

SAM Registration

How to Obtain the Required SAM Registration Document

Once the SAM registration is complete in www.SAM.gov, please use the following process to obtain the required SAM registration document in the proper format:

1. Access the System for Award Management (SAM) webpage at www.SAM.gov¹
2. Click on "Search Records"
3. Under "Quick Search," enter the DUNS number in the field marked "DUNS Number Search," then click the "SEARCH" button
4. If successful, under "Quick Search Results" and under "Your search returned with the following results..." you will see the registered entity's SAM registration results – showing the DUNS number used in the search, an assigned CAGE Code and a Status: "Active"
5. Click on the "View Details" button
6. An "Entity Dashboard" will appear showing, "Entity Overview," "Entity Registration Summary," and "Exclusion Summary" (see example on next page)
7. Print and scan this **entire** page.
8. In the application to MBCC, include a copy of this complete page showing an active/valid SAM registration expiration date, specific to your DUNS number (see example on next page)
9. Note: to remain active and current, your SAM registration must be renewed yearly in www.SAM.gov, **prior to the expiration date.**

¹ Please note, Internet Explorer no longer supports the SAM website, you must use an alternate browser such as Edge, Firefox, or Chrome to open the link above.



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

▶ Log In

[Login.gov FAQs](#)

Entity Dashboard

- ▶ [Entity Overview](#)
- ▶ [Entity Registration](#)
 - ▶ [Core Data](#)
 - ▶ [Assertions](#)
 - ▶ [Reps & Certs](#)
 - ▶ [POCs](#)
- ▶ [Exclusions](#)
 - ▶ [Active Exclusions](#)
 - ▶ [Inactive Exclusions](#)
 - ▶ [Excluded Family Members](#)

RETURN TO SEARCH

Agency Name

DUNS: numerical only CAGE Code: (numbers and letters)

Status: Active

Expiration Date: MM/DD/YYYY (must be later than application date)

Purpose of Registration: Federal Assistance Awards Only

Agency Address

Somewhere, MT, 59xxx-xxxx

UNITED STATES

Entity Overview

Entity Registration Summary

Name: Agency Name

Business Type: Business or Organization

Last Updated By: First Name Last Name

Registration Status: Active **Activation**

Date: MM/DD/YYYY **Expiration Date:**

MM/DD/YYYY (must be later than application date)

Exclusion Summary

Active Exclusion Records? Yes / No



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WWW1

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