



Division of Child Care & Early Childhood Education  
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## MEMORANDUM

TO: ALL USDA PROGRAMS  
FROM: DCCECE / HNU  
DATE: OCTOBER 21, 2022  
SUBJECT: DUNS to Unique Entity ID (SAMS) Transition

### **Instructions for Transitioning from DUNS to Unique Entity ID (UEI)**

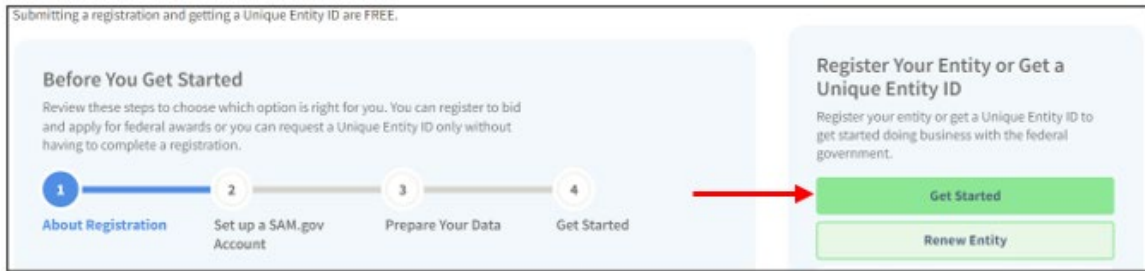


The transition to your Unique Entity ID (UEI) number is **FREE** and can be obtained for **FREE** via the SAM.gov homepage. Follow these quick steps to get started:

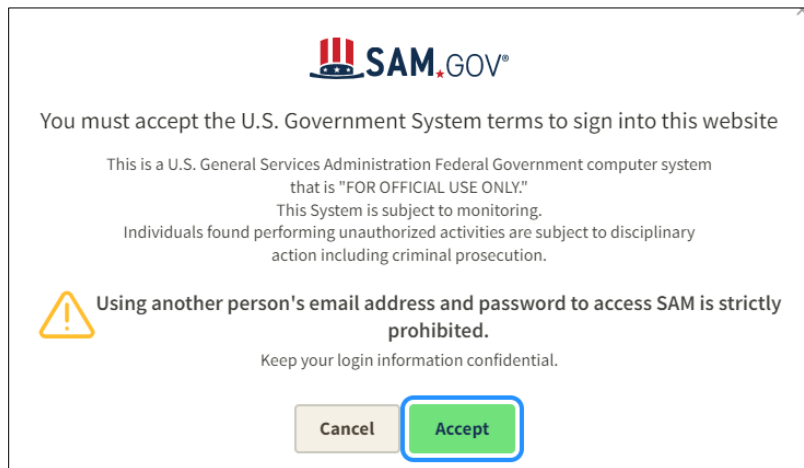
- Click the on the link: [SAM.gov](https://sam.gov)
- Depending on your browser the pop-up message below may appear. Click on the green “OK” button.



- Click on the green “Get Started” button twice.



- Click the green “Accept” button



- You should then be redirected to Login.gov/ SAM.gov and click on the “Create an account” button.



**Please Note:** Once the email account has been created the following will occur:

- You will receive a pop-up requesting for you to verify your email address
- Once you verify your email address, you will need to log in again
- You will click on the “Get A Unique Entity ID”, and it will ask you to upload one of the following documents:
  - Your Articles of Incorporation
  - Bank Statement
  - Utility Bill

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under HNP Mass Alerts 2022. Thank you so much for all that you do to feed the children of Arkansas.