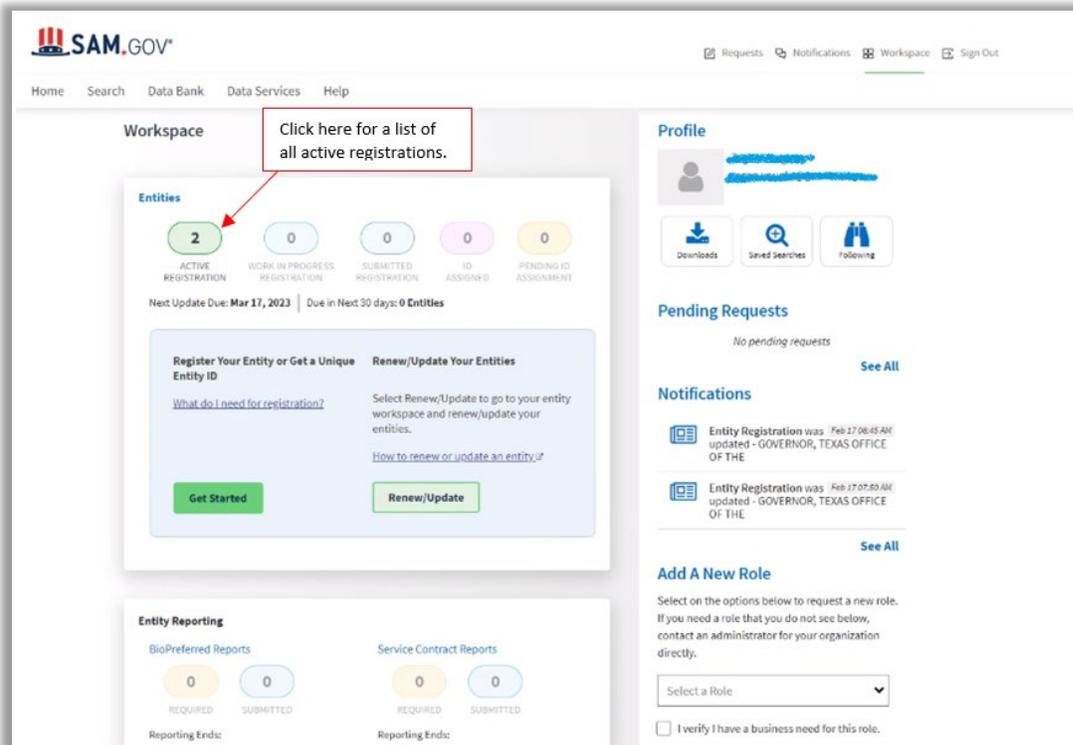


# SAM Verification Walkthrough Instructions for Grant Officials

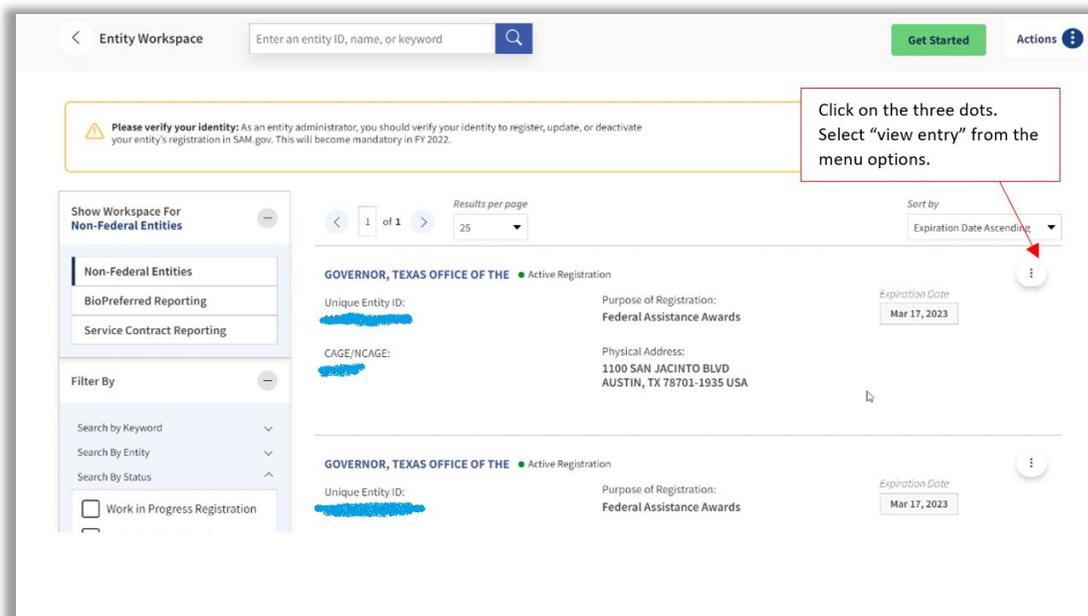
## Step One

Please have the user with access to the organization's account login to the federal [SAM.gov](https://sam.gov) website. In the user's "Workspace" they will click on the green "Active Registrations" oval as pictured below.



## Step Two

Once the user has clicked on the green "Active Registrations" oval, they will be taken to a list of all the active registrations associated with that user. From this list, the user will find the appropriate entry and click on the three dots icon to the right of that entry as seen below. Once the three dots icon is clicked, a popup menu will appear to which the user should select "View Entry".



### Step Three

Once the user selects “View Entry” from the three dots icon, the data for that entry will be displayed. The simplest way to capture the information needed by the PSO is to click on the “Download” link as shown below. Once the user selects the download link, they will be prompted to save as a PDF. The user will then upload that PDF to one or more pending application(s) and/or active grant(s) using the bulk feature located on the My Home tab in [eGrants](#). Select the main topic “My Home Tab” for upload details.

The screenshot shows the SAM.GOV interface. At the top, there is a navigation bar with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. On the right, there are links for 'Requests', 'Notifications', 'Workspace', and 'Sign Out'. The main content area displays the details for the 'GOVERNOR, TEXAS OFFICE OF THE'. A red arrow points to the 'Download' link in the top right corner of the entity details section. A callout box next to the arrow contains the text: 'Click “Download” and save as a PDF.' The entity details include a warning that the record is for official use only, a unique entity ID, registration status (Active Registration), expiration date (Mar 17, 2023), and physical and mailing addresses. Below this, there is a 'BUSINESS INFORMATION' section with fields for 'Doing Business As', 'URL', 'State / Country of Incorporation', 'Division Name', 'Division Number', and 'Congressional District'.