SAM.Gov Registration SAM Database Record and Clearance

Each applicant must obtain a Duns and Bradstreet (DUNS) number and also register within the SAM system.

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandated specific reporting requirements for recipients of federal funds. In order to report in this system, each State award recipient must have a DUNS and a CAGE code, assigned as a result of registration in the federal SAM.

For more information on obtaining a DUNS number go to: <u>http://www.dnb.com/get-a-duns-number.html</u> For registering in the System for Award Management (SAM), please review the following information at: <u>https://www.sam.gov/portal/SAM/</u>

Once registered, each applicant must access SAM, determine that the applicant is eligible within SAM, and provide a print out of the information from SAM. Each applicant must also provide documentation that they are registered in the SAM using the DUNS number entry (refer to the check your registration status in SAM) the last illustration.

Applicant must run a query at the System for Award Management website (<u>www.sam.gov</u>) at the time of application and include a copy of the search record showing the DUNS Number and/or search terms and date. This information must be provided within the application and labeled as "Exhibit L".

1. Using your internet browser, navigate to <u>www.sam.gov</u>



2. Select "Search Records". enter the DUNS number. and click Search".

Looking * Use Qu * Use Ad	for entity registration records or entity exclusion records in SAM? ick Search if you know an entity's Business Name, DUNS number or CA vanced Search to structure your search using multiple categories and cu	GE code. iteria.
Are you a * Create opt out o Conducti	1 Federal government employee? a SAM user account with your government e-mail address <u>and log into SA</u> f the public search. ng small business-focused market research?	<u>M before searching</u> to see FOUO information and registrants who chose
* In addi	tion to what is contained in SAM, small businesses may supplement infor	mation about themselves in the SBA's <u>Dynamic Small Business Search</u> .
	OLUCK SEARCH.	ADVANCED CEADOULU 10 10 10 10 10 10 10
		ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search.
	(Example of search term includes the entity's name, etc.)	ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search. ADVANCED SEARCH - ENTITY
•	(Example of search term (Example of search term includes the entity's name, etc.) DUNS Number Search: Enter DUNS number ONLY	ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search. ADVANCED SEARCH - ENTITY ADVANCED SEARCH - EXCLUSION
•	CAGE Code Search: Enter CAGE code ONLY	ADVANCED SEARCH ' Use specific criteria in multiple categories to structure your search. ADVANCED SEARCH - ENTITY ADVANCED SEARCH - EXCLUSION

Review the search results and click "Print" to print the results. *Your printed copy should include a date stamp at the bottom of the page*.



3. If you need to register in the SAM, click Create User Account. The applicant must Check Status and submit a printout of Status, which must be an active status.

IOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP CREATE USER ACCOUNT REGISTER/UPDATE ENTITY You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account. Register/Update Entity Register/Update Entity	SUSTEM FOR AWARD MANAGEMENT	USER Forgot
CREATE USER ACCOUNTREGISTER/UPDATE ENTITYYour CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a 	HOME SEARCH RECORDS DAT	A ACCESS GENERAL INFO HELP
government official and need to create Exclusions or search for FOUO information.	CREATE USER ACCOUNT Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also	REGISTER/UPDATE ENTITY You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating
	need to create a SAM User Account if you are a	your Entity, you must first create a user account.

4. Check your registration status in the SAM by entering applicant nine digit DUNS number. If result is not active, create a user account. If result is inactive, reactive user account.



5. You can tract your status at the SAM status tracker which indicates exactly where your applicant is in the process. The applicant must be in an active status as determined by DUNS number entry. https://www.sam.gov/sam/helpPage/SAM_Reg_Status_Help_Page.html



The final version that the applicant must submit with their application must contain proof that the applicant is currently registered in SAM.gov.