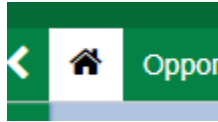




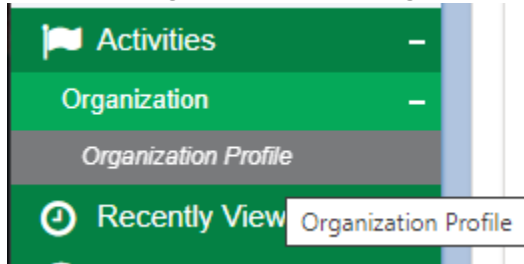
How to Update UEI

Once logged in, take the following steps:

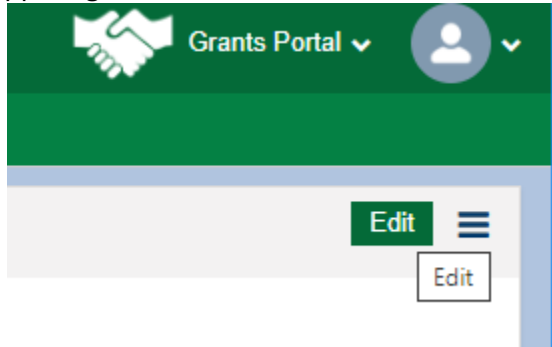
1. Make sure you're in the Home tab



- a.
2. On the lefthand navigation bar, click Organization Profile



- a.
3. In the upper right corner, there should now be an Edit button



- a.
4. Under Description, the UEI field should now be editable. Enter the info and click "Save"

Franklin

UEI

*Phone

- a.
5. Scroll down to the Sam.gov Verification section and click "Verify"

Sam.gov Verification ⓘ					Verify
Verification Source	Verification Type	Status	Recorded date ↓	Actions	
Showing 1 to 1 of 1 records					