

# Sam Printing Instructions

For information on updating your CCR registration visit

<https://sam.gov/content/home>

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

## To print your SAM CORE DATA page, Log In and click on Search Records

The screenshot shows the SAM.gov search interface. At the top left is the SAM.GOV logo. To the right are links for Requests, Notifications, Workspace, and Sign Out. Below the logo is a navigation bar with Home, Search, Data Bank, Data Services, and Help. The Search bar contains a dropdown menu set to 'All Words' and a search input field with the placeholder text 'e.g. 1606N020Q02'. To the right of the search bar are buttons for 'Search Results', 'Saved Searches', and 'Actions'. Below the search bar is a 'Select Criteria' section with a left arrow icon and the text 'Choose your filters and run your report to begin.' To the left of this section are two expandable panels: 'Select Domain' with 'All Domains' selected and a plus sign, and 'Filter By' with a minus sign.

## Enter your Duns number and click on Search


This screenshot is similar to the previous one, showing the SAM.gov search interface. The search input field, which contains the placeholder text 'e.g. 1606N020Q02', is highlighted with a blue rectangular box. The rest of the interface, including the navigation bar and search bar, is the same as in the previous screenshot.

## When the search box comes up, click on LEA name (next to Active Registration)

The screenshot shows a table of search results. The first row is highlighted with a blue box. The table has the following columns and data:

				Entity
<input type="text"/>	● Active Registration			Expiration Date Dec 17, 2022
<b>DUNS</b> Unique Entity ID	CAGE Code	Physical Address		Purpose of Registration Federal Assistance Awards
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>SAM</b> Unique Entity ID				
<input type="text"/>				

It will bring you to the Core Data page, select Download, select file type (PDF) then download again, open with (Microsoft Edge), click ok and save pages.

[Download](#)  [Follow](#)

Entity Registration
<b>Core Data</b>
Business Information
Entity Types
Financial Information
Points of Contact
Assertions
Reps and Certs
Exclusions
Responsibility / Qualification

<b>DUNS</b> Unique Entity ID	<i>Registration Status</i>	<i>Expiration Date</i>
<input type="text"/>	<span style="color: green;">●</span> Active	Sep 21, 2022
<b>SAM</b> Unique Entity ID	Purpose of Registration	
<input type="text"/>	<b>Federal Assistance Awards Only</b>	
CAGE/NCAGE		
<input type="text"/>		
Physical Address	Mailing Address	
<input type="text"/>	<input type="text"/>	

\*The DUNS number is currently the official Unique Entity ID

**Version** Current Record ▼