

Quick Reference Guide (QRG)



SAM.gov Printing Instructions

LEAs/External Users



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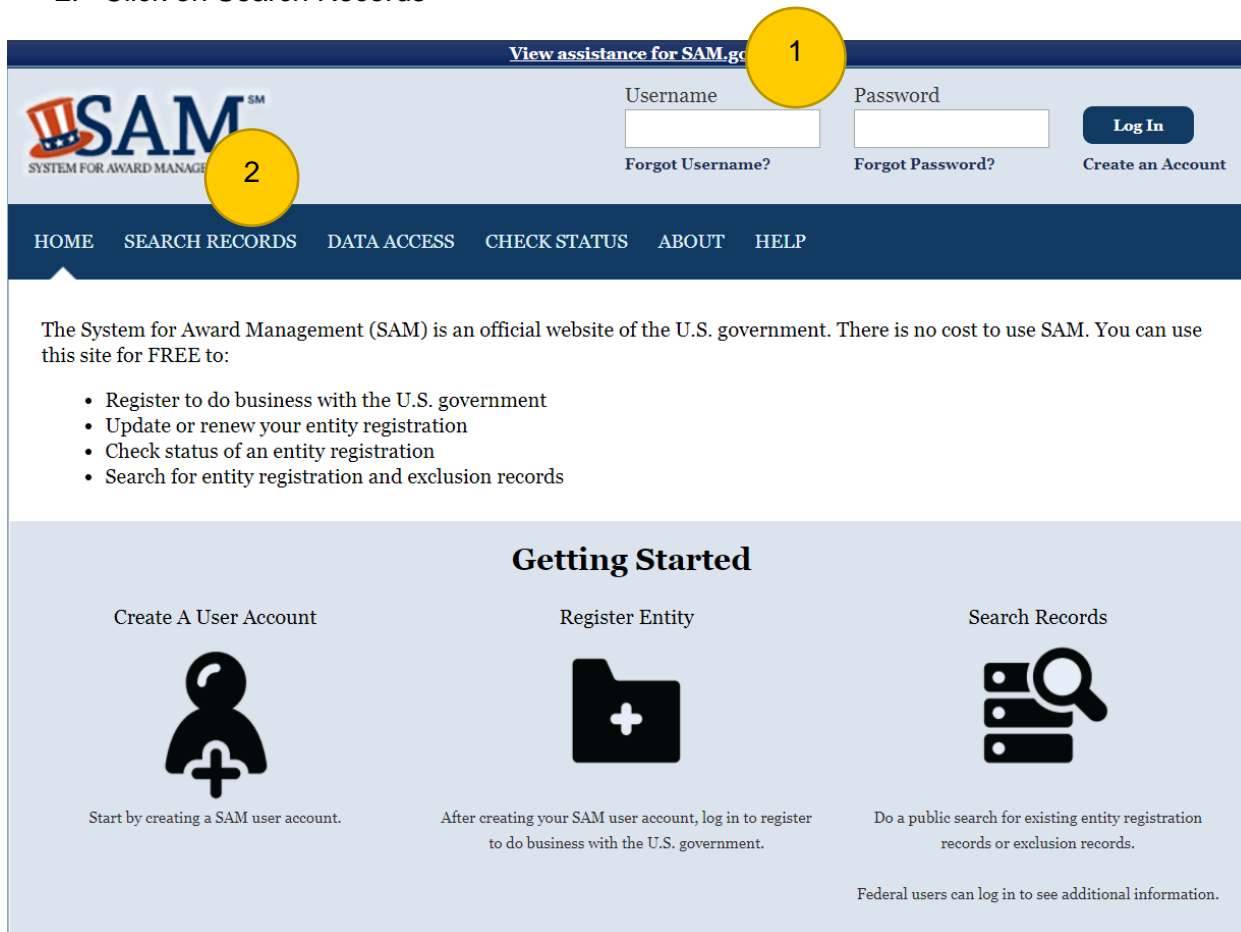
SAM.gov Printing Instructions

ADE is not affiliated with SAM.gov and cannot assist with troubleshooting registration nor does ADE have access to automatically update your expiration date.

For information on updating your CCR registration, please review this [Quick Guide](#).

Printing Instructions

1. Enter your username and password
2. Click on Search Records



The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with the SAM logo and a search bar. The search bar has fields for 'Username' and 'Password', and a 'Log In' button. Below the search bar is a navigation menu with links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP'. The main content area features a 'Getting Started' section with three columns: 'Create A User Account', 'Register Entity', and 'Search Records'. Each column has an icon and a brief description of the action.

1 View assistance for SAM.gov

2 SEARCH RECORDS




Username Password Log In
Forgot Username? Forgot Password? Create an Account

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account	Register Entity	Search Records
		
Start by creating a SAM user account.	After creating your SAM user account, log in to register to do business with the U.S. government.	Do a public search for existing entity registration records or exclusion records. Federal users can log in to see additional information.

3. Enter your DUNS number
4. Select Search

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Choose Quick Search or Advanced Search

QUICK SEARCH:

Enter your specific search term
(Example of search term includes the entity's name, etc.)

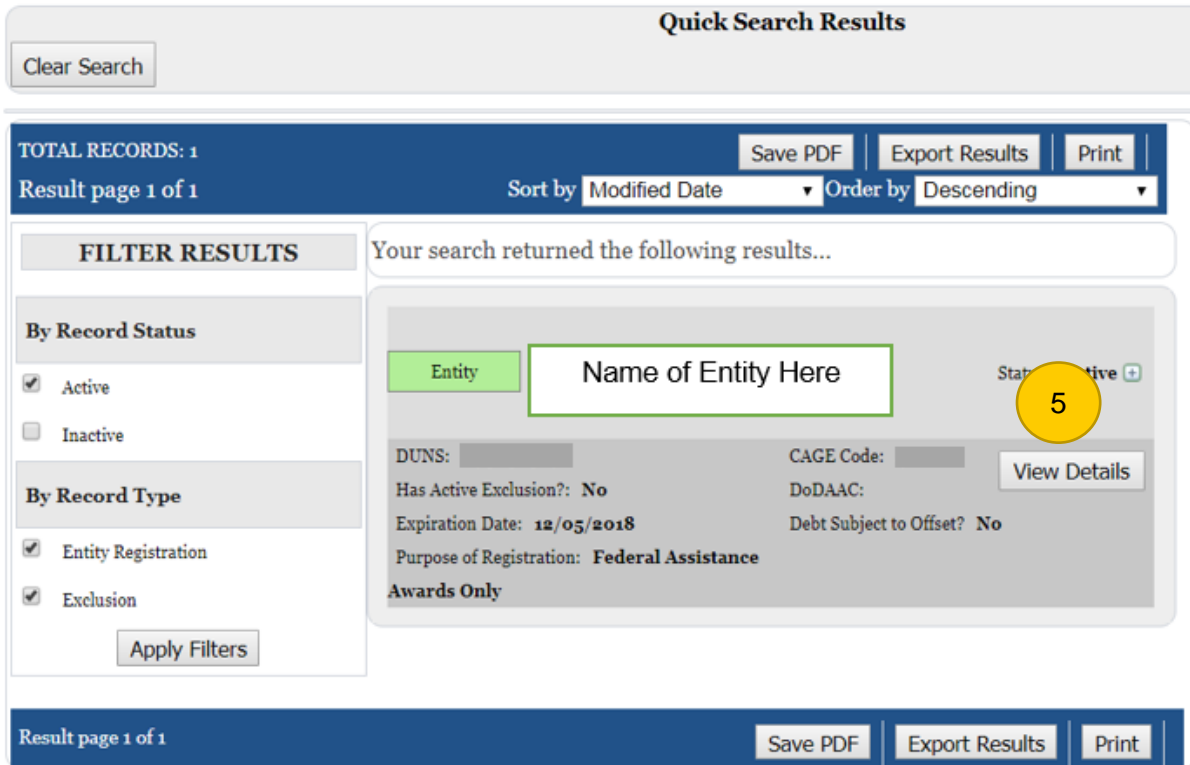
3 DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

4

ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.

5. Once the search box appears with the organization's information, select on the View Details



Quick Search Results

Clear Search

TOTAL RECORDS: 1 Save PDF Export Results Print
Result page 1 of 1 Sort by Modified Date Order by Descending

FILTER RESULTS

By Record Status

Active
 Inactive

By Record Type

Entity Registration
 Exclusion

Apply Filters

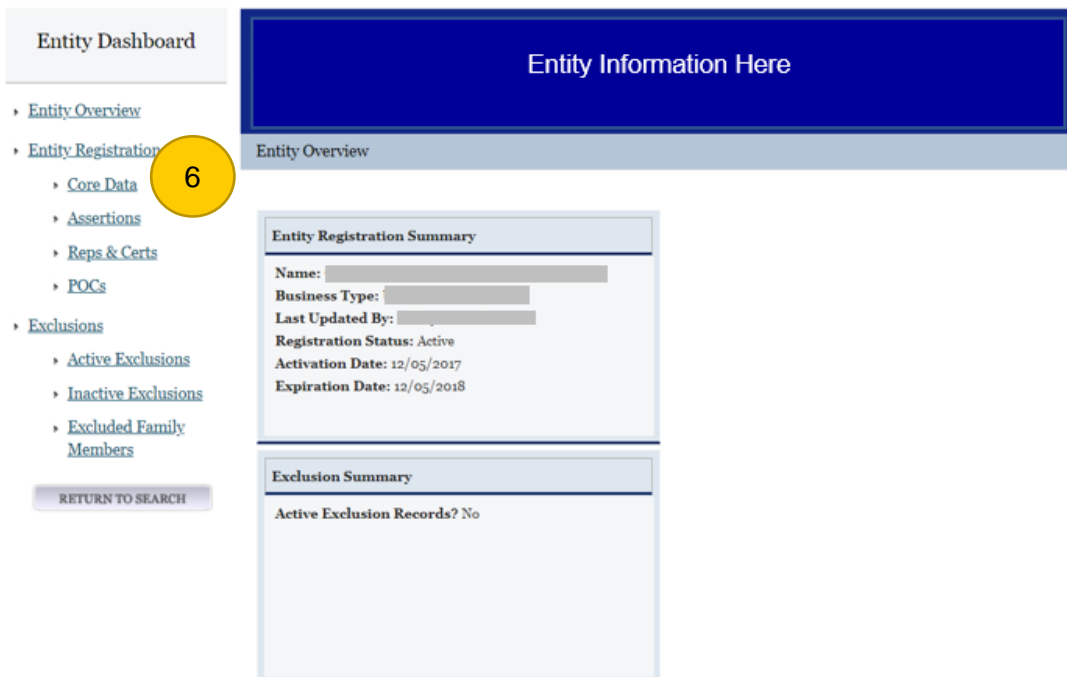
Your search returned the following results...

Entity **Name of Entity Here** Status: Active **5**

DUNS: [redacted] CAGE Code: [redacted] View Details
Has Active Exclusion?: No DoDAAC:
Expiration Date: 12/05/2018 Debt Subject to Offset? No
Purpose of Registration: Federal Assistance
Awards Only

Result page 1 of 1 Save PDF Export Results Print

6. On the left side menu, click on the Core Data



Entity Dashboard

Entity Information Here

- Entity Overview
- Entity Registration **6**
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

RETURN TO SEARCH

Entity Overview

Entity Registration Summary

Name: [redacted]
Business Type: [redacted]
Last Updated By: [redacted]
Registration Status: Active
Activation Date: 12/05/2017
Expiration Date: 12/05/2018

Exclusion Summary

Active Exclusion Records? No

7. Select Collapse All
8. Select Business and TIN Information so that this information is expanded
9. Print the Core Data page which includes the Business and TIN Information

Entity Dashboard

- Entity Overview
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RETURN TO SEARCH

Entity Information

Review Core Data

Current Record

VIEW SELECTED RECORD

DUNS Number:

D&B Legal Business Name:

Doing Business As:

[Expand All] | [Collapse All]

Business & TIN Information:

CAGE/NCAGE Code

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

SAM Search Authorization

[Expand All] | [Collapse All]

Business & TIN Information:

Business Information:

Business Start Date: 07/01/1928

Fiscal Year End Close Date: 06/30

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: AZ 01

Initial Registration Date:

Submission Date:

Activation Date:

Expiration Date:

Physical Address:

Address Line 1:

City:

State/Province:

Country:

ZIP/Postal Code:

Mailing Address:

Address Line 1:

Address Line 2:

City:

State/Province: AZ

Country: UNITED STATES

ZIP/Postal Code: 85920 - 0170

CAGE/NCAGE Code