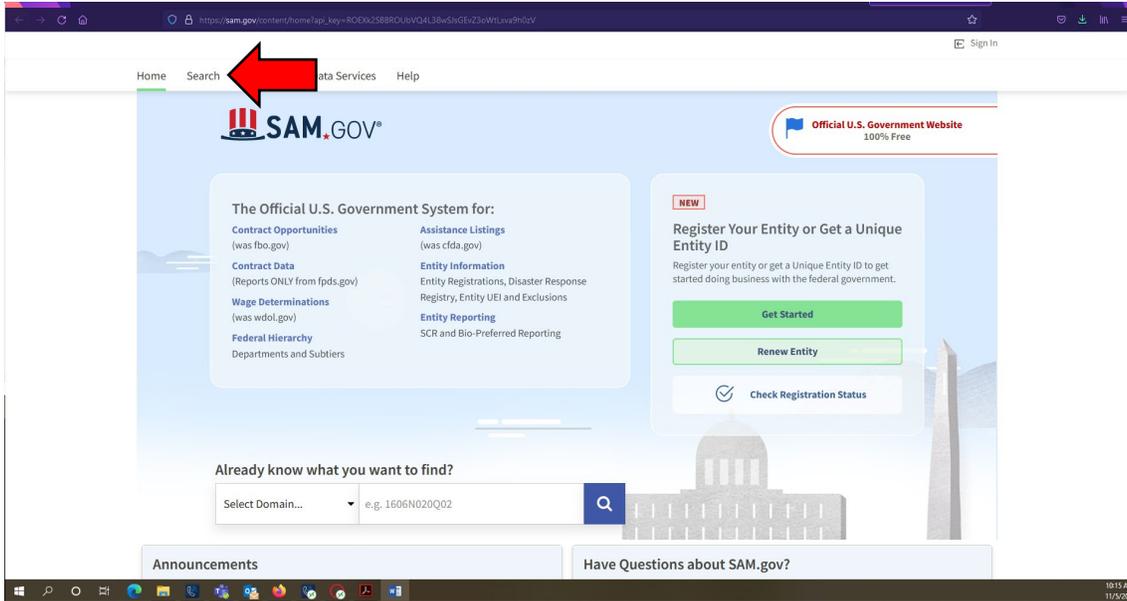


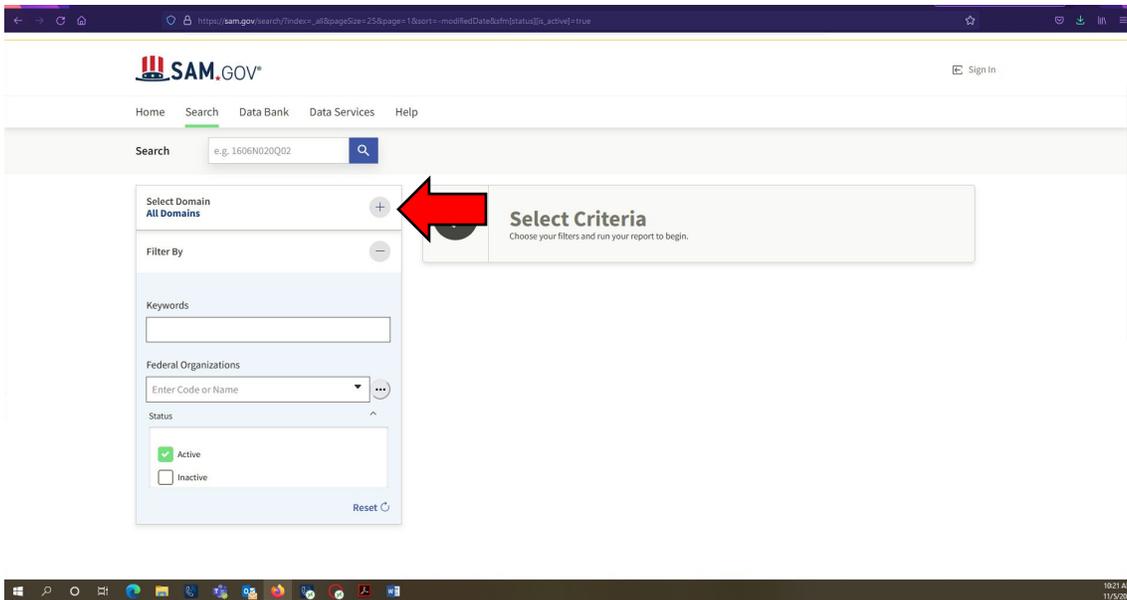
# Updates to SAM Database

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

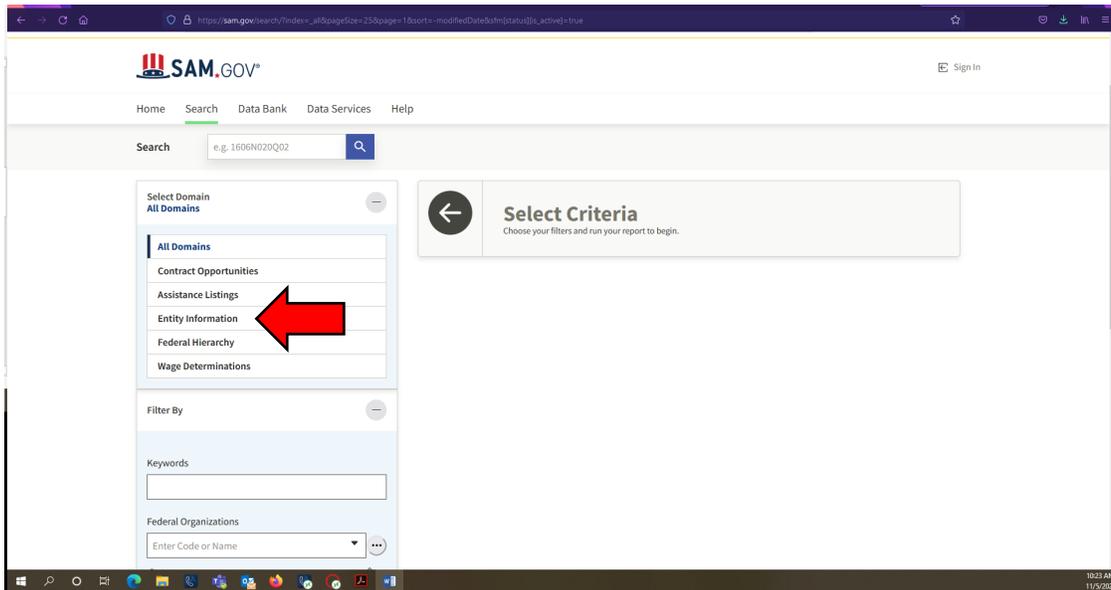
Start a search by selecting “search” as shown below.



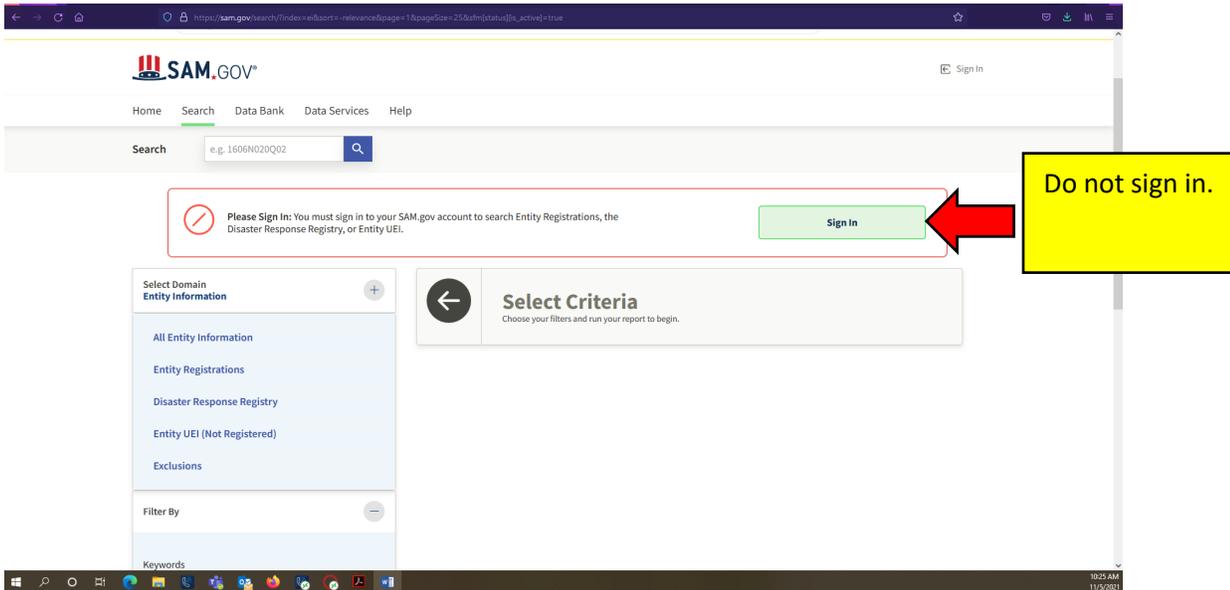
To start your search, click on “+” by “Select Domain” as shown below.



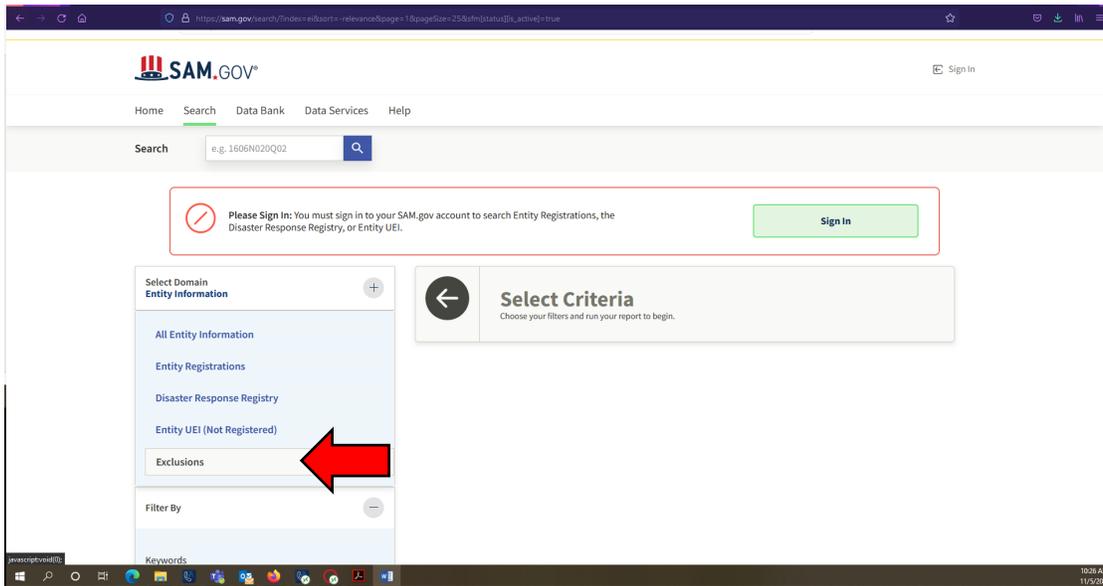
Next, you will select "Entity Information" as shown below.



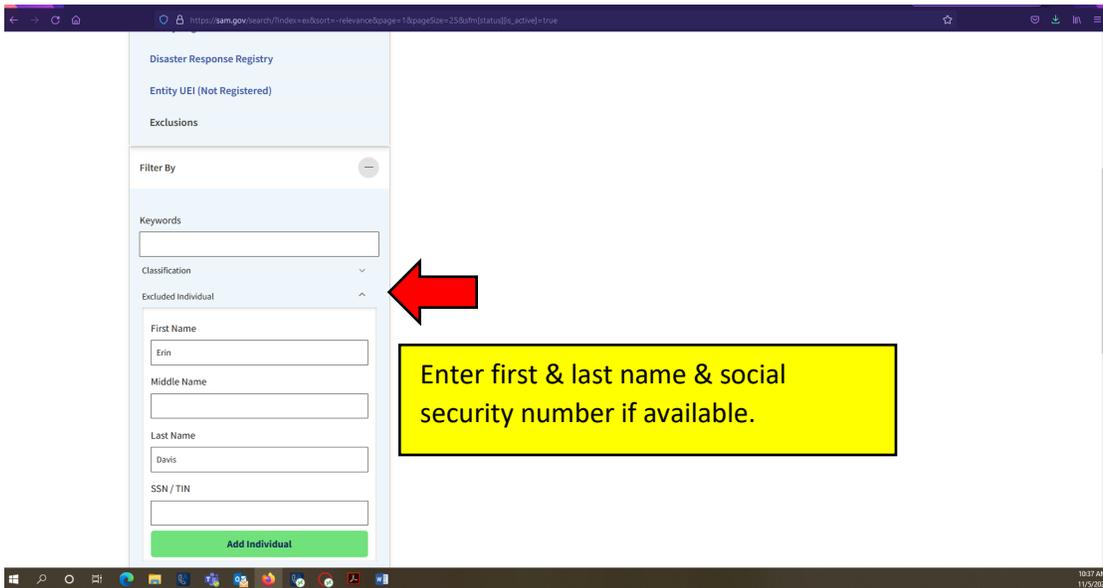
After you select "Entity Information" you will see a red box appear, asking you to sign in. You do not need to do this.



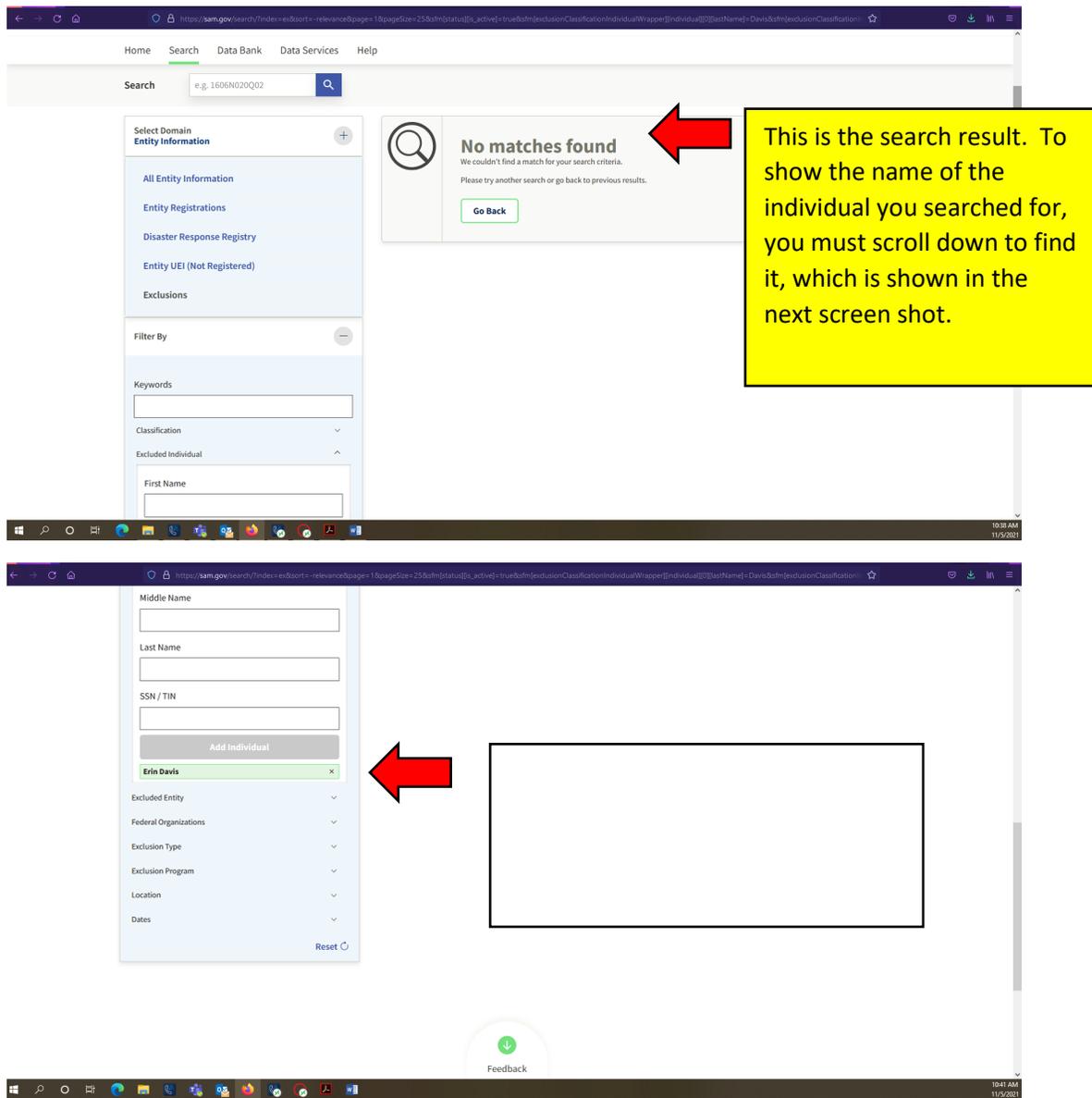
To bypass signing in, select “Exclusions” as shown below.



Select “Excluded Individual” to open the dropdown menu which will allow you to enter your applicant and/or employee information. Then, select the green box that says “Add Individual.”



The search results are shown below.



Complete two screenshots of the search result for the employee record. Notice, the first screenshot includes the search results and the second screenshot includes the name of the applicant/employee. Both screenshots include the time and date the search was completed (bottom right), and the website that was used (top middle).