

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

1. Navigate to SAM.gov.
2. Select the “Sign In” button in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will direct you to login.gov.
  - a. Enter your login.gov credentials and select “Sign In.” You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.)

*Note: If you do not already have a login.gov account, please create an account.*
4. After signing in, the system will redirect you to your SAM.gov workspace.

## Locating Your Entity Registration in SAM.gov

1. In the workspace, find the Entity Registration widget.
2. Select the icon above “Active” to display a list of your active registrations.

*Note: If you do not have an existing Entity registration, you will need to complete a new registration. If you are unable to access an existing Entity registration (active or inactive), you will need to request an SAM.gov Entity Registration role .*

3. Locate the entity record you want to update, select the ellipsis in the top-right corner near the expiration date, and select “Update.”

## Updating Your Entity Registration in SAM.gov

1. Review, and if needed, update the following information:
  - Update the Core Data section.
  - Update the Assertions section
    - i. Not required if registering for Federal Assistance opportunities only.
  - Update the Representations and Certifications section.
2. Update the Points of Contact (POCs) section, including optional POCs.
  - You may remove optional POCs if they are no longer relevant.

3. 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.
4. Select "Submit."
5. Review then confirm your submission.

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

### **How long does it take for the registration to become Active?**

Updates to registration information generally require an IRS and CAGE (Commercial and Government Entity) validation, which can take 10-12 business days. The Point of Contact information is the only update that can be made that does not require this level of validation.

### **How to check the status of an Entity Registration**

1. Login to SAM.gov (Registration Status is not available without login).
2. From your workspace, select Home from the menu, then select "Check Registration Status" on the homepage. The same "Check Registration Status" is also located on the Entity Registration landing page.
3. From the check entity registration status you can enter a public entity's Unique Entity Identifier, CAGE code, or EFT (Electronic Funds Transfer) Identifier.
4. The status provides a quick summary for an entity, displaying the progress of that entity's most recent record. It will also display what steps remain until it is completed. The steps required are determined based on the purpose of registration.
5. Select the topic under the 'More About' for additional help on any of the status symbols or steps.
6. To get the full entity details with reps and certs or any exclusions or to see non-public entities, you will need to use the main search.