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:



Author: Junae Tabb, BS, LSST Credentialing and Impaneling Specialist Detroit Wayne Integrated Health Network (DWIHN) 5/11/2023 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 <u>1</u> 'Active' registration. This is training tool; therefore, you will not see any 'Active' registrations below.

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- 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 <u>click here</u> to contact the SAM.gov Help Desk directly, and they will assist you with downloading your business entity SAM Registration.