



## System For Award Management Report (SAMS), Report for Individuals.

Rhonda Clonts | 30 steps | 5 minutes



Login



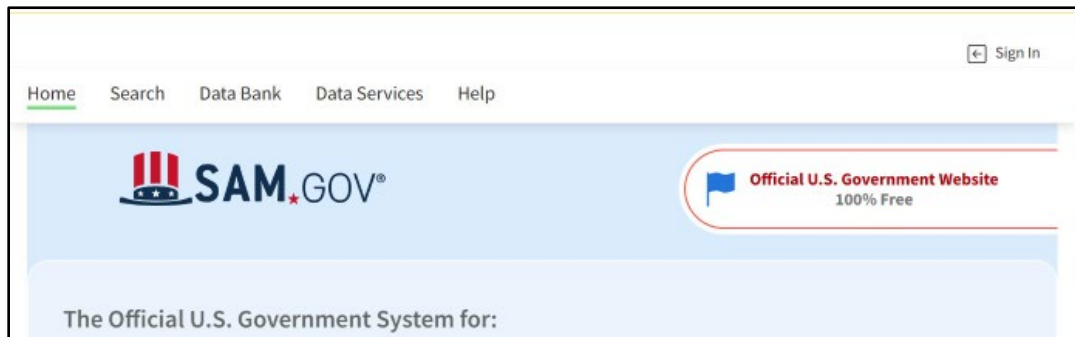
Sam



Google

1

Navigate to <https://sam.gov/>

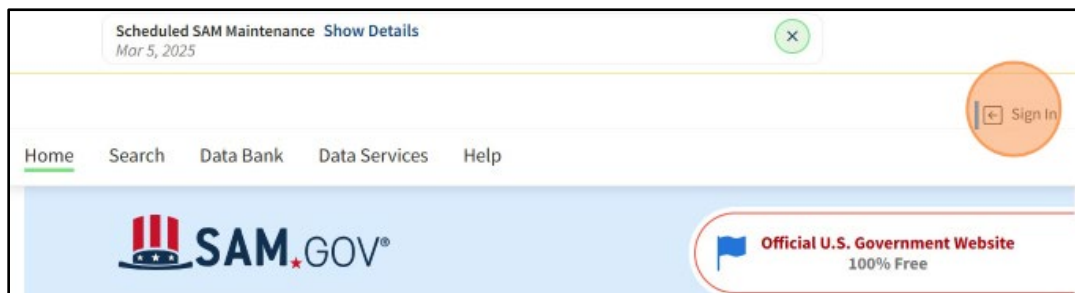


2

Create a sign in and set up authentication

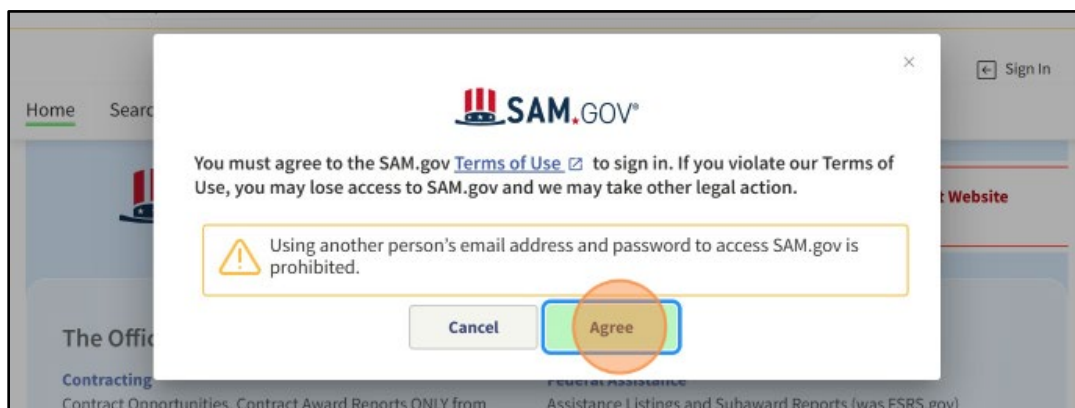
3

Click "Sign In"



4

Click "Agree"



5

Scroll down a bit, and fill in sign in information, click "Submit"

sam.gov needs you to enter your email and password again.

Email address

staffadvocate@poetllc.org

Password

.....

☐ Show password

Submit

6

Click the "One-time code" field.

Enter your one-time code

We sent a text (SMS) with a one-time code to (\*\*\*-\*\*\*-1234. This code will expire in 10 minutes.

One-time code

Example: 123456

One-time code field

☒ Remember this browser

7

Type in the code you are sent and click "submit"

One-time code

Example: 123456

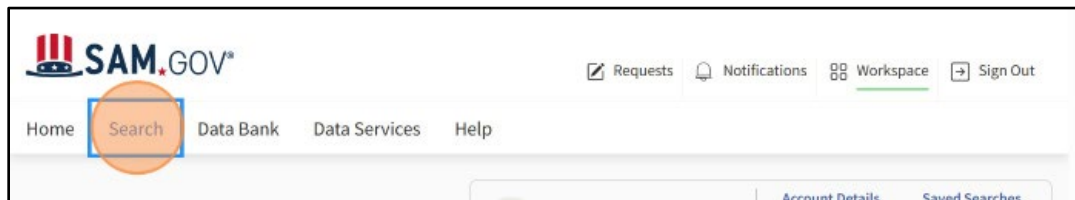
957619

☒ Remember this browser

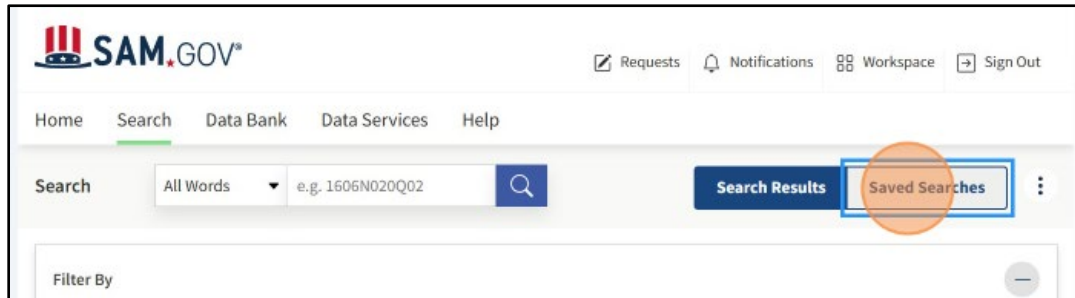
Submit

8

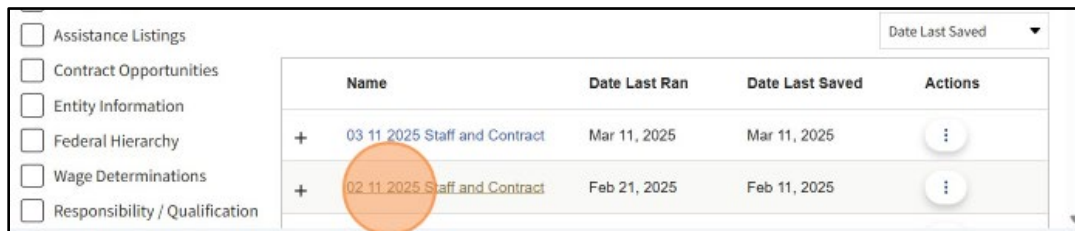
Click "Search" again



9 Then click "Saved Searches"



10 Locate your last saved search. (You will need to set up one for Individuals and one for Entities.)



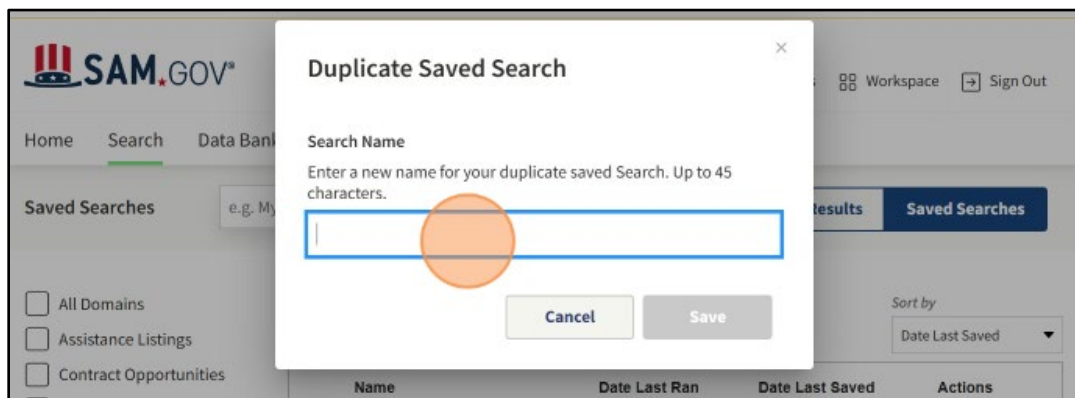
11 Click on the "Actions" 3 dots at the end of your last search.



12 Click "Duplicate" on the dropdown

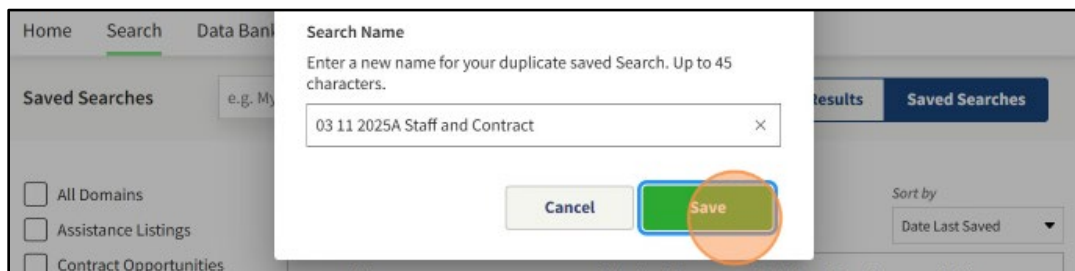


13 Give the new search a name, containing the date.



14 Example: "03 11 2025 Staff and Contract"

15 Click "Save"



16 Click "03 11 2025A Staff and Contract" (the search you just created)



17 Scroll down to add individuals, on the left of the screen, to the "First Name" field and fill out the information, of each person you need to add.

Classification

Excluded Individual

First Name

Middle Name

Last Name

SSN / TIN

18 Click "Add Individual"

Last Name  
  
 SSN / TIN  
  
  
 Betsy Wagnon

**19** Repeat if necessary

**20** To delete a person, click on the "X" at the end of their name.

|                                 |   |
|---------------------------------|---|
| Chelley Farr                    | X |
| Brian Thomas Spore :455-65-4817 | X |
| Davan Todd Miller               | X |
| Bill Smith                      | X |
| Jane Doe                        | X |

**21** Scroll back up and click on Actions 3 dots, at the end of the "Saved Searches" box

Home Search Data Bank Data Services Help

Search

**22** Click "Save" from the dropdown

Search     
    
    
 Filter By

**23** Click "Update"

Home Search

Search     
    
 Filter By  
 Keyword Search

**Update Search?**

"03 11 2025A Staff and Contract" has previously been saved. Do you want to update this search?



- Limited to 3000 records.

**File name**  
Up to 45 characters

ExclusionInformation-20250311-112754 ×

Cancel Download

- 29 Open your download, either print for filing or electronically file, Search should be conducted monthly and results retained for 10 year.
- 30 If a negative result is discovered, your office should have a policy to cover what happens next.

Now you get to go back and do it all over for Entities