## **SAM Website Job Aid**

## How to run multiple names on the GSA website: <u>www.sam.gov</u>

## Steps

1. Navigate to the header menu of any page and select "Search."



2. From the search page, select the plus sign next to "Select Domain."

Home	Search	Data Bank	Data Services	Help		
Search	e.g	1606N020Q02	Q			
Select Domain All Domains Filter By		+		Select Criteria		
		-			Choose your filters and run your report to begin.	

3. Select "Entity Information" from the list.

Select Domain All Domains			
All Domains			
Contract Opportunities			
Assistance Listings			
Entity Information			

4. Then select "Exclusions."

Select Domain Entity Information	+
All Entity Information	
Entity Registrations	
Disaster Response Registry	
Exclusions	

5. From this point, select "Excluded Individual" or "Excluded Entity" to search.

Keywords				
Classification	$\checkmark$			
Excluded Individual	~			
Excluded Entity	~			
Federal Organizations	~			



**Please note:** To save, follow, download or print an exclusions record, you need to be signed-in.



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