

## How to Update an Entity Registration in SAM.gov



SAM.gov is an official website of the United States government. There is NO charge to register or maintain your entity registration record in SAM.gov.

### Start an Update to Your Entity Registration

You must renew your registration every 365 days for it to remain active. When you want to update or renew your entity registration, go to SAM.gov and follow these steps:

1. Select the “Sign In” link at the upper right corner of the page. Select “Accept” to accept the U.S. Government System terms. After selecting “Accept,” the system will redirect you to login.gov.
2. Login.gov is a service that manages usernames and passwords for SAM.gov. If you already have a login.gov account, sign in with your credentials. Otherwise, select “Create An Account” and follow the prompts.
3. Once you are signed in, the system will redirect you to your SAM.gov Workspace.
4. On the “Entity Management” widget in the Workspace, select the icon above “Active” to display a list of your active registrations.
  - a. If you are unable to access an existing entity registration (active or inactive), you will need to request an SAM.gov Entity Administrator role from someone with your organization who has the administrator role.
  - b. If no one in your organization has the Entity Administrator role in SAM.gov, you can appoint a new one by submitting a letter to the Federal Service Desk (FSD) [following the steps at this link](#).
5. Locate the entity record you want to update, select the three dots (the Actions menu) near the expiration date, and select “Update” from the menu.
6. Select to either update your points of contact or to update/renew your entire registration.
  - a. The update/renew option will make your registration active for the next year. Updates to your entity registration information require IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.
    - i. If you choose to update/renew your registration, you can change your purpose of registration or keep it the same. Changing your purpose of registration may require you to provide additional information about your entity.
  - b. Points of contact updates are effective immediately. This update **does not replace** your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.
    - i. If you choose to update only your points of contact, you will be navigated directly to the Points of Contact section of registration.
7. If you select to update/renew your registration, the next page will display your current purpose of registration and ask if you want to change it. Select “No” or “Yes,” then select “Next.”

8. Confirm your entity's legal business name and address displayed. If correct, select "Next."
  - a. If your entity's name or address doesn't match the address in our records, you will need to create an incident with the Federal Service Desk (FSD). Select the "Create Incident" button to resolve your name or address issue before you update or renew your registration.
9. Next, you can opt in or out of public search on SAM.gov. Then select "Continue Registration."

### Continuing a Registration Update

You must review, and if needed, update each section of your entity registration to renew it.

1. Update the Core Data section.
2. Update the Assertions section.
  - a. Assertions are not required if registering for federal assistance opportunities only.
3. Update the Representations and Certifications section.
4. Update the Points of Contact (POCs) section, including optional POCs.
  - a. You may remove optional POCs if they are no longer relevant.
5. If you qualify as a small business, update your information in the Small Business Administration's (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification via the SBA Supplemental page.
6. Select "Submit."
7. Review then confirm your submission.

SAM.gov will send an email when your registration is submitted and again when the update is processed.

### When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails TIN or CAGE code validation, SAM.gov will send you an email with instructions on updating your information and resubmitting your registration. You may need to work with the IRS or CAGE to update your information before resubmitting your registration.

### How do I check the status of my entity registration?

If you have a role with an entity and are signed in to your SAM.gov account, you can check your entity registration status. You can also check the status of an entity's registration as a federal user. If none of these is the case, you cannot check an entity's registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the "Check Registration Status" button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select "Search." The entity's registration status will display below.