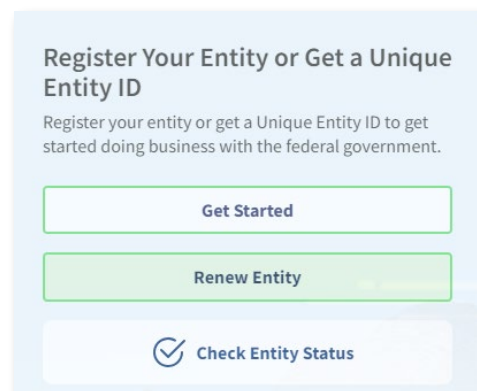# SAM.gov Registration Update Instructions

IMPORTANT: ADE is not affiliated with **SAM.gov** and cannot assist with registration questions, nor does ADE have access to automatically update your expiration date.

To maintain federal compliance, ADE must place entities with expired registrations on a global hold in the GME system. A global hold blocks all new funding approvals as well as all reimbursement activity until an updated registration document is received by Grants Management.

- **Please ensure that your SAM.gov registration is renewed in a timely manner as the renewal process may take several months.** This also applies to name/address changes or other updates to your existing SAM.gov registration. For information on updating your registration visit SAM.gov

- **If your organization's registration is <u>current</u> please provide it to ADE Grants Management when it is renewed to avoid being placed on a global hold.**

- Each entity is solely responsible for providing ADE Grants Management with documentation to support an active SAM.gov registration.

- ADE cannot provide reminders for expiring/expired registrations.

- ADE cannot update the current expiration date on file without proof of active registration status represented by the submission of an updated SAM.gov **Entity Information page printout**.

> **For information on checking your entity status, creating, renewing or updating your registration visit SAM.gov**
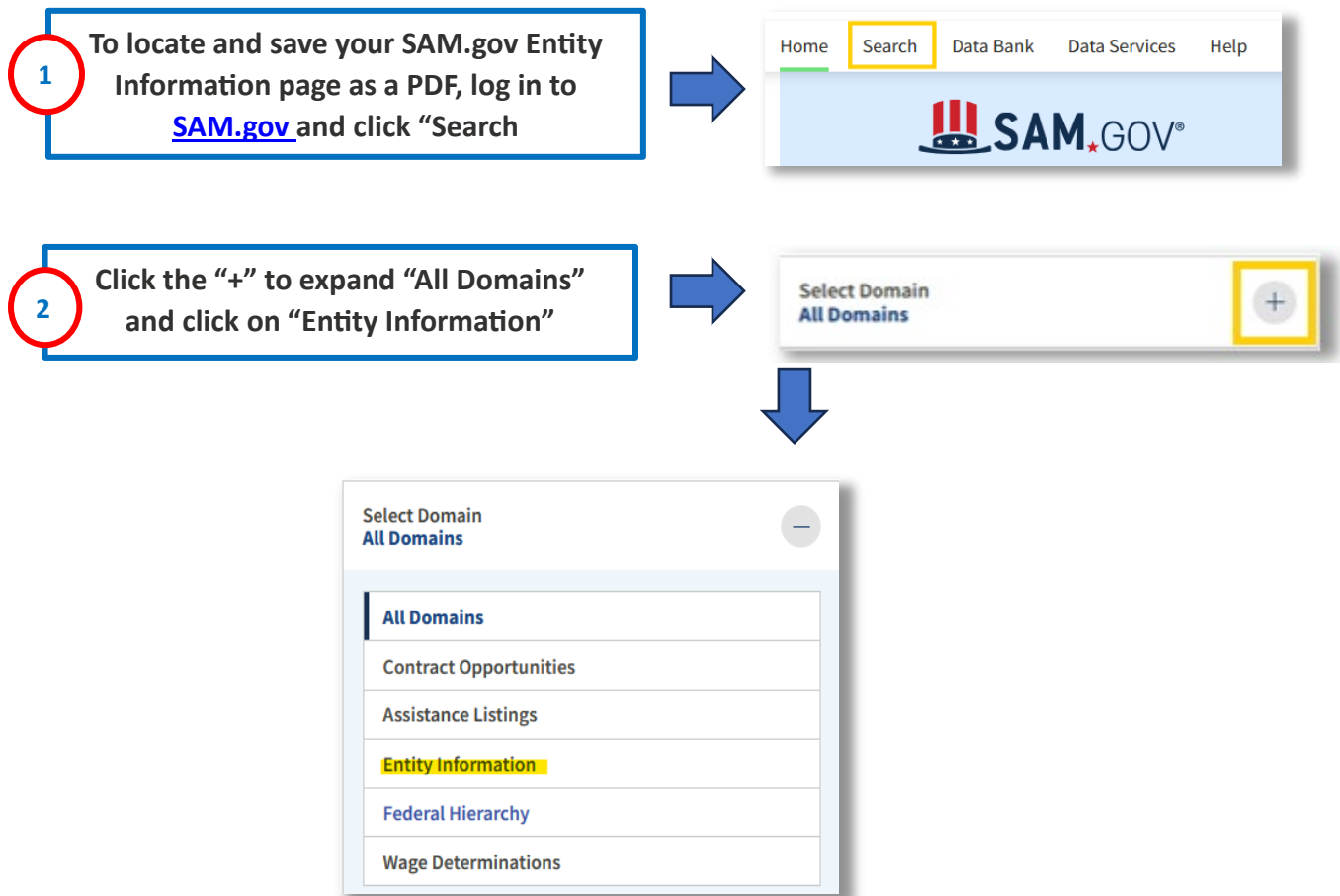
Removing a Global Hold for Inactive SAM.gov Registration

If your organization is placed on hold for any SAM.gov registration renewal or other issue which renders it inactive, the hold can only be removed once ADE receives a copy of your current SAM.gov registration Entity Information page verifying an active registration.

Submit your current/active PDF printout of the of the organization's SAM.gov Entity Information to Grants Management via a service request on ADE's Help Desk support portal.
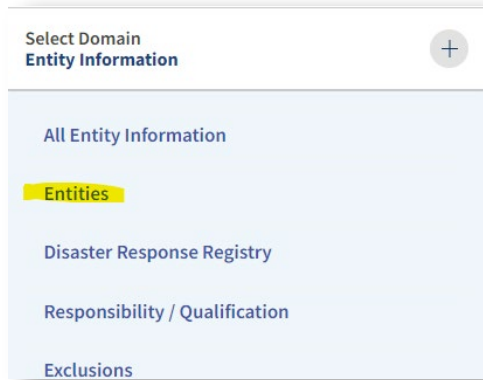
If you do not currently have access to Help Desk or are unsure where to find it, please use this link, https://adeconnect.azed.gov/Help, and on the Support Ticket tile click the "Go to Help Desk" button.

SAM.gov Entity Information Page Instructions

1 **To locate and save your SAM.gov Entity Information page as a PDF, log in to SAM.gov and click "Search**

2 **Click the "+" to expand "All Domains" and click on "Entity Information"**

SAM.gov Entity Information Page Instructions cont.

3 From the expanded menu select "Entities"

Select Domain
Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

4 In the Keyword Search section, select the options highlighted below. Search by **Unique Entity ID (UEI)** rather than entity name.

Keyword Search

For more information on how to use our keyword search, visit our help guide ☑

Simple Search	Search Editor

○ Any Words ⓘ
● All Words ⓘ
○ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

Entity ⌃

Entity Name

▼

Unique Entity ID

e.g. HTYR9YJHK65L ▼

CAGE / NCAGE

▼

Purpose of Registration ⌄

Entity Type ⌄

Socio-Economic Status ⌄

Product or Service Information ⌄

Registration with Debt Subject to Offset ⌄

Location ⌄

Entity Status ⌃

☑ Active Registration
☑ Inactive Registration
☐ ID Assigned

Reset ↻

SAM.gov Core Data/Registration Details page

Once the organization is displayed, ensure that the registration status shows as active, as shown below. If not, click on the "Help" option for support resources. ADE can only accept active registration documentation. If the status displayed is "Active Registration", click on the organization name to open the full detail page.

Before downloading this page to submit to ADE, verify that the following are correct:

- **Registration status** = "Active Registration"
- **Unique Entity ID (UEI)** number is correct
- **Expiration Date** has been renewed

- **Physical Address** and **Mailing Address** are correct
- **Version displayed** = "Current Record"

Click on the "Actions" button on the top right and select "Download". Save the SAM.gov page in PDF format before submitting to Grants Management via a Help Desk service request.

Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	https://helpdeskexternal.azed.gov