





## **SCHOOL NUTRITION PROGRAMS**

Instructions for reporting Unique Entity Identity (UEI) to the Department of Public Instruction (DPI) for the Child Nutrition Programs

## This report is available from:

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Wisconsin Department of Public Instruction Jill K. Underly, PhD, State Superintendent Madison, Wisconsin

## Instructions for reporting Unique Entity Identity (UEI) to the Department of Public Instruction (DPI) for the Child Nutrition Programs

**IMPORTANT:** The company name associated with your UEI <u>must match</u> the name of your legal business entity and the name submitted in the Child Nutrition Program contracts. If the company name associated with your UEI is different from the name of your legal business entity, this information must be updated with <u>Sam.gov</u>.

After obtaining the UEI from Sam.gov, it must be reported to the DPI's Child Nutrition Programs. Follow the steps below to enter this information into the Online Services webpage.

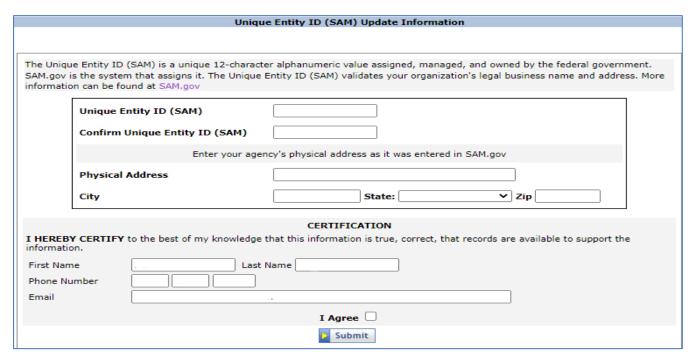
- 1. Go to the Child Nutrition Programs Online Services and select the button for Online Services Log-in.
- 2. Log in using your Agency Code and Password.
- 3. Select "Other Services" from the blue menu bar at the top of the screen.



4. Select "Unique Entity ID (SAM)" from the menu bar that appears below the blue bar.



5. Enter required agency's information in the fields below.



- 6. Select "I Agree" in the Certification section at the bottom of the screen.
- 7. Click the "Submit" button. A confirmation screen will appear indicating the information has been received.

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2. fax:

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