

SAM RENEWAL REGISTRATION OR NEW ADMINISTRATOR  
Effective Change: April 26, 2018

If your SAM 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 below steps:**

I'm registering a domestic entity (located in the U.S. or its outlying areas). How do I comply with the requirement to submit a notarized letter formally appointing an Entity Administrator?

Answer :

**Step 1: Determine which template is required.**

- I need to formally appoint an Entity Administrator for a single domestic entity. - Use [Template 1](#)
- I need to formally appoint an Entity Administrator for multiple domestic entities in my organization. - Use [Template 2](#)

**Step 2: Complete the template and print on your entity's letterhead.**

- If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.

**Step 3: Sign the completed letter in the presence of the notary.**

- Make sure the person who signs the letter is someone with signatory authority, i.e. someone who can make commitments on behalf of the entity like the president, CEO, or other authorized representative.
- Confirm your identity in accordance with your state's notary procedures.

**Step 4: Mail the completed, signed, notarized letter to:**

**FEDERAL SERVICE DESK**

ATTN: SAM.GOV REGISTRATION PROCESSING

460 INDUSTRIAL BLVD

LONDON, KY 40741-7285

UNITED STATES OF AMERICA

**Step 1.** Go to the SAM Homepage: [www.sam.gov](http://www.sam.gov).

**Step 2.** Login first by entering the username and password for the Entity Administrator associated with the entity registration, and then click the "Log In" button.

**Step 3.** Select "Entity Registrations" on the left-side of your screen.

**Step 4.** You will click “Existing Entity Registrations” to view the registrations to which you have access. Note: If you do not have the “Existing Entity Registrations” option, you may either need to complete a [new registration](#) or request a role from the existing Entity Administrator.

**Step 5.** Please select the entity record that you want to update from the Entity List box and click the "Update" button to begin your renewal.

**Note:** If you need to [update your DUNS information](#), you must first contact Dun & Bradstreet.

Once you have submitted the update, you cannot make changes until the submitted registration is processed.

Please allow up to 10 business days after you submit your registration for it to become active in SAM. Prior to becoming active, your SAM 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.

If you notice your registration has had a status of “Submitted” for 15 business days or longer, and you have not otherwise been contacted by the [IRS](#) or the [DLA](#) to correct or update the necessary information, please contact the [Federal Service Desk](#).