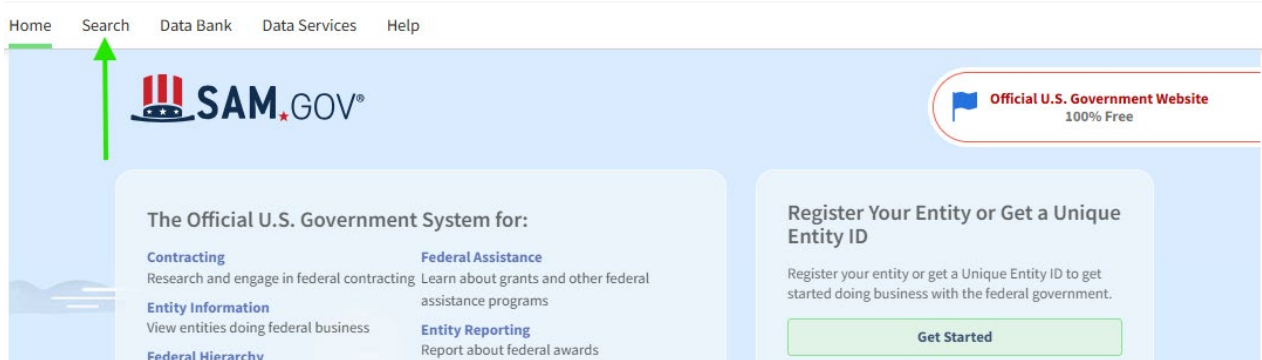


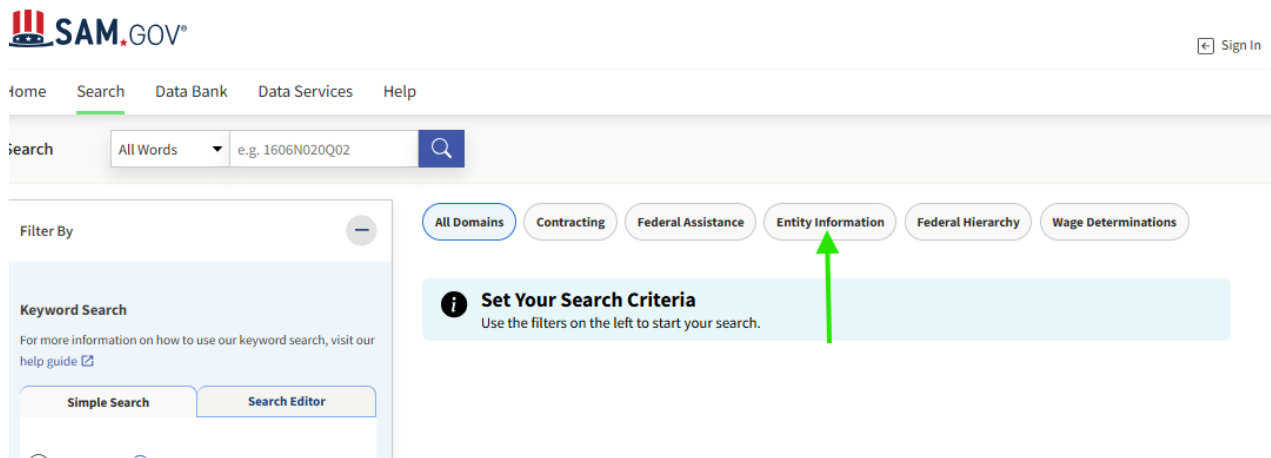
SAM.gov Instructions for Employee Exclusion Checks

[Home](#) | [SAM.gov](#)

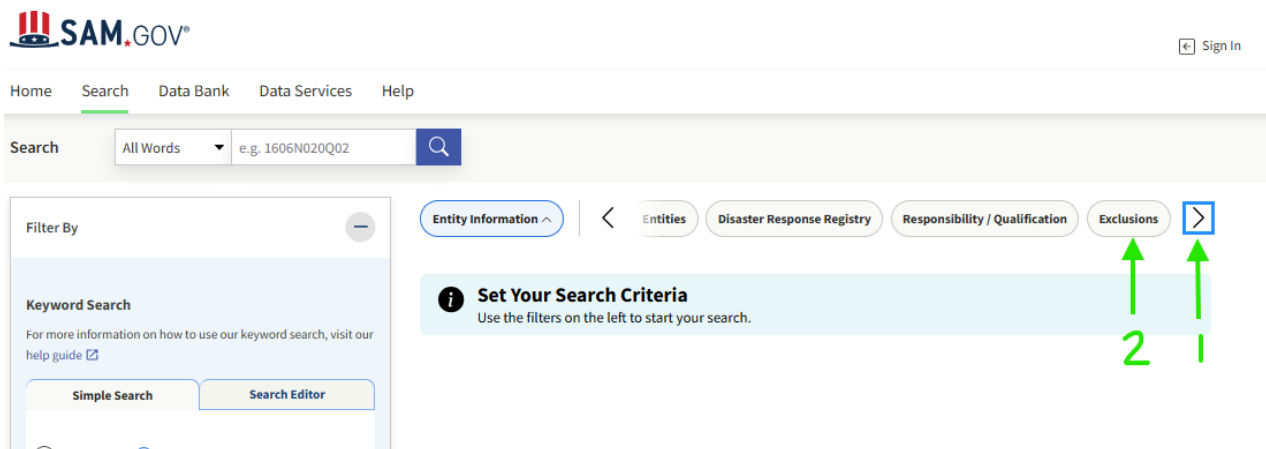
1. Select “Search”



2. Select “Entity Information”



3. Use right arrow to navigate to the right. Then click on “Exclusions”



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4. Use left side “Keyword Search” menu section and select “Excluded Individual”.

Sign In

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02

Filter By

Entity Information ^ < Entities Disaster Response Registry Responsibility / Qualification **Exclusions** >

Keyword Search
For more information on how to use our keyword search, visit our [help guide](#)

Simple Search Search Editor

☐ Any Words ⁱ
☒ All Words ⁱ
☐ Exact Phrase ⁱ

e.g. 123456789, Smith Corp

Classification v
Excluded Individual ←
Excluded Entity v
Federal Organizations v

Set Your Search Criteria
Use the filters on the left to start your search.

5. Enter in the employee’s first and last name. Middle initial is optional but recommended on common names such as Mary Smith. Select “Add Individual”

Filter By

Keyword Search
For more information on how to use our keyword search, visit our [help guide](#)

Simple Search Search Editor

☐ Any Words ⁱ
☒ All Words ⁱ
☐ Exact Phrase ⁱ

e.g. 123456789, Smith Corp

Classification v
Excluded Individual ^

First Name
Mary ← 1

Middle Name
D optional

Last Name
Smith ← 2

SSN / TIN
↓ 3

Add Individual

Excluded Entity v

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6. 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 8.

The screenshot shows the SAM.gov search interface. At the top, there's a navigation bar with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. A 'Sign In' button is on the right. Below the navigation bar is a search bar with the text 'e.g. 1606N020Q02'. To the left of the search bar is a 'Filter By' section with a 'Keyword Search' subsection. This subsection has a 'Simple Search' button and a 'Search Editor' button. Below these are radio buttons for 'Any Words', 'All Words' (selected), and 'Exact Phrase'. A text input field contains 'e.g. 123456789, Smith Corp'. Below this is a 'Classification' dropdown set to 'Excluded Individual'. Further down are input fields for 'First Name', 'Middle Name', 'Last Name', and 'SSN / TIN'. An 'Add Individual' button is below these fields. A list of results shows 'Mary D Smith' with a green highlight. To the right of the search bar, there's a 'No matches found' message: 'We couldn't find a match for your search criteria. Please try another search or go back to previous results.' A green arrow points to this message. Another green arrow points to the 'Go Back' button below the message. A third green arrow points to the 'Mary D Smith' result in the list.

7. 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.
Note: You may need to adjust printing options to get the time and date stamp – example “Headers and footers”

This screenshot shows the same SAM.gov search results page as before, but with a print settings overlay on the left side. The overlay has a 'Print' section with 'Total: 2 sheets of paper'. Below this are options for 'Print on both sides' (set to 'Print on one side') and 'Paper size' (set to 'Letter'). There's a 'Scale (%)' section with 'Fit to printable area' and 'Actual size' (selected) options. A 'Pages per sheet' dropdown is set to '1'. The 'Quality' dropdown is set to '600 dpi'. The 'Margins' dropdown is set to 'Default'. In the 'Options' section, 'Headers and footers' is checked, and 'Background graphics' is unchecked. A green arrow points to the 'Print' button. Another green arrow points to the 'Mary D Smith' result in the list. A third green arrow points to the 'No matches found' message. A fourth green arrow points to the 'Go Back' button. A fifth green arrow points to the 'Print' button. A sixth green arrow points to the 'Headers and footers' checkbox. A seventh green arrow points to the 'Background graphics' checkbox. A eighth green arrow points to the 'Print using system dialog...' link.

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8. If search results show multiple names, like in this image example, notice the middle initial was not used on a common name, you will need to add additional information to help minimize the search results.

The screenshot shows the SAM.gov search results page. The search bar at the top contains 'e.g. 1606N020Q02'. The left sidebar has a 'Filter By' section with 'Keyword Search' and 'Simple Search' tabs. The 'Simple Search' section has radio buttons for 'Any Words', 'All Words' (selected), and 'Exact Phrase'. Below this is a text input field with 'e.g. 123456789, Smith Corp'. The 'Classification' dropdown is set to 'Excluded Individual'. The 'First Name', 'Middle Name', 'Last Name', and 'SSN / TIN' fields are empty. The 'Add Individual' button is visible. The search results table shows five entries for 'Mary Smith' with various details like Unique Entity ID, CAGE Code, Physical Address, Classification, and Termination Date. The 'Exclusion' button is visible for each entry.

Entity Information	Entities	Disaster Response Registry	Responsibility / Qualification	Exclusions
Showing 1 - 14 of 14 results				
Sort by: Relevance				
Mary Lee Smith ● Active				
Unique Entity ID (blank)	CAGE Code (blank)	Physical Address Grand Island, NE 68803-5270 USA	Classification Individual	Exclusion
Activation Date Dec 19, 2002				
Termination Date Indefinite				
Mary Regina Smith ● Active				
Unique Entity ID (blank)	CAGE Code (blank)	Physical Address Batesville, MS 38606 USA	Classification Individual	Exclusion
Activation Date Jun 18, 2002				
Termination Date Indefinite				
Mary Margaret Smith ● Active				
Unique Entity ID (blank)	CAGE Code (blank)	Physical Address Alexander, IL 62601 USA	Classification Individual	Exclusion
Activation Date Jan 20, 2003				
Termination Date Indefinite				
Mary Claire Smith ● Active				
Unique Entity ID (blank)	CAGE Code (blank)	Physical Address Kingsville, TX 78363 USA	Classification Individual	Exclusion
Activation Date Jan 14, 1992				
Termination Date Indefinite				
Mary Williams-Smith ● Active				
Unique Entity ID (blank)	CAGE Code (blank)	Physical Address Batesville, MS 38606 USA	Classification Individual	Exclusion
Activation Date Jan 20, 2004				
Termination Date Indefinite				

- a. Use a middle initial or SSN. Make sure to remove the previous search results by clicking "x," or you will see the same results.

The screenshot shows the 'Excluded Individual' form. It has fields for 'First Name', 'Middle Name', 'Last Name', and 'SSN / TIN'. Below these fields is the 'Add Individual' button. At the bottom, there is a list of search results: 'Mary Smith' and 'Mary Denise Smith'. Each result has a green 'x' button next to it. A green arrow points to the 'x' button next to 'Mary Smith'.

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- b. 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.

Simple Search **Search Editor**

☐ Any Words *i*
☒ All Words *i*
☐ Exact Phrase *i*

e.g. 123456789, Smith Corp

Classification

Excluded Individual

First Name

Middle Name

Last Name

SSN / TIN

Add Individual

Mary Smith

Excluded Entity
Federal Organizations
Exclusion Type
Exclusion Program
Location

Zip Code
e.g. 20001

State / Territory
Select State / Territory
Wisconsin

City
Select State (Optional)
Select City

Congressional District
Select Congressional District

Country
Select Country

Dates

Reset