

Missouri Arts Council Guide to Obtaining a SAM-UEI Number



All Missouri Arts Council applicants and grant recipients must obtain a SAM-UEI number (or Unique Entity ID). SAM-UEI is 12-digit alpha-numeric number that is issued at no cost through the federal System for Award Management website (SAM.gov). The Unique Entity ID requirement is part of a federal government transition from using DUNS to SAM-UEI as a unique entity identifier.

Directions to **Get a Unique Entity ID** depends if the organization is registered in SAM.gov or not.

- If you only need a SAM-UEI number, ignore any “Register Entity” prompts on SAM.gov website.
- SAM Registration is only necessary organizations receiving direct or indirect federal grants or doing business with the federal government. Missouri Arts Council uses federal funds in these grant categories: Organizations of Color, Annual Arts Education, Arts Councils – Operating Support, Established Institutions, and Mid-Sized Arts Organizations. If you are uncertain if your MAC grant is supported with federal funds, please contact [your program specialist](#) or Keiko Ishida.

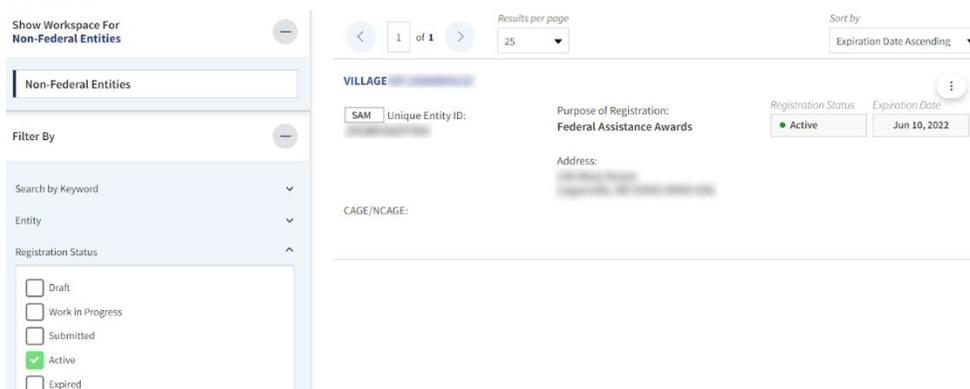
Please note that SAM.gov website layout may differ slightly from the following instructions since SAM.gov is continually updating and improving its website.

Questions? Issues? SAM-UEI resources are available on page 8 and you can contact Keiko Ishida, MAC Program Specialist, at 314-340-6859 or keiko.ishida@tqov.mo.gov.

Category #1: Organizations Registered in SAM.gov

Organizations that are already registered in SAM.gov can login to access and view their SAM-UEI. Login to SAM.gov may be restricted to a single individual within the organization, unless that organization has elected to share the registration with other individuals within the organization.

1. Log in to SAM.gov.
2. In Workspace, select the numbered bubble above "Active" in the Entity Management widget.
3. SAM-UEI will be on the left side of the organization's record.



4. Next Steps: Enter the SAM-UEI number in the grant system.
 - Profile – For organizations already registered in the grant system. See instructions “Update Grant System Profile” on page 5.
 - Registration form – For organizations that have not registered in the grant system. See [How to Register](#) for instructions)
 - Express application form – For organizations applying to Express Project or Touring

2. Create a Login.gov account: SAM.gov uses Login.gov for authentication.

- Go to sam.gov and select “Login” button in upper right corner.
- Select the “Create an account” link (under blue “Sign In” button).
- Choose an email address that you’ll always be able to access.
- Click the “Submit” button.
- Check your email for a message from login.gov.
- Click the “Confirm your email address” button in the message. This will take you back to the login.gov website.
- Create your login.gov password. Passwords must be at least 12 characters. That’s it! There are no other restrictions. Try using a phrase or a series of words that only you recognize.
Security Hint: Login.gov password should be different from your passwords for other accounts, such as bank account or email. Using the same password for many accounts makes identity theft easier.
- Set up a second layer of security. As an added layer of protection, login.gov requires you set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA). Missouri Arts Council staff uses Text Message (and Phone Call for backup). You can choose from [several authentication options](#).
- Once you have authenticated, you have created your login.gov account. Success!

3. Search for Matching Listing.

- Go to SAM.gov and select “Sign In” from the upper right corner of the page. Then use your login.gov username, password, and authentication method.
- After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “**Get Started**” button.
- Select the “**Get Unique Entity ID**”. This is the second green bottom toward the bottom of the page.
- On the next page, enter information about your entity.
 - Legal Business Name
 - Physical Address
- This information is compared against millions of records in SAM.gov’s entity validation service (EVS) database. When finished, you should see a list of potential matches.
 - **If you get multiple potential matches**, carefully review the list to find a listing with the correct legal name and physical address.
Do not accept/select a listing that doesn’t perfectly match your organization’s legal name and physical address.
 - **PERFECT MATCH:** If you find an exact match for your organization, go to **Step 4**.
 - **No matches? The issue could be how your physical address was entered.** Select “Start Over” and try different variations of your street address like “N” for North and “Ave” for Avenue. For more possibilities, consult the standard [USPS abbreviations](#).
 - **Matching Issues:** Do not be concerned if you don’t find an exact match. While the EVS

Entity Management
What do I need for registration?

Entity Registration

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

Next Update Due: Due in Next 30 days: 0 Entity Registrations

Unique Entity ID

0	0
ACTIVE	DRAFT

Get Started

Register Entity
An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).
Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.
You must renew your registration every 365 days for it to remain active.
[Register Entity](#)

Get Unique Entity ID (SAM)
If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.
You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.
[Get Unique Entity ID](#)

database is substantial, many organizations experienced problems:

- They couldn't find any listing for their organization.
- The listing had an outdated physical address or incorrect legal name.
- EVS database couldn't validate the organization's Date of Incorporation.

If this happens, then you must "Create an Incident" to describe the problem and provide necessary documentation. For details, see "Create an Incident" section on page 6. (FYI - "Create an Incident" is SAM.gov's term for submitting a help ticket)

4. Next Steps for Matching Record: It's great that you found a matching record!

- Select the appropriate record.
- Provide your year and state of incorporation.

Validate Entity Information
The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

WE FOUND THE FOLLOWING MATCHES
Showing 1 - 4 of 4 results

Validate Additional Information
You have selected the following entity.

SELECTED ENTITY

SAINT LOUIS, MO
USA

Please provide the following information to finish validating your entity.

Year of Incorporation
YYYY

- If incorporation year matches, the next screen will show, "Request Unique Entity ID".

On this page, you must do two things.

- 1) **IMPORTANT: Select the checkbox to "Include in public search".**

Allowing public search is required for the Missouri Arts Council grant. This is necessary so that we can verify the SAM-UEI number. While SAM-UEI is new, some organizations have accidentally provided incorrect SAM-UEI numbers. We discovered this when we double-checked the number on SAM.gov.

- 2) Select the checkbox next to the phrase: "I certify that I am authorized to conduct transactions on behalf of the entity."

When done, then select the "Receive Unique Entity ID" button.

- Next page will show your organization's Unique Entity ID. Save the SAM-UEI number by writing down or saving the page as a PDF document. Then select the "Done" button.
- You should receive an email confirmation with your Unique Entity ID. In case you don't, you've already saved the number.

Request Unique Entity ID
You have validated the following entity.

VALIDATED ENTITY

Include in public search
Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.
If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. Learn more about SAM.gov public search results.

I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

Receive Unique Entity ID
Congratulations! You have been assigned the following Unique Entity ID (SAM).

VERIFIED SAM RECORD

Continue Registration Done

5. **Enter SAM-UEI in MAC’s grant system.**

- Organization Profile – For organizations already registered in the grant system. For instructions, see next section “Update Grant System Profile”.
- Express application form – For organizations applying to Express Project or Touring.

[How to Register.](#)

Update Grant System Profile

[Missouri Arts Council's grant system](#) and enter your email and password.

2. Select the Organization Profile button.

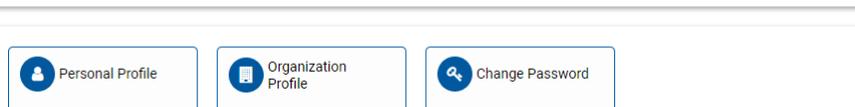
Welcome to your Applicant/Grantee portal

BEFORE beginning the process, click on Personal Profile and Organization Profile to make any changes and review the information. Check the organization address and zip code for accuracy.

Funding Opportunities displays all currently available grant applications.

My Applications shares the list of all of your applications and their statuses.

Requires Attention, at the bottom of the screen, will include any next steps such as your grant reports.



3. Check SAM UEI Number as well as other information in the Organization Profile. Then select Save button at the bottom of the page. Screenshot on following page.

The image shows a form for updating an organization profile. It contains the following fields and values:

- * Name: Missouri Arts Council Test A
- * Organization Physical Address: 816 Olive St.
- * Phone (###-###-####): 314-340-6855
- Organization Physical Address 2: Ste. 16
- * City: St. Louis
- * State: Missouri
- * Zip Code + 4: 63101-2188
- Website: www.missouriartscouncil.or

Below the form is a blue button labeled 'Organization Summary' and a section titled 'Additional Information' with a dropdown arrow. Under 'Additional Information', there are two fields:

- * EIN Number (no dash): 43-0000000
- * SAM UEI Number: YCACBWUEBJH8

4. Please notify your [MAC Program Specialist](#) if you change your mailing or physical address.

Create an Incident to Fix Validation Issues (Not Matching or Incorporation Date)

Many organizations must “Create an Incident” (help ticket) to fix validations issues, such as:

- No listing found for the organization.
- Available listing had an outdated physical address or incorrect legal name.
- System couldn't validate the organization's Date of Incorporation.

1. **Select the “Create an Incident” button** at the bottom of the screen.

WE FOUND THE FOLLOWING MATCHES

Showing 1 - 1 of 1 results

○ [Blurred search result]

○ [Blurred search result]

Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

2. **On next page, describe the problem and provide the necessary documentation.**

- **Description:** Use the text box to clearly and completely describe the situation and include the document name you will attach to the incident. Here are a few examples:

- **Starting Sentence for All Situations:**
My entity's legal business name is Joplin Musicals. Our physical address is located at 1234 Street, City, State, Zip.
- **Prove legal name and physical address:** Please correct your records to reflect my organization's legal name and physical address. For documentation, I've provided my organization's "2021 Registration Report" with the Missouri Secretary of State's Office.
- **Prove incorporation date:** Please correct your records to reflect my organization's incorporation date with the State of Missouri. For documentation, I've provided my organization's "Articles of Incorporation" with the Missouri Secretary of State's Office.
- **When there is a listing with similar name but it does not match organization's legal name:** The closest listing shows a similar name but not my organization's legal business name. Please correct your records to reflect my organization's legal name. For documentation, I've provided my organization's "2021 Registration Report" with the Missouri Secretary of State's Office.
- **When there is a listing with correct legal name but the physical address is incorrect:** Your listing shows my organization with the correct legal name; however, the physical address is outdated. Please correct your records to reflect my organization's current physical address. For documentation, I've provided my organization's "2021 Registration Report" with the Missouri Secretary of State's Office.
- **ATTENTION:** If your organization changed its legal name or physical address since submitting the "Articles of Incorporation" or Registration Report, then you must submit the "Articles of Amendment" (documents change with the Missouri Secretary of State's Office). In addition, you must provide an explanation. For example: "Articles of Incorporation" show

Create Incident

The Federal Service Desk will review your entity search history to help resolve your issue requesting a unique entity identifier. You may add attachments and enter any additional details for customer service below.

Issue Type
EVS Inquiry

Subject
User Question on Pending UEI Validation

Search History
Your entity search history below will be provided to customer service to help understand and resolve the issue.

3 Results

Legal Business Name	Address	More Filter
[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]

Supporting Attachments
Please attach any documentation you have to verify your information.

Drag file here or [choose from folder](#)

Attachment Name	File Size (kB)	Virus Scan	Action
No Attachments			

Please describe the issue below, or provide any additional details that might help customer service resolve your issue.

500 characters allowed

an outdated physical address. For documentation of current physical address, I've provided my organization's "2021 Registration Report" with the Missouri Secretary of State's Office.

- **Documentation:**

- For acceptable documentation, see page 2 under "Gather information and documentation".
- Make sure that the file name includes your organization's name and type of document. The title should match the description you provide in the text box. For example, Missouri Gallery – Articles of Incorporation.

- **Email Confirmation:** After submitting "Create an Incident", you will receive an email with your incident number (like INC-GSAFSD1234567). Keep this email and add gditshared@servicenowservices.com to the safe sender list.

3. **Next Step is difficult. Wait for SAM.gov to process your Incident** (also called Entity Validation Ticket). Due to high demand, entity validation tickets are taking longer than expected to process. EVS (entity validation service) has increased resources to improve response time. Tickets are answered in the order received.

- Again, waiting is difficult. While you might be impatient for results:
 - **Do not create another ticket** for the same entity validation issue. This does not escalate your issue. In fact, this creates a backlog of duplicate tickets, making the processing time longer for you and others.
 - **Do not call or chat with Federal Service Desk (FSD)** customer service agents. They cannot help with the entity validation issue, escalate the ticket, or check the ticket's status. They can only listen to you vent.

Entity validations are handled by a different department. You can only communicate with the EVS staff by adding comments to an **existing Validation Incident**.

- To check the status of the Entity Validation Incident:
 - Go to FSD.gov.
 - Click Sign In in upper right corner, using your SAM.gov username and password.
 - Select "My Incidents" from the menu (right side of screen).
 - Select the appropriate Incident based on the Subject or Incident Number.
 - You will be redirected to a screen that will show the progress of your Incident Report.

4. **EVS (Entity Validation Service) staff will respond by email.** The email will come from General Services Administration Federal (gditshared@servicenowservices.com) with subject line: *General Services Administration Federal - Your Incident INC-GSAFSD1234567 has comments added.* (You might receive two different versions, one gives details and the other has you login at FSD.gov.)

In the email, EVS (entity validation service) staff will request documentation or notify you that they found a match and want you to finish getting your Unique Entity ID

5. **In many cases, EVS staff will request additional documentation.** The email will describe the problem and what EVS (entity validation service) staff needs you to do. Common reasons are listed below and details are available in [this article](#). If the issue is not clear, please forward the email to Keiko Ishida (keiko.ishida@itgov.mo.gov) for assistance.

- EVS ticket/incident didn't include a specific request or explanation.
- Document is older than 5 years.
- Document has incorrect information.
- Document shows that you're using a PO Box address as your physical address.
- Documentation is improper or in poor quality.

Submit the documentation and explanation through two websites. Yes, two different websites – SAM.gov (upload documents) and FSD.gov (provide explanation). Instructions are provided below. While the EVS team uses FSD ticket system to read messages, they cannot access documents submitted through the FSD.gov website. (Confusing but that's the system set-up.)

After submission, wait (again) for Entity Validation S (EVS) team to review your explanation (FSD.gov) and documentation (SAM.gov).

- **Provide explanation through FSD.gov.**

- Login to FSD.gov website, using your SAM.gov username and password.
- Select “My Incidents” from the menu (right side of screen).
- Select the appropriate Incident based on the Subject or Incident Number.
- You will be redirected to a screen that will show the progress of your Incident Report.
- From this screen, you can type the explanation in the Comments box.

- **Upload documentation through SAM.gov.**

- Login to SAM.gov website.
- In your Workspace, select the title of the “Entities” pane to view your entities.
- Locate the incident you created.
- Select the plus sign (+) to expand the incident and then select “View” to expand your ticket information.
- Under “Supporting Attachments,” you’ll see the file(s) already attached.
- Select “Choose from folder” or drag your documentation to the window to upload it.
- Select “Close.”

6. **Good news, EVS staff found a match!** SAM.gov will be updated in 24 hours from notification with the legal name and physical address provided. Then you can finish getting your Unique Entity ID.

- After 24 hours from receiving the email, login to SAM.gov.
- In your Workspace, select the title of the “Entities” pane to view your entities.
- Restart the validation process and enter your entity information as presented in the EVS email. Instructions are also available in Step 3 “Search for Matching Listing” on page 3.
 - When you get you get your SAM-UEI (Unique Entity ID), go to page 5 for instructions on Updating the Grant System Profile.
 - However, you might hit a snag with the Incorporation date. That has happened to many groups. Create a new Incident (yes, another one) with the request to update their incorporation records, Articles of Incorporation, and Articles of Amendment (for legal name). See page 2 for “Gather information and documentation” and page 6 for “Create an Incident to Fix Validation Issues”.

Resources:

- [Federal Service Desk \(FSD\) website](#) includes guides and articles on obtaining SAM-UEI.
- Contact Keiko Ishida at 314-340-6859 or keiko.ishida@ltgov.mo.gov.
- Technical Issues with SAM.gov Website: Contact the Federal Service Desk at 866-606-8220 (Hours: Monday - Friday 8 a.m. to 8 p.m. ET). Do not contact FSD about validation issues. Entity validations are handled by a different department, the entity validation service (EVS).