

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

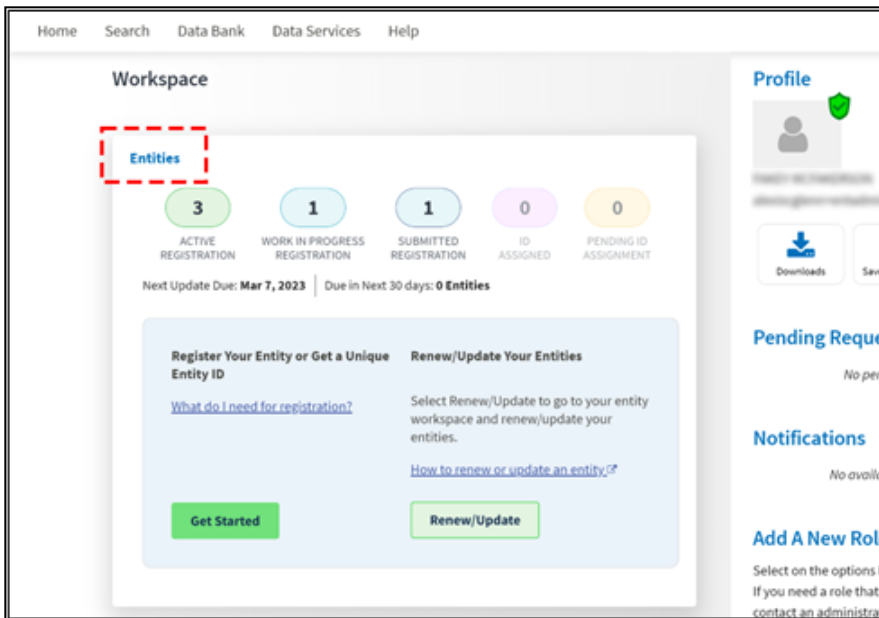
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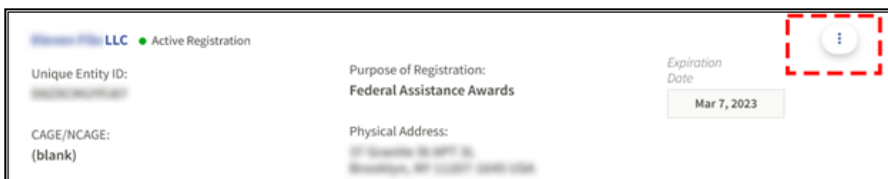
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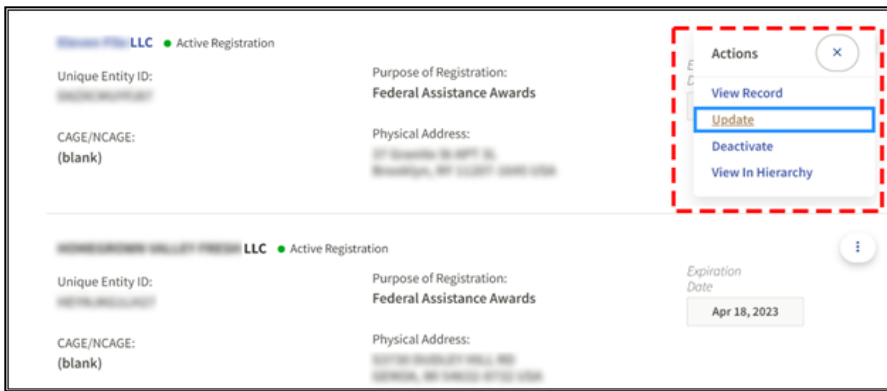
If you need to update whether or not your entity information is displayed publicly in SAM.gov's search, see the information below.

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.



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."





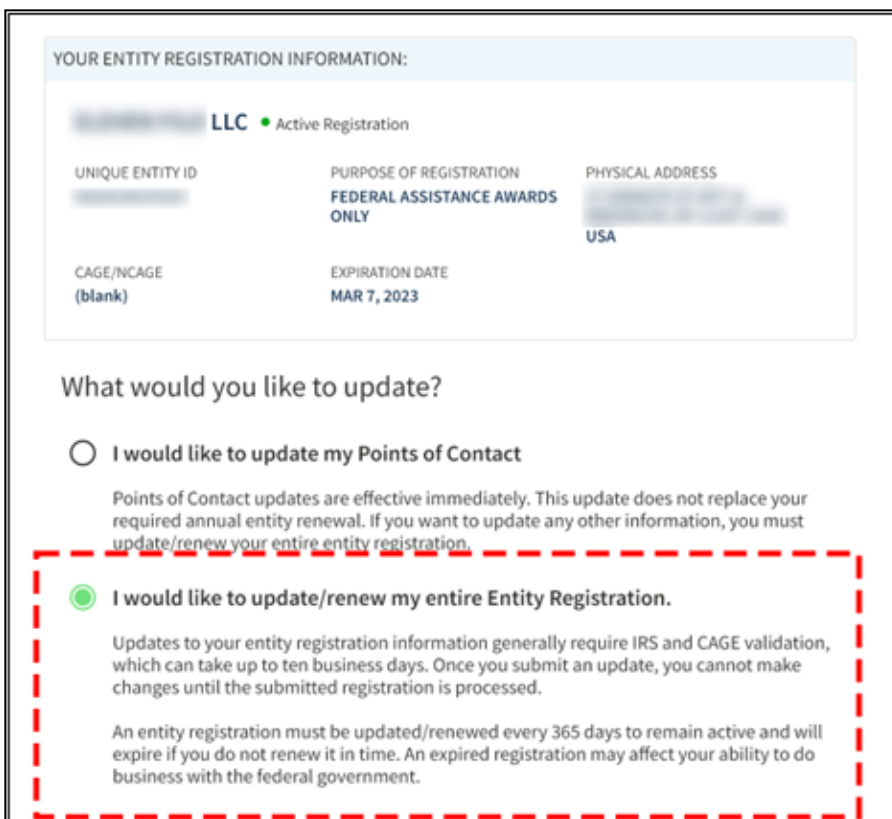
4. Determine if your entity has the "ID Assigned" status:

- 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.




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](#)

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."

Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

HOMEGROWN VALLEY FRESH LLC • Active Registration

UNIQUE ENTITY ID	PURPOSE OF REGISTRATION	PHYSICAL ADDRESS
HEYNJKG1LH27	FEDERAL ASSISTANCE AWARDS ONLY	53730 DUDLEY HILL RD GENOA, WI 54632-8732 USA
CAGE/NCAGE	EXPIRATION DATE	
(blank)	APR 18, 2023	

Include in public search

This means your registration status, legal business name, physical address, and 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](#)

Continue Registration

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."

Review Current Registration Information

YOUR ENTITY

Entity Name
Doing Business As: (blank)

Unique Entity ID	PURPOSE OF REGISTRATION	Physical Address
(blank)	ALL AWARDS	(blank)
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 of our correct legal business name and address.

Cancel Next

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

YOUR ENTITY REGISTRATION INFORMATION:

Entity Status: ID Assigned

UNIQUE ENTITY ID	PHYSICAL ADDRESS
[REDACTED]	[REDACTED]

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Submit Update

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

Entity Successfully Updated

Your entity is updated. Select **Close** to return to your entity workspace.

Close

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.