Updates to SAM Database

https://sam.gov/content/home

Start a search by selecting "search" as shown below.

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	SAM.GOV*	Official U.S. Government Website 100% Free	
	The Official U.S. Government System for: Contract Opportunities Assistance Listings (was tok gov) (was charact Data Contract Data Entity Information (Reports ONLY from fpds.gov) Entity Registrations, Diaster Res Wage Determinations Registry, citrly UEI and Ecclusion (was vidol.gov) Entity Reporting Federal Hierarchy SCR and Bio-Preferred Reporting Departments and Subliers	Normse ns s s s s s s s s s s s s s	
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To start your search, click on "+" by "Select Domain" as shown below.

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

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

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To bypass signing in, select "Exclusions" as shown below.

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	Please Sign In: You must sign in to your SAM.gov account to search Entity Registrations, the Disaster Response Registry, or Entity UE. Sign In Select Domain Entity Information + ← Select Criteria		
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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."

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The search results are shown below.

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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).