



Log into SAM

How to Check Your Registration Status

Logging in and Searching

Viewing Status Details

Status Details Examples

The Validation Process

Stage 1: New Registration

Stage 2: Draft

Stage 3: Work in Progress

Stage 4: Submitted

Stage 5: Active

Inactive / Expired

Additional Resources

What If My Entity Fails Registration?

Federal Service Desk

What's My Registration Status in SAM?

Your registration in SAM is known as an **Entity Management Record**. Before you're able to do business with the Federal Government, your record must go through a number of registration and validation steps before it can become active. Use the links on the left to view instructions for checking the status of your entity record in SAM.

1. Start by logging into your account on the SAM homepage. Once logged in, click on the **Register / Update Entity** link from the "My SAM" Menu on the left. From that menu, you'll have the ability to search Complete, Incomplete, or Inactive Registrations. Check the table to the right to know which type of registration you need to search, and then click on the option.

MY SAM

Manage My User Roles

Manage Entity Users

Register/Update Entity

Complete Registrations

Incomplete Registrations

Inactive Registrations

Register New Entity

Service Contract

Inventory

Registration Categories	
Complete Registrations	Registrations are complete if all required information has been entered, and the entity has been submitted for validation. This is also where you can search for active registrations.
Incomplete Registrations	Registrations are considered incomplete if all of the necessary information has not yet been entered, or if the entity has failed CAGE/NCAGE or IRS validation.
Inactive Registrations	Registered entities become inactive after they have not been updated at least once in the past 365 days.

2. After clicking the appropriate registration type, the screen below will appear. You can search for your entity by Legal Business Name, DUNS number, DoDACC number, or Office Code. After you've entered in your search criteria, click on the **Search** button.

Active Registrations

Page Description

Please search and select an entity for which you want to view, update or de-activate the profile. If the record is associated with an entity on the federal hierarchy, only the Entity Management record will be de-activated. To register a new entity in SAM, please select the Register New Entity link.

Search for an Entity

Legal Business Name:

DUNS:

DoDAAC:

Office Code:

3. The results of your search will be displayed on the next page. In the Registration Details section, your entity's name and address will be displayed, along with the Registration Status at the bottom. To view more details on the registration status, click on the **View** button at the bottom.

Search for an Entity

Legal Business Name:

DUNS:

DoDAAC:

Office Code:

Entity List	Registration Details
<div style="border: 1px solid gray; padding: 2px;"> <input type="text"/> </div>	<p>Entity Name: <input type="text"/></p> <p>Entity Details</p> <p>DUNS Number: <input type="text"/></p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State / Province: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>ZIP/Postal Code: <input type="text"/></p> <p>Registration Status: Active</p> <p style="text-align: right;"><input type="button" value="VIEW"/></p>

4. The View button will bring up the Entity Overview screen, as shown below. Here, you'll be able to see the details of your entity's status.

Entity Overview

Entity Information

Name:

Doing Business As:

Business Type:

POC Name: None Specified

Registration Status: Active

Expiration Date: 07/29/2013

Exclusions

Active Exclusion Records? No

5. If there are issues with your entity, they will be displayed in the entity information box. Below are examples of the various registration status details an entity may be updated with.

DUNS: **CAGE Code:**

Status: Work In Progress

Entity Overview

Entity Information

Current registration is active in SAM. An update has been initiated to this registration which is still incomplete, but has passed IRS consent validation. This update will not replace your existing registration until it has been submitted and activated. Registration active in SAM. An update has been initiated to this record which passed IRS Consent validation.

This is an entity with an incomplete update in SAM, therefore it has a status of Work in Progress. Updates to Entity Management Records must go through the same validation process as new registrations.

DUNS: [REDACTED] CAGE Code: [REDACTED]
 Status: Work In Progress

Entity Overview

Entity Information

DUNS: [REDACTED]
 Name: [REDACTED]
 Business Type: Business or Organization
 POC Name: [REDACTED]
 Registration Status: Work In Progress
 Registration has failed CAGE Validation.

This entity has failed CAGE validation, which places it into the Work in Progress stage.

DUNS: [REDACTED] CAGE Code: [REDACTED]
 Status: Submitted

Entity Overview

Entity Information

Business Type: Business or Organization
 POC Name: [REDACTED]
 Registration Status: Submitted
 Registration is undergoing IRS Consent Validation. This may take 3-5 business days. If timeframe is over 1 week, contact the Federal Service Desk (www.fsd.gov).

This entity has been submitted, but is currently awaiting IRS validation before it can achieve active status.