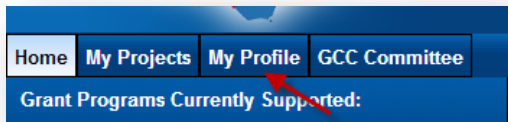# Updating SAM Registration Information in GEMS
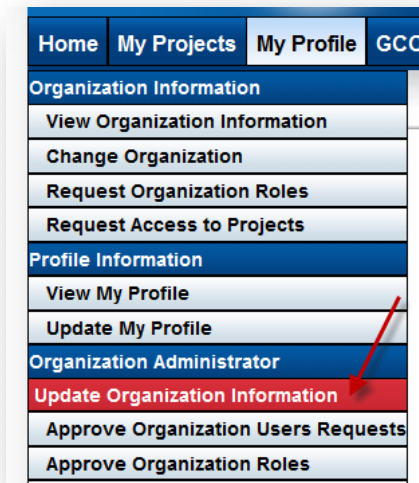
SAM Registration

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*.

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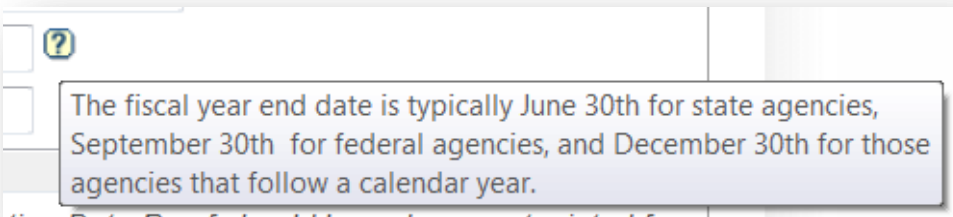
5. Attach the SAM Expiration Date of Proof by clicking the Browse button and following the directions to attach a file.

   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.