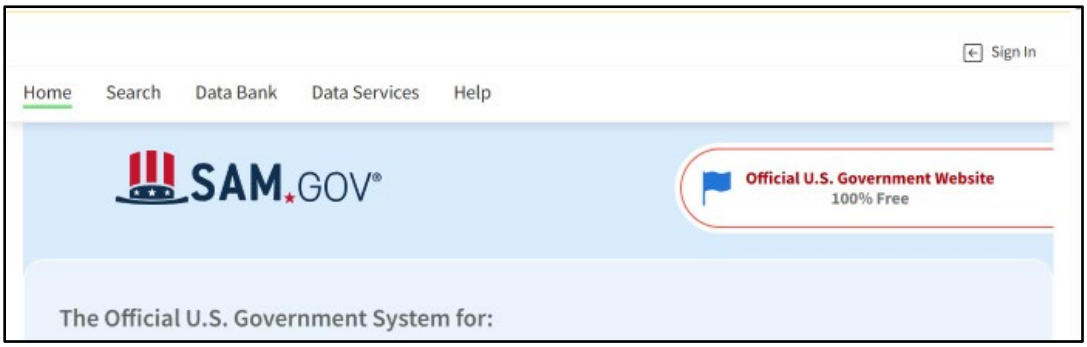
System For Award Management Report (SAMS), Report for Individuals.

Rhonda Clonts | 30 steps | 5 minutes

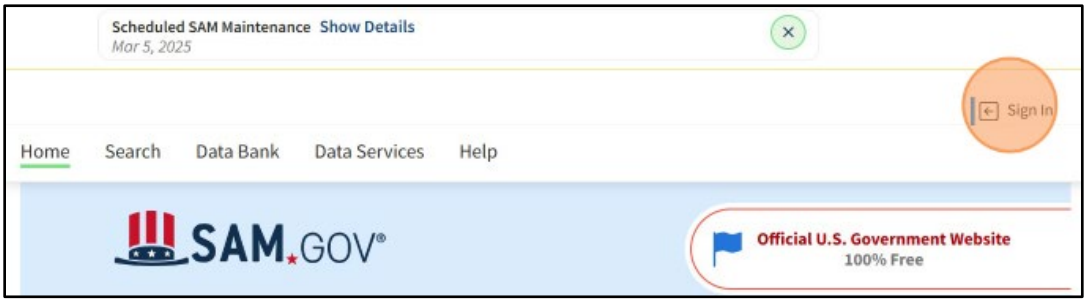
Login | Sam | Google

1 Navigate to https://sam.gov/



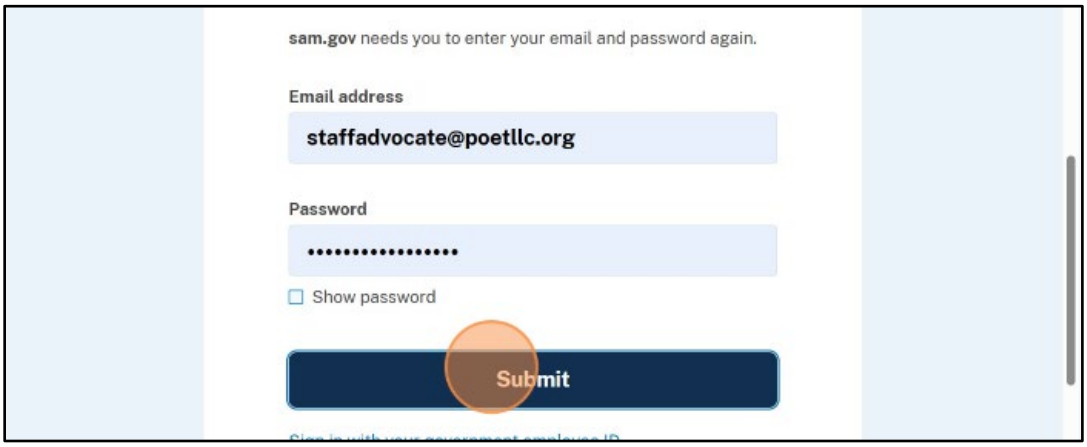
2 Create a sign in and set up authentication

3 Click "Sign In"

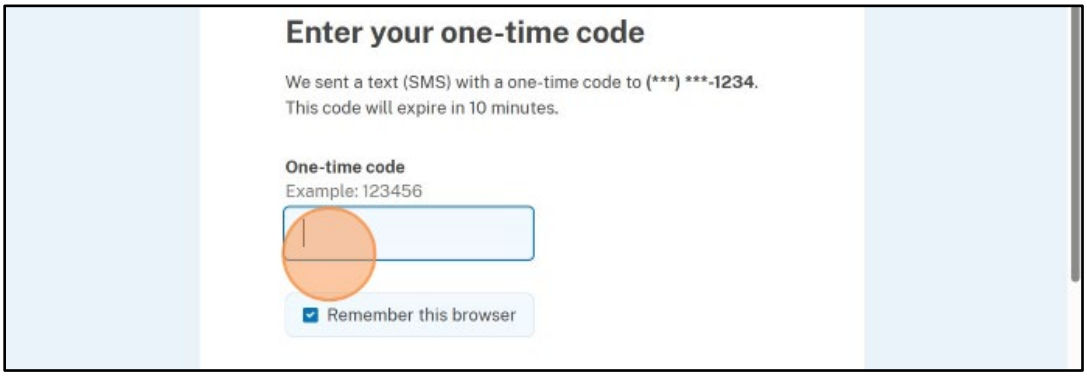


4 Click "Agree"

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

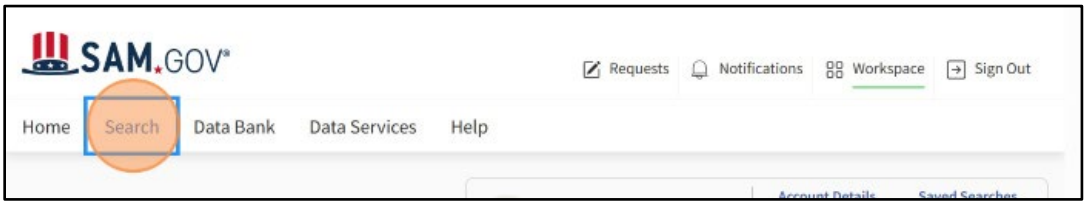


6 Click the "One-time code" field.

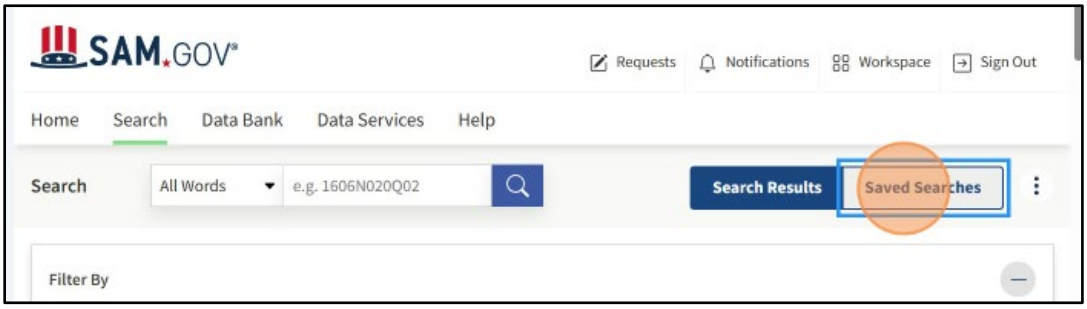


7 Type in the code you are sent and click "submit"

8 Click "Search" again



9 Then click "Saved Searches"

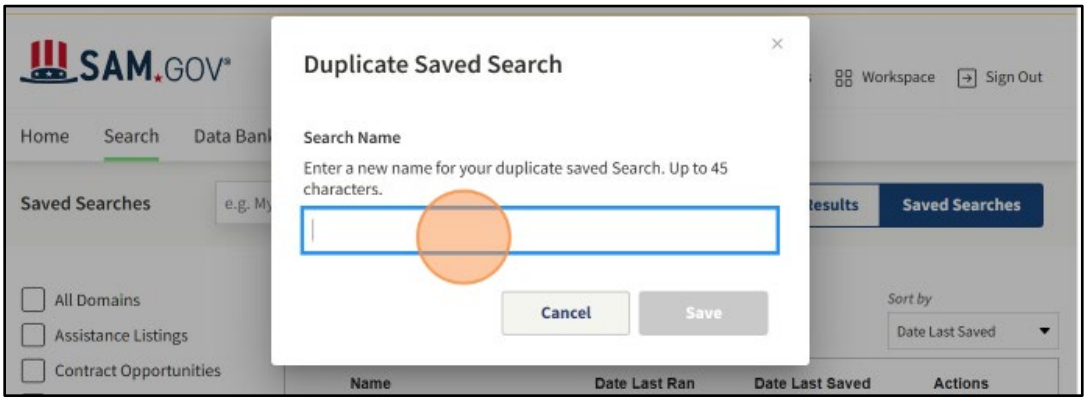


10 Locate your last saved search. (You will need to set up one for Individuals and one for Entities.)

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

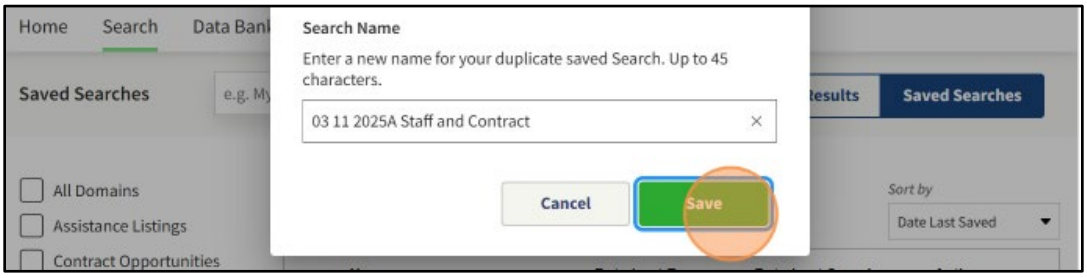
12 Click "Duplicate" on the dropdown

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



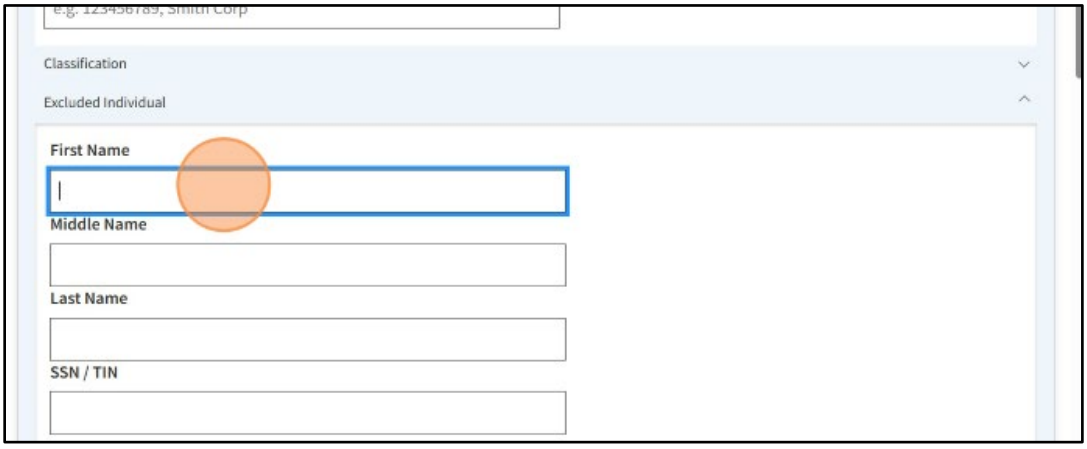
14 Example: "03 11 2025 Staff and Contract"

15 Click "Save"

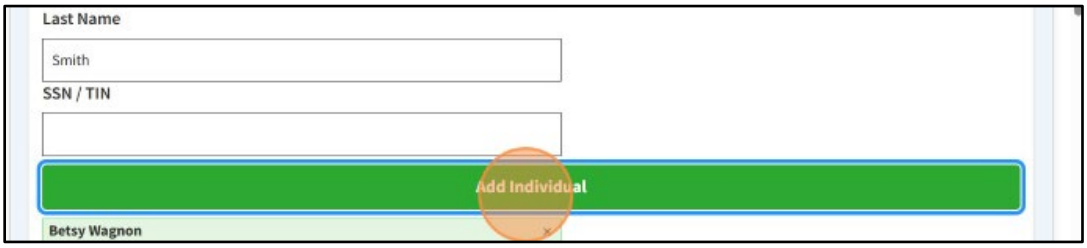


16 Click "03 11 2025A Staff and Contract" (the search you just created)

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.

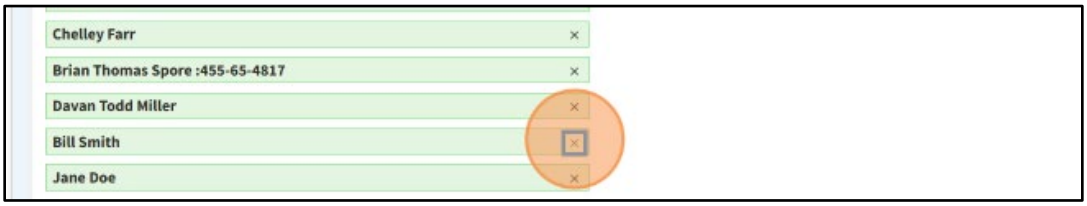


18 Click "Add Individual"



19 Repeat if necessary

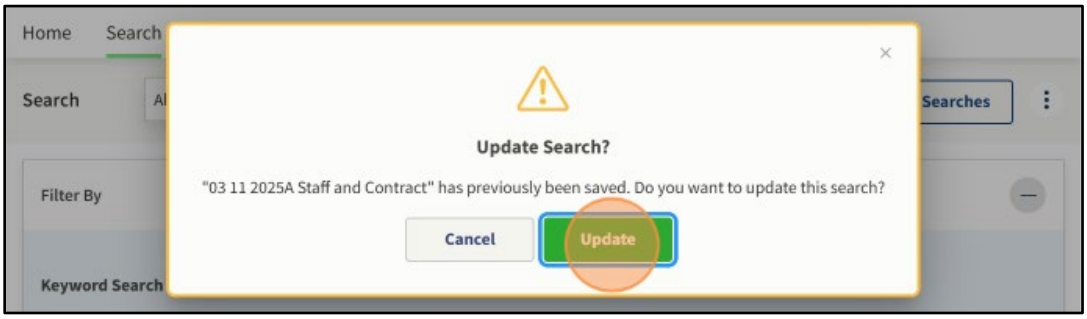
20 To delete a person, click on the "X" at the end of their name.



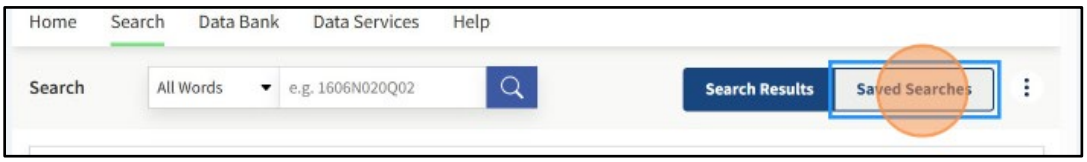
21 Scroll back up and click on Actions 3 dots, at the end of the "Saved Searches" box

22 Click "Save" from the dropdown

23 Click "Update"



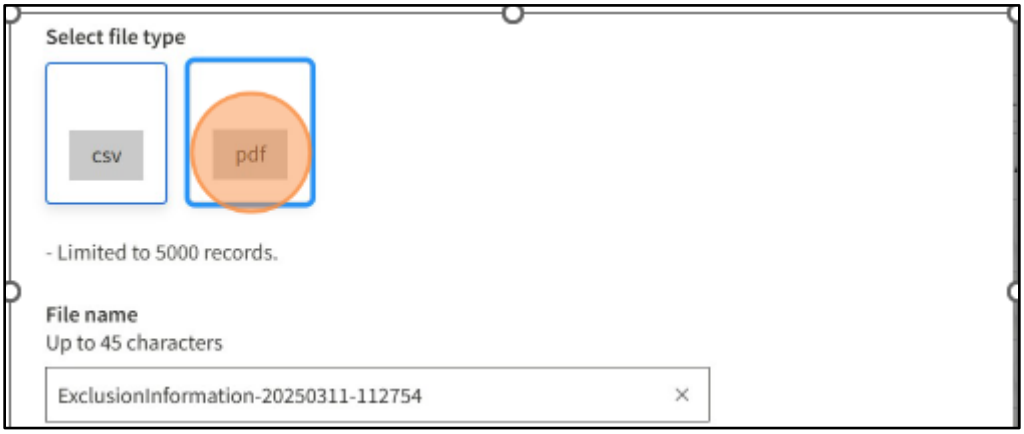
24 Click "Saved Searches" again



25 Click the Action icon, at the end of your search

26 Click "Download" from the dropdown

27 Click "pdf"



28 Click "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