Humanities Texas

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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 have an ID assigned to them on SAM.gov. Grants from Humanities Texas are federal in origin, so all applicants must obtain an ID the U.S. government's System for Award Management (SAM). This registration must be renewed annually.

The UEI must be 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.

Active registration is not required but is encouraged.

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 login, 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 'active registration' process. Once you complete these steps, active registration should be achieved in a few days. If any documents are missing, you will need to complete them before you can achieve active registration status. You will receive an email once you have active registration.

Publicly searchable

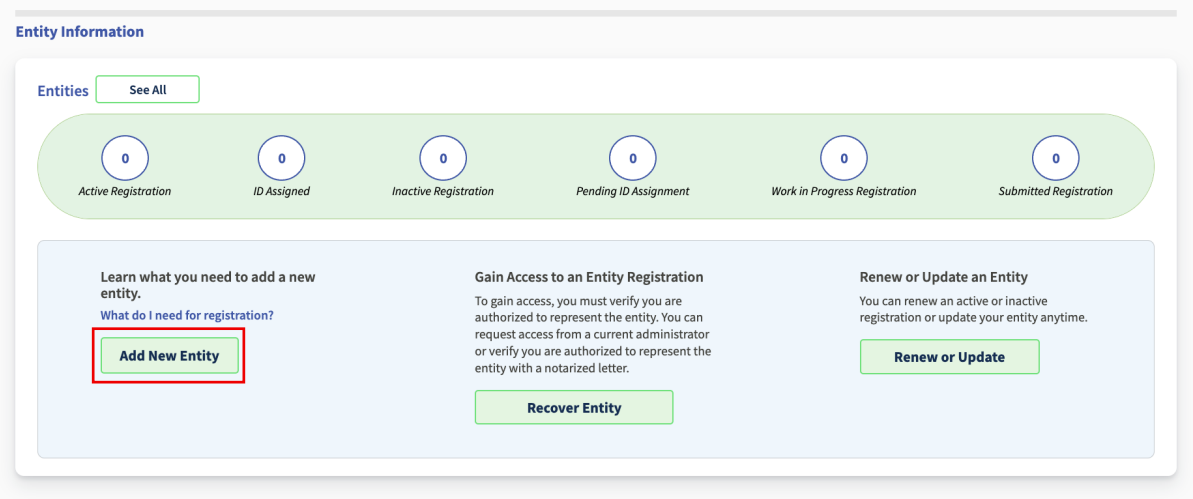
To allow us to verify your SAM UEI active registration status, you will need to allow your account to appear in public searches. You can refer to this article if you need assistance.

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

REGISTRATION STEPS

Create your account

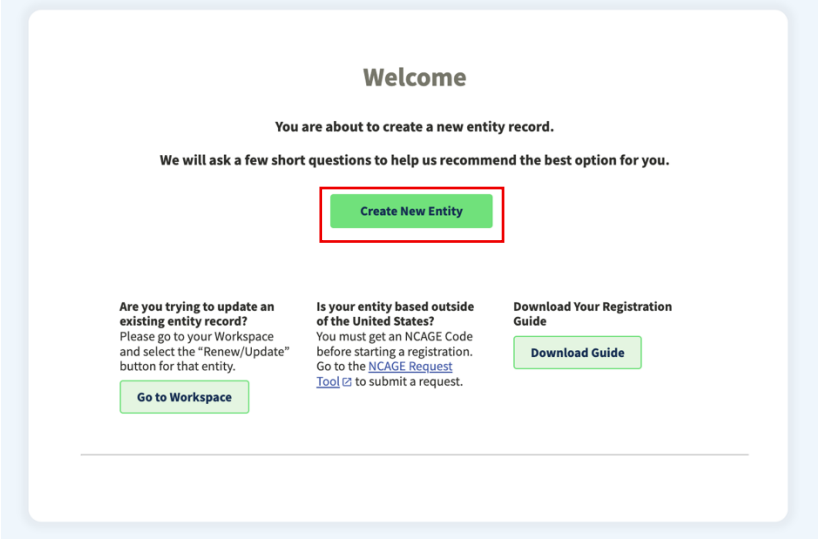
1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you already have a SAM.gov account, sign in and move on to Step 2. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. (If you have trouble registering for SAM.gov, 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/.
      - 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 an alternate personal address.
   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. It should be different from the 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 will have created your Login.gov account. You will be taken to your Login.gov account page or to 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 may need active registration in SAM.gov to work with or receive payment from the federal government. Humanities Texas does not require active status. To reduce the risk of losing your active status due to an EA being unavailable at the time of renewal due to illness, vacation, or staff transition, have your primary 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.



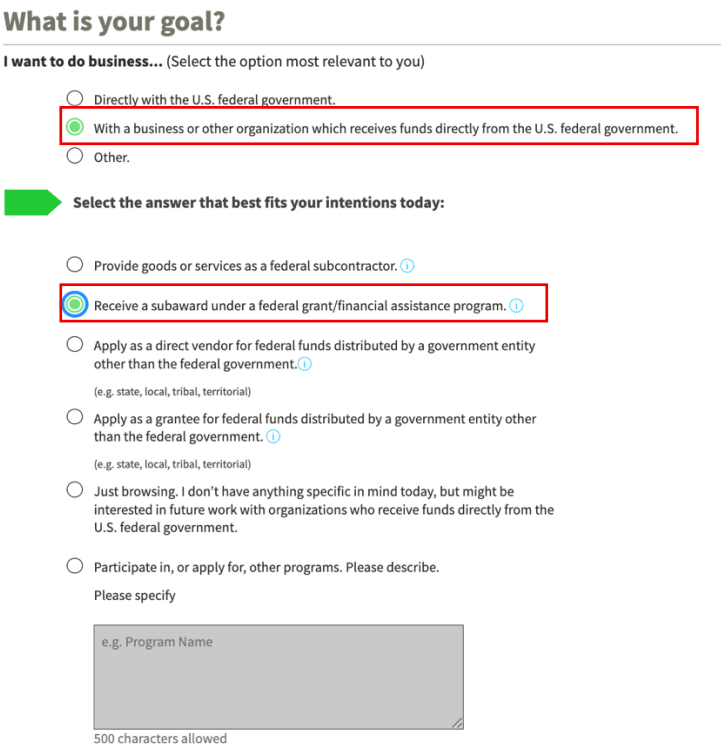
3. Navigate to your SAM.gov Workspace. In the "Entity Information" section, select the "Add New Entity" button to begin requesting your Unique Entity ID (SAM UEI). You will need to have your organization's legal business name, physical

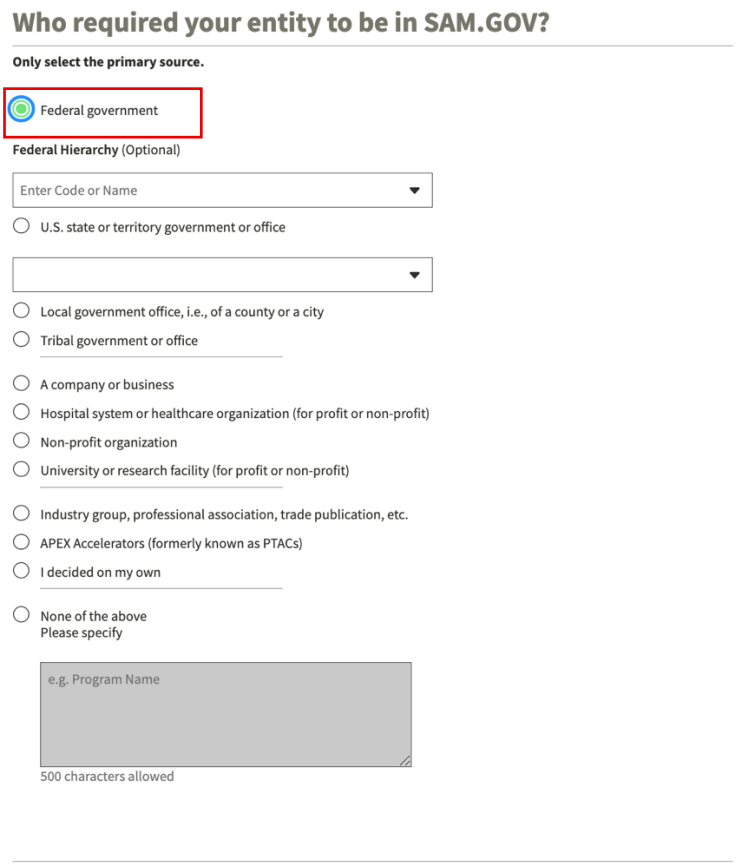
address, IRS nonprofit designation letter, and bank information ready. *A post office box may not be used as your physical address.* Please note, if the address differs from your IRS letter, you may be asked to provide a notarized letter to reflect this change. The system may also ask for the date and state of your incorporation for entity validation. This should match your IRS letter. Some entities may be asked to provide additional business documents to establish their identity.

1. Some organizations may have a SAM UEI that you will need to recover. Begin the process as usual. If there is a match in their system, you will be prompted to select it.



4. Select "Create New Entity" to start the registration process. *Please note the following selections apply to organizations that are seeking grants from Humanities Texas. Other entities may require different selections. It is advised to skip/ignore any optional questions.*





5. The SAM.gov system will suggest "Unique Entity ID Only" for your registration. If you would like to begin the process for a different registration type, you can. Otherwise, select this option to receive your SAM UEI. Basic organization information will be required. From there, you will be assigned your ID. Please note that this does not complete your registration for Humanities Texas, but it is the first step.

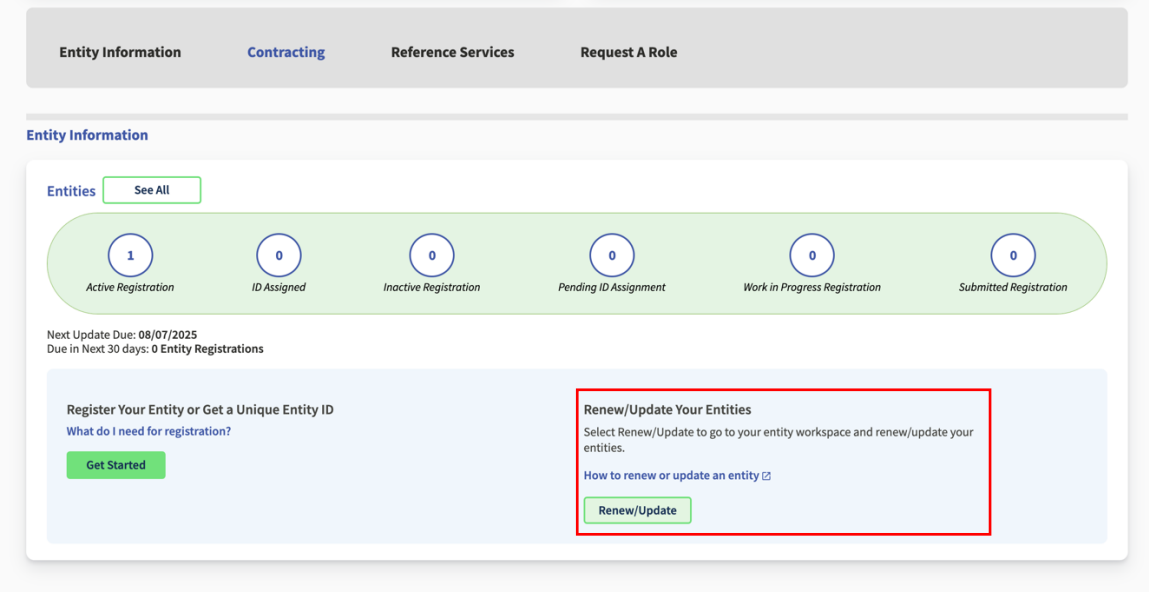
ID assigned

Your SAM UEI will be issued immediately if validation is successful at the time of 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.

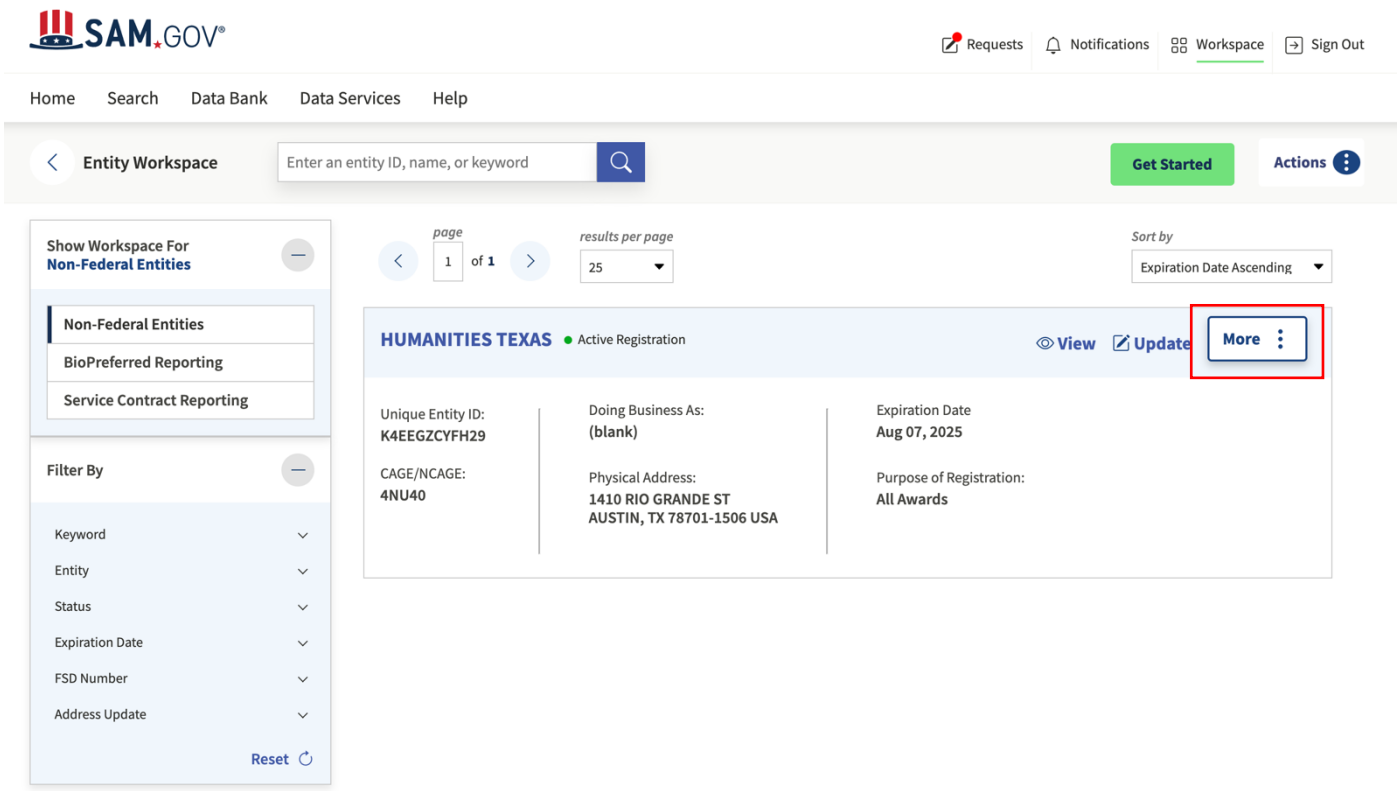
Active registration

Once you receive your SAM UEI, your status will be "ID Assigned." From there, you can request active registration status.

To do this, sign in to your SAM.gov account. Navigate to your workspace (on the right). Scroll down until you see "Entity Information." This will list all entities associated with your account. Select "Active Registration" to check whether your organization is active. If it is not, or if you need to renew, select "Renew/Update Your Entities."



This will open your organization record. Select the three 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 organization's IRS nonprofit designation letter and banking information.



Publicly searchable

The last step will be to verify that you have enabled the option for your organization's SAM UEI information to be publicly searchable. This will be done during the registration process. If this option was disabled, 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 already registered in SAM.gov, you can follow the steps below as a workaround 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.
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 update your entity's legal business name and physical address through SAM.gov. After selecting "Create Incident" in the "Renew/Update Your Entities" workflow, you will monitor your ticket's status in your SAM.gov Workspace or on the Federal Service Desk (FSD.gov) instead of going to Dun & Bradstreet.

If you are having registration or short-term problems

Reach out to a Humanities Texas grants team staff member at grants@humanitiestexas.org to see if a staff member can assist you. We are also available to walk you through the entire process on Zoom.

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.

Some general registration steps provided by the Texas Commission on the Arts.

Updated November 2026.