Renewing SAM

1. Visit https://sam.gov/SAM/

2. Click on "login" at the top right corner of the screen
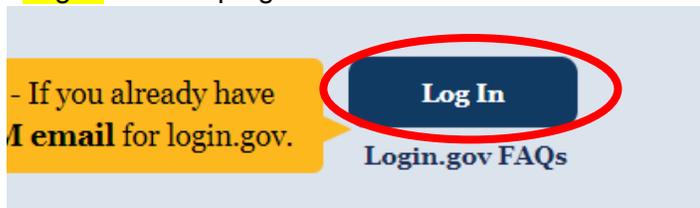
3. You will be re-directed to login.gov. Enter your email as your username and your password. Then enter the security code sent to the phone number you provided when you registered. You will get re-directed back to SAM.gov Hit "accept"

4. On the left side of the screen, click on "entity registrations" and below that click "existing entity registration."
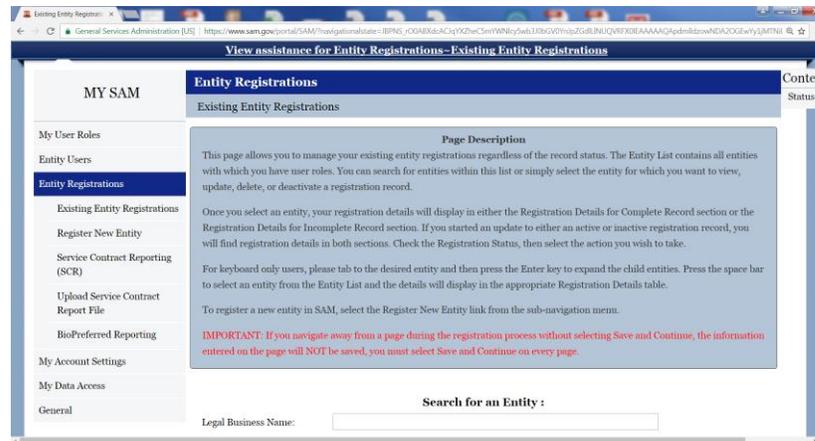
5. After clicking on "existing entity registration" scroll down the page a little until you see your school name. Click on your school name so that it is highlighted blue.
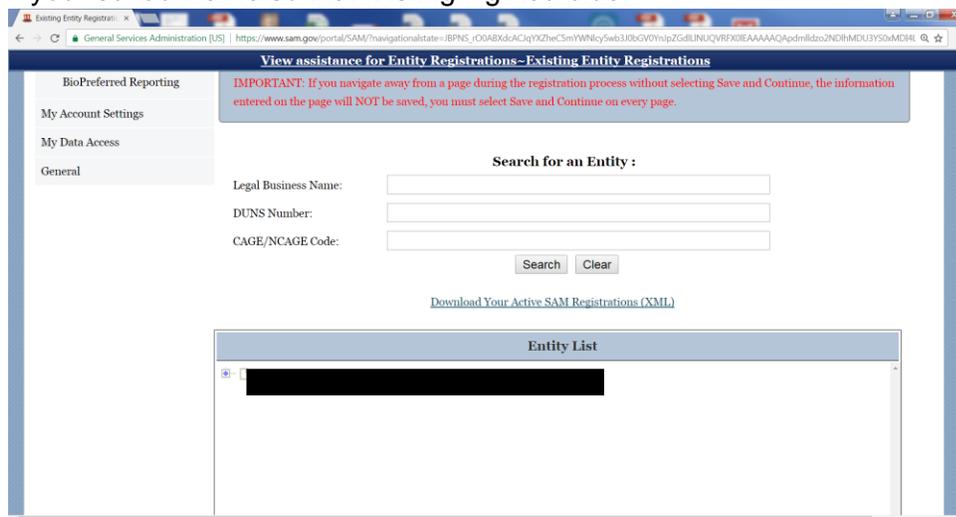
6. Scroll down the page further until you see your business's information and click the blue button that says "update entity."
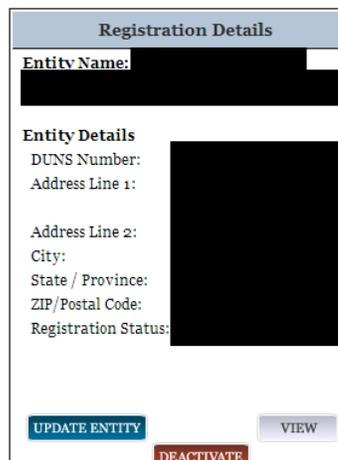
7. From the drop-down menu, select "purpose of registration and remaining entity registration."
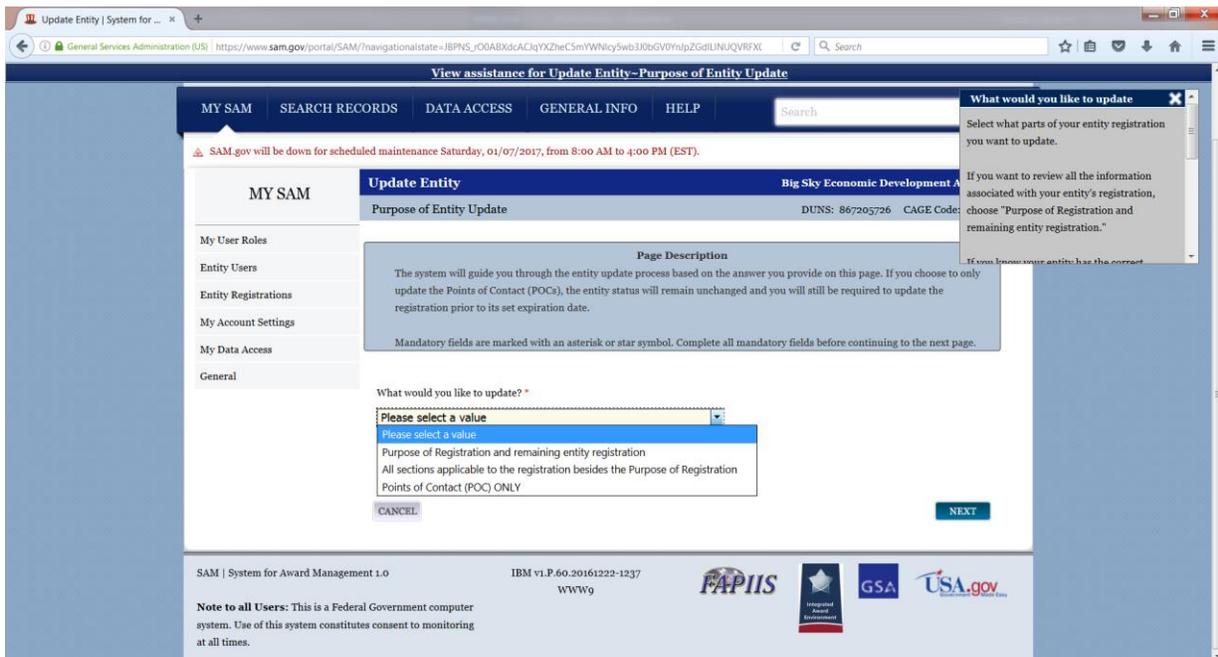
8. Enter your business name and address the way Dun and Bradstreet has it on file and click next or save and continue.
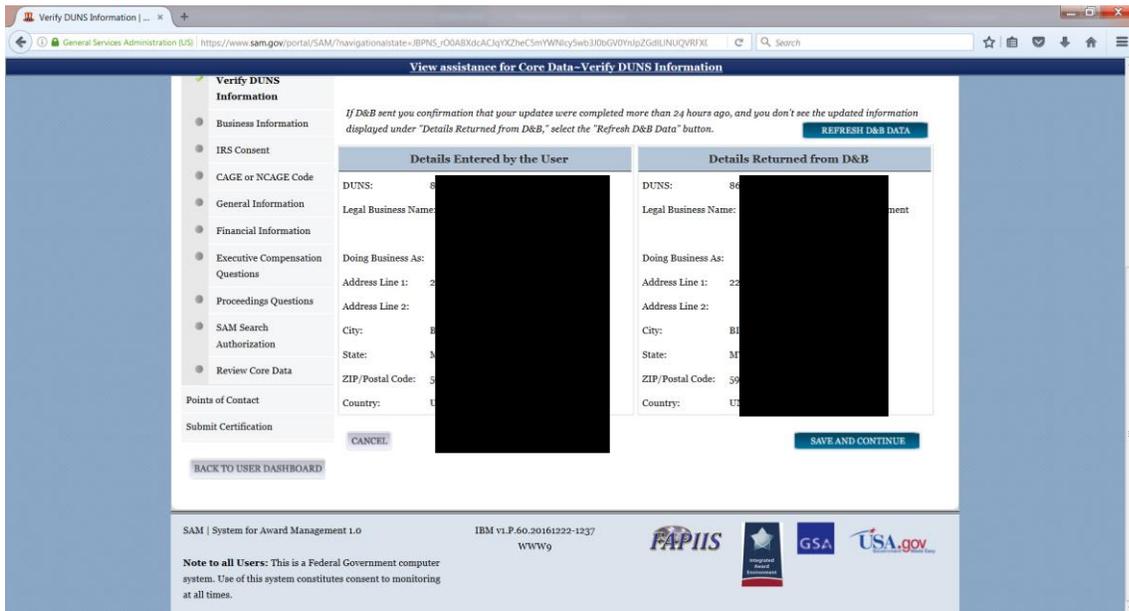
At this point you are not entering any information or changing anything (unless you bank account information or if you need to answer any questions differently) All the information is already input from when you first registered. You are simply, hitting "save and continue" or "next."

9. Scroll to the bottom of the page and continue to the next page.

10. This page is the IRS Consent page, scroll to the bottom and update your "tax year" to the most recent year you filed taxes. Input your MPIN number that you should have saved in your records with your SAM password.

Note: If you do not have your MPIN, go to the previous page, and click "update" next to the "create/enter MPIN" field. Then click "reset MPIN" on the pop up menu. You will be logged out and then will receive an email to reset your MPIN. Follow instructions in email, then log back in. When you get to the MPIN page, you will be able to enter a new MPIN.

At this point, keep hitting "save and continue" until you get to the page for "SAM search Authorization."

11. The SAM search authorization page allows you to choose if you want your SAM data available to the public. Your tax and banking information is not displayed. PTAC recommends you keep the box checked so it is easier for federal agencies to see and find you, however it is your choice to uncheck it. Unchecking it may prevent solicitors from contacting you but it is not a guarantee.
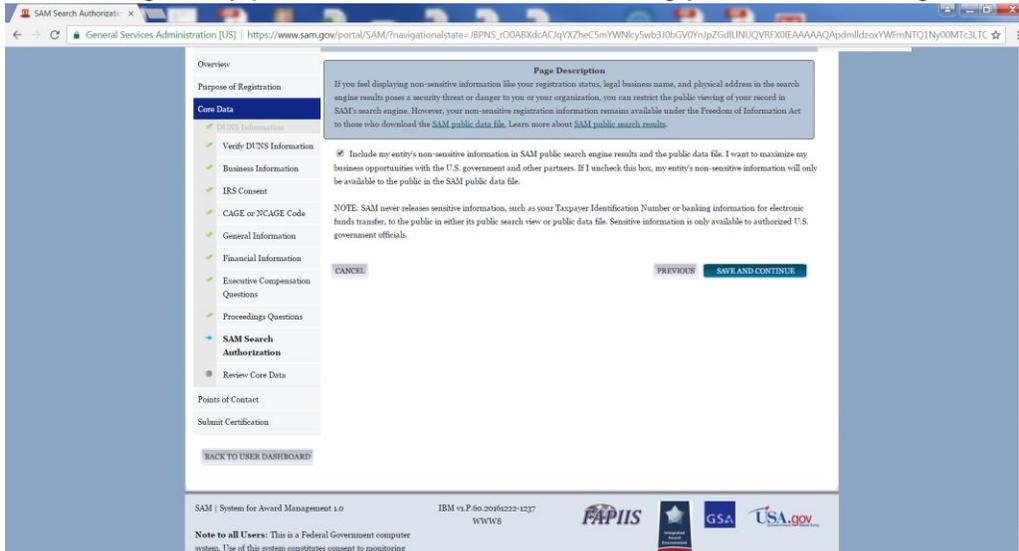
At this point, keep hitting "save and continue" until you get to the FINAL review page

12. The final review page is gray in color and contains the information input in your registration. Scroll through to make sure it looks ok and then at the very bottom, hit "SUBMIT."
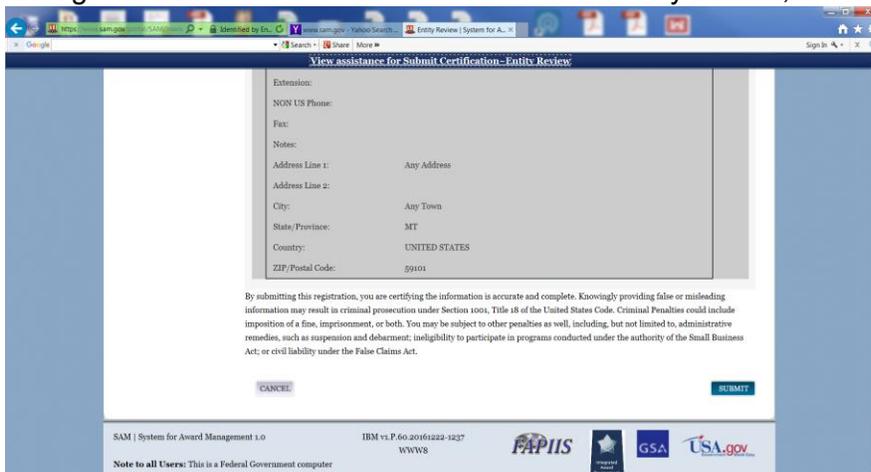
Your SAM registration should go active the same day, but often times CAGE will take longer to approve renewals.

You can check the status of your SAM registration by going to the SAM.gov home page, click "check status" enter your DUNS number and search. The status will display at the bottom of the page.