

Quick Guide for Exclusions (Performance Information)

Helpful Information

What is SAM?

SAM an official **free, U.S. government-operated website** – it is FREE to maintain your exclusion record in SAM. It is FREE to get help. SAM consolidated the capabilities in CCR/FedReg, ORCA, and EPLS. SAM now houses the debarment and suspension information that was previously stored in EPLS.

What terminology changed from EPLS to SAM?

All the information that was in EPLS was moved to SAM, but here are some changes to terminology:

Legacy EPLS Term	New SAM Term
Cause	Nature (Cause)
Treatment	Effect
CT Action	[DISCONTINUED]
Action Date	Active Date
Archived	Inactive
Entity	Special Entity Designation
Permanent	[DISCONTINUED]
CT Code	Exclusion Type
Exclusion Type	Exclusion Program

Introduction to Exclusion Functionality

What roles do I need to have to create exclusions?

You must have either the Agency Exclusions Representative or the Agency Administrator – Exclusions role to create an exclusion

- Agency Exclusions Representative – You can create exclusion records.
- Agency Administrator – You can create exclusion records and you can manage (i.e., invite, remove) users in your agency with exclusion roles.

How do I gain access to Exclusion functionality?

- Type www.sam.gov in your Internet browser address bar and select Log In.
- Complete the login.gov authentication.
- Select Individual Account on the Create an Account page. Create your SAM account.
- You can request an exclusion role using the Request Roles with New Entity functionality in SAM.

How do I manage exclusions in SAM?

As an Agency Exclusions Administrator or Agency Exclusions Representative, you have access to Exclusions functionality via the sub-navigation menu on your My SAM page.

- View/update/delete exclusions that you created in SAM by selecting My Exclusions.
- View/update/delete exclusions that you created in EPLS, or those created by your agency, via the Search Records tab.
- Create a new exclusion by selecting Add New Exclusion.
- Upload exclusions to SAM by selecting Upload Exclusion.