How do I change whether my entity is shown in public search results on SAM.gov? KB0020254

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If you need to update whether or not your entity information is displayed publicly in SAM.gov's search, see the information below.

- 1. Sign in to SAM.gov.
 - After signing in, the system will take you to your SAM.gov Workspace.
- 2. In the Workspace, select the title of the "Entities" widget.

Home	Search Data Bank Data Services Help	
	Workspace	Profile
	Entities 3 ACTIVE REGISTRATION WORK IN PROGRESS REGISTRATION Next Update Due: Mar 7, 2023 Uue in Next 30 days: 0 Entities	Downloads
	Register Your Entity or Get a Unique Renew/Update Your Entities Entity ID	Pending Reque
	What do I need for registration? Select Renew/Update to go to your entity workspace and renew/update your entities.	Notifications
	How to renew or update an entity of	No availat
	neren/opunte	Add A New Role
		Select on the options b If you need a role that y contact an administrato

3. Locate the entity record you want to update, select the button with the three vertical dots in the top-right corner near the expiration date, then select "Update."

LLC Active Registration		
Unique Entity ID:	Purpose of Registration:	Expiration Date
042342442473287	Federal Assistance Awards	Mar 7, 2023
CAGE/NCAGE: (blank)	Physical Address:	

		FACTORS
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LLC Unique Entity ID:	 Active Registration Purpose of Registration: Federal Assistance Awards 	Expiration Date Apr 18, 2023
LLC Unique Entity ID: CAGE/NCAGE:	 Active Registration Purpose of Registration: Federal Assistance Awards Physical Address: 	Expiration Date Apr 18, 2023

4. Determine if your entity has the "ID Assigned" status:

- If no, continue to Step 5.
- If yes, go to Step 13.

5. If your entity has an active or inactive registration, the "Purpose of Entity Update" page will display two options:

- Option 1: "I would like to update my Points of Contact."
- Option 2: "I would like to update/renew my entire entity registration."

6. Choose "I would like to update/renew my entire entity registration," then select "Next." You will be required to go through all the registration pages to change your public search choice.

LLC	 Active Registration 		
UNIQUE ENTITY ID	PURPOSE OF REGISTRATION FEDERAL ASSISTANCE AWARDS ONLY	PHYSICAL ADDRESS	
CAGE/NCAGE (blank)	EXPIRATION DATE MAR 7, 2023		
What would you	like to update? pdate my Points of Contact		
What would you I would like to u Points of Contact u required annual er update/renew you I would like to u	like to update? pdate my Points of Contact updates are effective immediately. This tity renewal. If you want to update any r entire entity registration. update/renew my entire Entity Re	update does not replace your y other information, you must egistration.	
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7. The "Your entity's purpose of registration is" page will display and show your current purpose of registration. Under the question, "Would you like to change the purpose of your entity's registration?" select an option, then select "Next."

YOUR ENTITY'S PURPOSE OF REGISTRATION IS:
Purpose of Registration: Financial Assistance Awards
 Apply for federal assistance, such as grants and loans, as described by 2 CFR 200. You are NOT able to bid on federal contracts and other procurements as described by the Federal Acquisition Regulation. Would you like to change the purpose of your entity's registration? No Yes
What do I need for registration? Download our guide. Download
Previous Cancel Next

8. Confirm your purpose of registration, then select "Next."

9. On the "Confirm Unique Entity ID Information" page, confirm that your entity's legal business name and physical address are correct. Select "Next."

10. Next choose if you want SAM.gov to display your entity in SAM.gov search results by checking or unchecking the box. Select "Continue Registration."

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11. After you review the entire registration, select "Submit" on the "Entity Review" page.

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

12. When you start an update for an entity with the "ID Assigned" status, the system will display your entity information and two options. Select the option, "This is my entity's correct legal business name and address and I can provide documented proof." Select "Next."

Doing Business As: (blank) Unique Entity ID PURPOSE OF REGISTRATION Physical Address ALL AWARDS CAGE Code Registration Expiration (blank) (blank)	OUR ENTITY		
Unique Entity ID PURPOSE OF REGISTRATION Physical Address ALL AWARDS CAGE Code Registration Expiration (blank) This is my entity's correct legal business name and address and I can provide documented proof. This is not my entity's correct information and I can provide documented proof of our correct legal business name and address and I can provide documented proof.	Doing Business As: (bla	nk)	
CAGE Code Registration Expiration (blank) (blank) This is my entity's correct legal business name and address and I can provide documented proof. This is not my entity's correct information and I can provide documented proof our correct legal business name and address and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and I can provide documented proof of our correct legal business name and address and I can provide documented proof of our correct legal business name and address and I can provide documented proof of our correct legal business name and address and I can provide documented proof of our correct legal business name and address and I can provide documented proof of our correct legal business name and address and I can provide documented proof of our correct legal business name and address and I can provide documented proof of our correct legal business name and address and I can p	Unique Entity ID	PURPOSE OF REGISTRATION ALL AWARDS	Physical Address
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13. On the next page, choose if you want SAM.gov to display your entity in SAM.gov search results by checking or unchecking the box.

Submit Update	2	
YOUR ENTITY REGIS	STRATION INFORMATION:	
• ID As	signed	
UNIQUE ENTITY ID	PHYSICAL ADDRESS	
Include in public search This means your registra other non-sensitive infor authenticated user. If yo poses a security threat o public viewing of your re checkbox.	tion status, legal business name, physical address, and rmation can be displayed on SAM.gov to any u feel the public display of your basic entity information r danger to you or your organization, you can restrict the gistration record in SAM.gov by deselecting the	
If you choose to restrict visible to other non-fede wish to do business with in public search. Either v available to federal gove services. Learn more abo	your information from public view, it will also not be ral entities or state and local governments who may you. Certain programs may require you to be included vay, your non-sensitive entity information remains rnment users and is available through public data out SAM.gov public search 🖉	
		Submit Update

14. Once you submit the update, the system shows a success message and you can return to your Workspace.

S	
Entity Successfully Updated	
Your entity is updated. Select Close to return to your entity workspace.	I
Close	
other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.	
If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. Learn more about SAM.gov public search [2].	
Submit Update	

Click here to learn what information is included in SAM.gov's public search and what it means to restrict your entity information from public view.