

Quick Start Guide for Search Functionality



Search SAM to view registration or exclusion information for an entity



Search from the Home Page or from the Search Tab

In SAM, you can search to find an entity using the Search field on the Home Page or by going to the Search Tab.

- Option 1: Enter information you are searching for directly in the Search box on the SAM Home Page and click on the red search icon.
- Option 2: Click on the Search tab, enter your search guery in the search box, and click the Search button.



Search Without Logging In

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.



Log In To Search 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.



Save Results from Your Search

You can save the results of your search for future use.

 You can save your search results as a PDF and then save or print the PDF for future review.

Set Your Search Filters To Narrow the Results

You can use filters for Record Status or Functional Area to narrow your search results.

- You can view ACTIVE, INACTIVE or ALL accounts.
- You view Entity Management records, Performance Information (Exclusion) records, or both.

Apply Entity Management Sub-filters

You can select from the following sub-filters for Entity Management. Each one offers additional sub-filter choices.

- Location
- Entity Name
- Socio Economic Status
- Entity Type
- Products and Services



Apply Performance Information Sub-filters

You can select from the following sub-filters for Performance Information. Each one offers additional sub-filter choices.

- **Entity Information**
- Agency
- Exclusion Details

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: www.sam.gov



Contact the SAM Help Desk: www.fsd.gov