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-awardees’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.