

Steps to Obtain a Unique Entity Identifier (UEI)

As recipients of Federal Funding passed down through the State of Ohio, KnowledgeWorks is required to follow all applicable laws and regulations governing the rules of use of those federal funds. These rules include verifying that vendors/subcontractors/subrecipients are eligible to conduct business with the use of Federal funds. According to 2 CFR Part 180, vendors/subcontractors/subrecipients must not be debarred or suspended. As part of the bid process, you are required to register with Sam.gov and obtain a UEI. Sam.gov is a searchable U.S. Government database that includes entity information and will identify the exclusion status of a vendor/subcontractor/subrecipient.

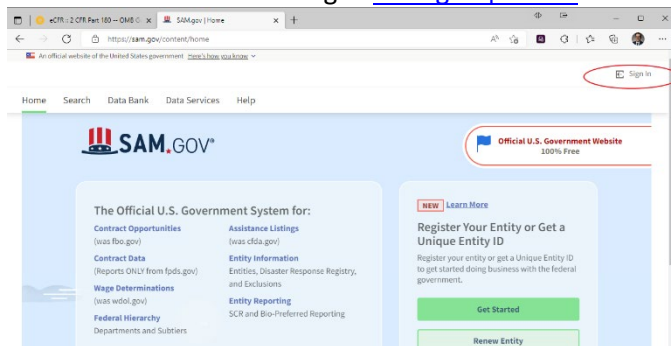
Outlined below are the steps to register on SAM.gov and obtain a UEI, if you do not already have an account. For more information follow the steps below or watch this [video](#).

Account Setup

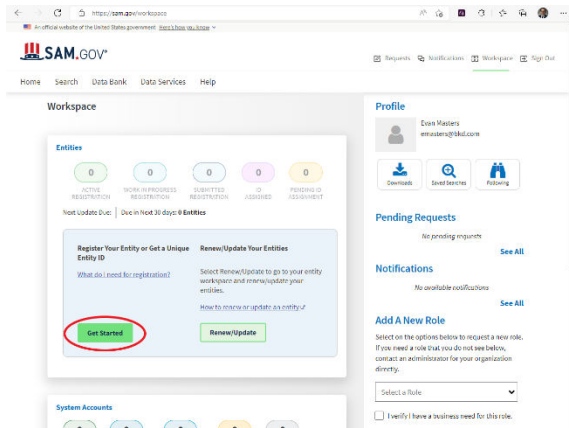
- Go to [Login.gov](#) and click “Sign in with Login.gov” in the upper righthand corner.
- Use your email to create your account.
- Check your email for a link to finish registering your account.
- Create your password. (Your account will now be established.)
- Select Text or Voice Message as your authentication method.
 - It is best if you use your cell phone for this so that you can receive a text with your authentication code
- Once you have added your phone number and received your authentication code, your account will be activated.

Requesting a Unique Entity Identifier (UEI)

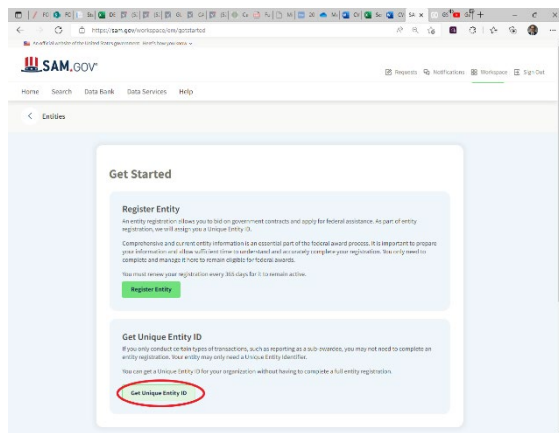
- Go to Sam.gov [SAM.gov | Home](#)



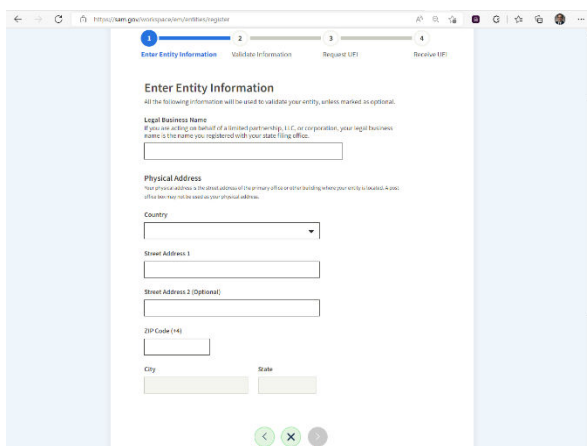
- Click on the Sign In button in the top right corner.
- Enter your login credentials.
- You will then be prompted to receive an authentication code to be sent to your phone. Enter that code and you will be taken to the Workspace page.
- From there, click on the green Get Started box.



- Then select the Get Unique Entity ID box.



- Fill out the form with:
 - Legal Business Name
 - Physical Address with zip+4



- Follow the remaining steps to have your UEI number generated.
- Make sure to check the box that Authorizes public search so that KW will be able to locate your UEI record.