

Unique Entity Identifier and SAM Registration

TRACS Toolkit:

for owners of properties that have converted through RAD to PBRA

U.S. Department of Housing and Urban Development
Office of Multifamily Housing Programs



Previously, in order to register in the SAM, the federal government required that entity that does business with the Federal government obtain a D-U-N-S number and register in the System for Award Management (SAM). These requirements applied to all entities that own HUD insured and/or assisted properties, including those that have undergone Rental Assistance Demonstration (RAD) conversion and are receiving project based rental assistance (PBRA). However, the federal government stopped requiring D-U-N-S numbers and has begun using a Unique Entity Identifier (UEI). The instructions below describe what entities must do if they want to register in the SAM.

Owners (PHAs and other entities) of properties that have undergone a RAD conversion who have already registered in SAM must update their registration on an annual basis.

Note: The federal government stopped using the D-U-N-S number to uniquely identify entities registered in the SAM. Instead, entities doing business with the federal government are now required to use a Unique Entity Identifier (UEI).

For more information, visit [Unique Entity Identifier Update | GSA](#).

Information for TRACS Users

Per the MAT User Guide, under 6.1 VCHHR Voucher Header Record, item 33 requests the Owner DUNS Number and item 34 requests the Parent Company DUNS #. Instead, enter the UEI. A TRACS error message for missing DUNS number is for informational purposes and does not suspend or stop electronic request for subsidy payment.



Obtain a Unique Entity Identifier

If your entity is already registered in SAM.gov, your Unique Entity Identifier (UEI) has already been assigned to you and is viewable in SAM.gov. The UEI is currently located below the D-U-N-S Number on your entity registration record. **Note: This may change on or around April 4, 2022.**

To find your entity's UEI, do the following:

- Log into SAM.gov.



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

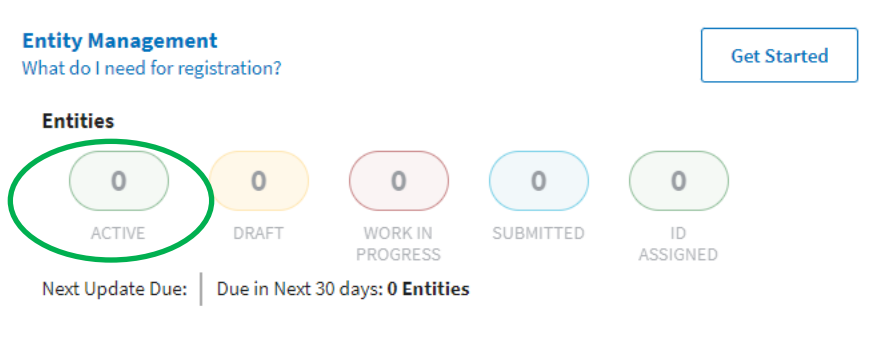
Email address

Password Show password

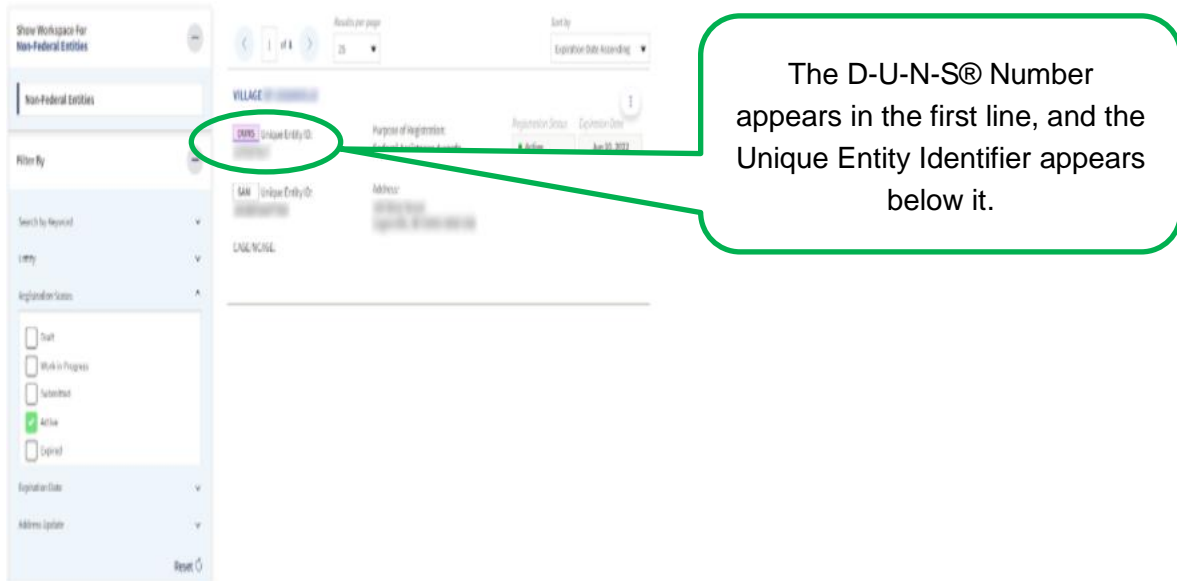
Sign in



- In your Workspace, select the numbered bubble above "Active" in the Entity Management Widget.



- You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.



Registering in the SAM

Those registering in the SAM will obtain a UEI through the registration process.

How to Register

SAM is an official website of the U.S. government that consolidates the functionality of previous systems, such as the Central Contractor Registration (CCR). Registering is free of charge.



To register in the SAM:

- Go to [SAM.gov](https://sam.gov). A message will appear that you have reached the new home of SAM.gov, which has merged with beta.SAM.gov. Select "OK" at the bottom of the message. The home page will appear. Select "Get Started."

The screenshot shows the SAM.gov homepage. At the top, there are two alert boxes: "Update: Planned Maintenance Schedule" (dated Jul 29, 2021) and "Recognize and Avoid Phishing Emails" (dated Aug 25, 2020). Below these is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The main content area features the SAM.gov logo and a banner for "Official U.S. Government Website 100% Free". A central section titled "The Official U.S. Government System for:" lists various services like Contract Opportunities, Assistance Listings, Entity Information, etc. A prominent "Get Started" button is highlighted with a green box. Below this is a search bar with the text "Already know what you want to find?" and a search button. The bottom section is divided into "Announcements" and "Have Questions about SAM.gov?". The "Announcements" section includes several recent updates, such as "New UEI transition help page on SAM.gov" (Dec 10, 2021) and "New! You can get a Unique Entity ID (SAM) on SAM.gov" (Oct 15, 2021). The "Have Questions about SAM.gov?" section features a video titled "How to Search" and a "Frequently Asked Questions" list.



- On the "Getting Started with Registration" screen, you currently have two options. **[Note: the information on this screen will likely change on April 4,2022.]**
 - Under 'Before you Get Started,' you have the option of obtaining a D-U-N-S Number. You do not need to do this.
 - On the left side of the screen, select "Get Started." Select "Accept" in the pop-up box accepting the terms to sign into the U.S. Government System.

Getting Started with Registration

This is the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

- 1 Request a DUNS Number
- 2 Prepare Your Data
- 3 Get a Login.gov Account
- 4 Submit and Finish

1 Request a DUNS Number

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1-2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

Entity Information Home

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

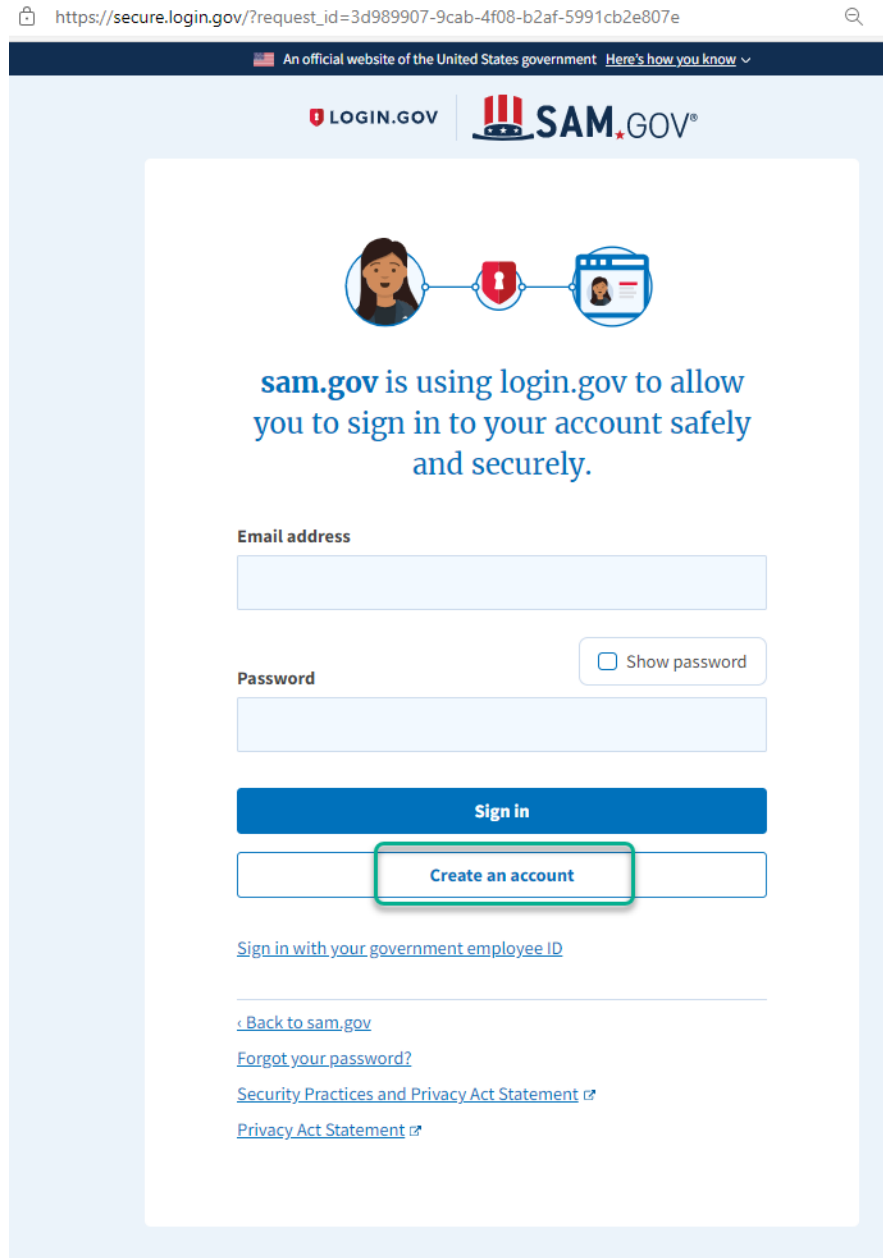
[Renew Entity](#)

[Check Registration Status](#)

Already Registered?

- 1 Managing your entity registration
- 2 Managing users and roles (non-federal users)

- The screen refreshes with a notification that individual users need a "**login.gov**" account to sign into SAM. **TIP:** If you created a SAM.gov user account in the past, the SAM.gov account will no longer work. You can, however, use the same email address to create your new **login.gov** user account.



https://secure.login.gov/?request_id=3d989907-9cab-4f08-b2af-5991cb2e807e

An official website of the United States government [Here's how you know](#)

LOGIN.GOV | SAM.GOV®

Illustration showing a person, a lock, and a computer screen.

sam.gov is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[Back to sam.gov](#)

[Forgot your password?](#)

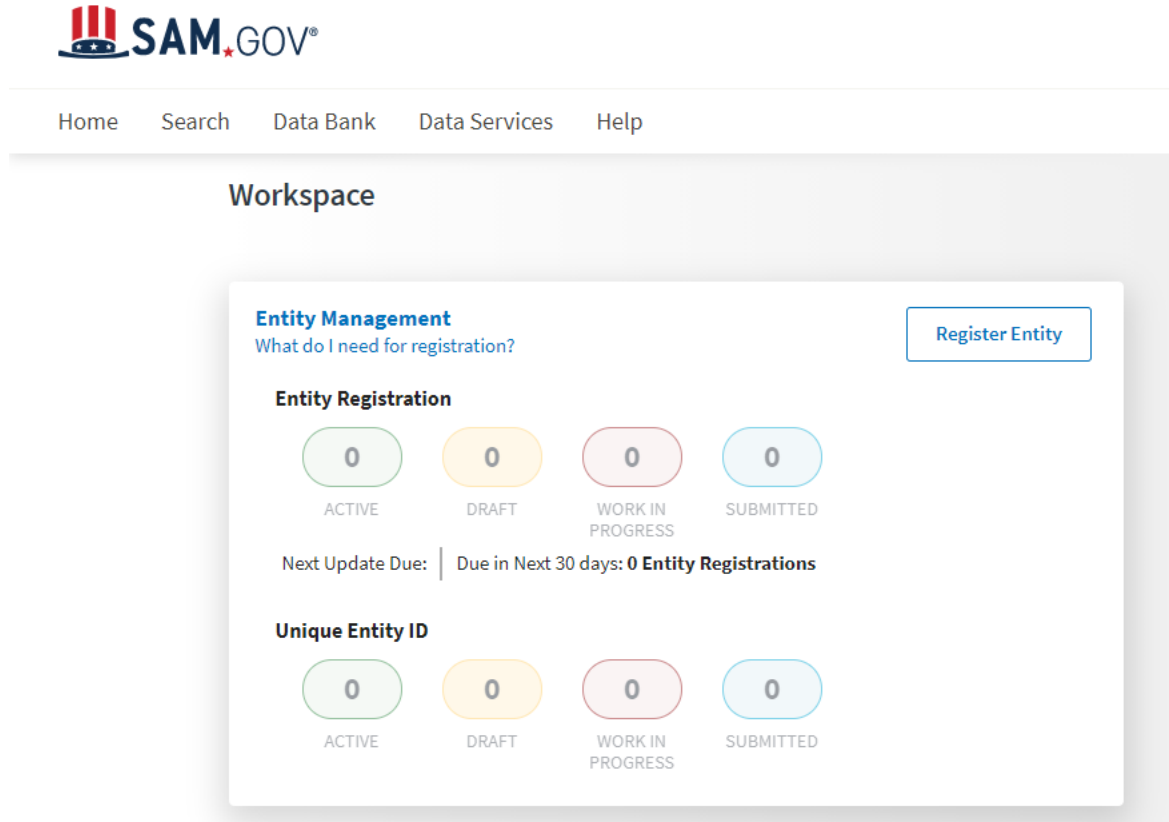
[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

- Select "Create an account."
- Enter your email address, select your language, and select the box to accept the rules of use.
- Once your account has been verified, you will be asked to complete your profile.



- Once you have a login.gov account, return to [SAM.gov](https://sam.gov) and log in using the "Log In" button. The following screen will appear.



- Select "Register Entity."
- Review the Overview and select "Start Registration."
- Continue to follow the prompts.



Items Needed for SAM Registration

U.S. entities need the following for SAM registration:

- Taxpayer Identification Number (TIN) and Taxpayer Name associated with the TIN. Review the tax documents from the IRS (such as a 1099 or W-2 form) to find the Taxpayer Name.
- Bank's routing number, bank account number, and bank account type (i.e., checking or savings) to set up Electronic Funds Transfer (EFT).
- North American Industry Classification System (NAICS) code. An NAICS code is needed to complete registration. Search [Census Bureau NAICS](#) for one or more 6-digit NAICS codes that represent your entity.

FAQs and Assistance

- FAQs about NAICS are on the [Census Bureau NAICS page](#). Select the FAQ tab.
- For assistance with the D-U-N-S Number, go to the [D&B Government Customer Response Center](#).
- For assistance with SAM, go to the [Federal Service Desk](#) (or call the FSD at 866-606-8220 (toll free)).
- For assistance with login.gov, go to the [login.gov Help Center](#).

This material is based upon work supported, in whole or in part, by Federal award number C-19-TA-VA-0011 awarded to ICF by the U.S. Department of Housing and Urban Development for HUD funded TA. The substance and findings of the work are dedicated to the public. Neither the United States Government, nor any of its employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately-owned rights. Reference herein to any individuals, agencies, companies, products, process, services, service by trade name, trademark, manufacturer, or otherwise does not constitute or imply an endorsement, recommendation, or favoring by the author(s), contributor(s), the U.S. Government or any agency thereof. Opinions contained herein are those of the author(s) and do not necessarily reflect the official position of, or a position that is endorsed by, HUD or any Federal agency.