How to verify status of SAM account

The SAM and the CAGE Code are the same. However, you must ensure that the agency’s SAM number is active. To verify active status of the SAM number follow the steps below.

1. Go to [https://www.sam.gov/portal/SAM/#/11](https://www.sam.gov/portal/SAM/#/11)

2. Select Search Records.

3. Utilizing Quick Search input agency’s name, DUNS number, or CAGE code, in the appropriate field. Then select Search.

   **QUICK SEARCH:**

   - Enter your specific search term
   - (Example of search term includes the entity’s name, etc.)
   - DUNS Number Search: Enter DUNS number ONLY
   - CAGE Code Search: Enter CAGE code ONLY

   **Note:** Try searching by all three options, as it could be that the agency name is not updated or it was spelled/formatted differently. If you are unable to locate your agency, refer to [SAM Getting Started Guide](https://www.sam.gov) on page 3.

4. The search will lead you to a results page. Depending on how specific your search will depend on the number of results displayed.
5. Selecting **View Details** will navigate to an Entity Dashboard. Once you are at this page, take a look at the Status displayed. If it is **Active**, you will take a screenshot, print it, and include it in the tab for Exhibit 1. If it is **Inactive** you will need to follow the **Quick Start Guide for Updating/Renewing an Entity**.

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### SAM Getting Started Guide

You must have an active registration in SAM to do business with the Federal Government. If you already started your registration, check your status by entering your DUNS number or (N)CAGE Code in the **SAM Status Tracker**.

If you have not yet started your registration, please create an individual user account and log into SAM to register your entity. To register in SAM, at a minimum, you will need the following information:

- **Your DUNS Number**, **Legal Business Name**, and **Physical Address** from your Dun & Bradstreet (D&B) record
  1. If you do not already have a DUNS Number, you can request one for free from D&B at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).
- **Your Taxpayer Identification Number (TIN) and Taxpayer Name** associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- **Your bank’s routing number**, **bank account number**, and **bank account type**, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).