



Quick Start Guide for Federal Employees

Helpful Information

What can I search for in SAM?

Without a SAM user account, you can search for publicly available data.

With a SAM user account that is associated to a government email address, you will automatically have access to:

- For Official Use Only (FOUO) data on entity registrations which allows you to see the entity's Taxpayer Identification Number, reported size metrics, and company security level
- Entities registered for Intra-Governmental Transactions
- Entities that have opted out of the public search

How do I save my Search queries? Log into your SAM account and select Search Records from the main navigation menu. Enter your search terms and select filters if using Advanced Search, then select Search. On the Search Results page, select Save Search. Enter a Search Query name and select Save. To find your saved queries, navigate to the My SAM page and select General > My Saved Queries.

Functionality with a SAM User account

1. Go to SAM by typing www.sam.gov into your Internet Browser address bar.
2. From the SAM homepage, select the Log In link. You will automatically navigate to login.gov for additional authentication. The email address you use to create your login.gov account will also be your SAM email address.
3. Once you complete authentication, select Continue to return to SAM.
4. You can **request roles with a federal entity** (department, agency, or office). Roles allow you to perform actions on behalf of an entity, such as create an entity management registration or create an exclusion.
 - To request roles, log in, select My User Roles from the sub-navigation menu, and select Request Role with New Entity. Complete the required steps.
5. You can complete a **Data Access Request** if you need to access information of a higher sensitivity level than is currently available to you.
 - If you need to view data of a higher sensitivity through search, select My Data Access then select Individual Data Access Request. Complete the required steps. For instance, new contracting officers who need to verify banking information for Electronic Funds Transfer would request Entity Management-Sensitive access in SAM.