

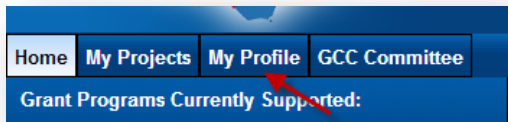
# Updating SAM Registration Information in GEMS

## SAM Registration

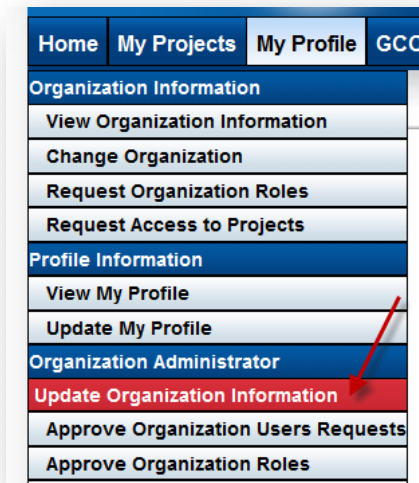
SAM registration documentation has been added as a required part of the process in 2014.

## Updating Your SAM Registration

1. Click on the **My Profile** link on the main menu.



2. Click on the **Update Organization Information** link.



*Result:* The **Update You Organization Information** Page is displayed.

3. Scroll down to the SAM information section *highlighted in yellow*.

**Update Your Organization Information**

Please answer the following questions about your organization and its billing information.  
NOTE: You can only register a State or Local Government Organization that your NCID Account is associated with.

\* indicates a required field.

If organization name, address, city, state or zipcode is changed, electronic vendor payment form has to be resubmitted if applicable.

**Organization Payment Information**

\*Legal Organization Name: Department of Public Safety

\*Federal Tax ID Number: 300712287

\*Dun & Bradstreet Number (DUNS): 78351786

\*Business Type: State Government

\*Fiscal Year End Date: 06/30 ?

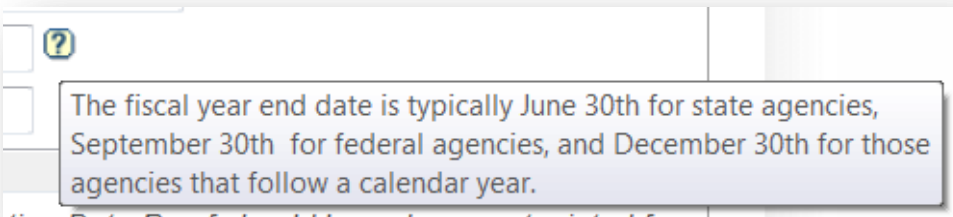
\*SAM Expiration Date: 6/4/2014

Attach SAM Expiration Date Proof:

SAM Expiration Date Proof should be a document printed from the SAM.gov website containing the SAM.gov logo, your entity's DUNS number and your entity's expiration date.  
Click here for example.

4. Type in the new SAM Expiration Date in the text box.

For more information about this click on the question mark icon at the end of the text box. The message below will appear:



5. Attach the SAM Expiration Date of Proof by clicking the Browse button and following the directions to attach a file.



SAM Expiration Date Proof should be a document printed from the SAM.gov website containing the SAM.gov logo, your entity's DUNS number and your entity's expiration date.