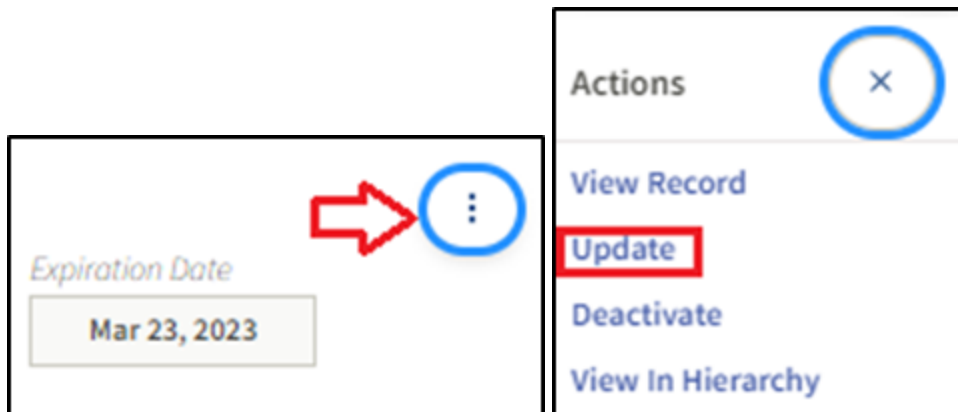


How to Add a “Doing Business As” to Your SAM.gov Entity Record

1. Sign in to [SAM.gov](https://sam.gov) and go to your Workspace.
2. Locate the **Entities** widget.



3. Select the number above the status that correlates with your current registration status, or select the title of the **Entities** widget to view all of your registrations.
4. Locate the entity record you want to update, select the Actions menu (the three dots near the expiration date), and select **Update**.



5. Enter your relationship to the entity you are updating. Indicate whether you are an employee or officer of the entity. Click on the “I certify” statement, then select **Next**.

Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

FEDERAL SUBCONTRACT SOLUTIONS, LLC • Active Registration

Unique Entity ID: [REDACTED] Physical Address: [REDACTED]
USA

What is your relationship with this entity?

[More about third-party agent designation on entity registrations](#)

I am an employee or officer of this entity

I am not an employee or officer of this entity

I certify that I am authorized to conduct transactions on behalf of the entity.

X CANCEL NEXT >

6. You will be asked **What would you like to update?** Select to update/renew your entire entity registration, and select **Next**.

:/em/entities/non-federal/update

YOUR ENTITY REGISTRATION INFORMATION:

FEDERAL SUBCONTRACT SOLUTIONS, LLC • Active Registration
DOING BUSINESS AS: FEDSUBK

UNIQUE ENTITY ID [REDACTED]	PURPOSE OF REGISTRATION ALL AWARDS	PHYSICAL ADDRESS [REDACTED] USA
CAGE/NCAGE [REDACTED]	EXPIRATION DATE FEB 19, 2025	

What would you like to update?


I would like to update my Points of Contact

I would like to update/renew my entire Entity Registration.

Points of Contact updates are effective immediately. This update does not replace your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.

Updates to your entity registration information generally require an IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.

An entity registration must be updated / renewed every 365 days to remain active and will expire if you do not renew it in time. An expired registration may affect your ability to do business with the federal government.

 **Download Your Registration Guide**

Download Guide

7. Confirm your purpose of registration as **Financial Assistance Only** or **All Awards**. For more information, see [KB0058181](#).

Choose an Option

Review the chart to decide which option is best for you.

	Current Selection	
	Financial Assistance	All Awards
What you get:		
Unique Entity ID ⓘ	✓	✓
Entity Available in Search ⓘ	✓	✓
CAGE Code ⓘ	✓ <small>(For some entities)</small>	✓
When you need it:		
To receive an award from someone else receiving federal funds ⓘ	✓	✓
To apply directly for federal grants or loans ⓘ	✓	✓
To bid on federal contracts (prime) ⓘ	—	✓
What you must complete:		
Entity Validation ⓘ	✓	✓
IRS Taxpayer Validation ⓘ	✓	✓
CAGE/NCAGE Validation ⓘ	✓ <small>(For some entities)</small>	✓
Level of Effort ⓘ	Medium to High	Highest
Expiration ⓘ	1 Year	1 Year
	<input type="button" value="Select"/>	<input type="button" value="Select"/>

Note: The purpose of the registration questionnaire is only to be used as a suggestion tool based on the options you choose. There is no definitive right or wrong answer. If the suggestions provided do not meet your needs, you can choose the other option. Refer to [KB0070539](#) for a detailed video.

8. Confirm your CAGE code. If it is correct, click NEXT.

Confirm CAGE code

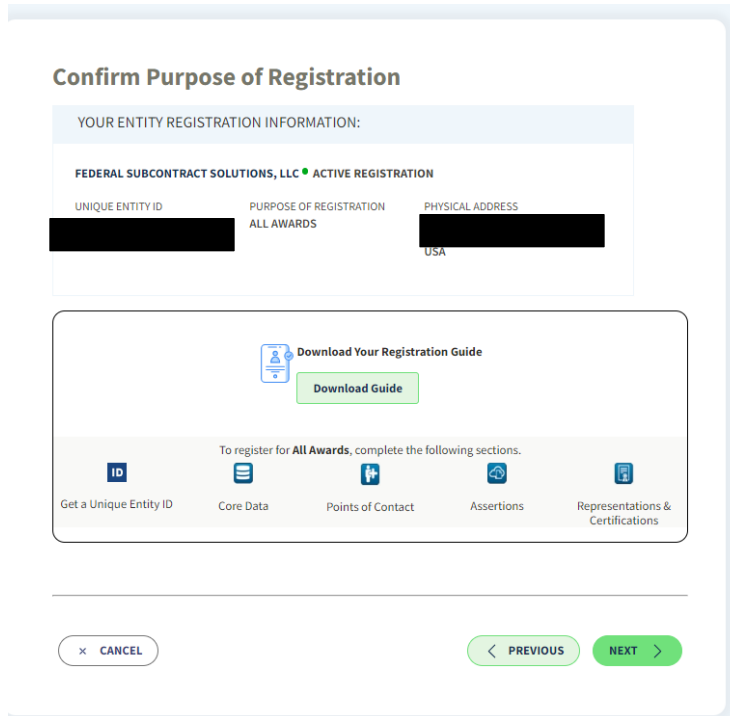
The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program.
The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

LEGAL ENTITY YOU SELECTED

FEDERAL SUBCONTRACT SOLUTIONS, LLC

CAGE Code XXXXXXXXXX

9. Confirm your Purpose of Registration. Click NEXT to confirm.




Confirm Purpose of Registration

YOUR ENTITY REGISTRATION INFORMATION:






FEDERAL SUBCONTRACT SOLUTIONS, LLC • ACTIVE REGISTRATION

UNIQUE ENTITY ID [REDACTED]	PURPOSE OF REGISTRATION ALL AWARDS	PHYSICAL ADDRESS [REDACTED] USA
--------------------------------	---------------------------------------	---------------------------------------

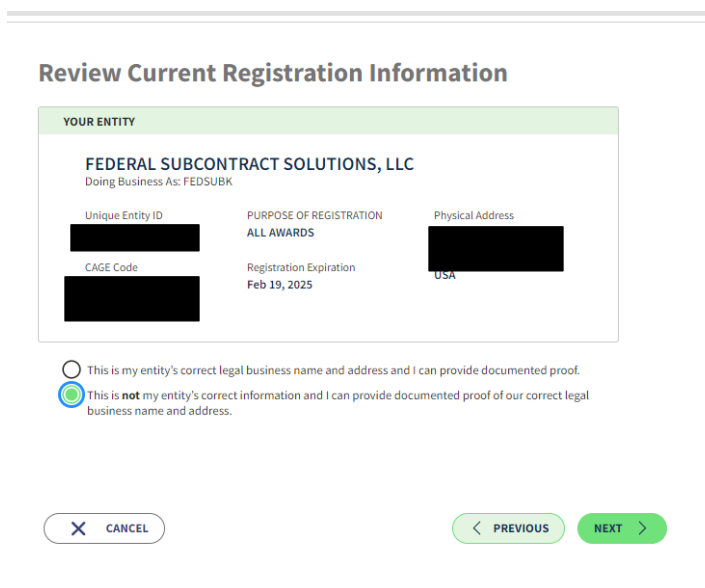
 **Download Your Registration Guide**

[Download Guide](#)

To register for **All Awards**, complete the following sections.

 Get a Unique Entity ID	 Core Data	 Points of Contact	 Assertions	 Representations & Certifications
--	---	---	--	--

10. Review your Current Registration Information. To add a DBA, click “This is not my entity’s correct information, and I can provide documented proof of our correct legal business name and address.”



Review Current Registration Information

YOUR ENTITY

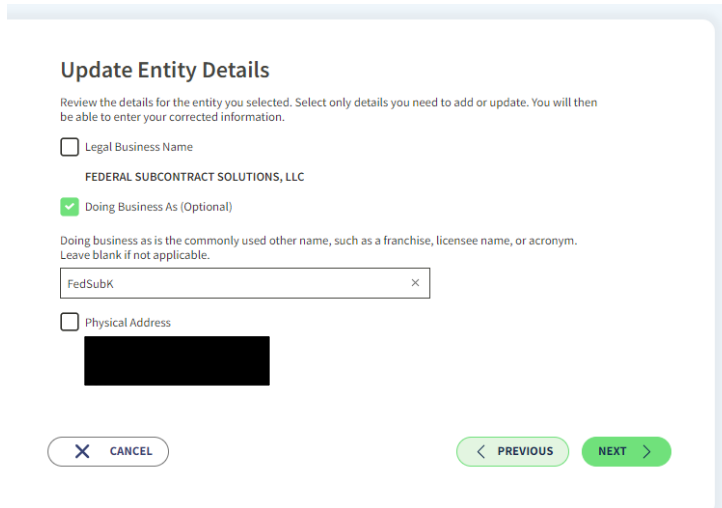
FEDERAL SUBCONTRACT SOLUTIONS, LLC
Doing Business As: FEDSUBK

Unique Entity ID [REDACTED]	PURPOSE OF REGISTRATION ALL AWARDS	Physical Address [REDACTED] USA
CAGE Code [REDACTED]	Registration Expiration Feb 19, 2025	

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.

11. Click on the box next to what you'd like to change. In the case of a business with no DBA yet on record, the block should be blank. Once clicked, the field should appear to allow entry of the DBA name. Click NEXT to continue.



Update Entity Details

Review the details for the entity you selected. Select only details you need to add or update. You will then be able to enter your corrected information.

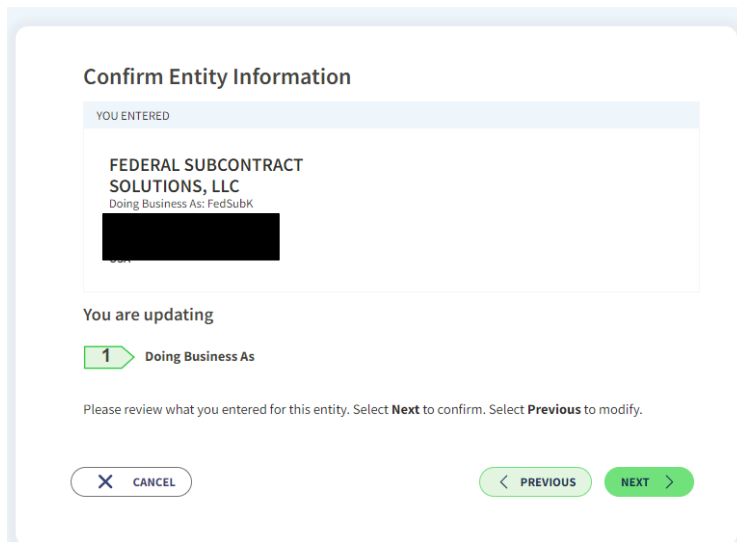
Legal Business Name
FEDERAL SUBCONTRACT SOLUTIONS, LLC

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.

Physical Address
[REDACTED]

12. Confirm the action being taken. Select NEXT to confirm.



Confirm Entity Information

YOU ENTERED

FEDERAL SUBCONTRACT SOLUTIONS, LLC
Doing Business As: FedSubK
[REDACTED]

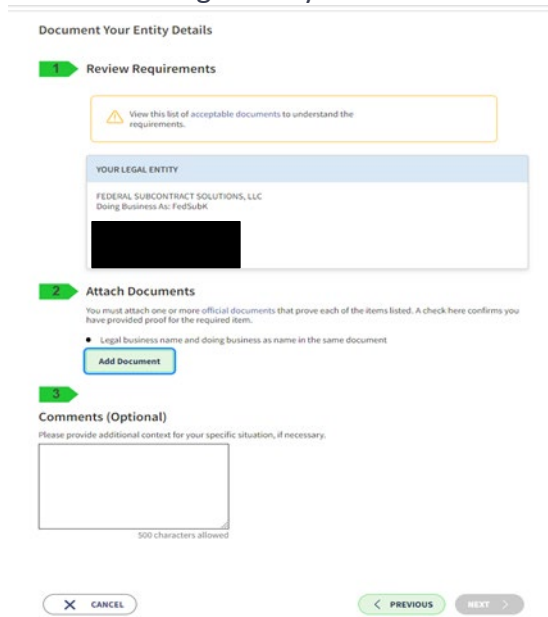
You are updating

1 Doing Business As

Please review what you entered for this entity. Select **Next** to confirm. Select **Previous** to modify.

13. Next...

(a) Review the Legal Entity Information



Document Your Entity Details

1 Review Requirements

View this list of acceptable documents to understand the requirements.

YOUR LEGAL ENTITY

FEDERAL SUBCONTRACT SOLUTIONS, LLC
Doing Business As: FedSubK

2 Attach Documents

You must attach one or more official documents that prove each of the items listed. A check here confirms you have provided proof for the required item.

- Legal business name and doing business as name in the same document

Add Document

3 Comments (Optional)

Please provide additional context for your specific situation, if necessary.

500 characters allowed

CANCEL **PREVIOUS** **NEXT**

(b) Attach official documents that prove each item listed / changed. A pop up window will appear to select a document type from a drop down menu. After selecting, check the box shown that are applicable, and drag a file or choose a file from a folder to upload. Click SUBMIT.

(c) Add comments. In this field type in: “Adding Doing Business As [NAME] to the SAM Entity Record based on the attached documents from the State of [ENTER STATE]. This is the only change being made to the entity record at this time.”

(d) Click on NEXT to continue.

14. Follow additional instructions on screens to submit your update to your legal business name.

15. Entity Validation processing will occur to review the documents submitted and add the DBA to your entity record.

16. You will receive emails as SAM.gov processes the request and an email once it is completed.