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How do I update/renew an existing entity registration in SAM.gov?



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How do I update/renew an existing entity registration in SAM.gov? KB0016307



22d ago • ★★★★★

If your SAM.gov Entity Administrator is no longer with the company or there is not an Entity Administrator associated with the registration, please create a user account and submit an Entity Administrator Appointment Letter (KB0016652) to gain access to update the existing registration. If there is an existing administrator and you only need a data entry role assigned to you, you can request a role (KB0016602). If you need to be listed as an administrator for your entity also, the current

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administrator will need to assign that role directly to you (KBoo36075). It cannot be requested.

If you are based in the United States and need assistance with acquiring a federal contract, contact an APEX Accelerator for assistance. You can locate someone in your area by visiting www.apexaccelerators.us. If you have questions about applying for or managing grants, you can visit the Grants.gov Support Center for online resources and application support.

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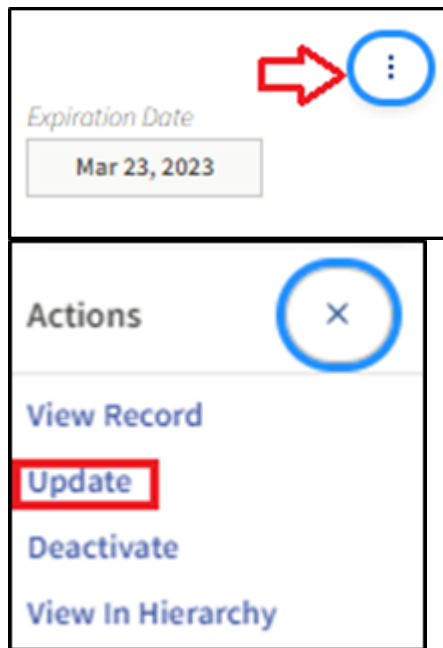
To update your entity's registration in SAM.gov:

1. Sign in to SAM.gov and go to your Workspace.
2. Locate the **Entities** widget.



3. Select the number above the status that correlates with your current registration status, or select the title of the **Entities** widget to view all of your registrations.

4. Locate the entity record you want to update, select the Actions menu (the three dots near the expiration date), and select **Update**.



5. You will be asked to enter your relationship to the entity you are updating. Indicate whether or not you are an employee or officer of the entity, then select **Next**.

6. You will be asked **What would you like to update?** Select to update/renew your entire entity registration, and select **Next**.

7. You will be prompted to confirm your purpose of registration as **Financial Assistance Only** or **All Awards**. For more information, see KB0058181.

Note: The purpose of registration questionnaire is only to be used as a suggestion tool based on the options you choose. There is no definitive

right or wrong answer. If the suggestions provided do not meet your needs, you can choose the other option. Refer to KBoo70539 for a detailed video.

8. You will be prompted to validate your legal business name and physical address.

- SAM.gov will search the entity validation service's data for a match to your entity. See this article on entering your entity information and checking the search results (KBoo60385). Submit documentation of your entity information if needed and then restart the update process.

9. Proceed through the validation process.

(KBoo58402).

10. Once you have completed validation, continue to update your registration. Review each section and, if needed, update the information.

- Update the **Core Data** section.
- Update the **Assertions** section.
 - Not required if registering for federal assistance opportunities only.
- Update the **Representations and Certifications** section.
- Update the **Points of Contact (POCs)** section, including optional POCs.
 - You may remove optional POCs if

they are no longer relevant.

11. 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**. If the link is not available, go to the SBA Connect page and sign in to request access to **DSBS**.
12. After you review the entire registration, select **Submit** on the **Entity Review** page.
13. When you select "Submit," you will receive a confirmation that you have successfully submitted your registration. You will also receive a confirmation email. Your registration update will go

through IRS and CAGE
verification if applicable.

Note: Once you have submitted the update, you cannot make further changes until the submitted registration has completed its reviews.

What's next?

- How long does it take for my registration to become active? (KB0016357)
- What is IRS TIN processing? (KB0016540)
- How long does CAGE code processing take? (KB0016994).
- How do I check the status of an entity registration or Unique Entity ID in SAM.gov? (KB0016313)

If you notice your registration has been submitted for 15 business days or longer, verify the status of your entity in your Workspace and using

the **Check Entity Status** button on the home page of SAM.gov to see if both display the same submitted status:

- If they are the same, contact CAGE to inquire about your processing status at 877-352-2255.
- If they present conflicting statuses, for example, the Workspace shows submitted but status tracker shows differently, contact the Federal Service Desk .

Note: It can take an additional 24-48 hours once activated in SAM.gov for the registration information to be available in other government systems.

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