

# Quick Start Guide for Updating/Renewing an Entity

## Helpful Information

### What is an Entity?

In SAM, your company/business/organization is now referred to as an “Entity.”

### Viewing Your Entity Record

How you view your entity record depends on several factors

- If you chose to make your record public, you can view your entity record by going to [www.sam.gov](http://www.sam.gov) and searching for your DUNS number or Entity Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS number or Entity Name, clicking on the “Inactive” box, and clicking the “Apply Filters” button
- If you opted out of the public search, log into SAM, migrate your roles, and then click on “Register/Update Entity” and “Complete Registrations” to view your record

### Requirements for Submitting Your Registration

- To submit your update, you must review the entire record in one sitting
- Review each page, validating the accuracy of the content
- If your registration requires Reps & Certs (formerly ORCA), make sure you select the box certifying to the accuracy of the data on the “Review Reps & Certs” page

## Steps for Updating/Renewing an Entity

1. Go to [www.sam.gov](http://www.sam.gov) and login with your SAM username and password
2. Click “Entity Registrations” and then “Existing Entity Registrations”
3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the Update Entity button in the applicable “Registration Details” Panel
5. If renewing an expired registration, update your purpose of registration. If updating an active registration, select what you would like to update (purpose of registration & remaining registration, all sections applicable to the registration minus the purpose of registration, or points of contact (POC) only).
6. Validate/Update “Core Data”
7. Validate/Update “Assertions” (not required to be eligible for Grants only)
8. Validate/Update “Representations and Certifications” (not required to be eligible for Grants only)
9. Validate/Update “Points of Contact”, including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
10. If you qualify as a small business, validate/update your information in SBA’s Dynamic Small Business Search (DSBS) or apply for a small business certification on the “SBA Supplemental” page.
11. Click Submit

**Please note** if your update/renewal requires IRS or CAGE revalidation, it will take 3-5 business days for it to become active and replace your previous registration.

### Need Additional Help?

[www.fsd.gov](http://www.fsd.gov)

toll free: 1.866.606.8220

international: 344.206.7828

**System for Award Management**

[www.sam.gov](http://www.sam.gov)