

Update an Existing Entity in SAM

Note: 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 a [Notarized Letter](#) to gain access to the existing registration.

To update your entity's SAM registration, follow the steps below:

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.
5. In the workspace, find the Entity Registration widget.
6. 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.
7. Locate the entity record you want to update, select the ellipsis in the top-right corner near the expiration date, and select “Update.”
8. Review, and if needed, update the following 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.
9. Update the Points of Contact (POCs) section, including optional POCs.
 - You may remove optional POCs if they are no longer relevant.
10. 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.
11. Select “Submit.”
12. Review then confirm your submission.

Once you have submitted the update, you cannot make changes until the submitted registration is processed, or if a validation step has failed.

Prior to becoming active, your entity registration must pass the TIN validation with the IRS and the CAGE validation/assignment with the DLA. The processing time may be longer if either party flags the registration data for manual validation.

You will receive a confirmation email once the registration is active. At that time, you will be eligible to apply for Federal Contracts and Financial Assistance from the U.S. Federal Government. Please allow an additional 24 hours before your active registration information is available in other government systems.