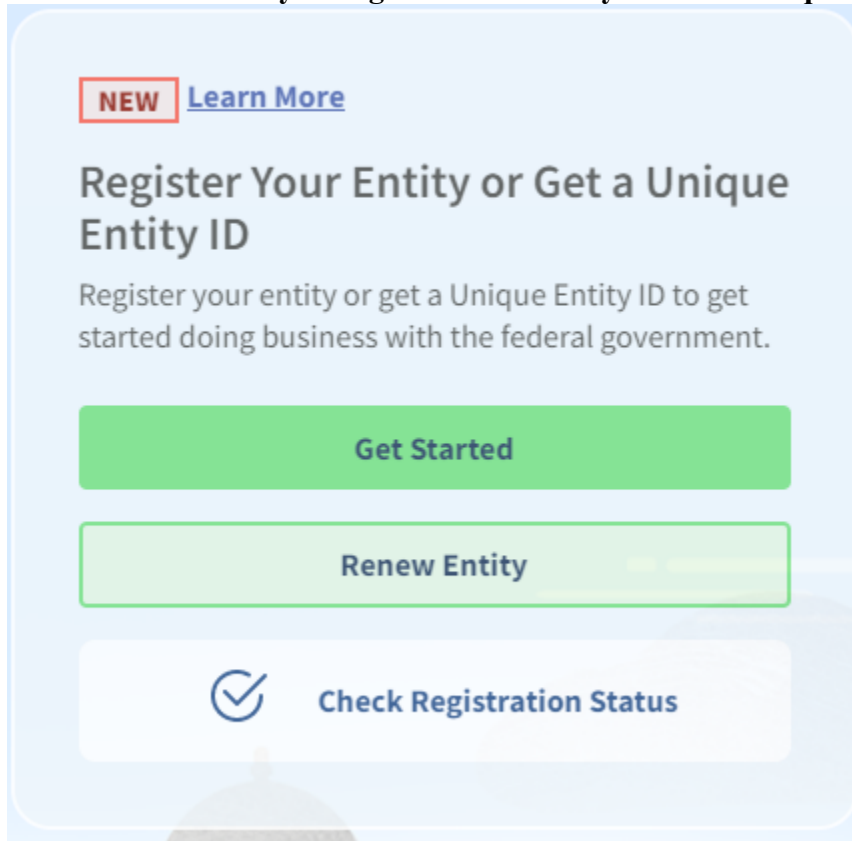


Creating a Unique Entity ID (UEI)

In 2022, Terry Sletten sent an e-mail to all the townships advising them that they need to replace their DUNS with a UEI. DUNS went away on **April 4, 2022**. Her e-mail instructed the townships to contact their emergency management director for assistance. All applicants will need to:

1. **Go to SAM.gov**
2. **Find the box that says “Register Your Entity or Get a Unique Entity ID”**



3. **Click “Get Started” “Renew Entity” or “Check Registration Status”**
4. **Follow the steps to obtain their UEI**

The County or State Office of Emergency Management will not be providing applicants with their UEI. Each Township must log in to SAM.gov and complete the process. Many Townships have inactive DUNS numbers and will not be able to get their UEI. They must renew their entity in order to get a UEI.