

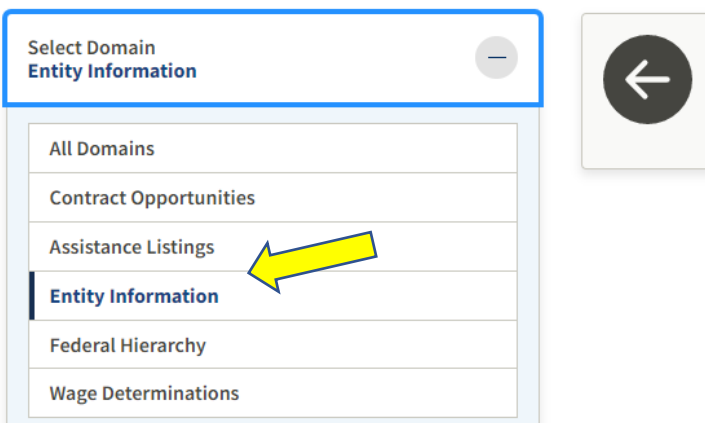
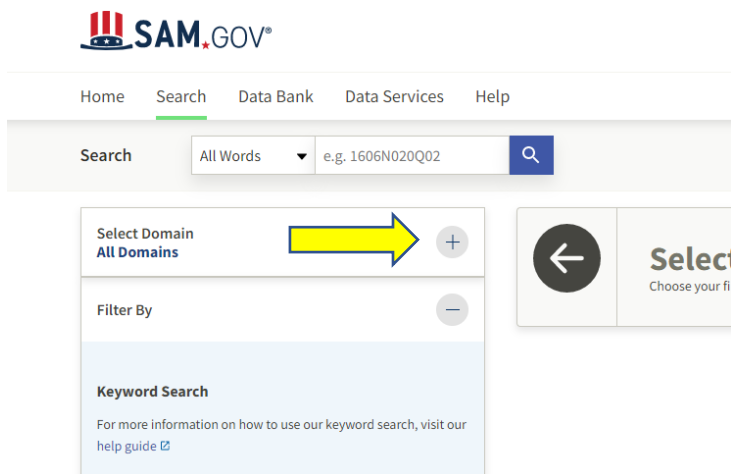
SAM.GOV – Instructions for Employee Checks

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

1. Select “Search”



2. Under “Select Domain – All Domains” click on + sign to expand this section. Then select “Entity Information”



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3. Click on “Exclusions”

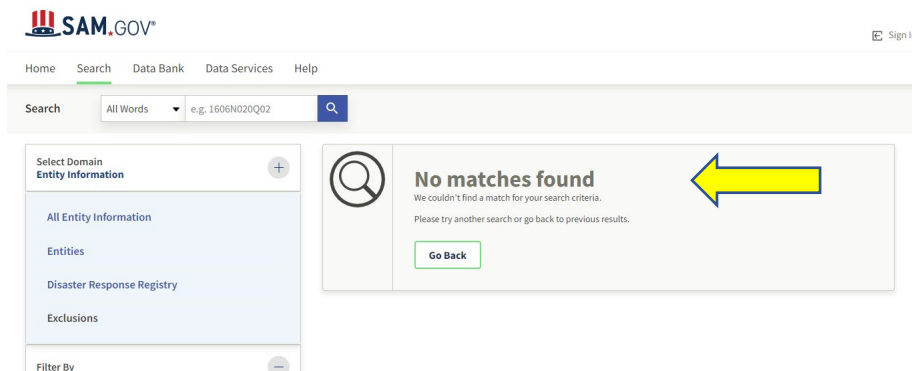
The screenshot shows the SAM.gov homepage. At the top is the SAM.gov logo and a navigation bar with links: Home, Search, Data Bank, Data Services, and Help. Below the navigation bar is a search bar with a dropdown menu set to 'All Words' and a search button. A red banner message reads: 'Please Sign In: You must sign in to your SAM.gov account to see Response Registry.' Below the banner is a 'Select Domain' sidebar with a '+' icon. The sidebar lists: Entity Information, All Entity Information, Entities, Disaster Response Registry, and Exclusions. A yellow arrow points to the 'Exclusions' link. To the right of the sidebar is a back button with a left arrow.

4. Scroll down to “Keyword Search” section and select “Excluded Individual”. Enter in first and last name. Select “Add Individual”.

The screenshot shows the 'Keyword Search' section of the SAM.gov website. On the left is a sidebar with search options: 'Any Words' (unselected), 'All Words' (selected), and 'Exact Phrase' (unselected). Below these is a search input field containing 'e.g. 123456789, Smith Corp'. A list of search filters is shown with expand/collapse arrows: Classification, Excluded Individual (highlighted with a yellow arrow), Excluded Entity, Federal Organizations, Exclusion Type, Exclusion Program, Location, and Dates. A 'Reset' button is at the bottom right of the sidebar. On the right is the 'Excluded Individual' form. It has a 'Classification' dropdown set to 'Excluded Individual'. The form contains four input fields: 'First Name' (containing 'Mary'), 'Middle Name' (empty), 'Last Name' (containing 'Smith'), and 'SSN / TIN' (empty). A green 'Add Individual' button is at the bottom of the form, highlighted with a yellow arrow.

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5. Scroll up the page, you should see “No matches found”. If this message is not provided and you are seeing multiple names, please see step #6a.



- 6a. If search results are showing multiple names, like in the image example in step 6b, you will need to add additional information to help minimize the search results.

You can add a middle name, SSN (not necessarily required), however, make sure to remove your previous search results by clicking on the “x”. See screen shot below. Failure to remove the initial search will allow the search to contain both names and you will continue to see the same search results. See step 6b for additional search features.

The screenshot shows the 'Excluded Individual' form. It has five input fields: 'First Name', 'Middle Name', 'Last Name', and 'SSN / TIN'. Below these fields is a grey button labeled 'Add Individual'. At the bottom, there are two search results in green boxes: 'Mary Smith' and 'Mary Denise Smith'. A yellow arrow points to the 'Mary Smith' result, and a blue box with the text 'Remove 1st search' and an 'x' icon is positioned over it.

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6b. Another option would be under the section “Location” click on the down arrow and add the employee’s Zip Code, State, City and Country. Please note, not all fields need to be completed. Again, you want to make sure that under “Add Individual” there is only one name or entry for each search.

The screenshot shows the 'Add Individual' form on the SAM.gov website. On the left, there is a sidebar with a list of filters: Classification, Excluded Individual, First Name, Middle Name, Last Name, SSN / TIN, Add Individual, Excluded Entity, Federal Organizations, Exclusion Type, Exclusion Program, Location, and Dates. The 'Location' filter has a yellow arrow pointing to its dropdown arrow. The 'Add Individual' button is also highlighted with a yellow arrow. The main content area displays a list of individuals, including Mary Williams-Smith, Mary Margaret Smith, Mary Regina Smith, and Mary Elizabeth Smith, each with their status (Active), DUNS and SAM Unique Entity IDs, CAGE Codes, and Physical Addresses.

6. Make sure to save a pdf of search results in employees file folder. You can do this by simply right clicking on the site, select “print” then “Save as PDF”. This will contain the required date, time stamp and name of employee.

The screenshot shows the SAM.gov search results page. The search bar at the top contains the text 'Mary Denise Smith'. Below the search bar, there is a list of filters: Excluded Entity, Federal Organizations, Exclusion Type, Exclusion Program, Location, and Dates. The search results section displays a message: 'No matches found'. A yellow circle is drawn around the search icon and the 'No matches found' message. The page also includes a 'Reset' button and a 'Go Back' button.