

SAM.gov Guide

Note: Local governments **MUST** have an active SAM.gov registration to be eligible to receive contract awards or payments according to 2 CFR Part 25 (Universal Identifier and System for Award Management). DNRC **will not** be able to process reimbursements without confirmation that your entity is registered with SAM.gov.

How to Register

There is no cost to register with SAM.gov. However, registration and renewal can take a few weeks to complete. You must renew and validate your registration at least every 12 months from the date you last certified or submitted the registration in SAM.gov, and sooner, if your entity's information changes. If you do not renew your registration, it will expire.

Visit the [SAM.gov entity registration page](#) to learn how to begin your registration or to review training and reference materials.

SAM.gov also provides a number of helpful [Quick Start Guides](#) for entity registration. The guides provide direction on registering different types of entities and updating entity registration.

How to Search an Entity in SAM.gov

Step 1

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The Search button is highlighted in yellow. A green arrow points from the Search button to a callout box on the right. The callout box contains the text: "Once logged in, click the 'Search' button in the upper left corner." The main content area features the SAM.gov logo, a list of services (Contract Opportunities, Contract Data, Wage Determinations, Federal Hierarchy, Assistance Listings, Entity Information, Entity Reporting), and a search bar with a dropdown menu for "Select Domain..." and a search button. Below the search bar, there are sections for "Announcements" and "Have Questions about SAM.gov?".

Step 2

The screenshot shows the SAM.GOV search interface. At the top, there is a navigation bar with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. Below this is a search bar with a dropdown menu set to 'All Words' and a search input field containing 'e.g. 1606N020Q02'. To the right of the search bar are buttons for 'Search Results', 'Saved Searches', and 'Actions'. The 'Select Domain' dropdown is open, showing a list of options: 'All Domains', 'Contract Opportunities', 'Assistance Listings', 'Entity Information' (highlighted in yellow), 'Federal Hierarchy', and 'Wage Determinations'. Below the dropdown is a 'Filter By' section and a 'Keyword Search' section. To the right of the dropdown is a 'Select Criteria' panel with a back arrow and the text 'Choose your filters and run your report to begin.'. A callout box with a green border points to the '+' icon in the 'Select Domain' header, containing the text: 'Click the “+” then select “Entity Information”'. Two green arrows point from the callout box to the 'Entity Information' option and the 'Select Criteria' panel.

Step 3

The screenshot shows the SAM.GOV search interface. At the top, there is a navigation bar with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. Below this is a search bar with a dropdown menu set to 'All Words' and a search input field containing 'e.g. 1606N020Q02'. To the right of the search bar are buttons for 'Search Results', 'Saved Searches', and 'Actions'. The 'Select Domain' dropdown is open, showing a list of options: 'All Entity Information', 'Entities' (highlighted in yellow), 'Disaster Response Registry', and 'Exclusions'. Below the dropdown is a 'Filter By' section and a 'Keyword Search' section. To the right of the dropdown is a 'Select Criteria' panel with a back arrow and the text 'Choose your filters and run your report to begin.'. A callout box with a green border points to the 'Entities' option, containing the text: 'Select “Entities”'. A green arrow points from the callout box to the 'Entities' option.

Step 4

The screenshot shows a registration form with a 'Filter By' section on the left and a list of filter categories on the right. The 'Filter By' section includes a 'Keyword Search' field with a help link, radio buttons for 'Any Words', 'All Words', and 'Exact Phrase', and several dropdown menus for 'Entity Name', 'DUNS Unique Entity ID', 'SAM Unique Entity ID', and 'CAGE / NCAGE'. The 'Filter By' section is highlighted with a green border. A callout box with a green border contains the text: 'Utilize the highlighted fields to refine search results.' The right side of the form lists filter categories: Purpose of Registration, Entity Type, Socio-Economic Status, Product or Service Information, Registration with Debt Subject to Offset, and Location. Below these are input fields for Zip Code, State / Province, City, Congressional District, and Country.

Step 5

The screenshot shows the 'Entity Status' section of the registration form. It contains three checkboxes: 'Active' (checked), 'Inactive', and 'ID Assigned'. A 'Reset' button with a circular arrow icon is located at the bottom right of the section.

Check these boxes to find out if the registration is Active, Inactive, or if there is an ID assigned.