# Egrants Job Aid: Unique Entity Identifier (UEI)



For Federal Grants through Wisconsin Emergency Management (WEM)

### **General overview**

Effective April 4, 2022, the Unique Entity Identifier (UEI) is replacing the Data Universal Numbering System (DUNS) through Duns & Bradstreet needed for the SAM.gov registration requirement on all federally funded grants. State funded grants that did not require a DUNS will also not require an UEI.

For additional information regarding this change, please visit this website: <u>https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update</u>.

For a quick reference, please see the UEI fact sheet for transitioning to a new Unique Entity ID available on WEM's website here: <u>https://wem.wi.gov/admin-tools/</u>.

# Federal registration guidance

UEIs are required and assigned by the federal government outside of Wisconsin Emergency Management (WEM). WEM's role in this process is to collect and review status for federal reporting purposes. Please visit the SAM.gov website (<u>https://sam.gov/content/entity-information</u>) for information on how to register and maintain your UEI. WEM can accept the following registration types:

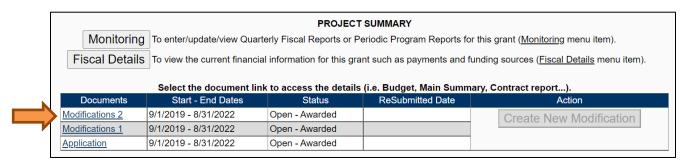
- → New Partial Registration Option: This is the simplest process and the minimum requirement for a federally funded WEM grant.
- → New Full Registration Option: This is a robust process and not required for federally funded grants through WEM. If you pursue full registration for non-WEM requirements, you will still be assigned an UEI.
- → Already Registered in SAM.gov: You've already been assigned an UEI. Your UEI is viewable on your entity registration record in SAM.gov.

# How to update your agency's Unique Entity Identifier in Egrants

Step 1. Login to the WEM Egrants system at <a href="https://wem.egrants.us/">https://wem.egrants.us/</a>

Step 2. Select any open grant from the Project Management page

Step 3. On the Project Summary page click on the most recent Modification or Application link



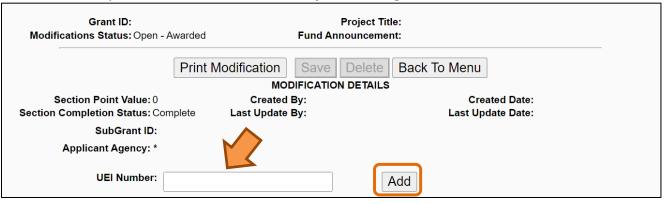
Step 4. Click Main Summary Information link

MODIFICATION SUMMARY					
Section Name	Status	Point Value	Last Update		
Main Summary Information	Complete	0	3/7/2022 10:35:04 AM		
Performance Measures	Complete	0	8/10/2020 7:19:10 PM		
<u>Budget Detail</u>	Complete	0	3/7/2022 10:35:04 AM		

Step 5. On the Main Summary Information page enter your Unique Entity Identifier number

#### Step 6. Click Add

Once you have entered the UEI number in one of the grants, all of your other grants should reference this number and you will not need to enter this information again.



#### Troubleshooting

- 1. **Egrants error** if you receive the red warning below, please double check the UEI entered is correct.
  - a. It must be 12 digits long
  - b. It cannot start with a zero (0).
  - c. It cannot contain the letters O or I

Grant ID:	Grant ID: Project Title:	
Modifications Status:	Fund Annou	incement:
The following validation warning(s) occurred a	nd must be corrected before savi	ng.
• UEI # the first character cannot be a zer	ro, and letters 'O' and 'I' cannot be	e used, must be 12 alpha-numeric characters.
Print	Modification Save D	elete Back To Menu
	MODIFICATION D	ETAILS
Section Point Value: 0 Section Completion Status: Complete	Created By: Last Update By:	Created Date: Last Update Date:
SubGrant ID:		
Applicant Agency: *		
UEI Number: H37MC	Q1C2W8P	Add

- 2. For questions or issues regarding your UEI and/or registration, please contact SAM.gov.
- 3. If you've confirmed the UEI and confirmed you're entering it correctly in Egrants, please email your WEM Program Manager or the Egrants Helpdesk at <u>WEMEgrants@egrants.us</u>.