

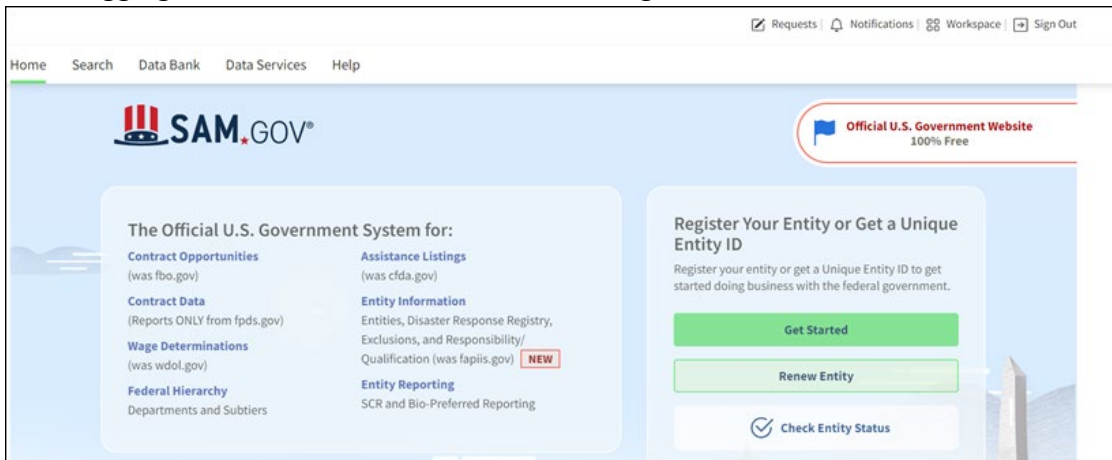


Request Your Free Unique Entity ID (UEI)

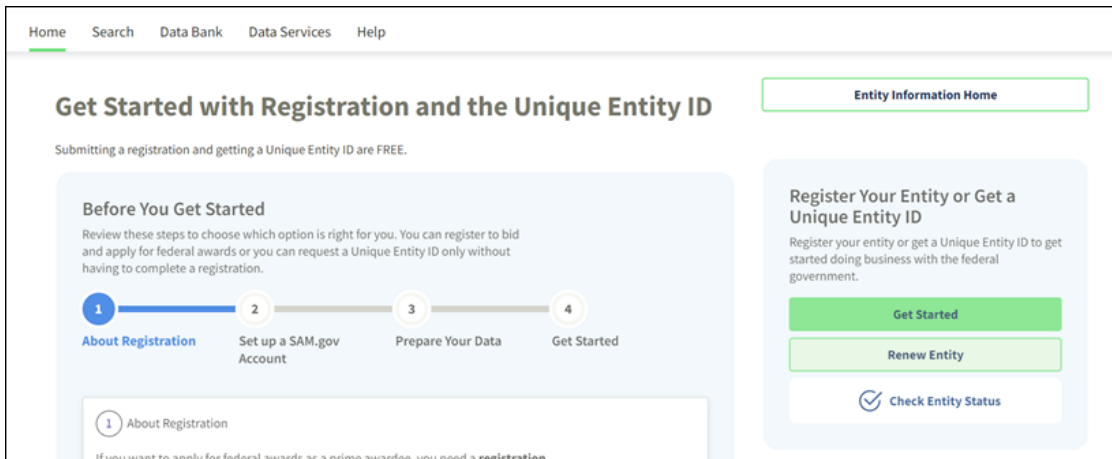
The federal government switched from DUNS Numbers to the Unique Entity ID (UEI) on April 4, 2022. All past, current, and future grantees of the Vermont Arts Council need to have a Unique Entity ID. **Grant awards will not be disbursed until a UEI is established.**

Follow these steps to request your free UEI:

1. Go to [SAM.gov](https://sam.gov) and create a login account.
2. After logging into SAM, under **Home** click on the green **Get Started** button.



3. It will re-direct you to another page with another button. Click on the green **Get Started** button again.



4. On the next page, you will need to click the **Create New Entity** button to answer different questions.

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

[Create New Entity](#)

Are you trying to update an existing entity record?
Please go to your Workspace and select the "Renew/Update" button for that entity.

[Go to Workspace](#)

Is your entity based outside of the United States?
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

Download Your Registration Guide

[Download Guide](#)

5. On the next page, select the second option: **"With a business or other organization which receives funds directly from the U.S. federal government."**

What is your goal?

▶

 I want to do business...(Select the option most relevant to you)

Directly with the U.S. federal government.

With a business or other organization which receives funds directly from the U.S. federal government.

Other.

X CANCEL


< PREVIOUS

NEXT >

6. Then, on the list that pops up, select the fourth option: **“Apply as a grantee for federal funds distributed by a government entity other than the federal government.”** Click Next.

With a business or other organization which receives funds directly from the U.S. federal government.

Other.

 **Select the answer that best fits your intentions today:**

Provide goods or services as a federal subcontractor. ⓘ

Receive a subaward under a federal grant/financial assistance program. ⓘ

Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ⓘ
(e.g. state, local, tribal, territorial)

Apply as a grantee for federal funds distributed by a government entity other than the federal government. ⓘ
(e.g. state, local, tribal, territorial)

Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.

Participate in, or apply for, other programs. Please describe.
Please specify

7. On the next page, select the second option, “U.S. state or territory government or office” and then select Vermont in the drop-down menu below it. Click Next.

Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

Enter Code or Name ▼

U.S. state or territory government or office

Vermont x ▼

Local government office, i.e., of a county or a city

Tribal government or office

Other

8. The next page should recommend that you choose the option to request a Unique Entity ID Only. Scroll down the page and click on **Select**.

Choose an Option

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose **Unique Entity ID Only**.

	Recommended
What you get:	Unique Entity ID Only
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	

CAGE/NCAGE Validation ⓘ	—
Level of Effort ⓘ	Lowest
Expiration ⓘ	—
	Select

See other options if you believe you need more than a Unique Entity ID

9. You will then be directed to the page **Enter Entity Information**. Enter the correct legal information for your entity. Typically, how you registered with the Vermont Secretary of State should be sufficient for the UEI entity information. *PO Boxes may not be used as the physical address.*

1 Get Started **2** Enter Entity Data **3** Start Validation **4** Complete Validation **5** Get Unique Entity ID

Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

10. After you enter the information and validation is completed, then you should receive your UEI within seconds. If further validation is needed, an incident will be created.

Questions?

If you need additional help requesting the UEI, try calling the **Federal Service Help Desk** at **866-606-8220**. You can also [live chat with a support representative](#) during their working hours.