



Division of Child Care & Early Childhood Education
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MEMORANDUM

TO: All USDA Programs
FROM: DCCECE / HNU
DATE: January 23, 2023
SUBJECT: DUNS to Unique Entity ID (SAMS) Transition – Deadline is February 14, 2023



Our goal as a State Agency is to ensure that your Child and Adult Care Food Program is successful. With this being said, the Health and Nutrition Unit will be implementing a new SNP system effective April 2023. The new SNP system **will require** all providers to submit their new Unique Entity ID (UEI) number. Therefore, it is imperative for providers to complete the DUNS to UEI transition by **February 14, 2023**. Failure to comply may result in future payment interruptions.

The DUNS to Unique Entity ID (SAMS) Transition instructions are in page two (2) of this memo. For question or concerns regarding this memo, please contact your Application Coordinator.

Application Coordinators:

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

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.



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

[?](#) I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](https://sam.gov) or the Federal Service Desk, [ESD.gov](https://esd.gov). You can search for help at [ESD](https://esd.gov) any time or request help from an FSD agent Monday-Friday 8 a.m. to 8 p.m. ET.

Do not show this message again

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

Submitting a registration and getting a Unique Entity ID are FREE.

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.

- 1 About Registration
- 2 Set up a SAM.gov Account
- 3 Prepare Your Data
- 4 Get Started

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

- Click the green “Accept” button

SAM.GOV

You must accept the U.S. Government System terms to sign into this website

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY."
This System is subject to monitoring.
Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Using another person's email address and password to access SAM is strictly prohibited.

Keep your login information confidential.

Cancel **Accept**

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

LOGIN.GOV SAM.GOV

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account may cause your SAM.gov login to fail.

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address

Password Show password

Sign in

First time using Login.gov?

Create an account

Sign in with your government employee ID

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