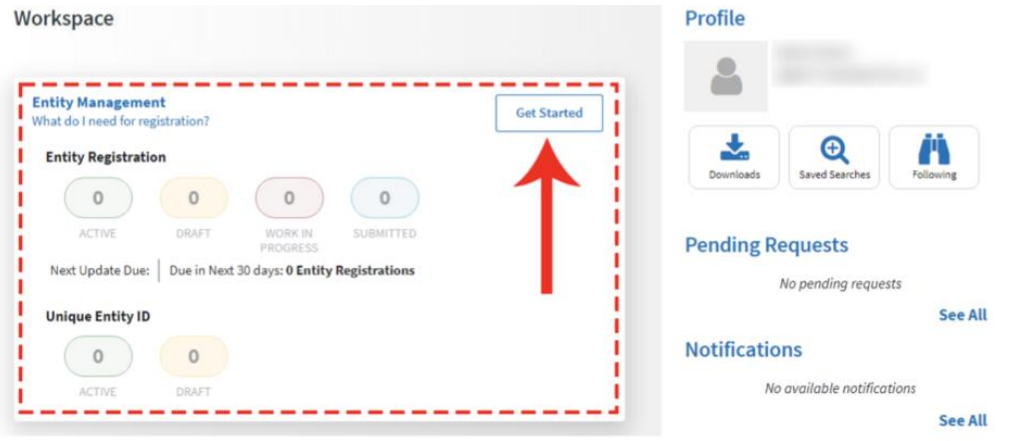
Create your account

1. Go to [SAM.gov](https://sam.gov) and select “Sign In” from the upper right corner of the page. If you already have a SAM.gov account, sign in and move on to Step 2. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. (If you have trouble registering for SAM.gov you may call the Federal Service Desk at 866-606-8220.)

You can refer to [this video](#) for the step-by-step process.

Follow these steps to create your Login.gov account.

1. Enter your email address at [https://secure.login.gov/sign up/enter email to begin](https://secure.login.gov/sign-up/enter-email-to-begin).
 - Choose an email address that you will always be able to access. Once your account is created, you can add an additional email address, such as a work email or alternate personal address, to access your account.
 2. Click the “Submit” button.
 3. Check your email for a message from Login.gov.
 4. Click the “Confirm your email address” button in the message. This will take you back to the Login.gov website.
 5. Create your Login.gov password. Your Login.gov password should be different from passwords you use for other accounts such as your bank account or email. Using the same password for many accounts makes identity theft easier.
 6. Set up a second layer of security.
 - As an added layer of protection, Login.gov requires you to set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).
 7. Success! Once you have authenticated, you have created your Login.gov account. You will be taken to your Login.gov account page or the government agency you are trying to access. Note: Your SAM UEI will not expire, but your SAM.gov registration will.
2. When creating your account, you may notice that SAM.gov provides users with different roles, or different levels of access, to their system. You or another member of your team will be the entity administrator. The entity administrator (EA) has several responsibilities, one being your organization’s annual entity registration renewal. Your organization must have an active registration in SAM.gov to work with or get paid by the federal government. To mitigate the possibility of losing your active status due to an EA being unavailable at the time of renewal because of illness, vacation, or staff transition, have your EA assign multiple EAs for your organization. Instructions on how to do so can be found [here](#). Consider it a best practice to review and update your organization’s EAs annually.



3. Navigate to your SAM.gov Workspace. On the “Entity Management” widget, select the “Get Started” button to begin requesting your Unique Entity ID (SAM UEI). You will need to have your organization’s legal business name and physical address ready. *A post office box may not be used as your physical address.* The system may also ask for your date and state of incorporation for entity validation. Some entities may be asked to provide additional business documents to establish their identity.

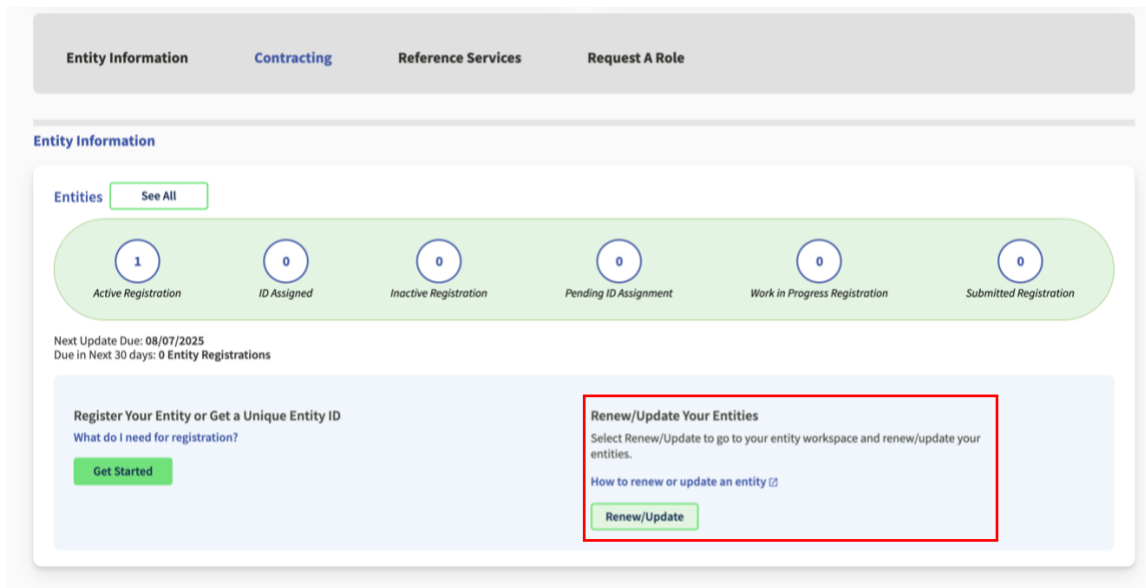
ID assigned

Your SAM UEI will be issued immediately if the validation is successful at the time of the submission. If additional information is required, it can take up to a day or two. Any alert emails will be sent to the email address used to create your SAM.gov account.

Active registration

Once you receive your SAM UEI, it will be labeled as “ID Assigned.” From here, you will request active registration status.

To do this, sign in to your SAM.gov account. Navigate to your workspace (on the right). From there, scroll down until you see “Entity Information.” This will list all entities associated with your account. You can select active registration to see if your organization is active. If it is not, or if you need to renew, you should select “Renew/Update Your Entities.”



This will open your organization record. Select the dots by “More” and select “Register” to register your entity or “Renew/Update” if you need to renew or update any information. From there, SAM.gov will automatically open a new page. You will select the registration status that best fits your organization and complete the steps. You will need your non-profit designation letter from the IRS and organizational banking information.

The screenshot shows the SAM.gov Entity Workspace interface. At the top, there's a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. Below this is a search bar with the placeholder text "Enter an entity ID, name, or keyword" and a magnifying glass icon. To the right of the search bar are buttons for "Get Started" and "Actions".

On the left side, there's a sidebar with a section titled "Show Workspace For Non-Federal Entities". Below this, there are three tabs: "Non-Federal Entities" (selected), "BioPreferred Reporting", and "Service Contract Reporting". Under the "Non-Federal Entities" tab, there's a "Filter By" section with a list of filters: Keyword, Entity, Status, Expiration Date, FSD Number, and Address Update. Each filter has a dropdown arrow. At the bottom of the filter section is a "Reset" button.

The main content area displays the registration details for "HUMANITIES TEXAS" with a green dot indicating "Active Registration". Above the details, there are pagination controls showing "page 1 of 1" and "results per page 25". To the right of the details is a "Sort by" dropdown menu set to "Expiration Date Ascending".

The registration details are organized into three columns:

- Unique Entity ID:** K4EEGZCYFH29
- Doing Business As:** (blank)
- Expiration Date:** Aug 07, 2025
- CAGE/NCAGE:** 4NU40
- Physical Address:** 1410 RIO GRANDE ST, AUSTIN, TX 78701-1506 USA
- Purpose of Registration:** All Awards

At the top right of the details section, there are three buttons: "View", "Update", and "More". The "More" button is highlighted with a red box and contains three vertical dots, indicating a dropdown menu.

Publicly searchable

The last step will be verifying that you have toggled on the ability for your organization SAM UEI information to be publicly searchable. This will be done during the registration process. If this was toggled off, you can change it by visiting your account information.

Troubleshooting

If you are having trouble with the validation process and there is a possibility that your organization is registered in SAM.gov you can follow the steps below as a work around to view your SAM UEI:

1. From the SAM.gov home page, click on the search tab (second from left). Be sure you are visiting sam.gov. This is the only place to look for or register your SAM UEI. This process is 100% free and you can do it without a service.
2. Scroll to the bottom and check both the "Active" and "Inactive" boxes on the left side of the screen.
3. Enter your organization's name in the search bar.
4. In the search results, your SAM UEI should appear.

Issues with One-Time Validation

Upon attempting to validate the legal business name and physical address of your entity, you may discover that the information on file has changed. If there are any problems with the data in the system, see this article on [what to do if you can't find a match for your entity](#).

Change legal name/business address through SAM.gov

You can now make updates to your entity's legal business name and physical address through SAM.gov. Once you select "Create Incident" through the update entity information workflow, you will monitor the status of your ticket in your SAM.gov Workspace or in the Federal Service Desk (FSD.gov) instead of going to Dun & Bradstreet.

If you are having long-term problems

We recommend you contact Senator Cornyn's office for help. The issue is specifically with the General Services Administration (GSA) and not Humanities Texas or the National Endowment for the Humanities. Senator Cornyn's District office can be called at 512-469-6034 and <https://www.cornyn.senate.gov/>.

If you find yourself dealing with a scam

Scams happen to the best of us! If you find yourself in a situation where you are dealing with a fraudulent entity asking you for money to assist with your SAM UEI, let them know you are aware that this is a free service provided through sam.gov, and that using a service for registration is not required. [You can find information about what to look out for and how to report scams here.](#)

Registration steps provided by the Texas Commission the Arts.