



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: <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>.

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

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 (<https://sam.gov/content/entity-information>) 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 <https://wem.egrants.us/>

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

PROJECT SUMMARY


Monitoring To enter/update/view Quarterly Fiscal Reports or Periodic Program Reports for this grant ([Monitoring](#) menu item).

Fiscal Details To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Documents	Start - End Dates	Status	ReSubmitted Date	Action
Modifications 2	9/1/2019 - 8/31/2022	Open - Awarded		Create New Modification
Modifications 1	9/1/2019 - 8/31/2022	Open - Awarded		
Application	9/1/2019 - 8/31/2022	Open - Awarded		

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
Budget Detail	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.

Grant ID: Modifications Status: Open - Awarded **Project Title:** Fund Announcement:

MODIFICATION DETAILS

Section Point Value: 0 **Created By:** **Created Date:**
Section Completion Status: Complete **Last Update By:** **Last Update Date:**
SubGrant ID:
Applicant Agency: *

UEI Number:

Troubleshooting

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

Grant ID: Modifications Status: **Project Title:** Fund Announcement:

The following validation warning(s) occurred and must be corrected before saving.

- UEI # the first character cannot be a zero, and letters 'O' and 'I' cannot be used, must be 12 alpha-numeric characters.

MODIFICATION DETAILS

Section Point Value: 0 **Created By:** **Created Date:**
Section Completion Status: Complete **Last Update By:** **Last Update Date:**
SubGrant ID:
Applicant Agency: *

UEI Number:

- For questions or issues regarding your UEI and/or registration, please contact [SAM.gov](https://sam.gov).
- 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 WEMEgrants@egrants.us.