

Quick Start Guide for Search functionality

Helpful Information

SAM is the official **FREE U.S. government-operated website** where entities register to do business with the government. There is **NO** charge to register or maintain your entity registration record in SAM.

Do I need to log in to search?

You do not need a SAM account to search for public information in SAM. Data that was publicly available in CCR/FedReg, ORCA, and EPLS is still publicly available in SAM.

How do I access FOUO or sensitive data?

If you require access to FOUO- or Sensitive-level data, you must create a SAM account. If you register for a SAM account using a government email address, you will automatically have access to FOUO-level data when you are logged in. If you require a higher level of access than you have automatically when you register in SAM and migrate any available permissions, then you may request a higher level of access in SAM.

Search SAM to view registration or exclusion information for an entity

1. Go to SAM by typing www.sam.gov in your Internet browser address bar. Make sure the web site you go to ends in .gov.
2. Log in using your individual SAM user account. This is especially important for U.S. Federal government users who must log in to see those registrations that opted out of the public display.
3. Quick Search from the Home Page or from the Search Tab
 - Option 1:* Enter information you are searching for directly in the Search box on the Home Page and click on the red search icon.
 - Option 2:* Click on the Search tab, enter your search query in the search box, and click the Search button.
 - Search by name, DUNS number, or CAGE Code OR
 - Advanced Search allows for searching for specific criteria in multiple categories:
 - *Entity:* filter by Registration status, entity having active exclusions or delinquent federal debt, Entity Type, Location, Socio-Economic status, products and services, and more
 - *Exclusion:* Search for a single Exclusion record (search by Name, Location, Status, Date, etc.), multiple names, or TIN/SSN
 - *Disaster Response Registry:* locates contractors participating in Disaster response registry
4. Set Search filters to narrow your search results:
 - *By Record Status:* You can view active and/or inactive registrations
 - *By Record Type:* You can view Entity Management and/or Exclusions (Performance Information) records
5. Save search results as a PDF by selecting the "Save PDF" button
6. Export Search results to Microsoft Excel by selecting the "Export Results" button
7. Print Search results by selecting the "Print" button
8. Save search query for future use by selecting the "Save Search" button. Then enter a Search Query name and select Save. You can access the Saved query by going to the left hand navigation panel on the My SAM page and selecting General and then select My Saved Queries.

NOTE: you must be logged into a SAM account to Save Search queries

Search terms are defined in the [SAM User Guide Glossary](#).

For additional Advanced Search assistance in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>

