

Fiscal Year 2022 Unique Entity Identifier Support Guide for Small, Rural School Achievement Grantees

Purpose: To access fiscal year (FY) 2022 SRSA funds, each grantee local educational agency (LEA) must have a unique entity identifier (UEI) that is registered and active in [SAM.gov](https://sam.gov). If your LEA has a UEI in SAM.gov, it must also have an active UEI registration in SAM.gov. Start with Step 1 in the below guide and identify which of the following scenarios best fits your LEA's current situation and follow *all* steps under the scenario.

- **Step 1: Verify if your LEA has a registered UEI**
 - Learn more about the difference between “signing up” for a UEI and registering a UEI in SAM.gov [here](#).
 - Check the registration of your UEI in the [SAM.gov Status Tracker](#).
 - If your LEA has obtained a UEI but it is not yet registered in SAM.gov, proceed to Step 2. In this situation, that it will say “ID Assigned” when you view your LEA’s UEI in SAM.gov.
 - If your LEA’s UEI is registered but inactive, proceed to Step 3.
 - If your LEA’s UEI has an active registration in SAM.gov through August 2022, there are no next steps.
 - If your LEA does not have a UEI in SAM.gov, proceed to Step 4.
- **Step 2: Register your LEA’s UEI in SAM.gov**
 - If your LEA has obtained a UEI but not registered it in SAM.gov, watch [this video](#) and then follow these [steps](#) to register the UEI in SAM.gov. Review the entity registration checklist [here](#) to prepare for the registration process.
 - Note: if your previous SAM.gov account holder is no longer with the LEA, you may need to follow additional [steps](#) to gain “Entity Administrator” status, which allows you to make changes to your LEA’s UEI.
- **Step 3: Renew your LEA’s UEI registration in SAM.gov**
 - If your LEA’s UEI has an inactive or expired registration in SAM.gov, go to your Entity Management Workspace (available from the [Entity Registration page](#) under the “Already Registered?” box on the right side of the page) to renew your entity registration (which is the process for reactivating a UEI). Use the following FAQ guides as needed to renew your SAM.gov registration.
 - Watch [this video](#) for an overview of entity registration and management.
 - [How to become the new entity administrator for your entity](#): if your previous SAM.gov account holder is no longer with the LEA, you may need to follow these additional steps become the “entity administrator,” which allows you to make changes to your LEA’s UEI. For more information on role requests and assignments in SAM.gov, see this [support video](#).
 - [What to do if you forgot your MPIN](#): an MPIN is needed to update the registration. Follow these steps if you do not have record of your LEA’s MPIN.
 - [How to update your registration](#)
 - [How to update entity name or address](#)

- [How to update financial information](#)
- [How to update entity Points of Contact information](#)
- [Support video regarding Entity Registration-Core Data](#)
- **Entity Validation Guide:** as a part of the UEI renewal process, you will need to validate your entity. See this guide for an explanation of the process, as well as FAQs and how to handle entity validation issues.
- [Next steps after updating entity's legal business name at SAM.gov:](#) if you updated your LEA's name during the updating process, you must follow these additional steps.
- **Step 4: Obtain and register a UEI in SAM.gov**
 - If your LEA does not have a UEI in SAM.gov, create a new registration by going to [SAM.gov](#) and clicking on the "Get Started" link under the "Register Your Entity..." heading in SAM.gov. LEAs must complete the "Register Entity" registration option and **NOT** the "Get a Unique Entity ID" option. The "Get a Unique Entity ID" option, which is not a full registration, is only available to entities for reporting purposes. View this [guide](#) and watch this [video](#) for more information on registering the UEI.
 - Once you receive confirmation that your UEI was successfully registered, email your UEI to REAP@ed.gov. Include your LEA's name and application tracking number in the email if possible.

Frequently Asked Questions (FAQs)

- **I cannot validate my entity information in SAM—what do I do next?**
 - See [this guide](#) for an explanation of the process, as well as FAQs and how to handle entity validation issues. We also recommend reviewing the [Seven Common Reasons Entity Validation Documents Get Rejected](#), which includes the following examples:
 - You didn't include the specific request you're making in the text box of your ticket
 - You attached the correct document, like a bank statement, but it's too old
 - You attached documents demonstrating your physical address using a P.O. box
 - You attached poor quality documents.
 - SRSA grantees often have validation issues due to the "date of incorporation." If your LEA used the above guide and cannot provide the necessary documentation, we recommend reaching out to your [REAP State Coordinator](#) for support in acquiring necessary documentation.
- **I need to change the name and/or address associated with the UEI—what do I do next?**
 - You must be an entity administrator to update the UEI information. If you are not an entity administrator, follow [these steps](#) to request an entity administrator role for you LEA's UEI.
 - Follow [these steps](#) to update your LEA's information.
 - NOTE: you may need to upload documentation to verify your entity's name and/or address.
- **My LEA recently changed its UEI and received a new number—what do I do next?**
 - After receiving confirmation that your new UEI was created, ensure that the UEI is then registered in SAM.gov by following these [steps](#).

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- Then, email your UEI number to REAP@ed.gov. Include your LEA's name and application tracking number in the email.
- **Multiple UEIs were created in the process of trying to update my LEA's UEI—what do I do next?**
 - To delete a work in progress (WIP) registration and continue a renewal/update if validation fails, download a guide [here](#).
- **Why am I being asked for my driver's license and other personal information?**
 - Identity proofing is the process of verifying that you are who you say you are and is required for entity administrator access. For SAM.gov, it involves supplying identifying information about yourself to login.gov. Login.gov will use the information to check your identity. You will be asked to provide your Social Security Number (SSN) and upload a photograph of your state-issued ID so that login.gov can verify that information against Department of Motor Vehicles (DMV) records. You must also provide your phone number, which is validated against your known phone bill to verify your address. Your address can also be verified by U.S. mail as a backup method.
- **The above instructions are not working for me—what do I do next?**
 - If you need additional support in registering a UEI in SAM.gov, please refer to the [Federal Service Desk \(FSD\)](#). You can use the FSD search feature or, once you login, the live chat or create an incident features.