



System for Award Management (SAM) & Unique Entity Identifier (UEI)

General

All entities that wish to receive direct or pass-through federal funds must have a minimum level of registration and retrieve a Unique Entity Identifier (UEI) in SAM.gov to conduct business. SAM.gov is an official website for the U.S. government and is always free to use. The UEI is generated by SAM, and is now used across the federal government as of April 4, 2022. The older 9-digit DUNS Number was replaced with the new 12-character alphanumeric ID UEI. All entities that had a DUNS Number were automatically assigned a UEI in SAM.

IMPORTANT: If your organization has never had a DUNS and does not currently have a UEI, you should start the application process to get or renew one *immediately*.

The National Forest Foundation requires contractors and grantees to provide their UEI before signature of an agreement can be completed. The validation process for registering and/or signing up for the first time can sometimes be lengthy, so it is important to start it as soon as possible following the *Get Started* instructions.

If your organization is already registered in SAM, it already has a UEI assigned. Even if the registration is currently inactive, it will still have a UEI assigned. You can log in to SAM.gov and see the UEI in the information section.

To get a UEI

Go to [SAM.gov](https://sam.gov) and set up an account by clicking the green Get Started button on the right side of the webpage.



IMPORTANT: Depending on your organization's needs, you will either A) go through Registration and Validation OR B) get only a UEI without completing a full registration. Both will get an UEI, however one way may take considerably less time.

- We typically advise that entities only go through registration and validation if they expect to receive funds directly from the federal government.
- Organizations that only wish to receive federal pass-through funding from organizations like the NFF likely should get a UEI without registering. You can always fully register at a later date.

For more information on what is the best route for your organization, review [this help article](#), or check out the *Get a Unique Entity ID* [video](#) for help navigating.

Questions and/or Support:

For technical support on SAM.gov, reach out to the Federal Service Desk ([FSD.gov](https://federal.servicedesk.gov)). If you need support for troubleshooting and navigating getting a UEI, please reach out to Emily Bruns (ebruns@nationalforests.org).