SAM Verification Walkthrough Instructions for Grant Officials

Step One

Please have the user with access to the organization's account login to the federal <u>SAM.gov</u> website. In the user's "Workspace" they will click on the green "Active Registrations" oval as pictured below.

Workspace Lick here for a list of all active registrations. Future 		20.00	
Futility 	Workspace Click here for all active regi	a list of istrations.	Profile
Image: Section of the section of th	Entities		
Next Update Due: Mar 17, 2023 Due in Next 30 days: 0 Entities Register Your Entity or Get a Unique Entity: Entity ID Renew/Update Your Entities What do I need for registration? Select Renew/Update to go to your entity: workspace and renew/Update your entity: workspace and renew/Update your entity: BioPreferred Reporting Renew/Update BioPreferred Reports Service Contract Reports	ACTIVE REGISTRATION REGISTRATION	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Deunloods Searches Following
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REQUIRED SUBMITTED REQUIRED SUBMITTED	Descertion Forder	Departing Ender	I verify I have a business need for this role.

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".

Please verify your identity: As ar your entity's registration in SAM.g	n entity administrator, you should verify your identity to re ov. This will become mandatory in FY 2022.	gister, update, or deactivate	Select "view entry" from th menu options.
Show Workspace For Non-Federal Entities	(1) of 1 25		Sort by Expiration Date Ascending
Non-Federal Entities BioPreferred Reporting	GOVERNOR, TEXAS OFFICE OF THE	Active Registration Purpose of Registration:	Expiration Date
Service Contract Reporting	CAGE/NCAGE:	Federal Assistance Awards Physical Address:	Mar 17, 2023
Filter By		1100 SAN JACINTO BLVD AUSTIN, TX 78701-1935 USA	D ₂
Search by Keyword Search By Entity Search By Status	GOVERNOR, TEXAS OFFICE OF THE	• Active Registration	Evaluating Data
Work in Progress Registration	Unique Entity ID:	Purpose of Registration: Federal Assistance Awards	Mar 17, 2023

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 <u>eGrants</u>. Select the main topic "My Home Tab" for upload details.

Home	Search Data Bank Data Services Help		
	Entity Registration Core Data	Gack to Workspace GOVERNOR, TEXAS OFFICE OF T	Download I Unfollow
	Business Information	\bigcirc	Click "Download" and
	Entity Types	This entity record is only available FC	Save as a PDF.
	Financial Information		
	Taxpayer Information	Unique Entity ID	Registration Status Expiration Date
	Points of Contact		Active Registration Mar 17, 2023
	Security Information	CAGE/NCAGE	Purpose of Registration
	Assertions		Federal Assistance Awards Only
	Reps and Certs	Physical Address 1100 San Jacinto BLVD	Mailing Address P.O. Box 12878
	Exclusions	Austin, Texas 78701-1935, United States	Austin, Texas 78711-2878, United States
	Responsibility / Qualification		
	Entity Reporting	Version Current Record Y	
		BUSINESS INFORMATION	
		Doing Business As (blank)	Division Name (blank)
		URL (blank)	Division Number (blank)
		State / Country of Incorporation	Congressional District