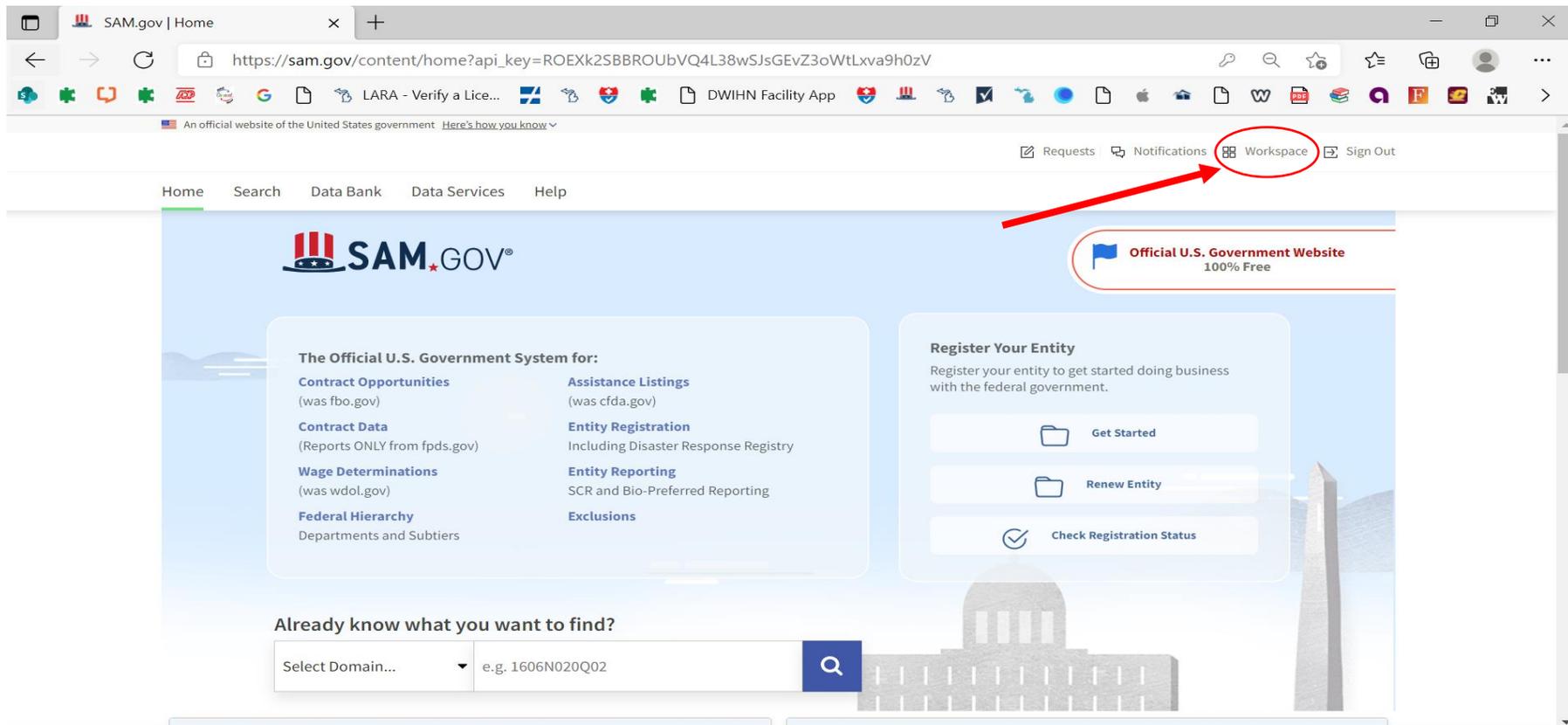
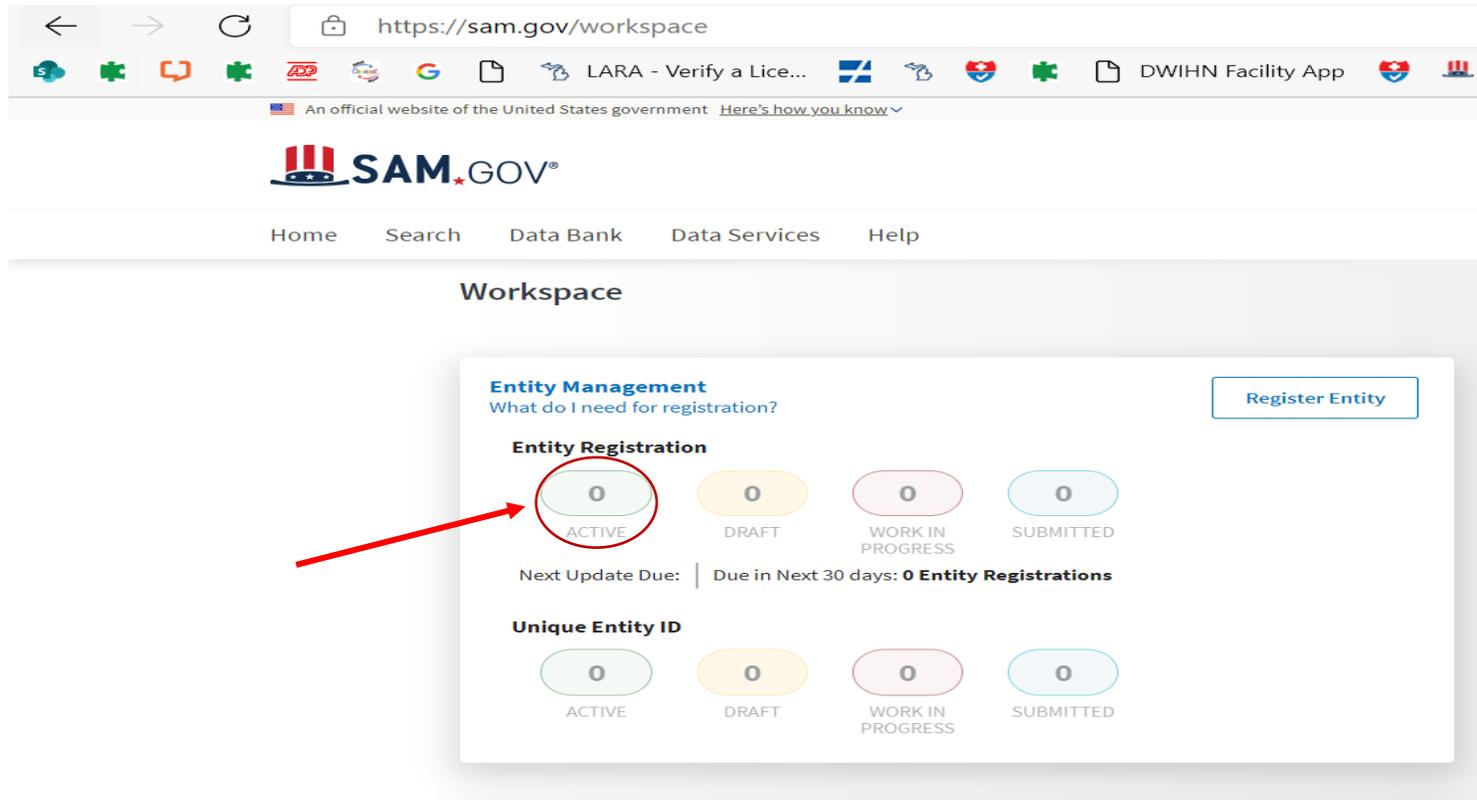


How to Register and Download Your Business Entity SAM Registration

1. As a foundational tool, please watch the SAM.gov tutorial, by clicking this link, [Entity Registration and Entity Management - YouTube](#).
2. Login your business entity SAM.gov account.
3. Navigate to (and select) your **'Workspace'**, see below:



4. Once **‘Workspace’** has been selected, select your **‘Active’** Registration, see below. Please note, if you have correctly registered your business entity you should have at least **1 ‘Active’** registration. This is training tool; therefore, you will not see any **‘Active’** registrations below.



5. Once you select your **‘Active’** Registration, SAM.gov will populate your entity registration on the screen. In the upper right-hand corner, a navy-blue ellipsis (with three white dots) will say **‘Actions’**. When you select **‘Actions’**, select the **‘Download’** option to download your business entity registration to your computer for your records. **Please note**, you will need to upload this SAM Registration document to your Medversant Microsite (formally Impaneling) Application.
6. If you have any further questions or concerns, you can [click here](#) to contact the SAM.gov Help Desk directly, and they will assist you with downloading your business entity SAM Registration.