
Hello EMI Instructors:

Please see below the information below, as you will no longer be using a DUNS # but a Unique Entity ID when signing into SAM.gov. Once you receive your Unique Entity ID (UEI), please send it to me at FEMA-EMI-instructorbidding@fema.dhs.gov so we can update your file accordingly. If you have any questions or concerns about the UEI, you will should contact the Sam.gov helpline. Thank you.

For Non-Federal Users:

Entities will now update their entity information for federal award purposes through their SAM.gov Workspace. You will need to [validate your entity information](#) in SAM.gov when renewing your registration or changing your legal business name or address. Learn how to update your entity information [here](#).

Entities that are prime awardees reporting on sub-awardees in FSRS should use the sub-awardee's Unique Entity ID . [You can search SAM.gov](#) for another entity's information.

Those new to SAM.gov can register their entity or just get a Unique Entity ID by signing in to [SAM.gov](#) and selecting Get Started. If you want to bid directly on contracts or grants from the federal government, choose "Register Entity." If you are a sub-awardee that just needs a Unique Entity ID for subaward reporting, choose "Get Unique Entity ID."

Remember, the transition from DUNS Number to Unique Entity ID [does not affect CAGE codes](#).

Additional Resources

Don't have a Unique Entity ID yet? [Here's how to get one](#). Learn more about the Unique Entity ID [here](#).

Administrative Requirements for Instructors

If you make changes in your banking information, e.g., direct deposit information, you will need to make the change directly within your SAM record; and you will also need to provide this information to the FEMA Finance Center in Winchester, Virginia, at (540) 504-1899, to avoid any delay in payment. In addition, we strongly advise that you annotate your invoice (if submitting an electronic invoice- use the Additional Details Block) with a note to indicate your banking information has changed. For example, if you have relocated to another state and as a result changed banks, you will need to make notification so that payment can be made to the correct account.

NOTE: The Emergency Management Institute has the right to refuse your bid and go to the next bidder to issue an award if your registration in SAM is not current.

