

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 Number. If you do not have a DUNS Number, leave the field blank. 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

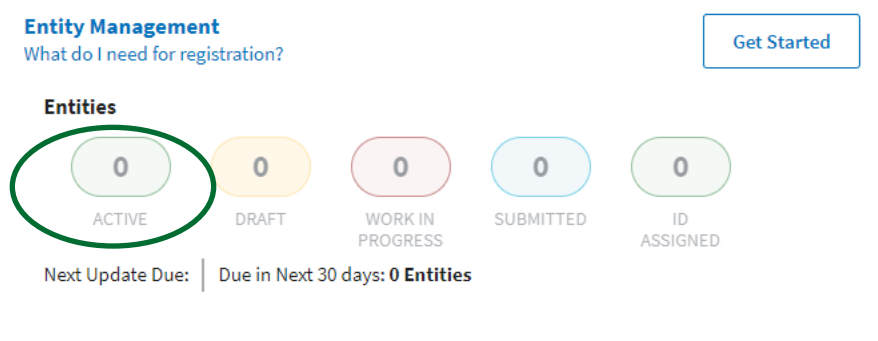
Password

☐ Show password

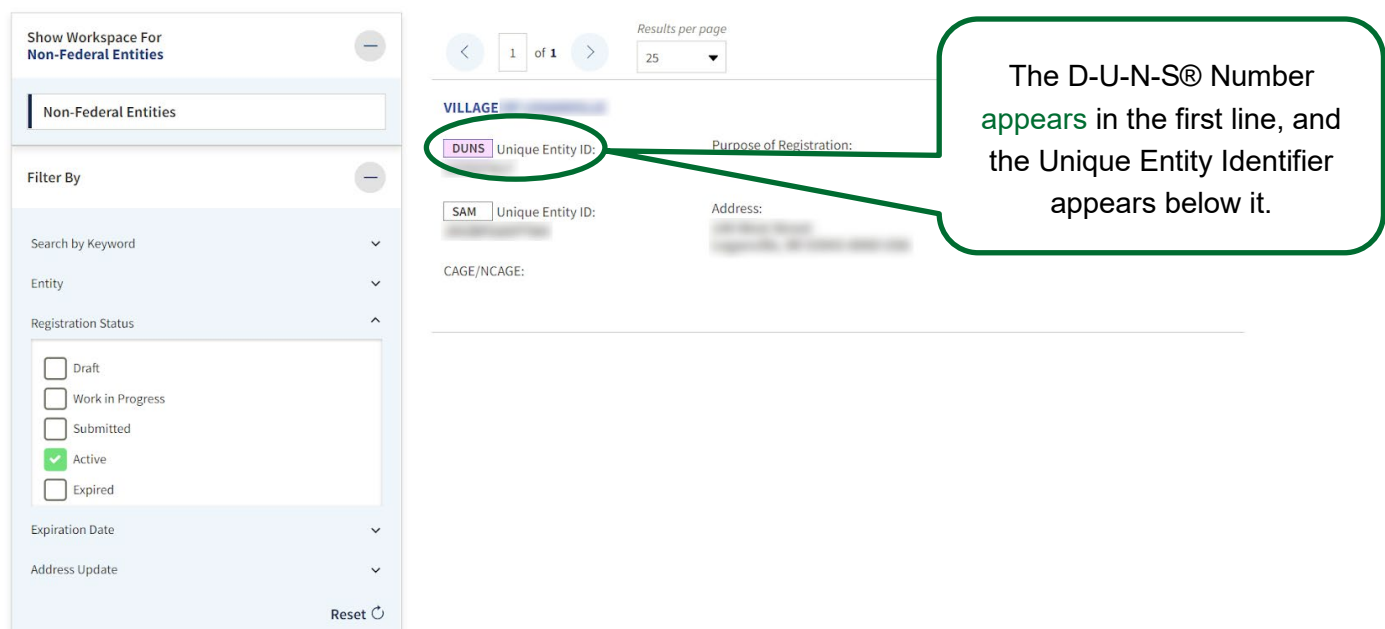
Sign in

Create an account

- 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

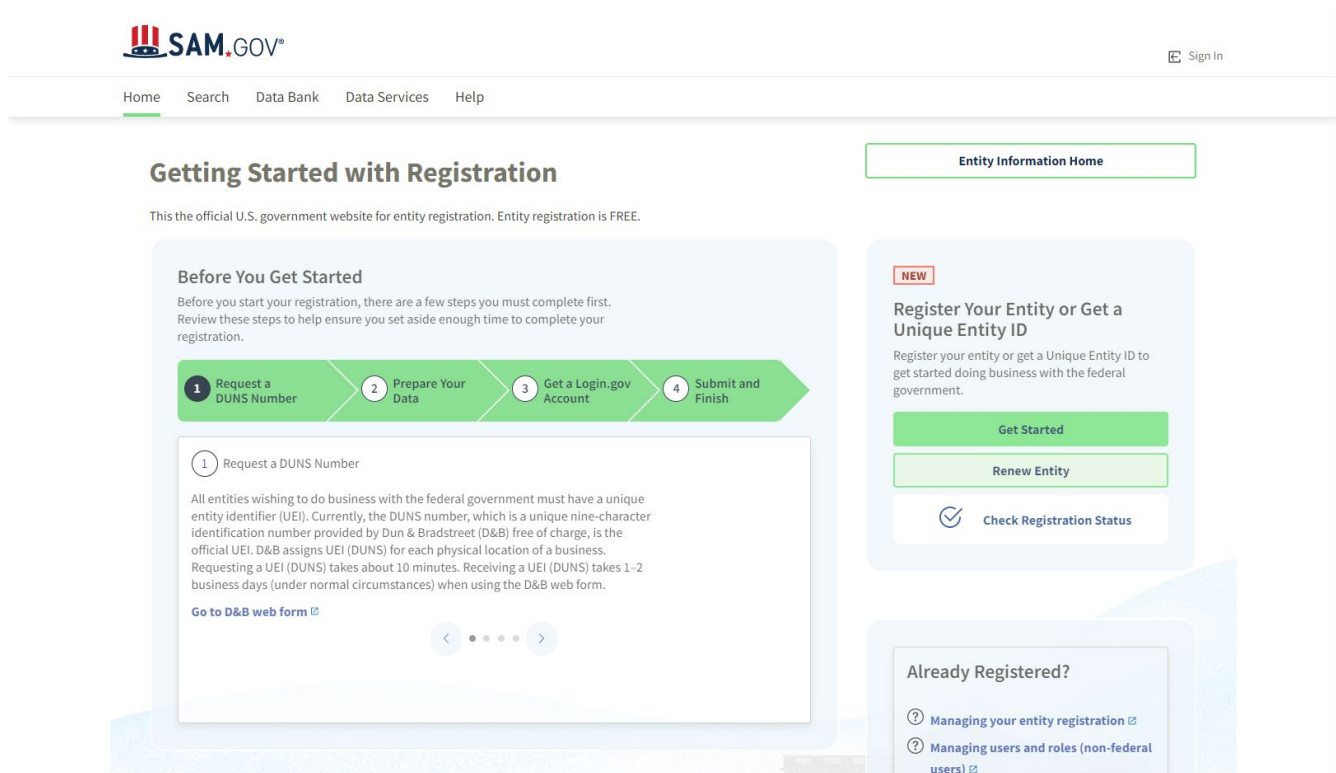
SAM is an official website of the U.S. government that consolidates the functionality of previous systems, such as the Central Contractor Registration (CCR). Registering is free of charge.

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."

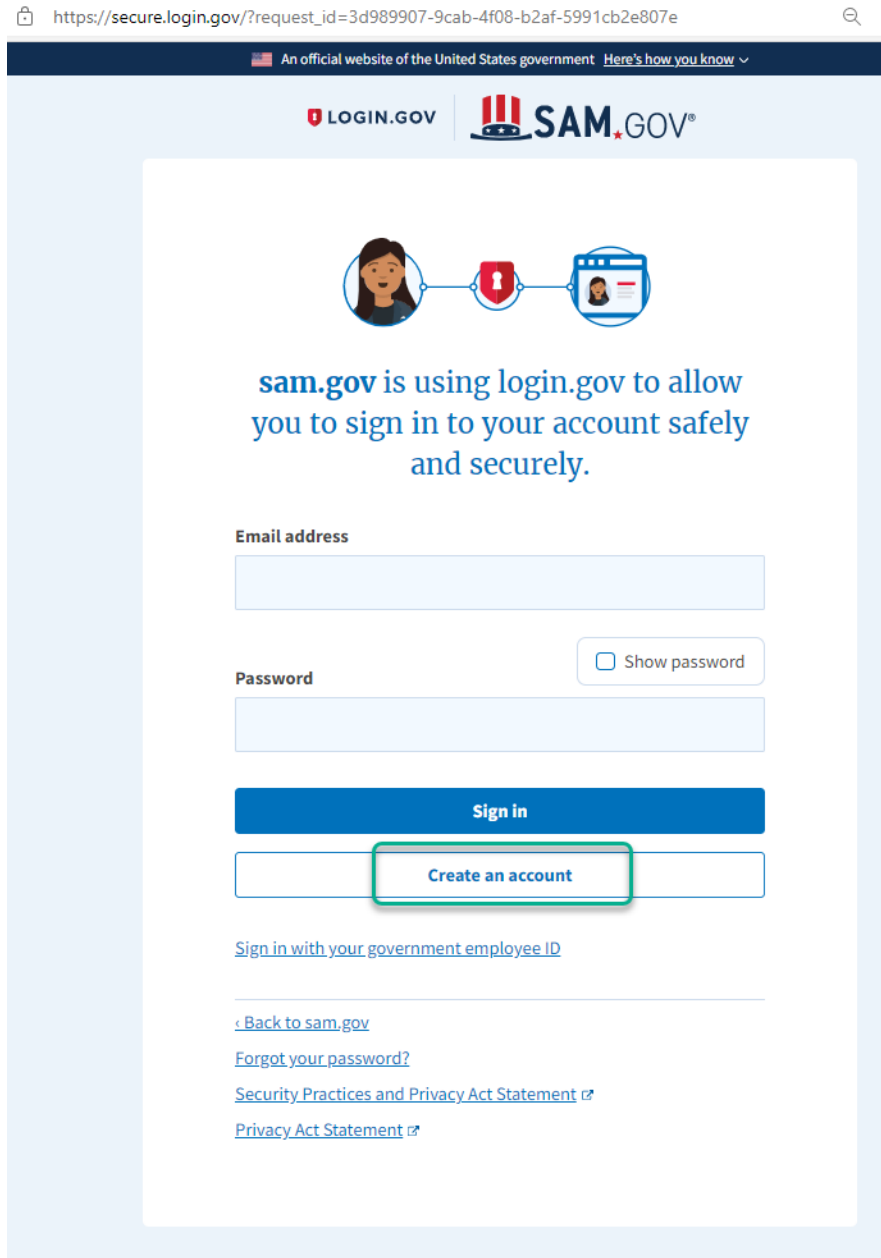
The screenshot shows the SAM.gov homepage. At the top, there's a navigation bar with links: Home, Search, Data Bank, Data Services, and Help. Below this, a large banner area features the SAM.gov logo and a "Get Started" button highlighted with a green box. To the left of the banner, there's a section titled "The Official U.S. Government System for:" with links to various services like Contract Opportunities, Assistance Listings, Contract Data, Entity Information, Wage Determinations, Entity Reporting, Federal Hierarchy, and Exclusions. To the right, there's a "Register Your Entity or Get a Unique Entity ID" section with a "Get Started" button. Below the banner, there's a search bar with the text "Already know what you want to find?" and a dropdown menu for "Select Domain...". Below the search bar, there's a section titled "Announcements" with several news items, including "New UEI transition help page on SAM.gov", "The Keyword Search in SAM.gov Gets an Upgrade", "New! You can get a Unique Entity ID (SAM) on SAM.gov", "Find Help with UEI questions at FSD.gov", and "New FPS-Protected Federal Facility Entrance Requirements". To the right of the announcements, there's a section titled "Have Questions about SAM.gov?" with a video player showing a "How to Search" video and a "Frequently Asked Questions" section with links to various questions.

- 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.



The screenshot shows the SAM.GOV website's "Getting Started with Registration" page. At the top, the SAM.GOV logo is on the left, and a "Sign In" link is on the right. Below the logo is a navigation bar with links: Home, Search, Data Bank, Data Services, and Help. The main heading is "Getting Started with Registration", followed by the text "This is the official U.S. government website for entity registration. Entity registration is FREE." Below this, there are two main sections. The left section, titled "Before You Get Started", contains a four-step process: 1. Request a DUNS Number, 2. Prepare Your Data, 3. Get a Login.gov Account, and 4. Submit and Finish. The first step is expanded, showing details about the DUNS number and a link to "Go to D&B web form". The right section, titled "Register Your Entity or Get a Unique Entity ID" (marked as "NEW"), includes instructions and buttons for "Get Started", "Renew Entity", and "Check Registration Status". At the bottom right, there is an "Already Registered?" section with links for "Managing your entity registration" and "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®



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](#)

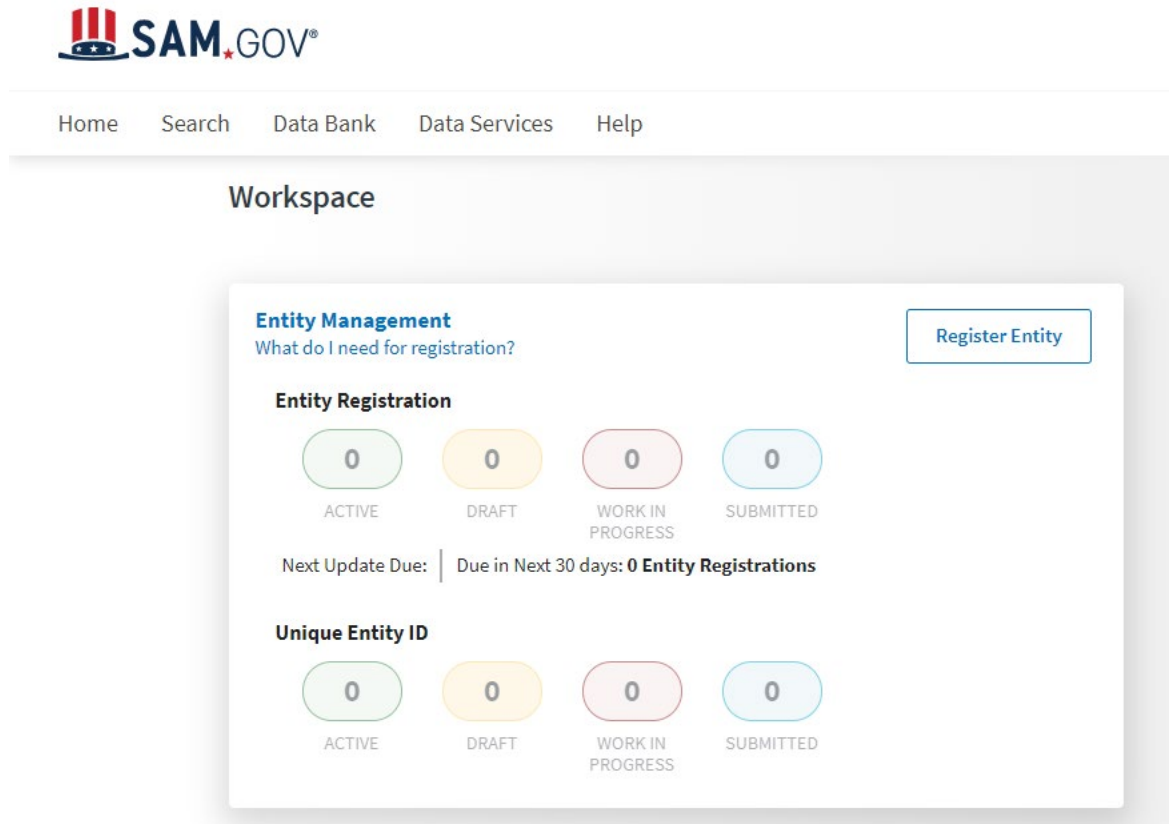
[Forgot your password?](#)

[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](#).