UEI Number Request via Sam.gov_Tutorial

UEI Number

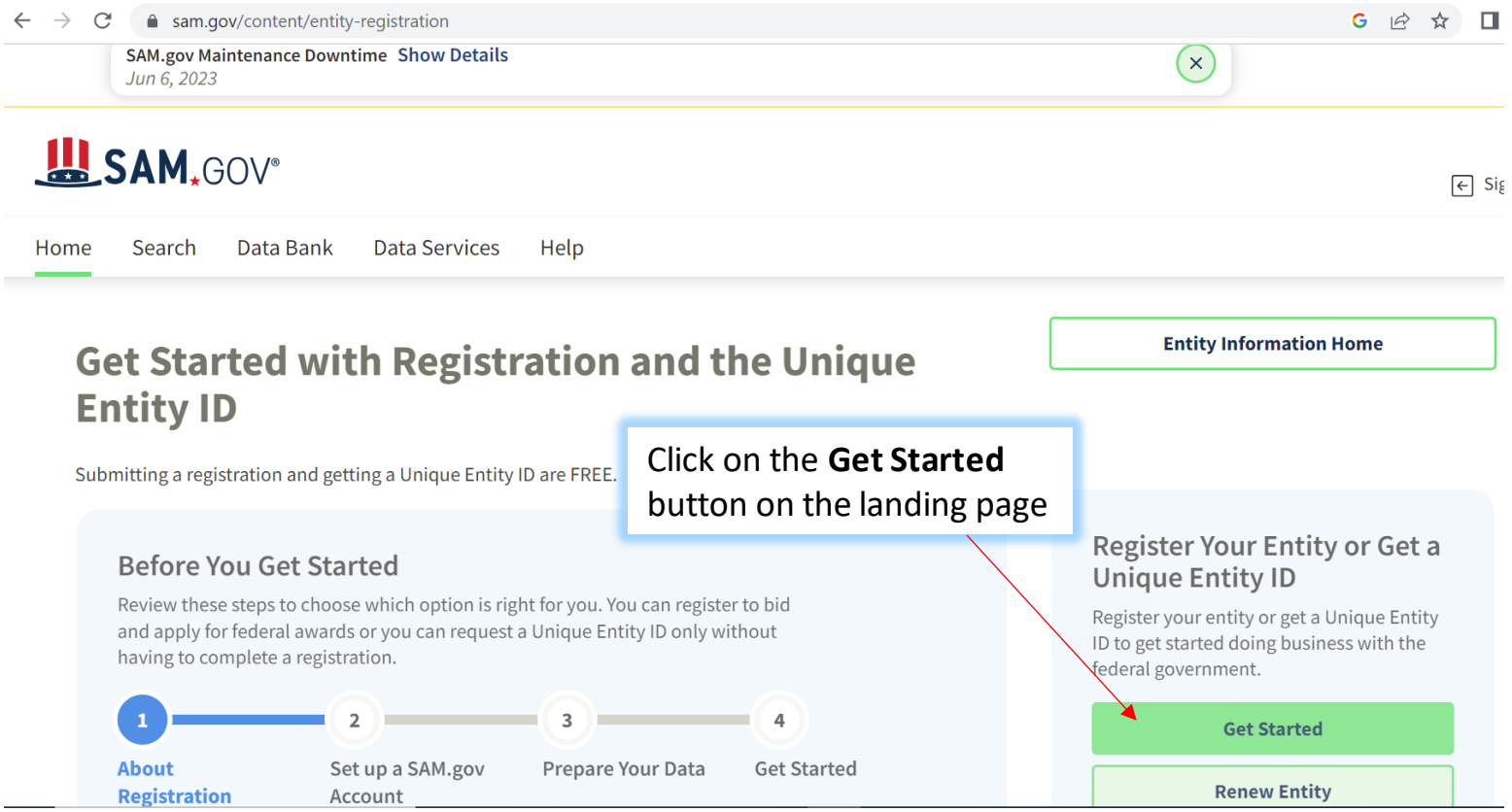
1. **What is the Unique Entity Identifier (UEI) Number?**
   - the UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov, it is the authoritative identifier for all entities doing business with the federal government.
2. **Why it is UEI required?**
   - Entities that plan to pursue contracts with the federal government or receive federal funds or a subaward must have a UEI number issued via www.SAM.gov as well as a valid registration on www.SAM.gov**.**
3. **Steps to submit a request for a UEI number:**

Steps to Request the UEI Number:

- **Step 1:**

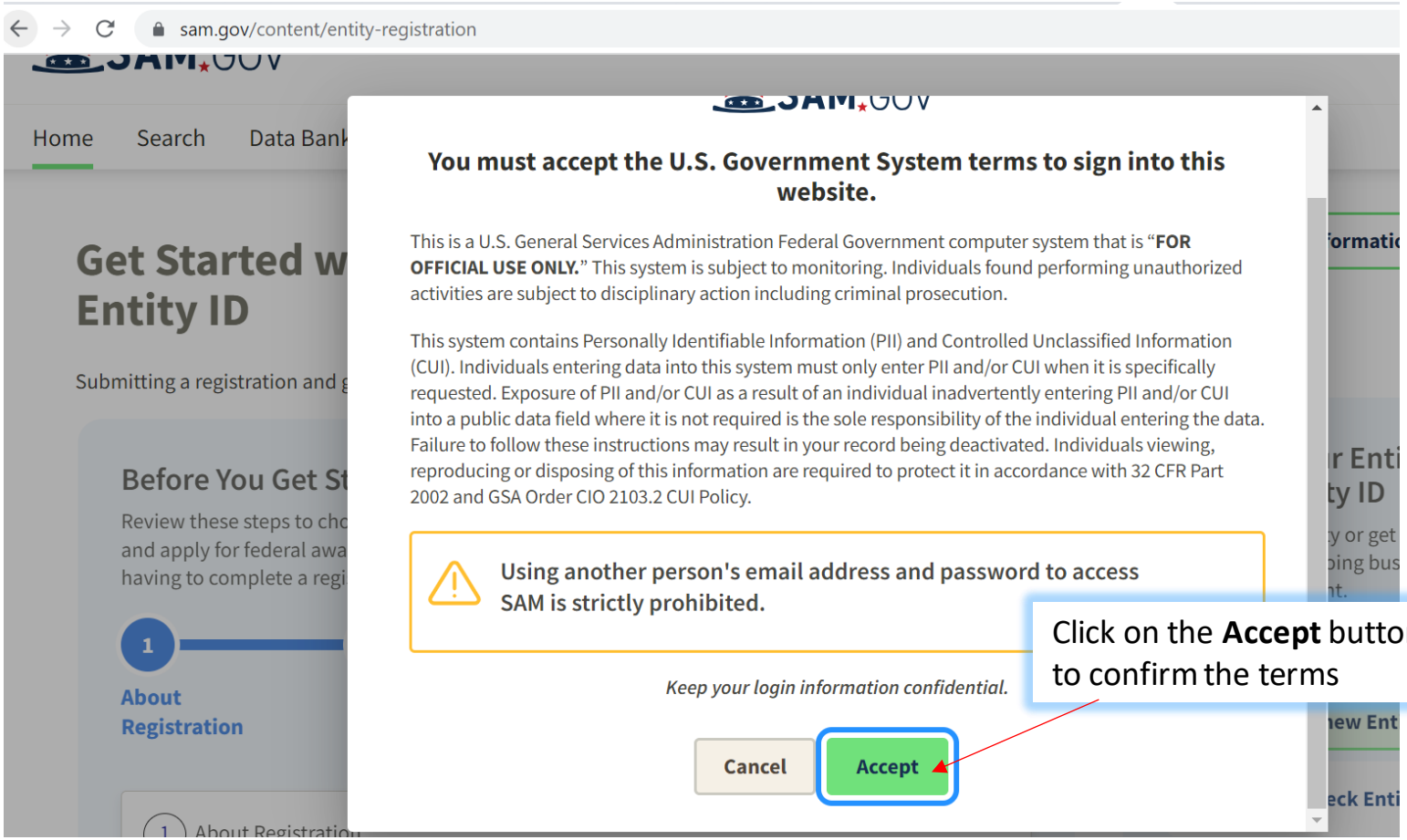
Log into: https://sam.gov/content/entity-registration

- **Step 2:**



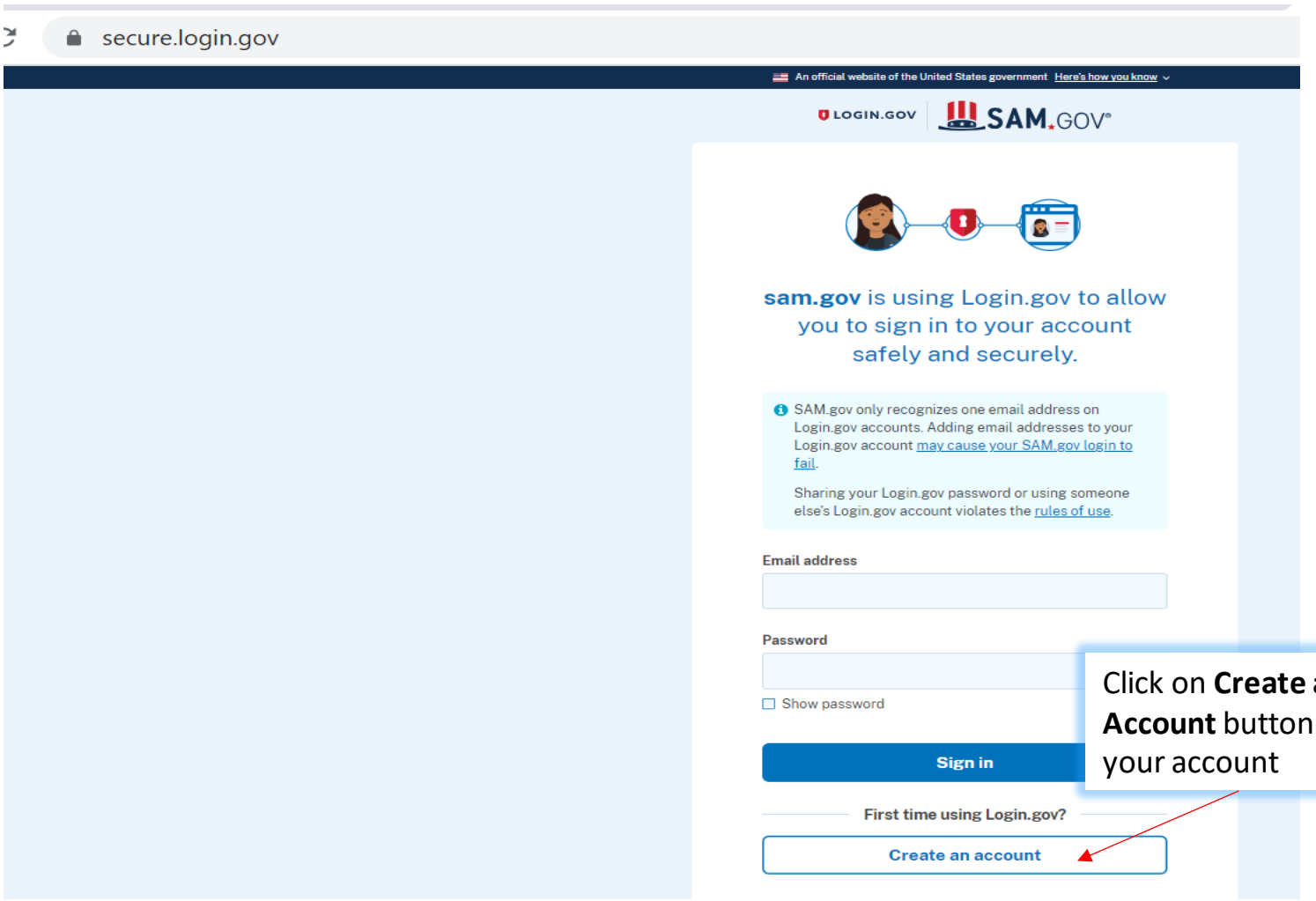
Steps to get the UEI Number:

- **Step 3:**



Steps to get the UEI Number:

- **Step 4:**



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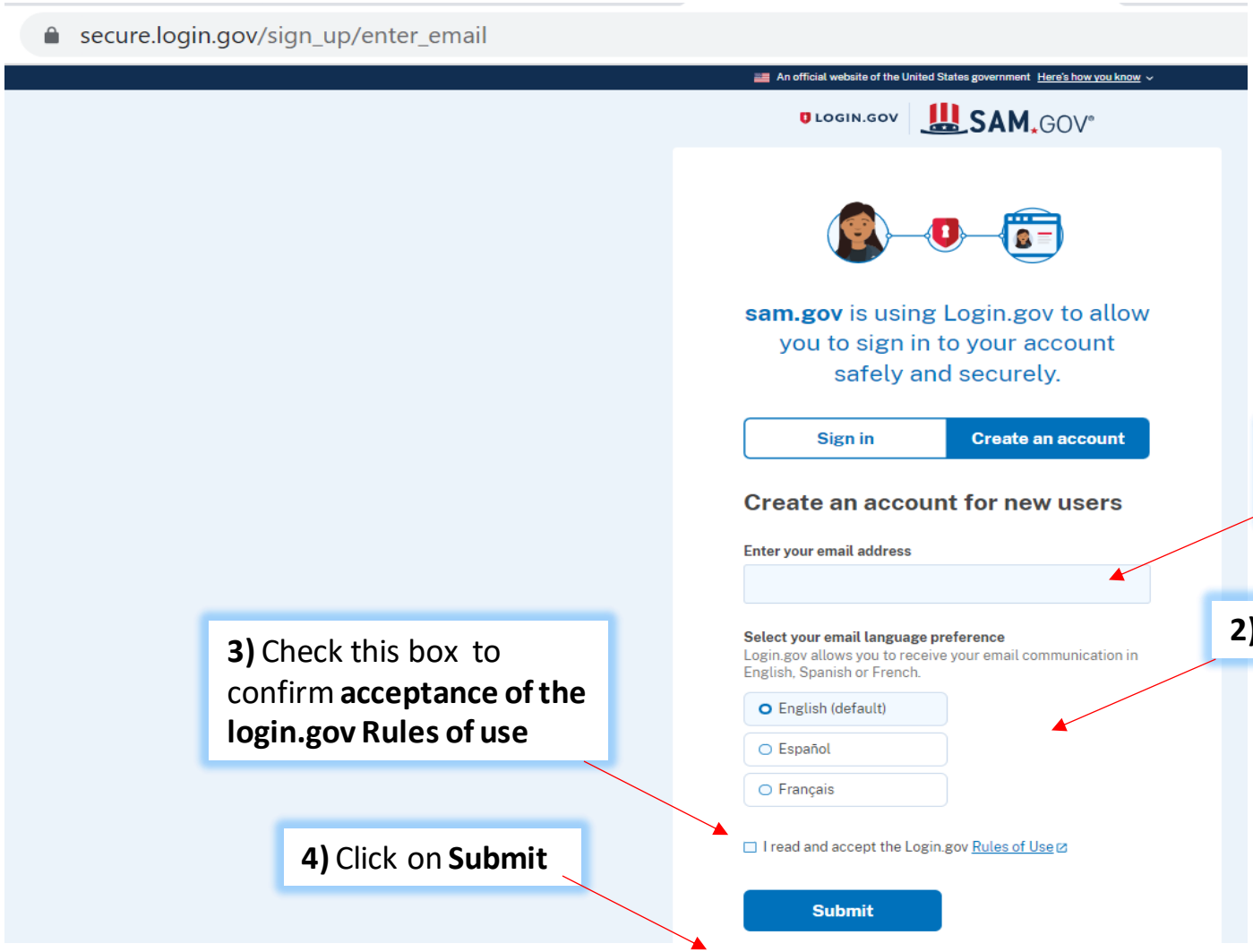
Steps to get the UEI Number:

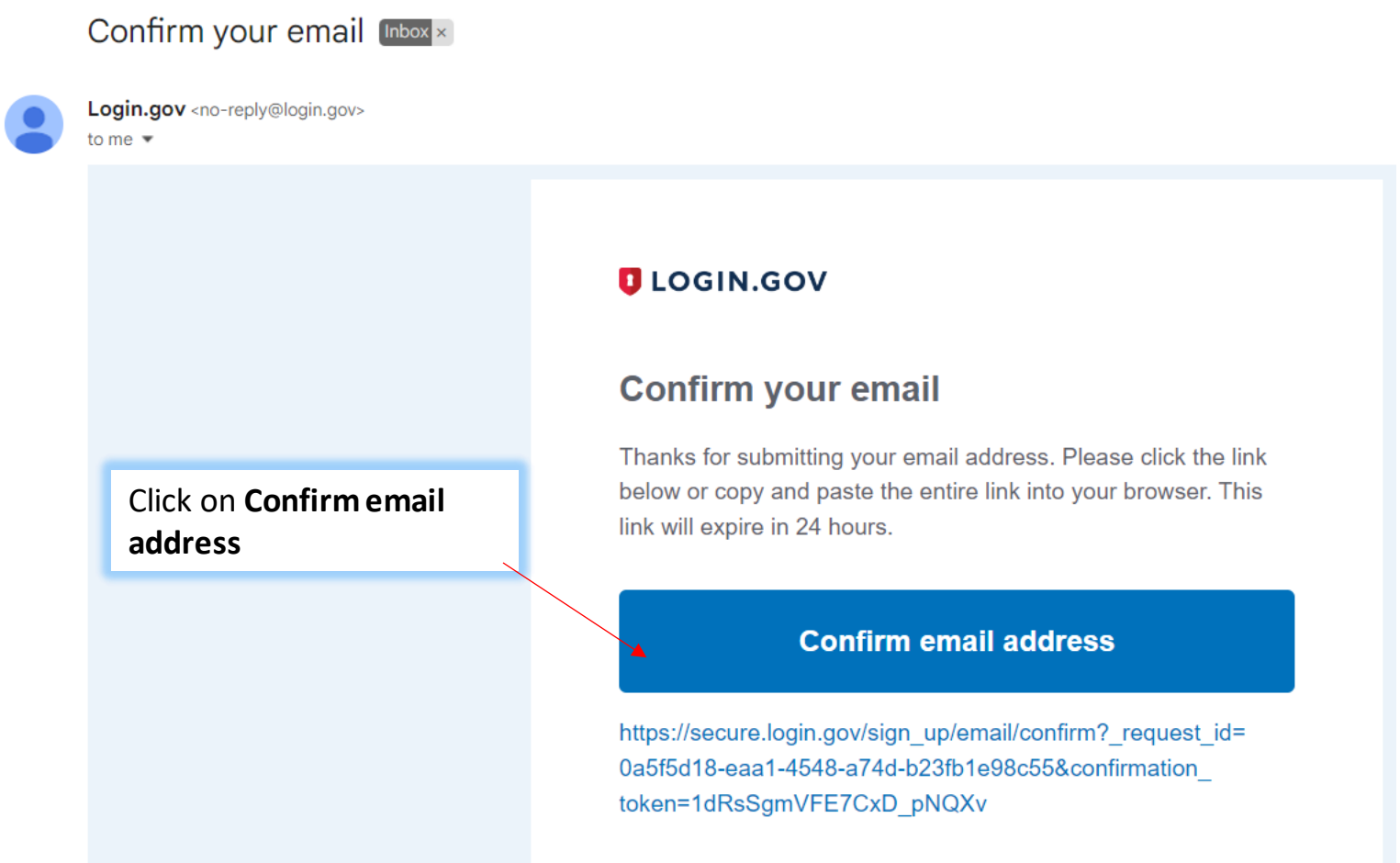
- **Step 5:**



Steps to get the UEI Number:

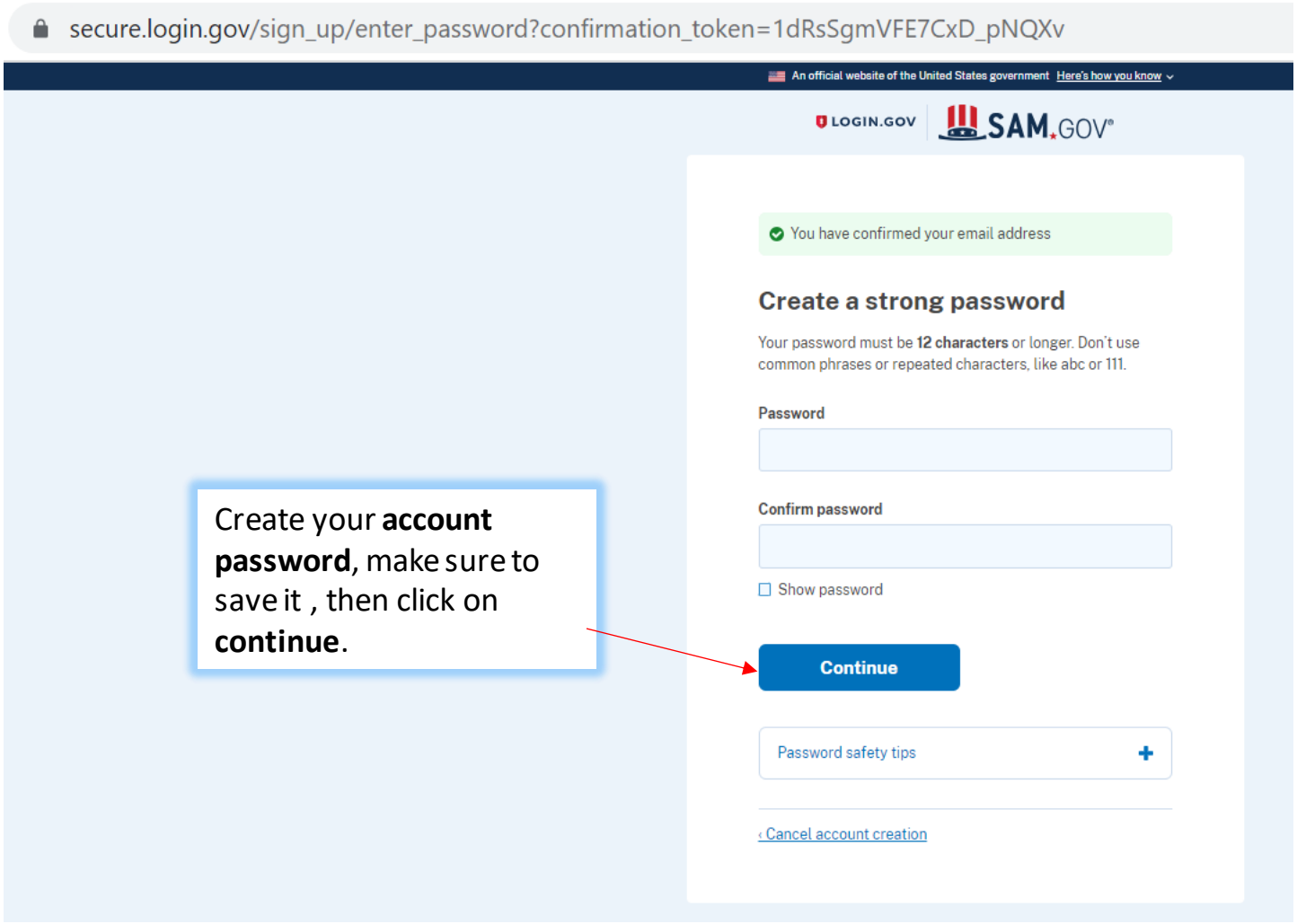
- **Step 6:**

Open your inbox and look for an email from login.gov.



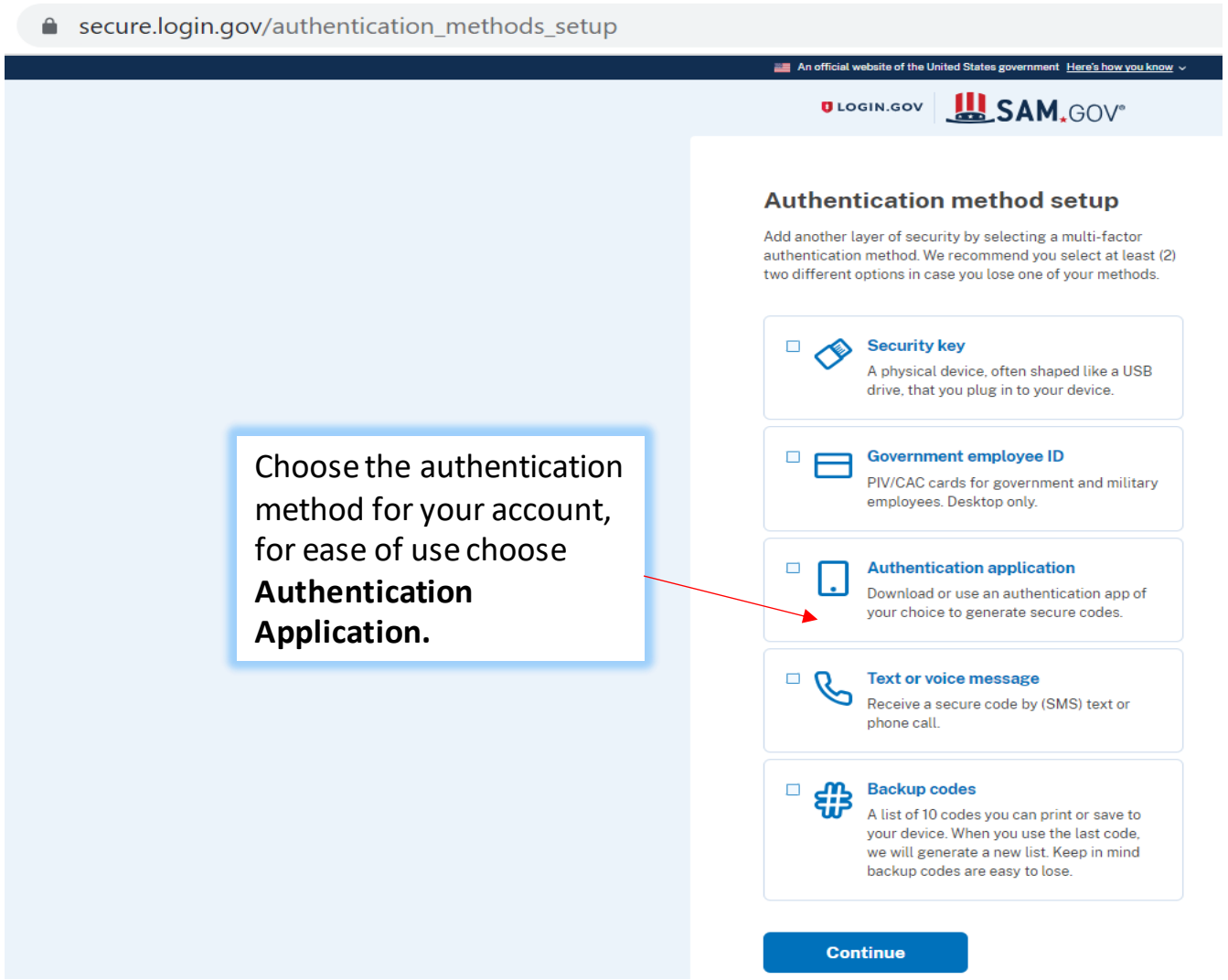
Steps to get the UEI Number:

- **Step 7:**



Steps to get the UEI Number:

- **Step 8:**



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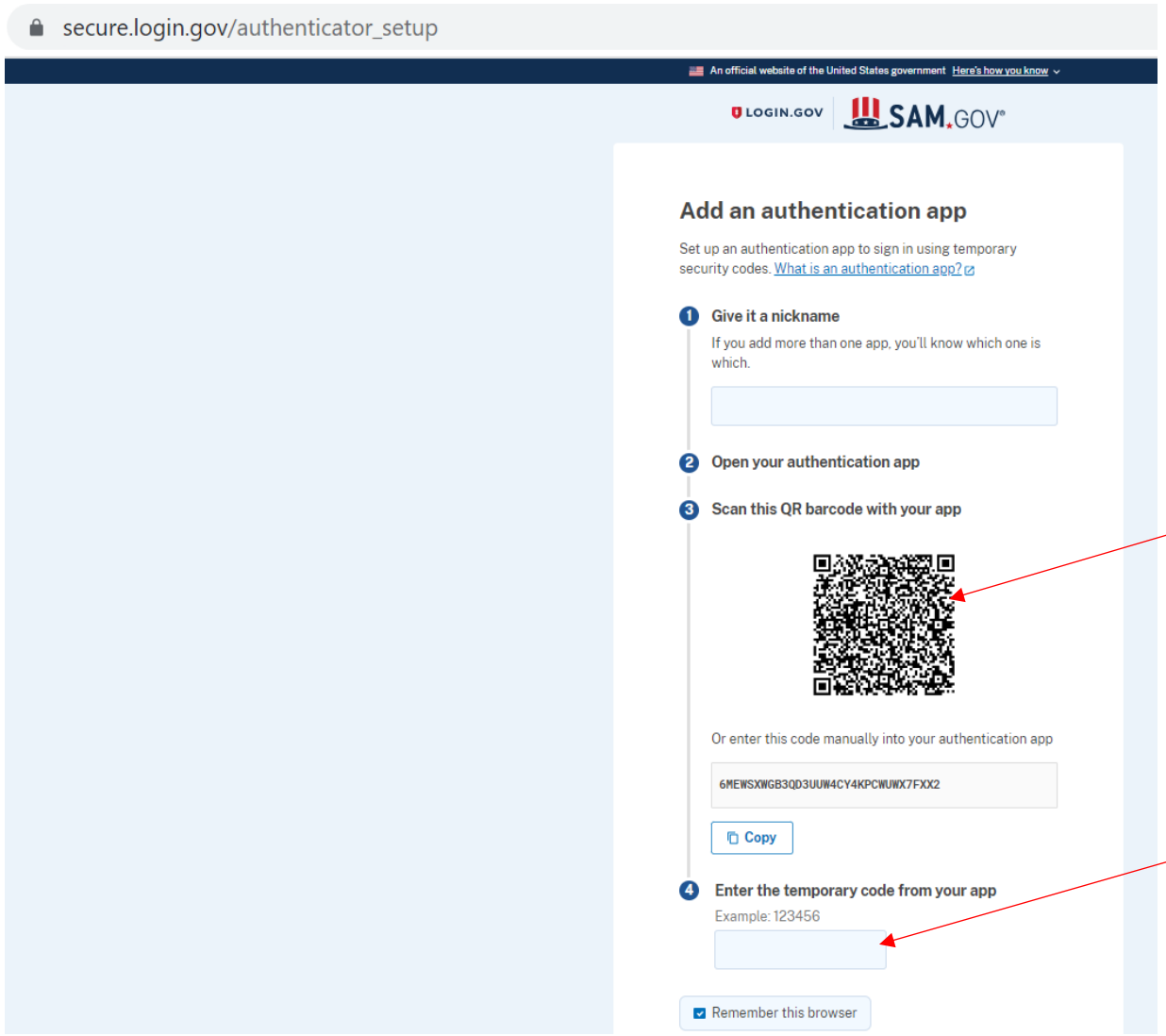
Steps to get the UEI Number:

- **Step 9:**



1) Download the **Authentication Application** on your phone then **Scan the QR code**.

2) The application will then generate a code that need to add here **.**

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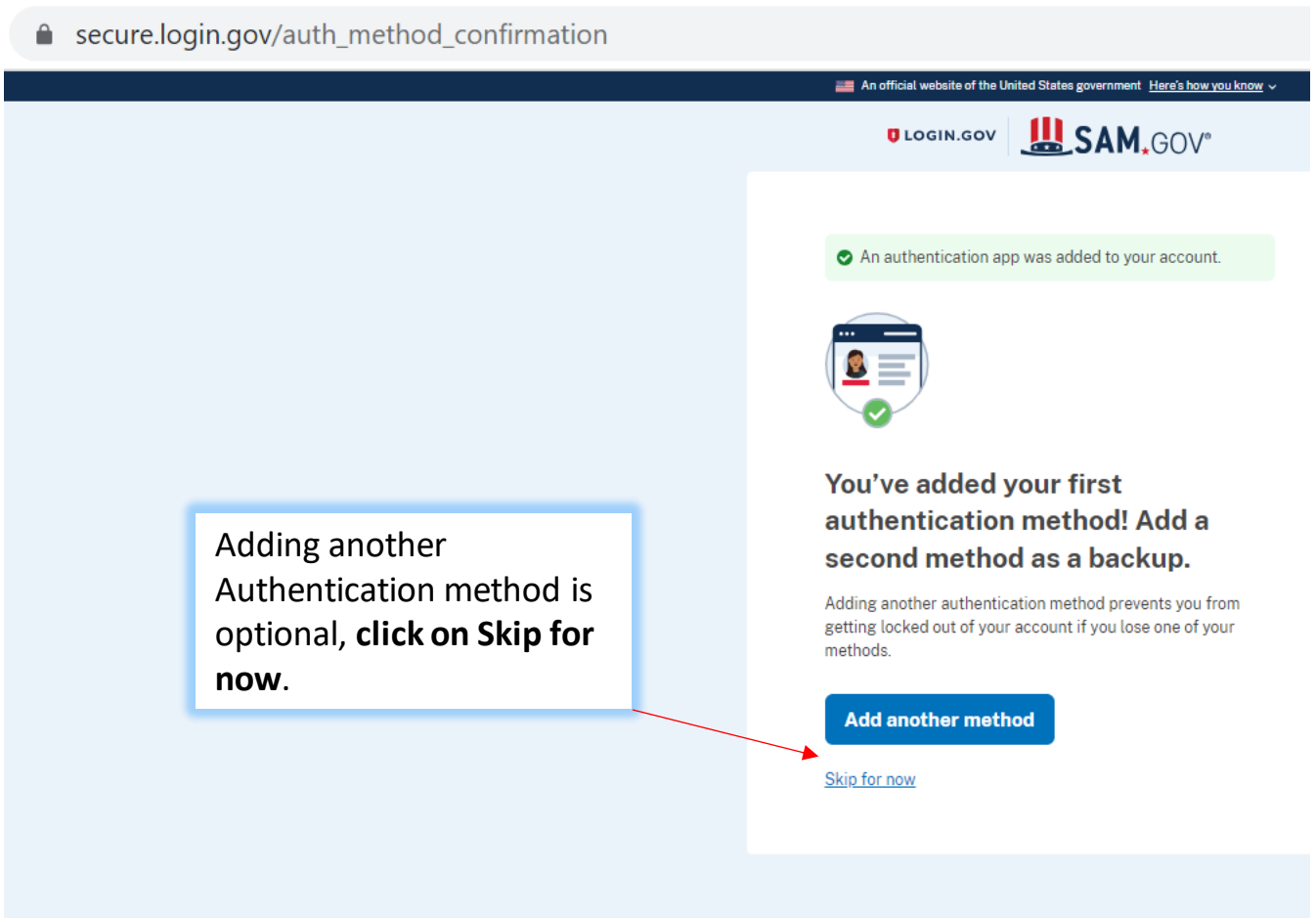
Steps to get the UEI Number:

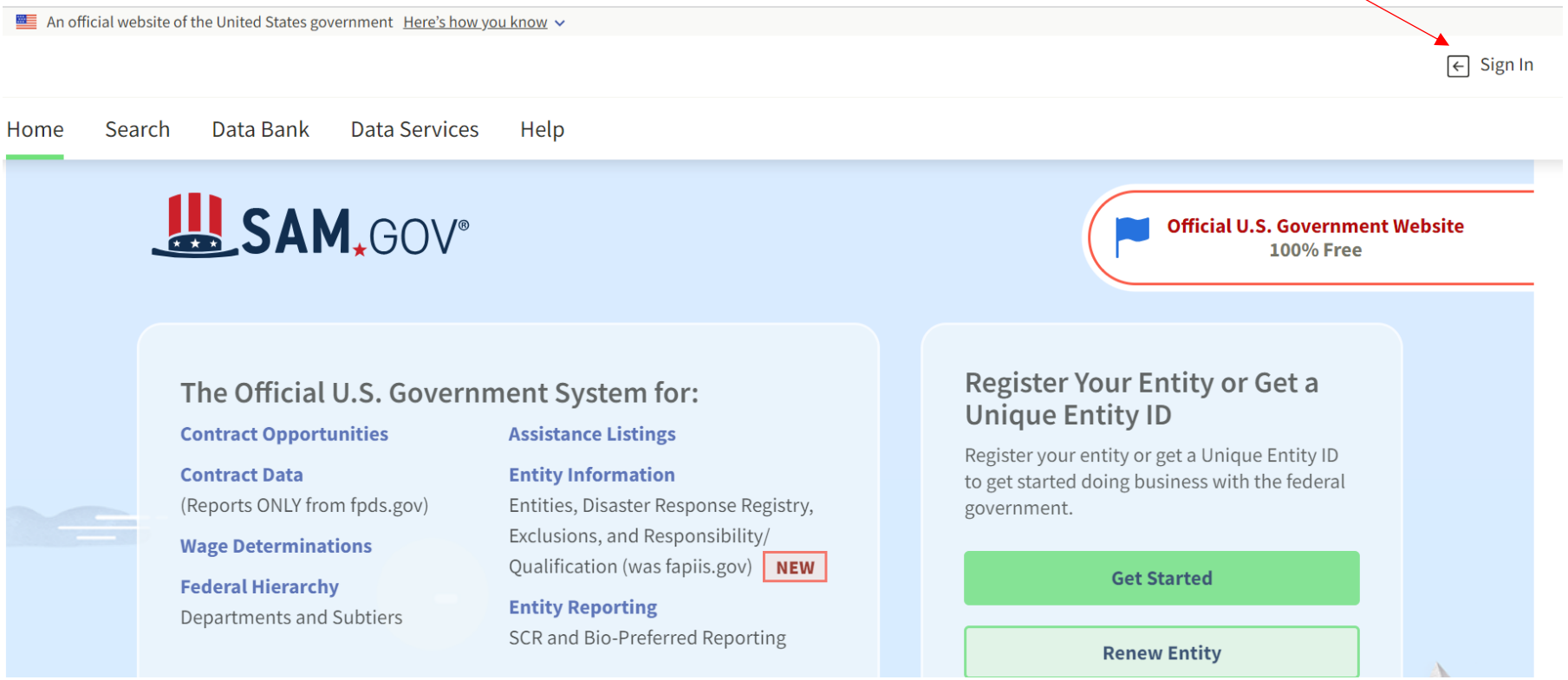
- **Step 10:**



Steps to get the UEI Number:

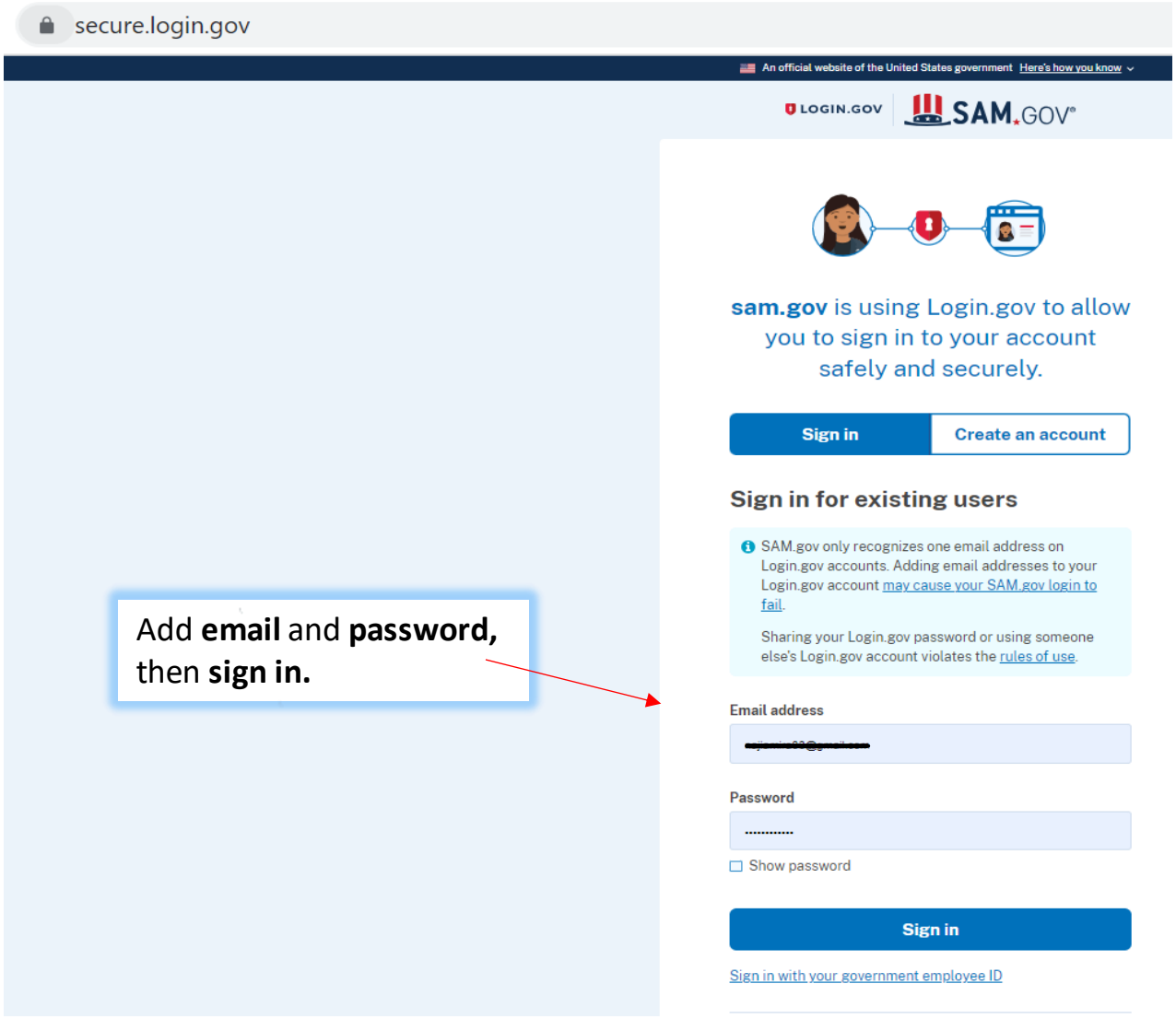
- **Step 11:**

Choose the authentication method for your account, for ease of use choose **Authentication Application.**



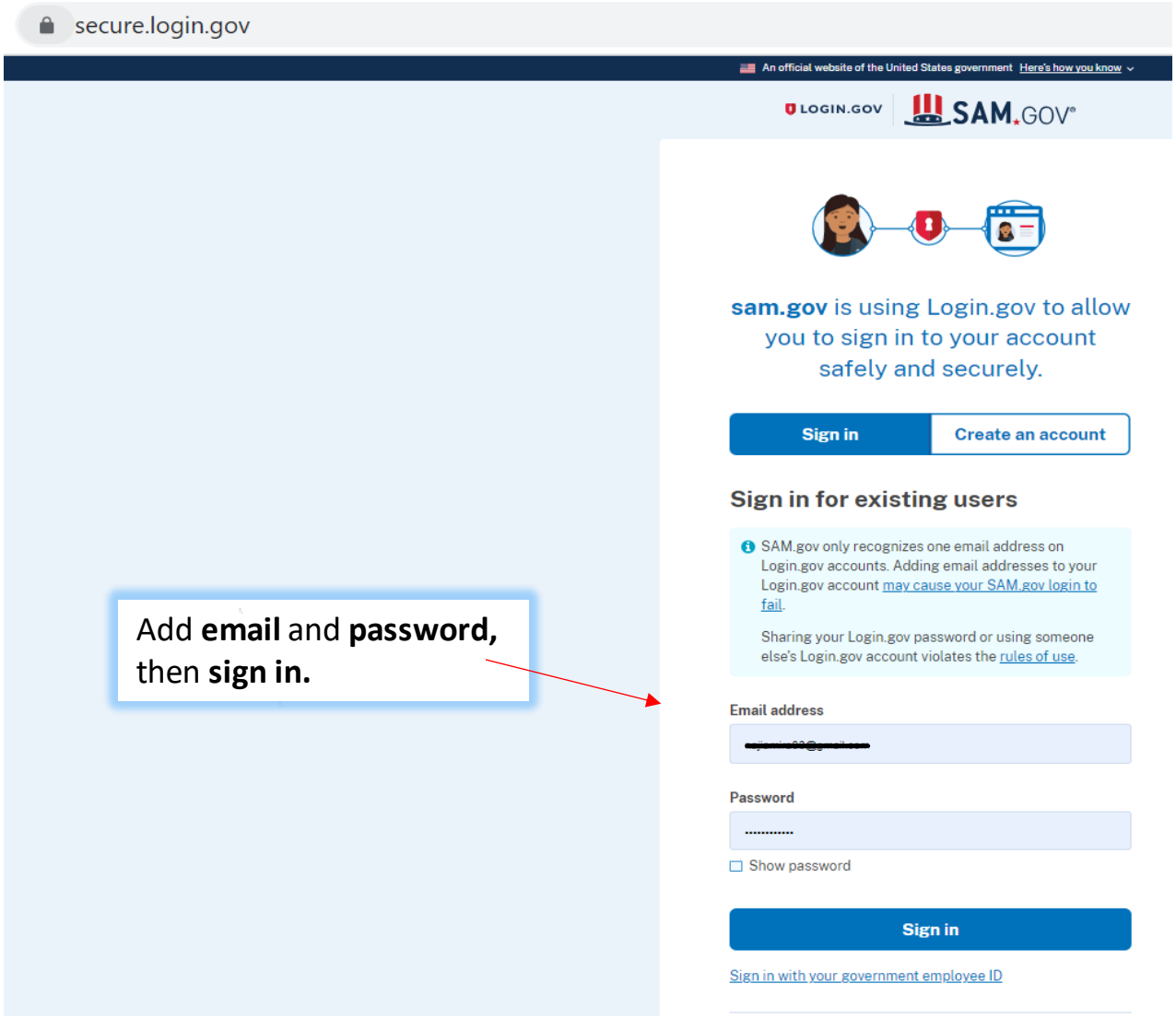
Steps to get the UEI Number:

- **Step 12:**



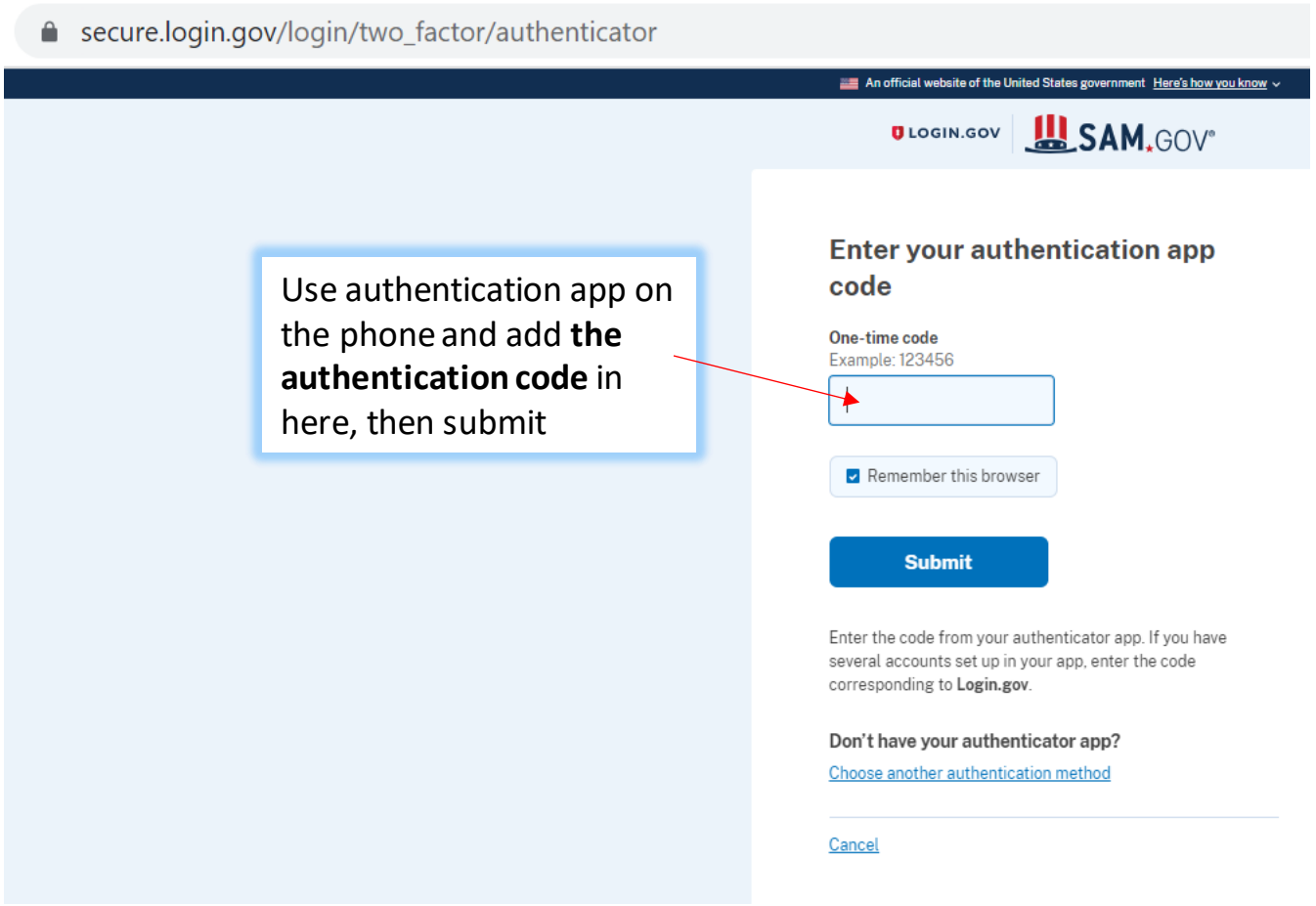
Steps to get the UEI Number:

- **Step 13:**



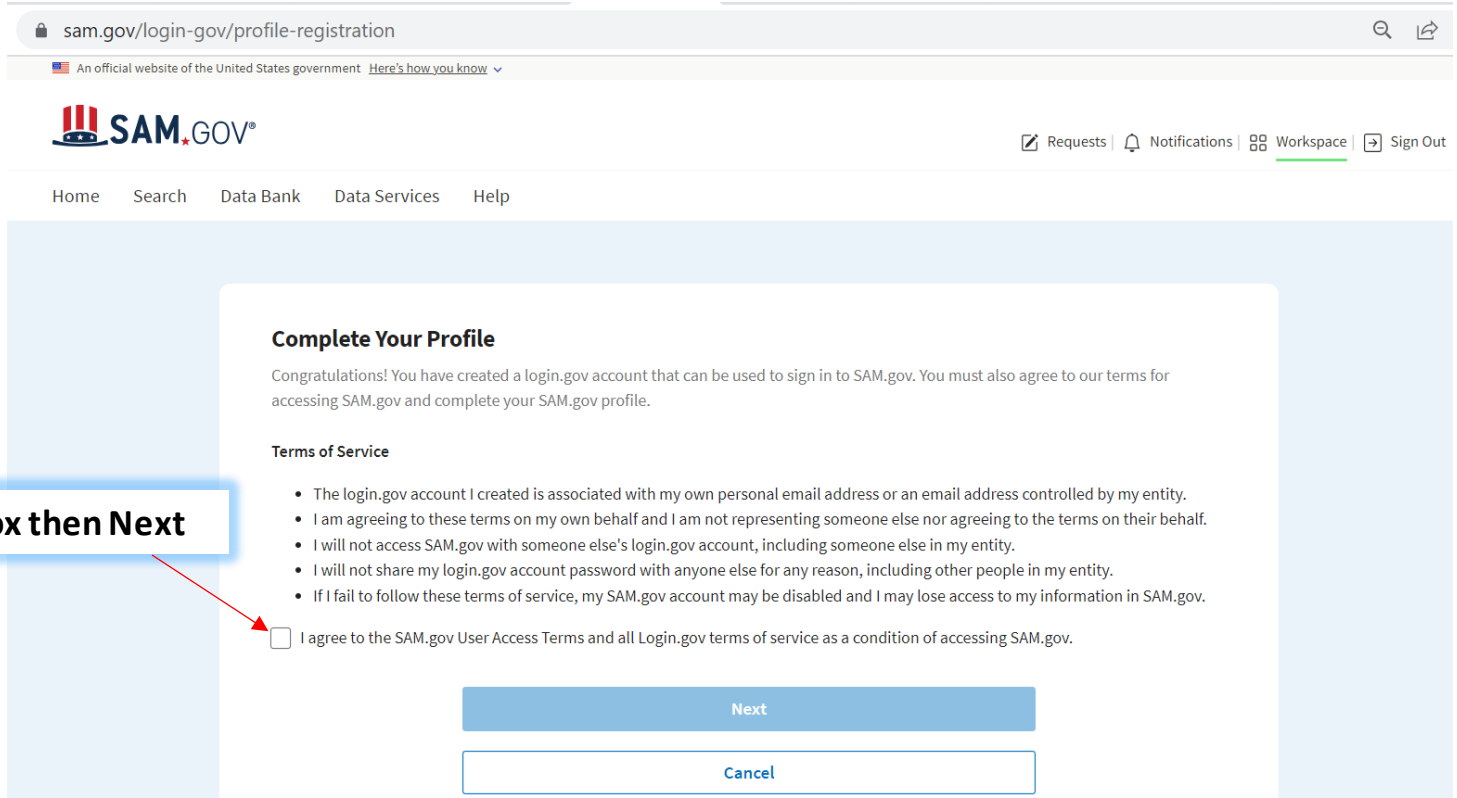
RFA 1_Specific Eligibility Criteria:

- **Step 14:**



RFA 1_Specific Eligibility Criteria:

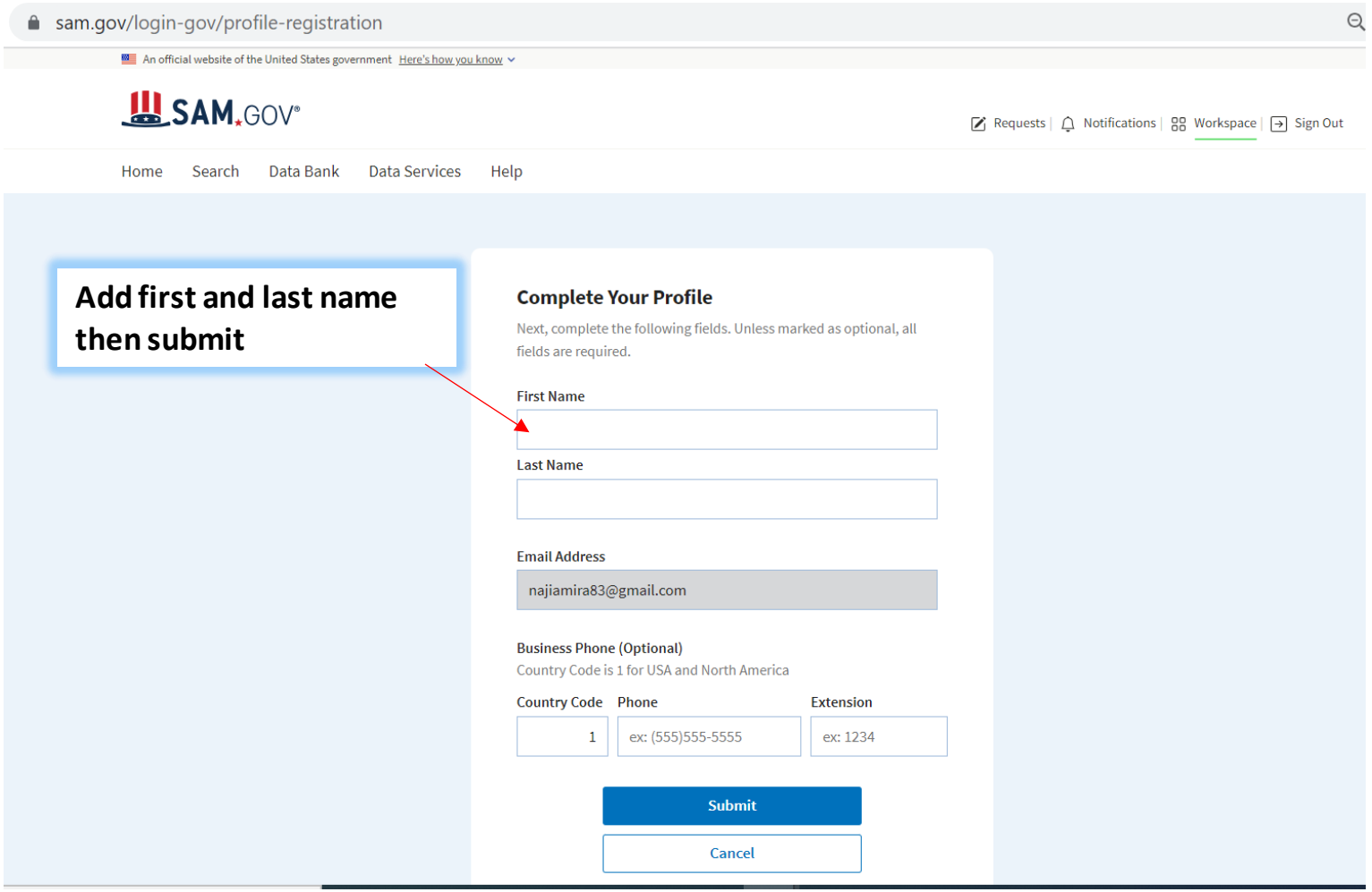
- **Step 15:**



Check the box then Next

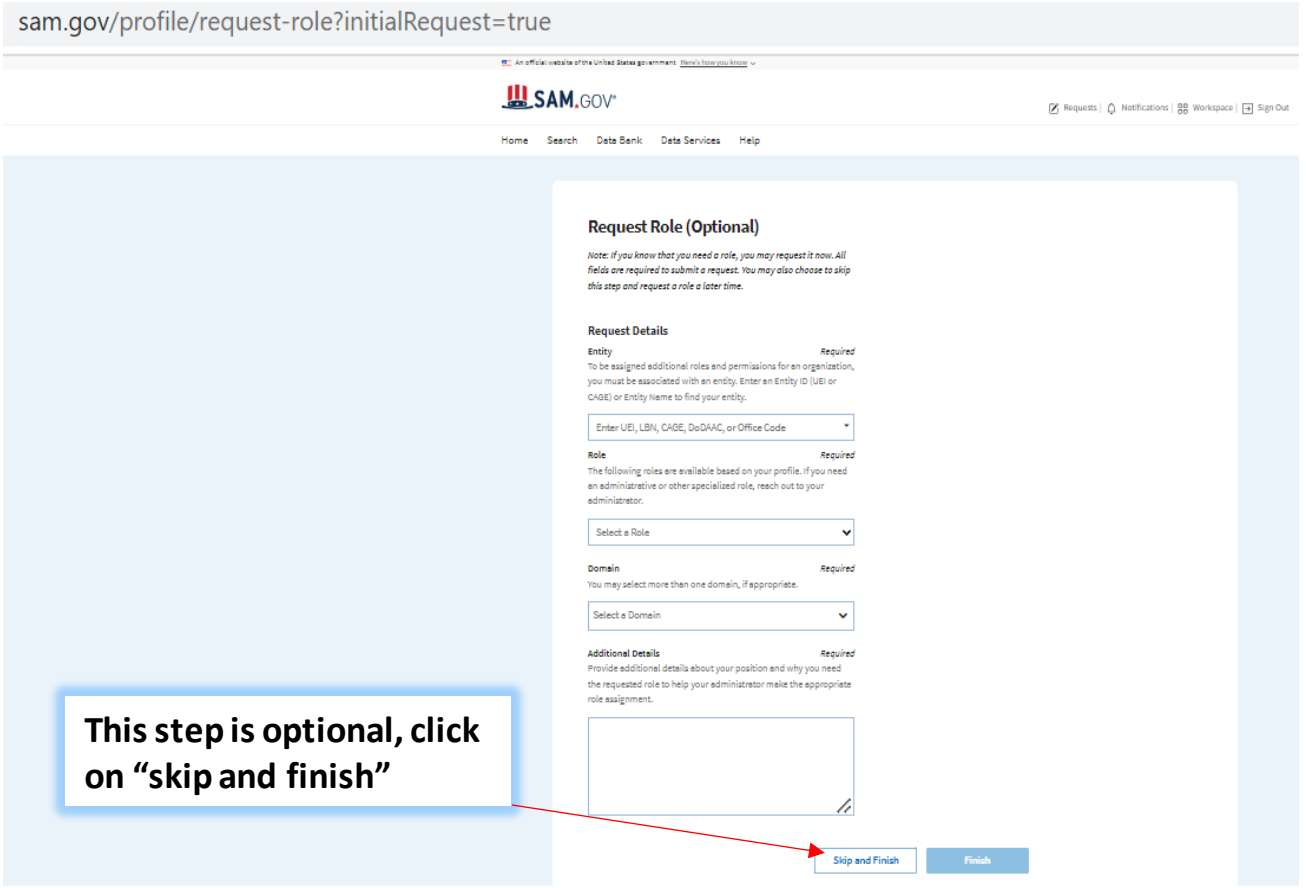
RFA 1_Specific Eligibility Criteria:

- **Step 16:**



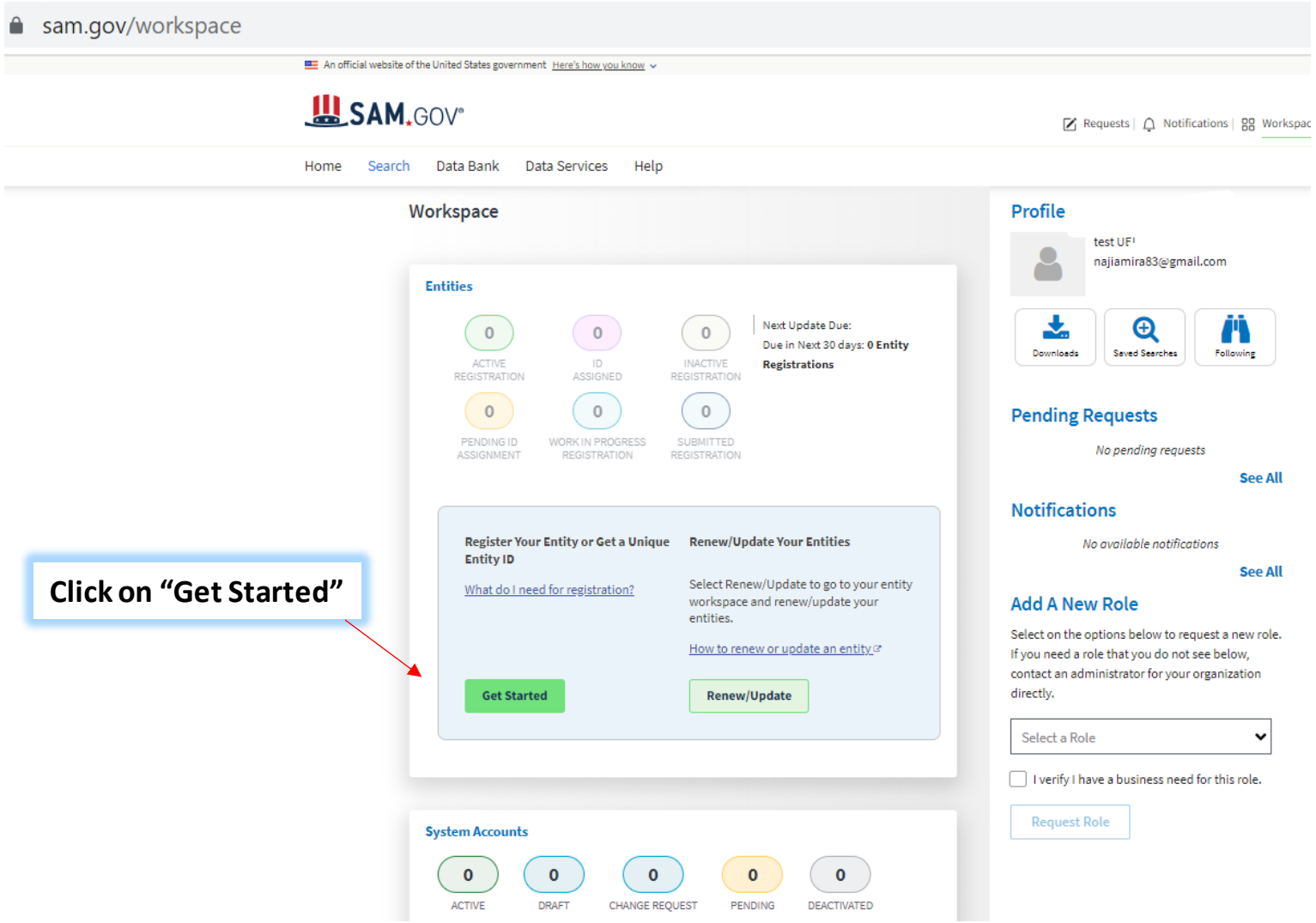
RFA 1_Specific Eligibility Criteria:

- **Step 17:**



RFA 1_Specific Eligibility Criteria:

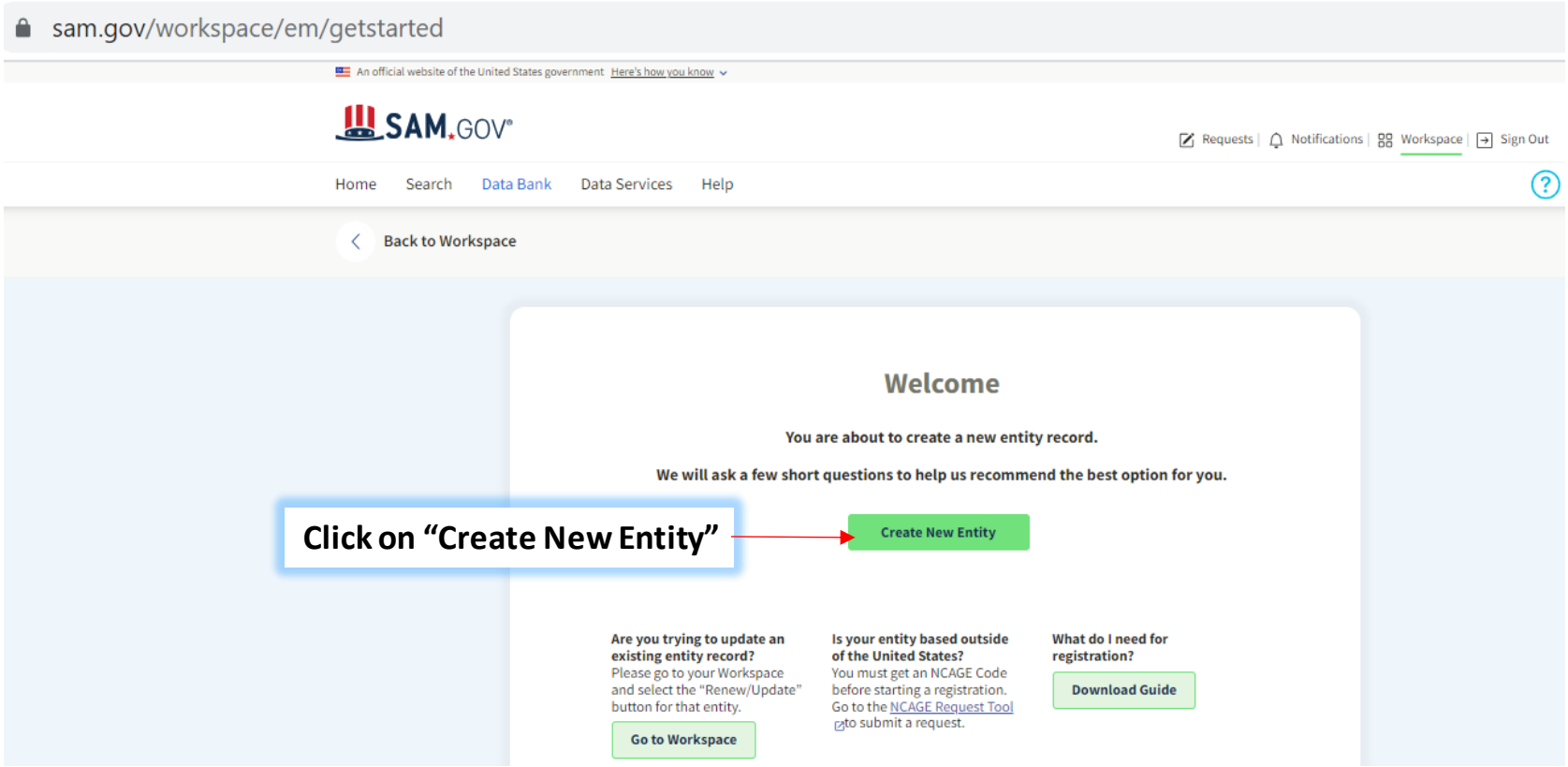
- **Step 18:**



Click on "Get Started"

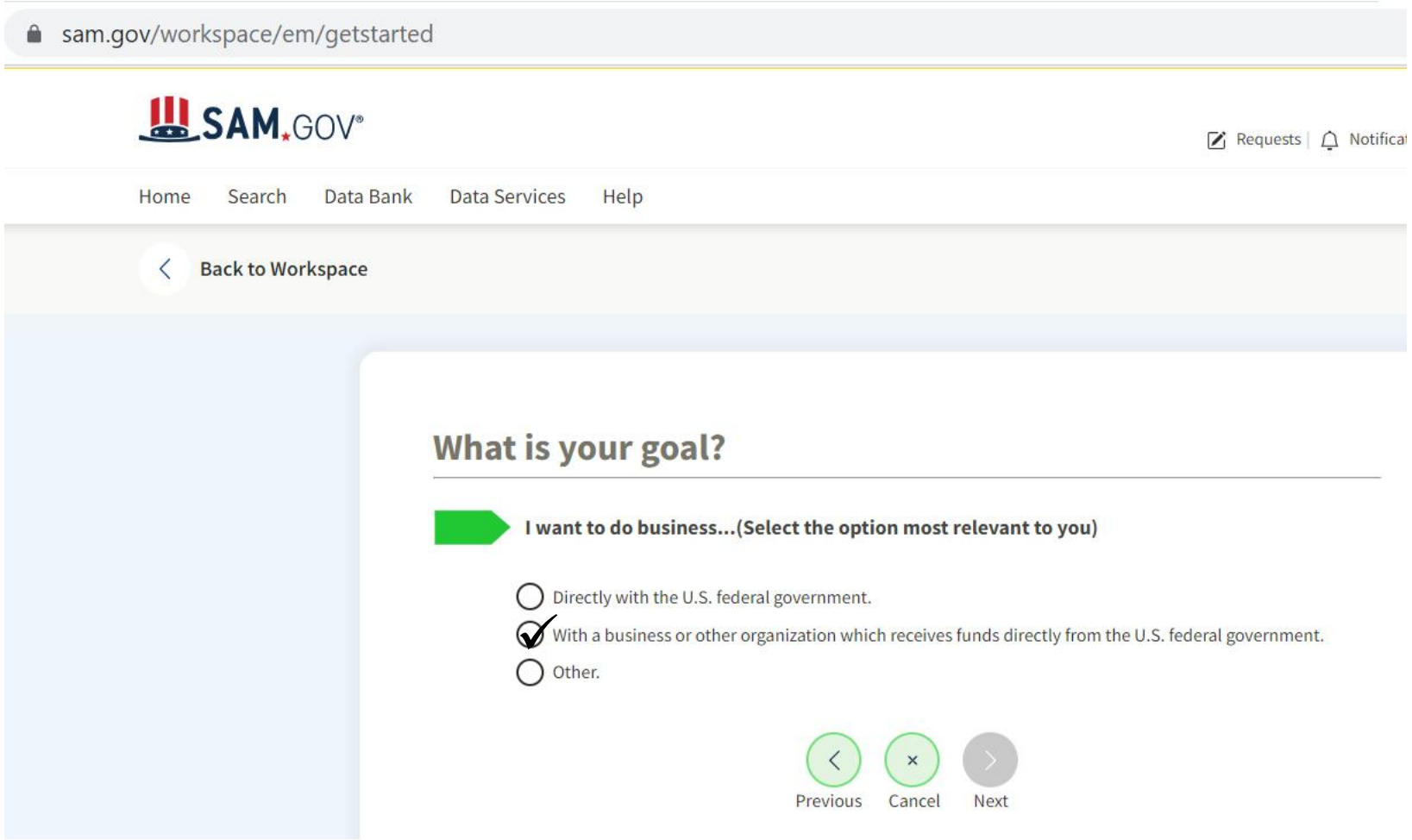
RFA 1_Specific Eligibility Criteria:

- **Step 19:**



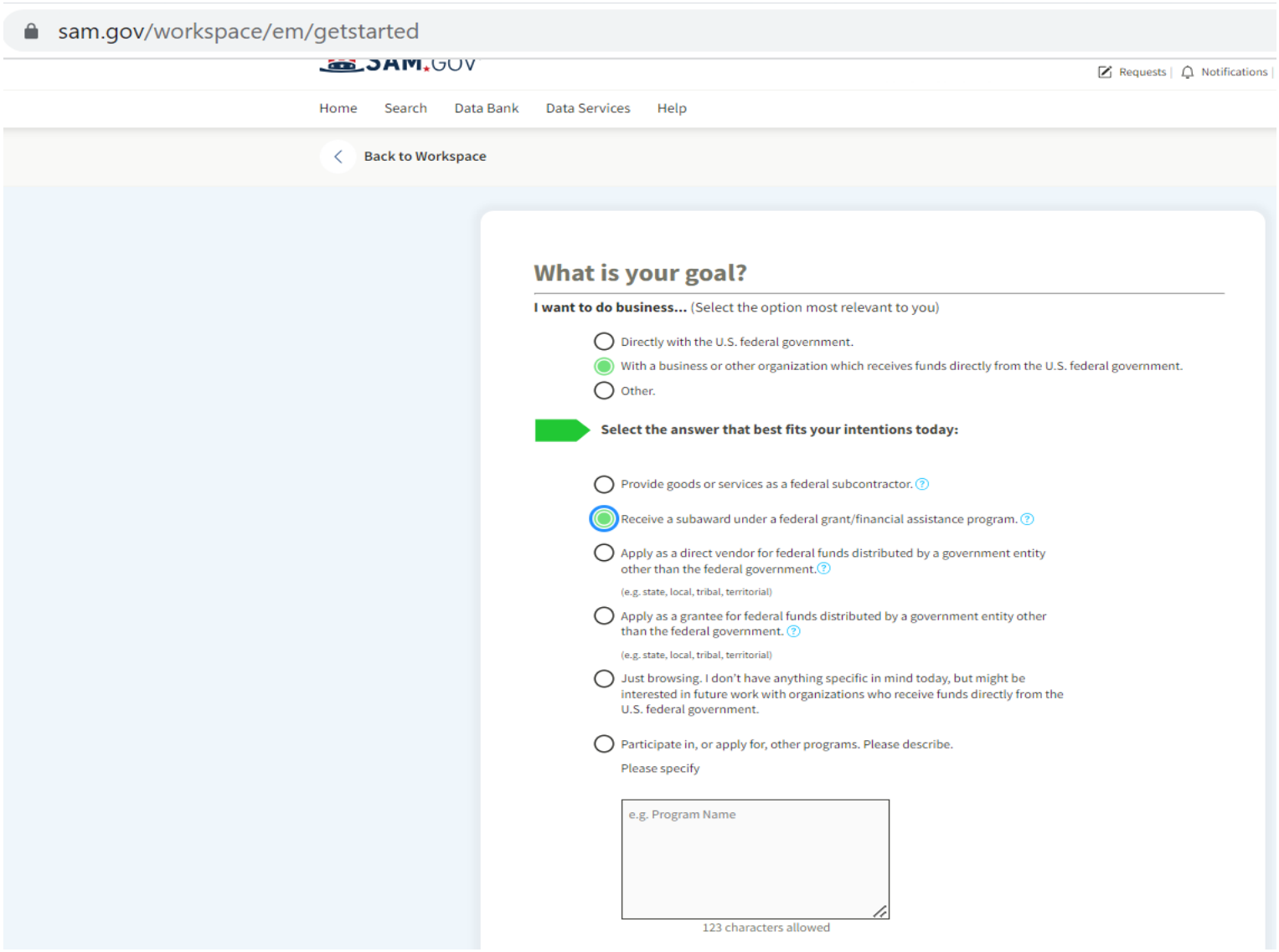
RFA 1_Specific Eligibility Criteria:

- **Step 20:**



RFA 1_Specific Eligibility Criteria:

- **Step 20:**



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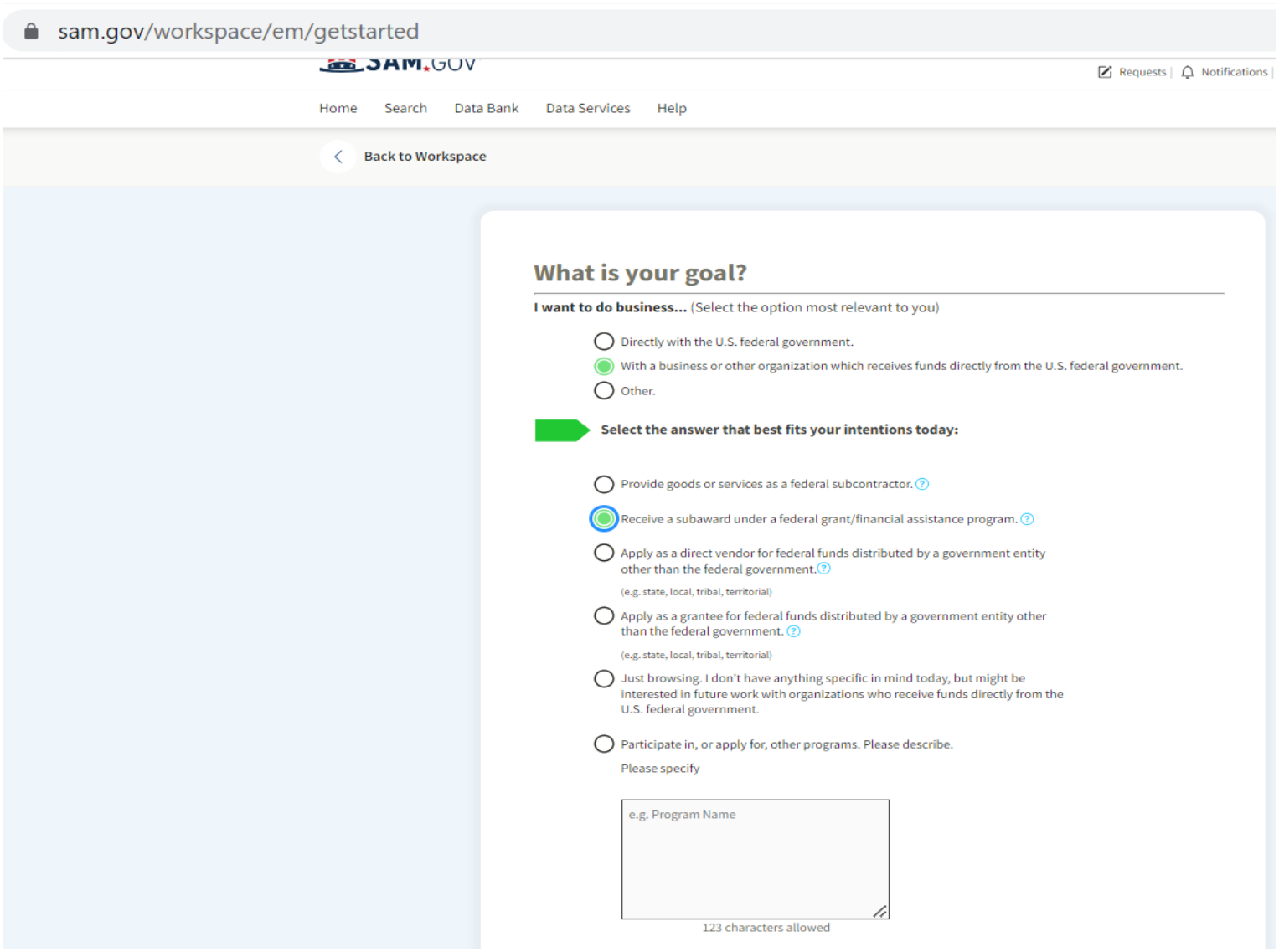
RFA 1_Specific Eligibility Criteria:

- **Step 20:**



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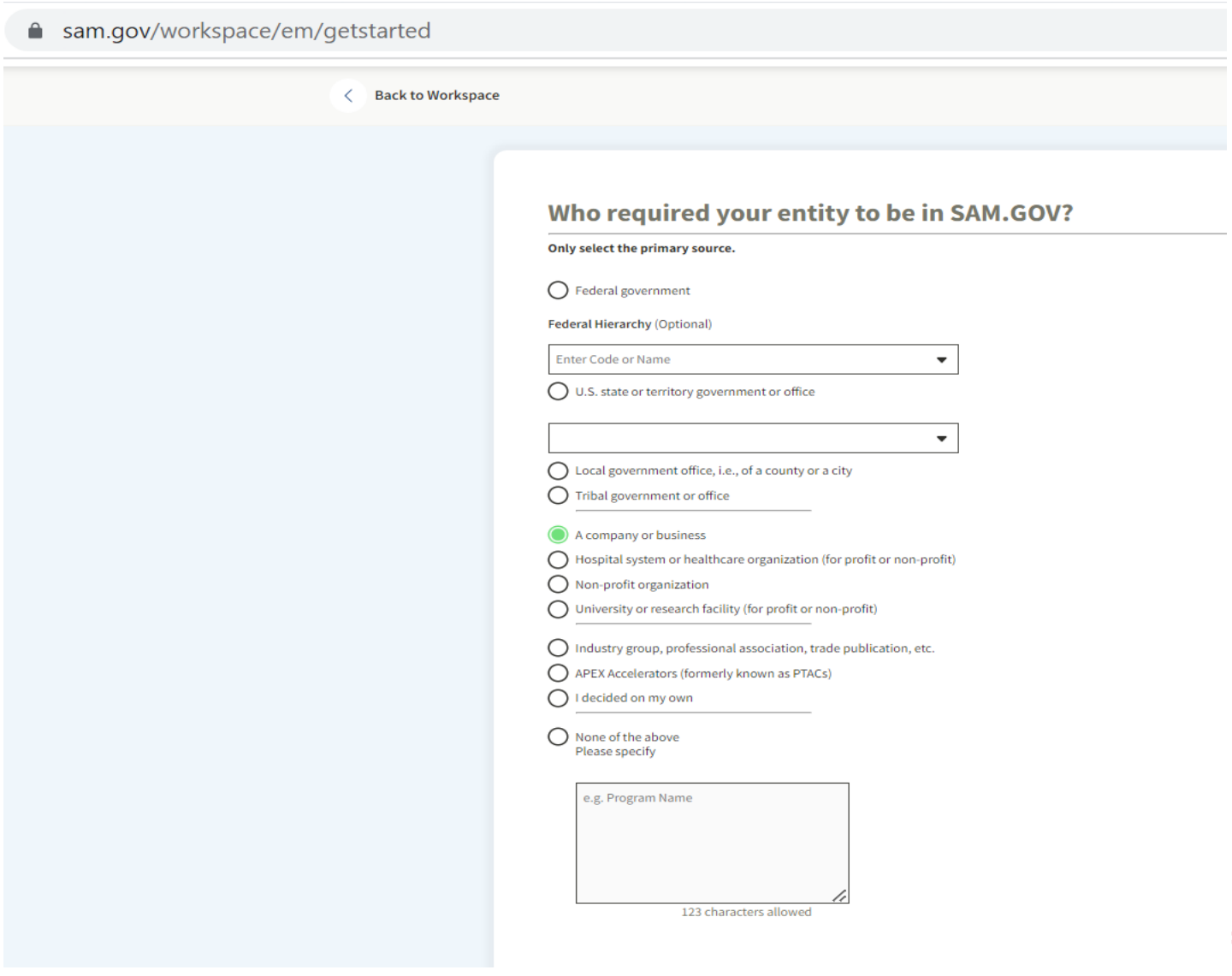
RFA 1_Specific Eligibility Criteria:

- **Step 21:**



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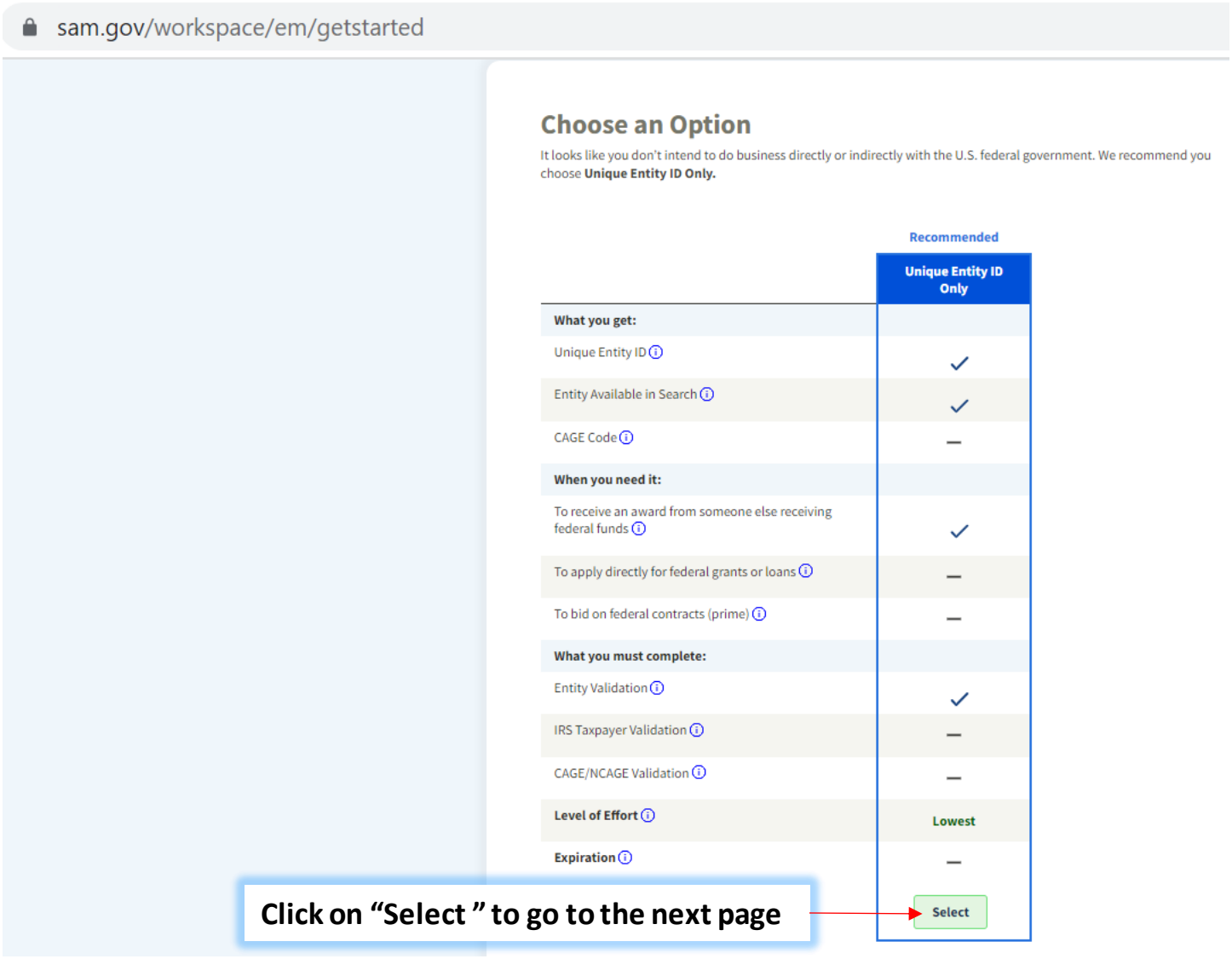
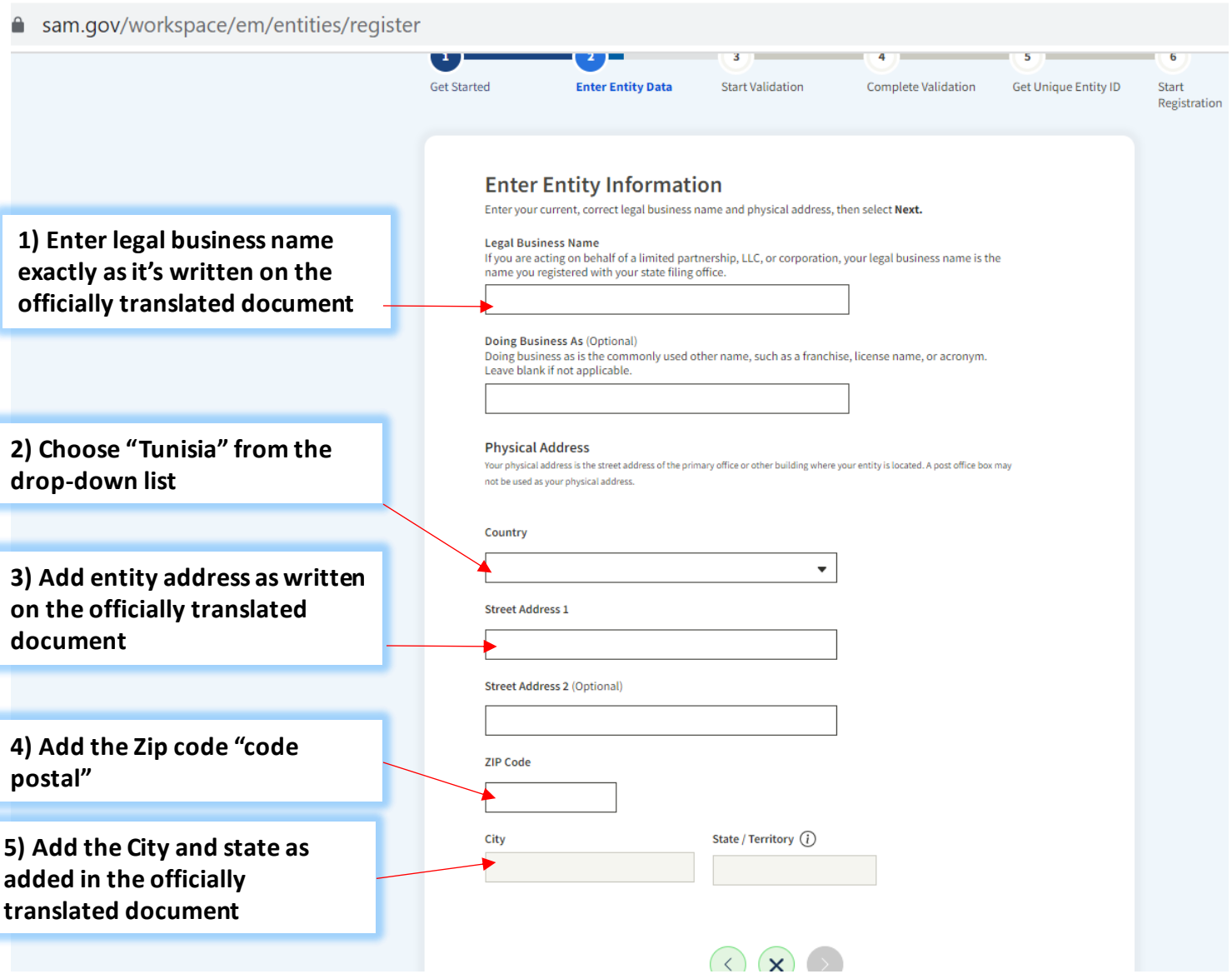
RFA 1_Specific Eligibility Criteria:

- **Step 22:**



RFA 1_Specific Eligibility Criteria:

- **Step 23:**



1) Enter legal business name exactly as it's written on the officially translated document

2) Choose "Tunisia" from the drop-down list

3) Add entity address as written on the officially translated document

4) Add the Zip code "code postal"

5) Add the City and state as added in the officially translated document

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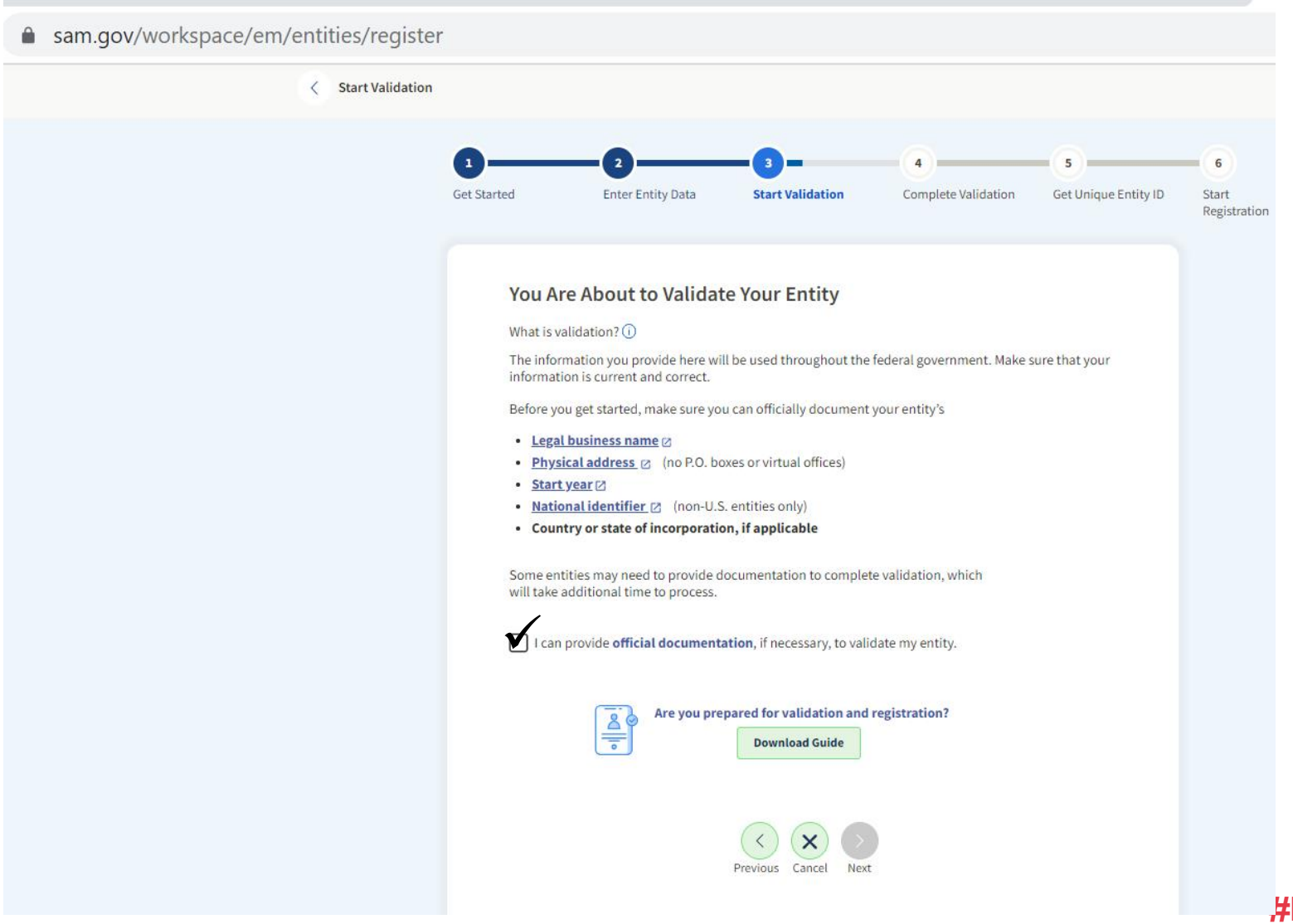
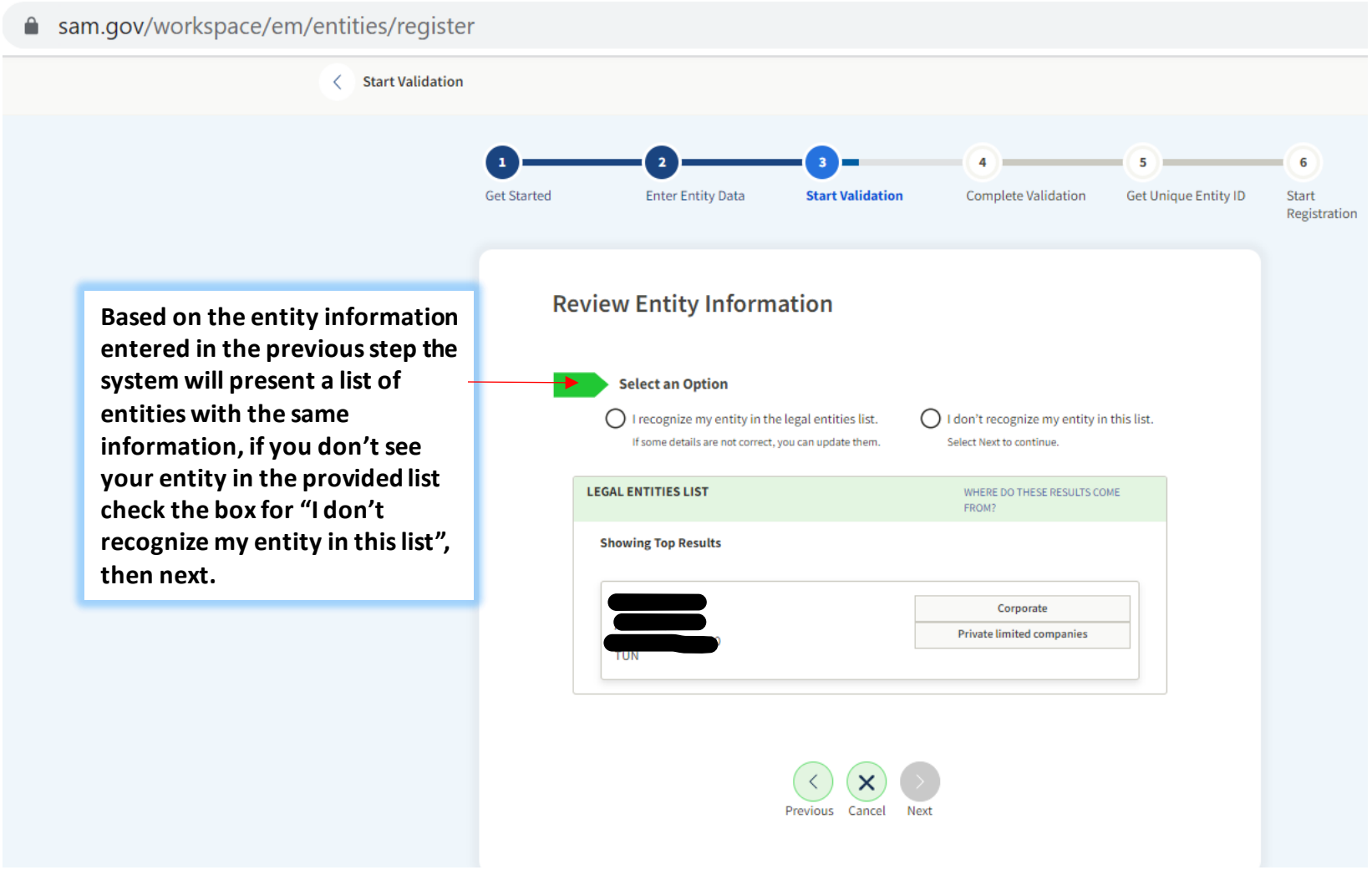
RFA 1_Specific Eligibility Criteria:

- **Step 24:**



RFA 1_Specific Eligibility Criteria:

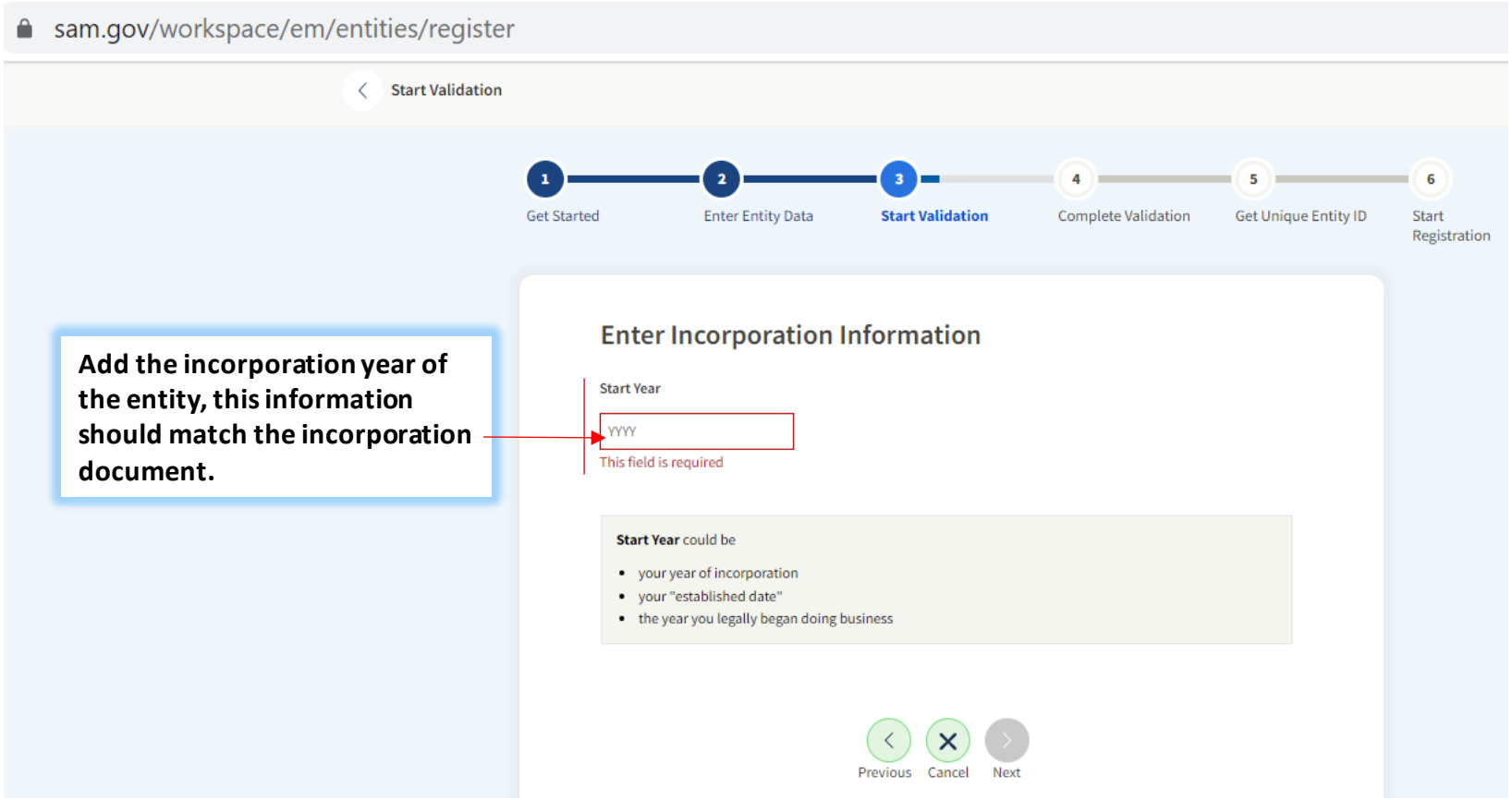
- **Step 26:**



Based on the entity information entered in the previous step the system will present a list of entities with the same information, if you don't see your entity in the provided list check the box for "I don't recognize my entity in this list", then next.

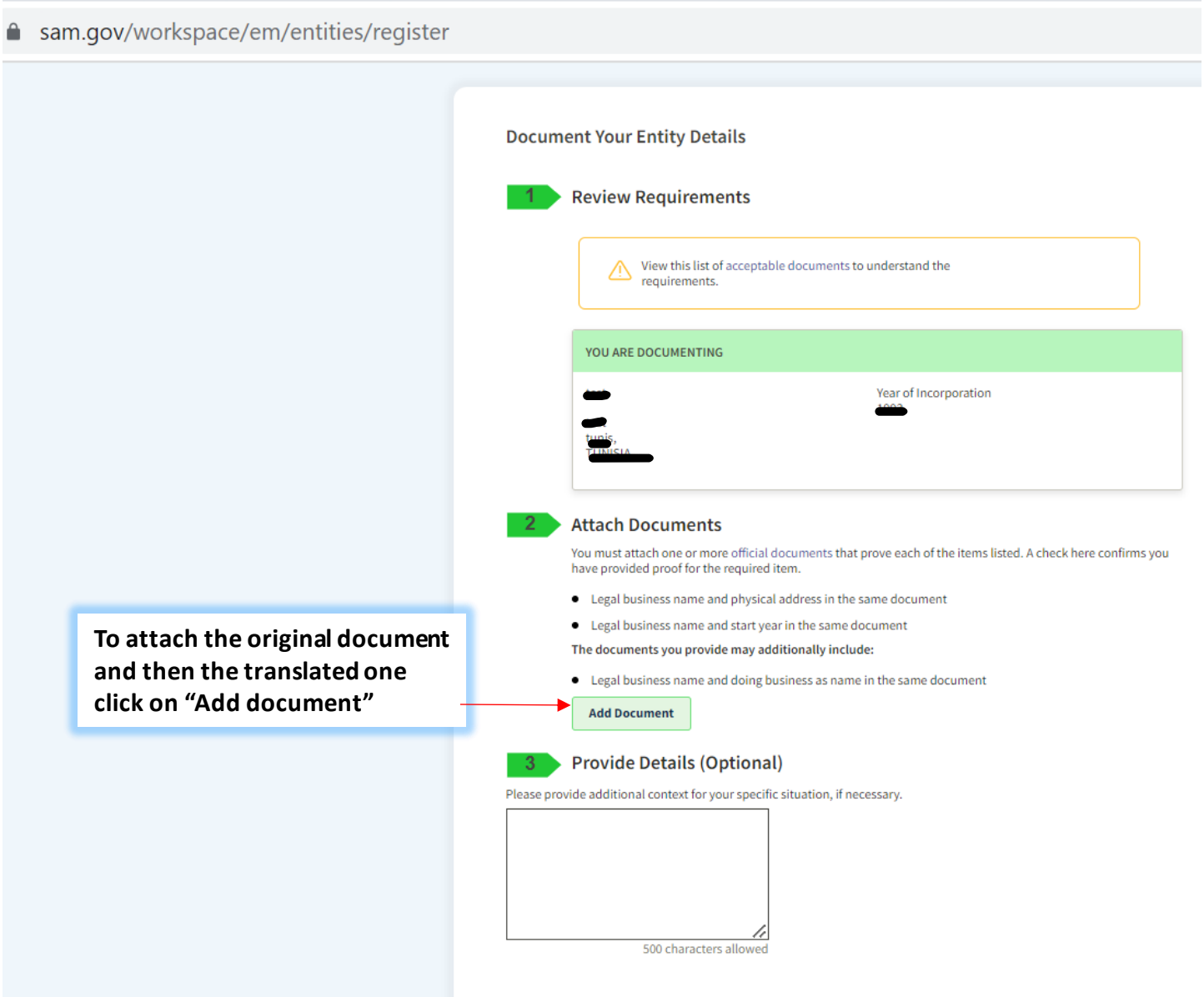
RFA 1_Specific Eligibility Criteria:

- **Step 26:**



RFA 1_Specific Eligibility Criteria:

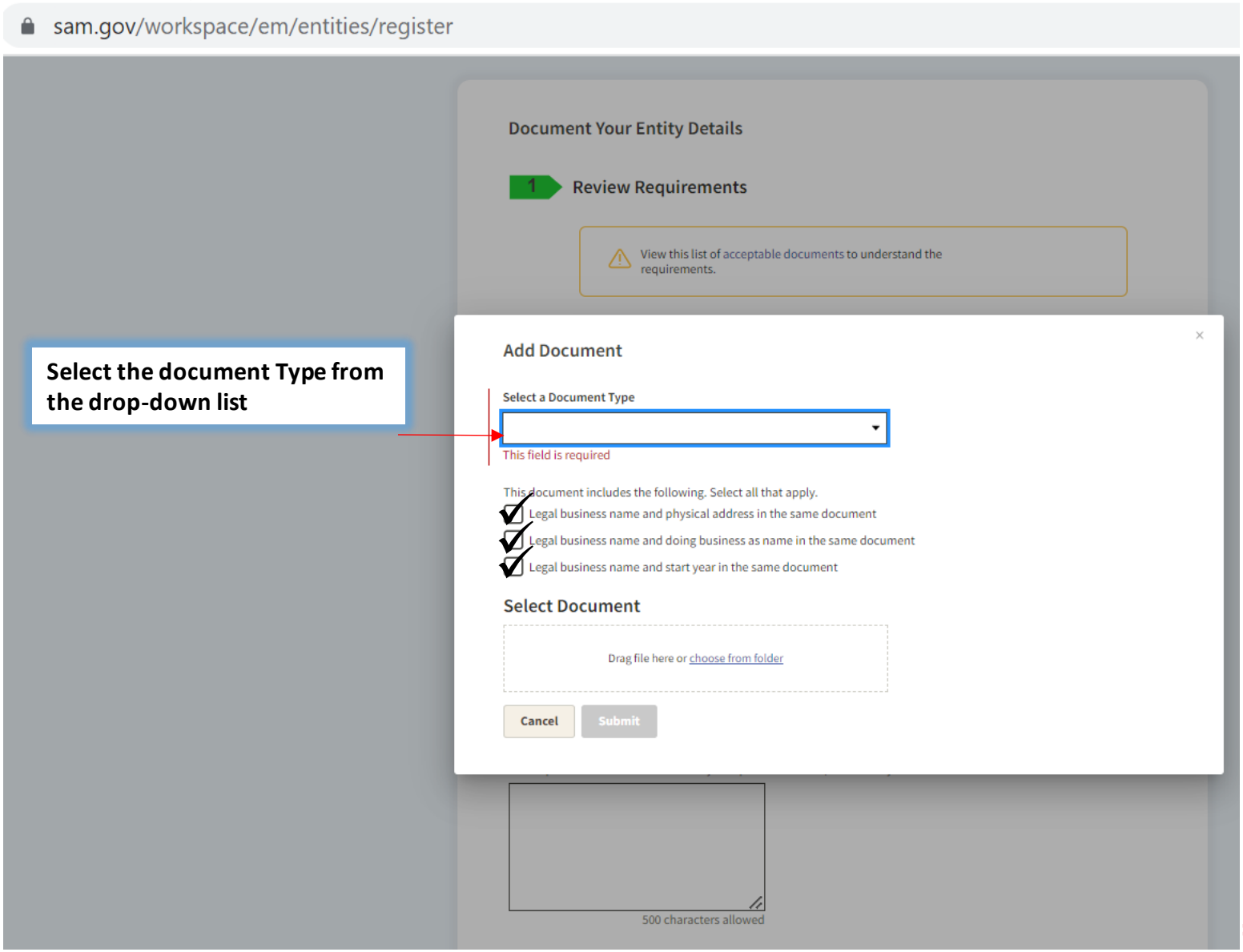
- **Step 27:**



To attach the original document and then the translated one click on "Add document"

RFA 1_Specific Eligibility Criteria:

- **Step 28:**



Select the document Type from the drop-down list

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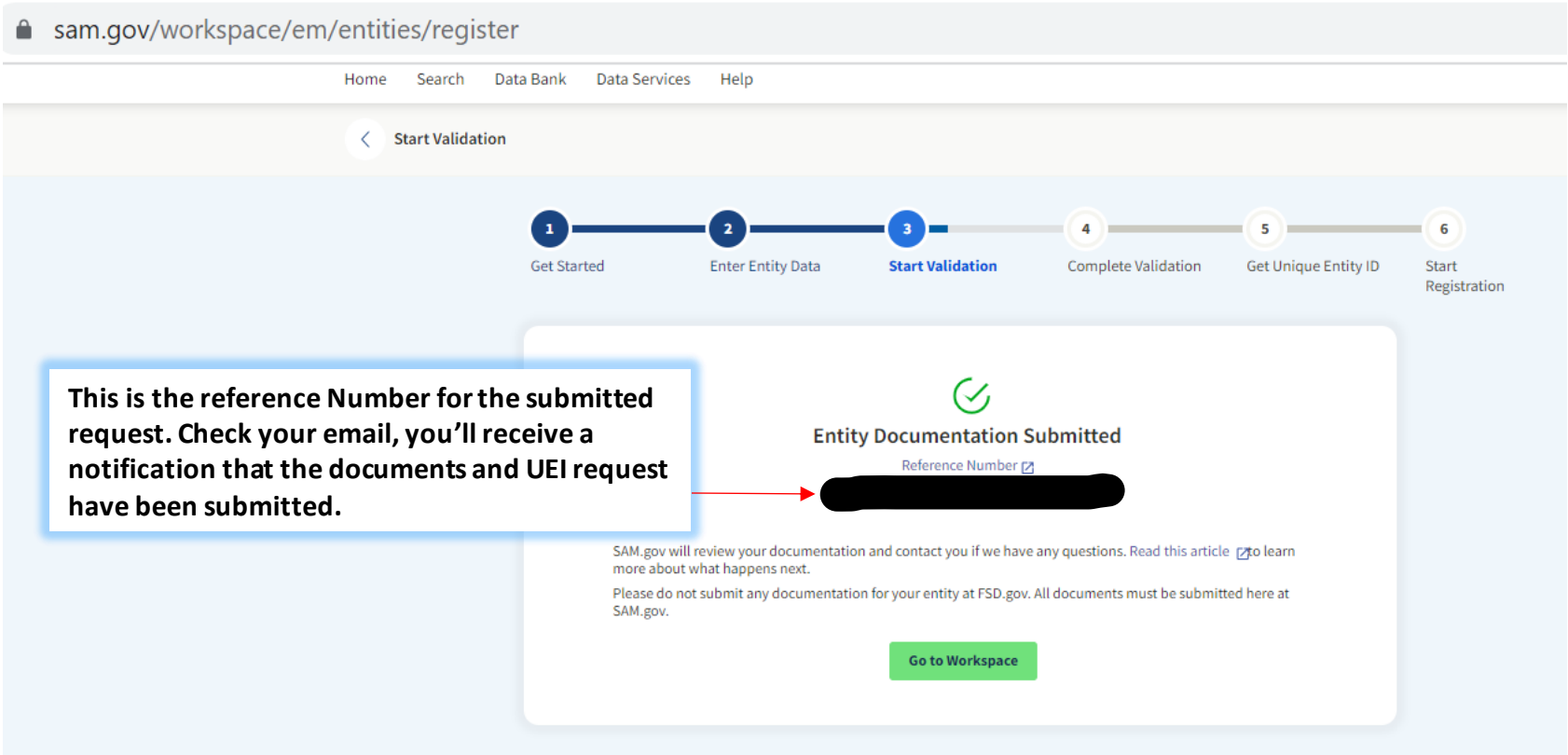
RFA 1_Specific Eligibility Criteria:

- **Step 28:**