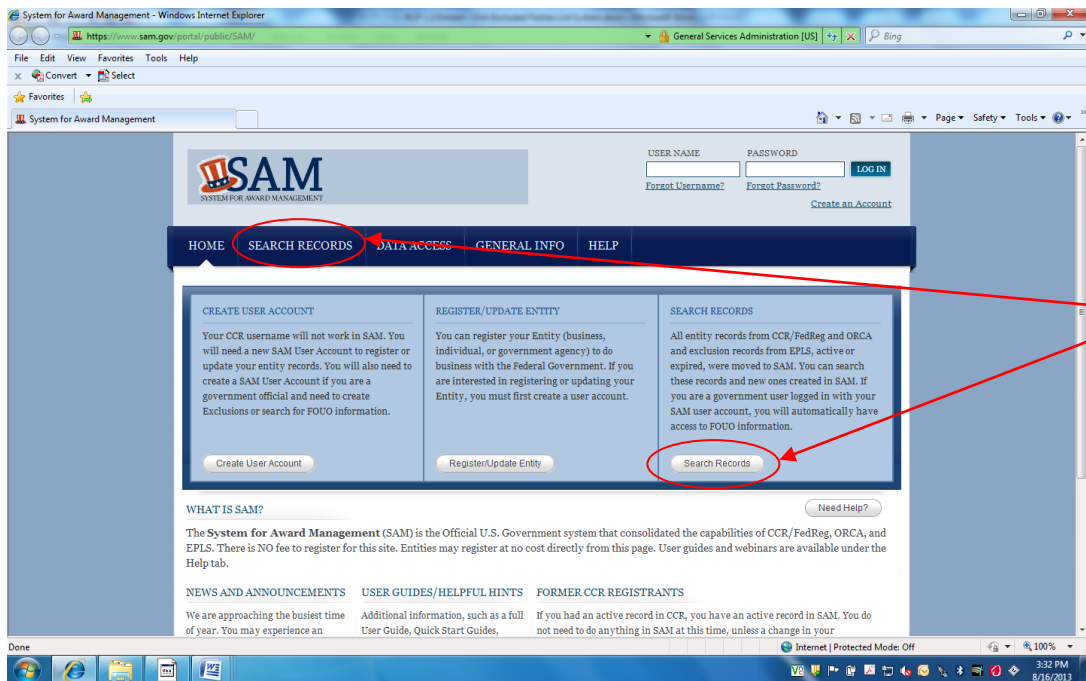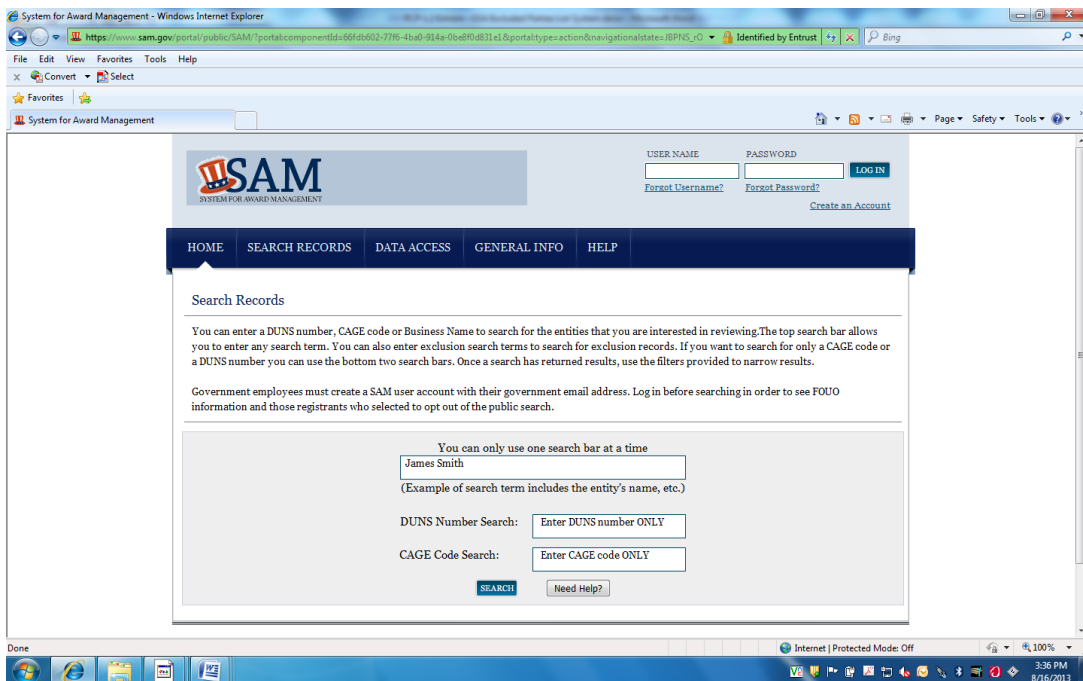# How to Search the GSA Excluded Parties List System
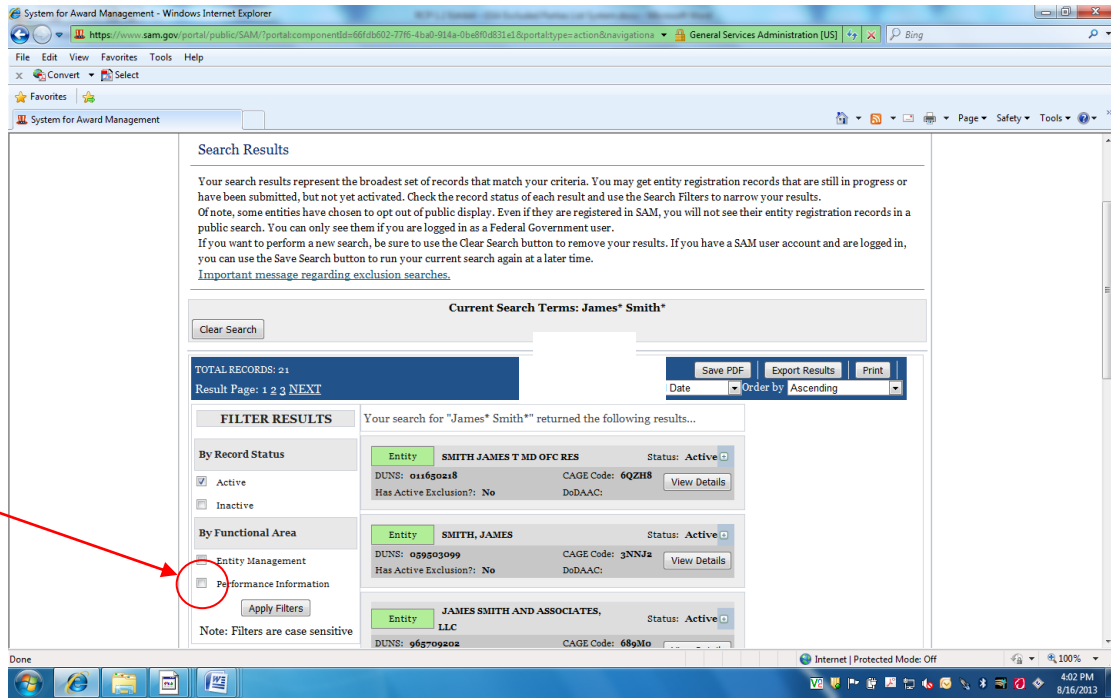
1.   Go to https://www.sam.gov/.

2.   Click on "Search Records" located in the list on the top of the screen or in the table in the middle of the screen.
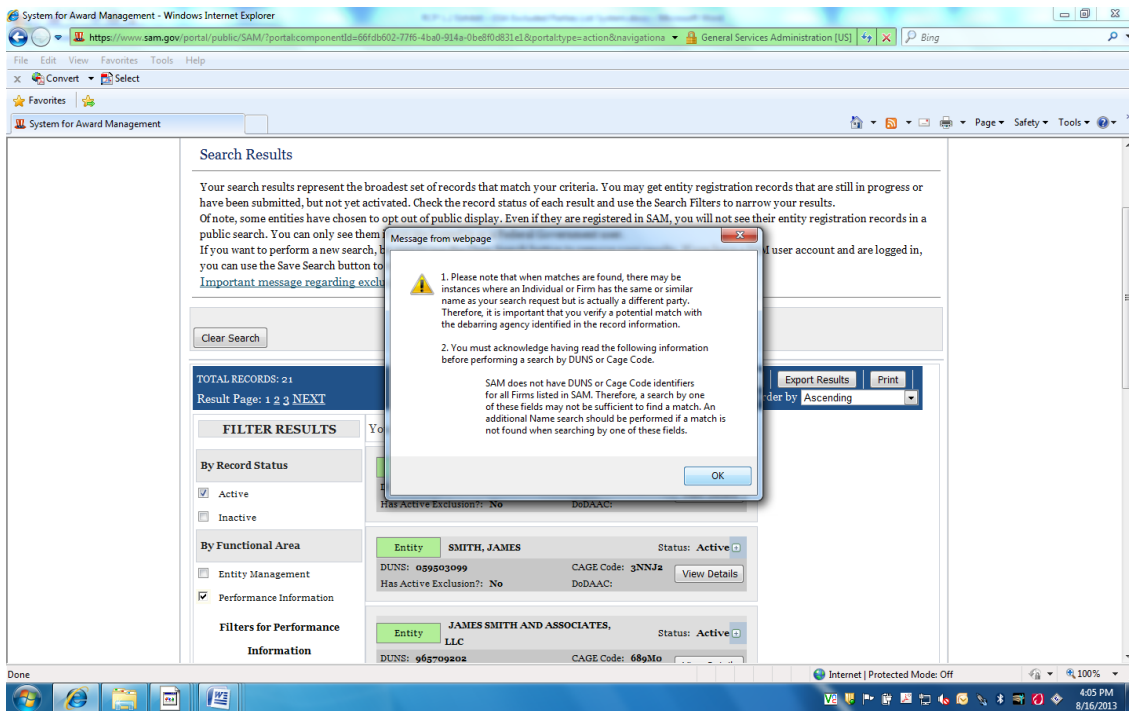

3.   Enter the name of the person or entity to be screened and click on "SEARCH"..
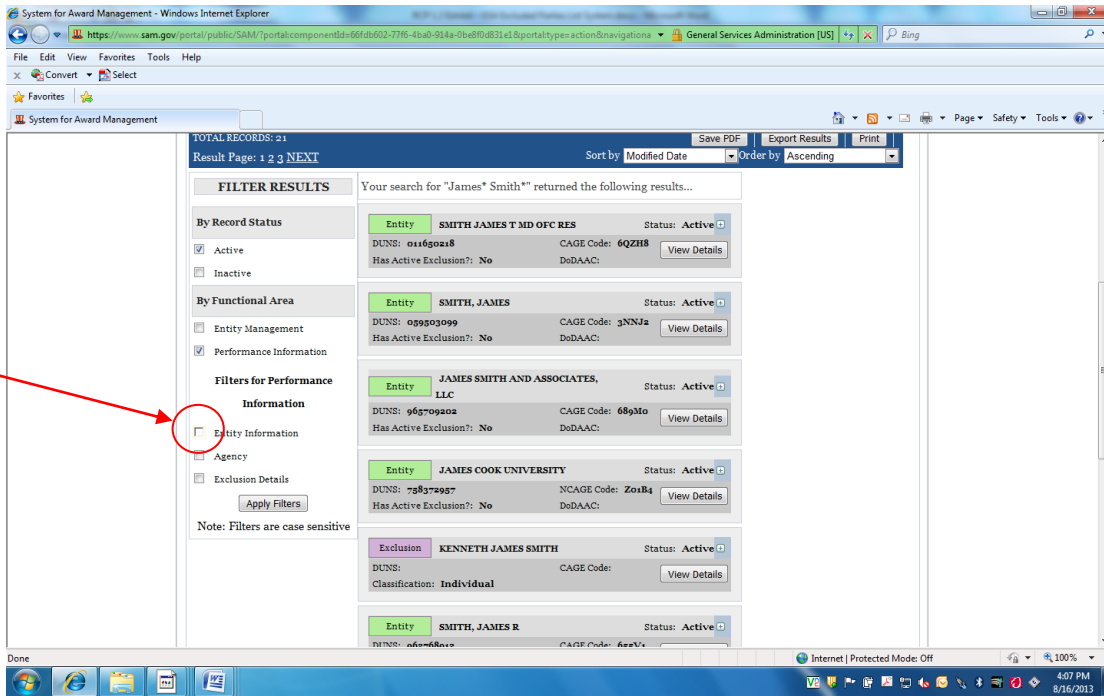
4.	Check the "Performance Information" filter on the left hand side of the screen.
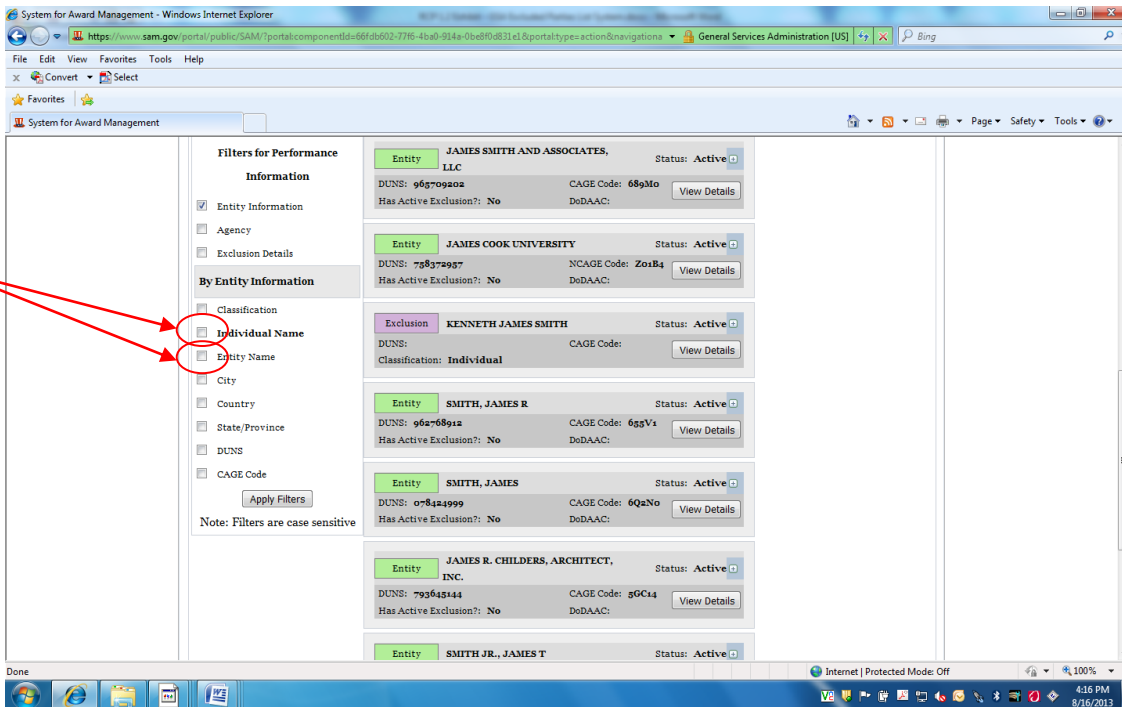

Click "OK" on the pop-up message.

Check the "Entity Information" filter on the left hand side of the screen.
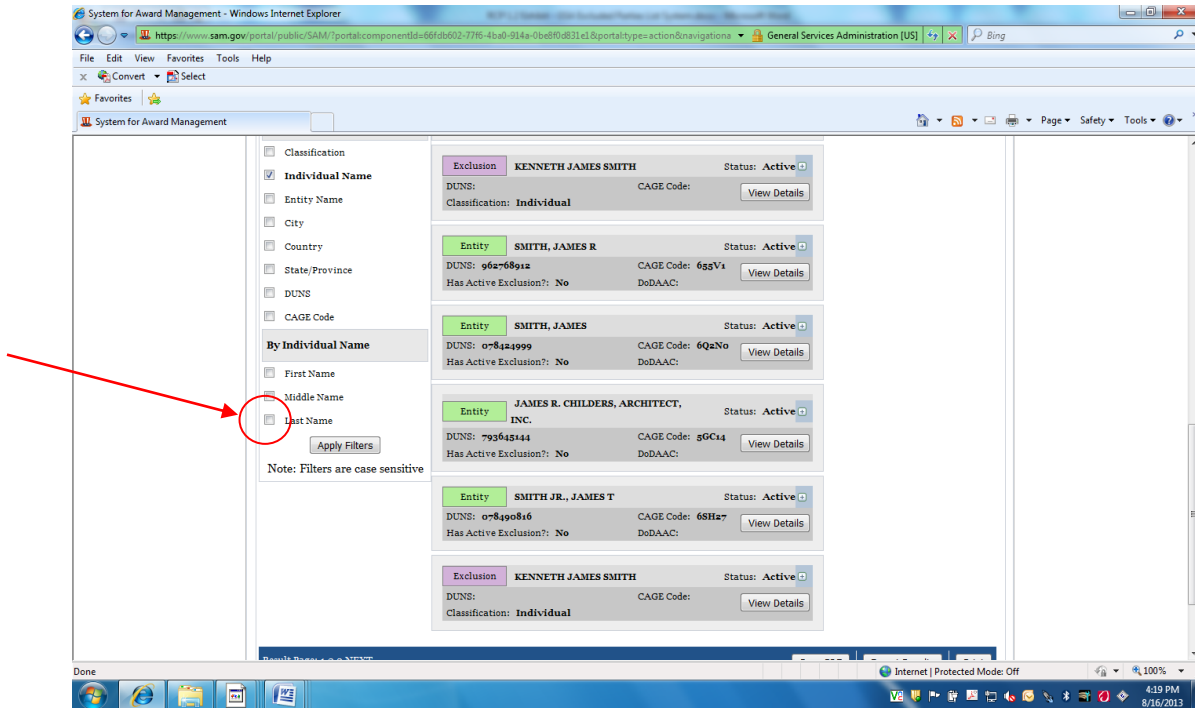

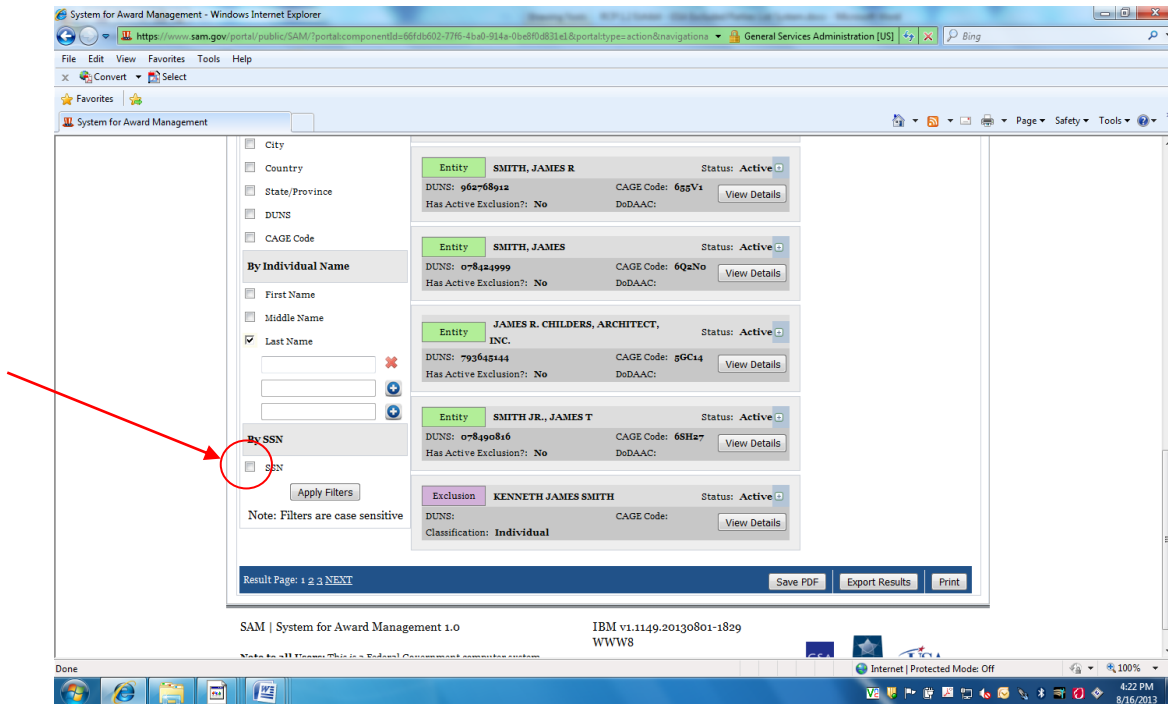Check the "Individual Name" or "Entity Name" filter on the left hand side of the screen.
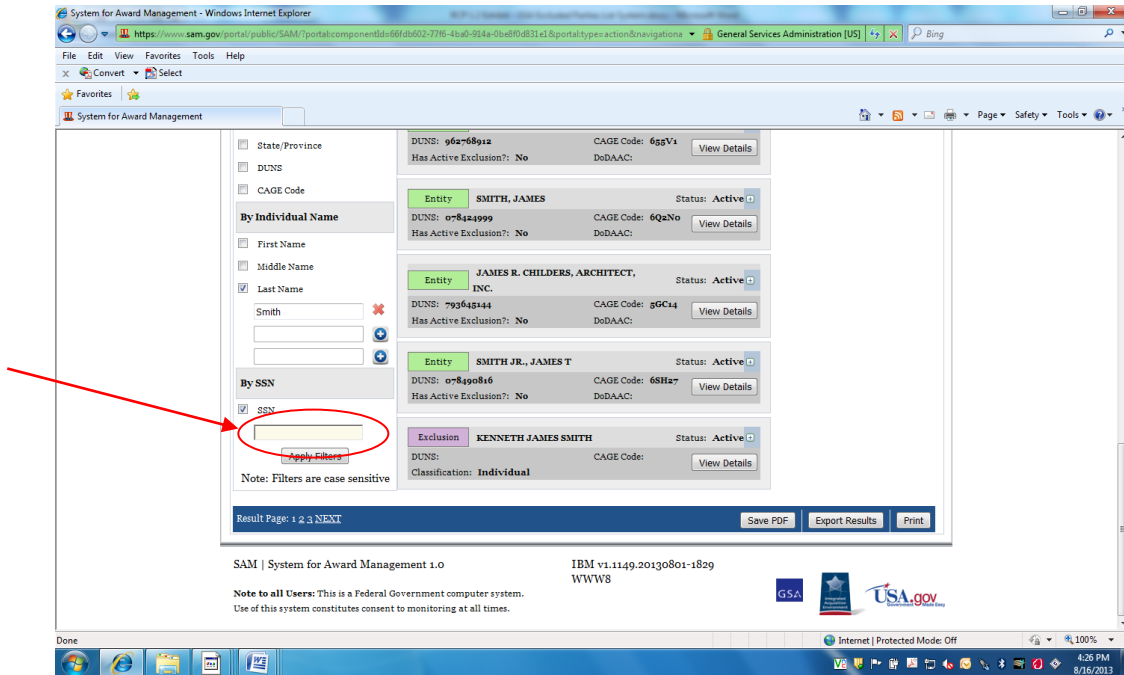
For "Individual Name" follow these steps:

Check the "Last Name" filter on the left hand side of the screen.

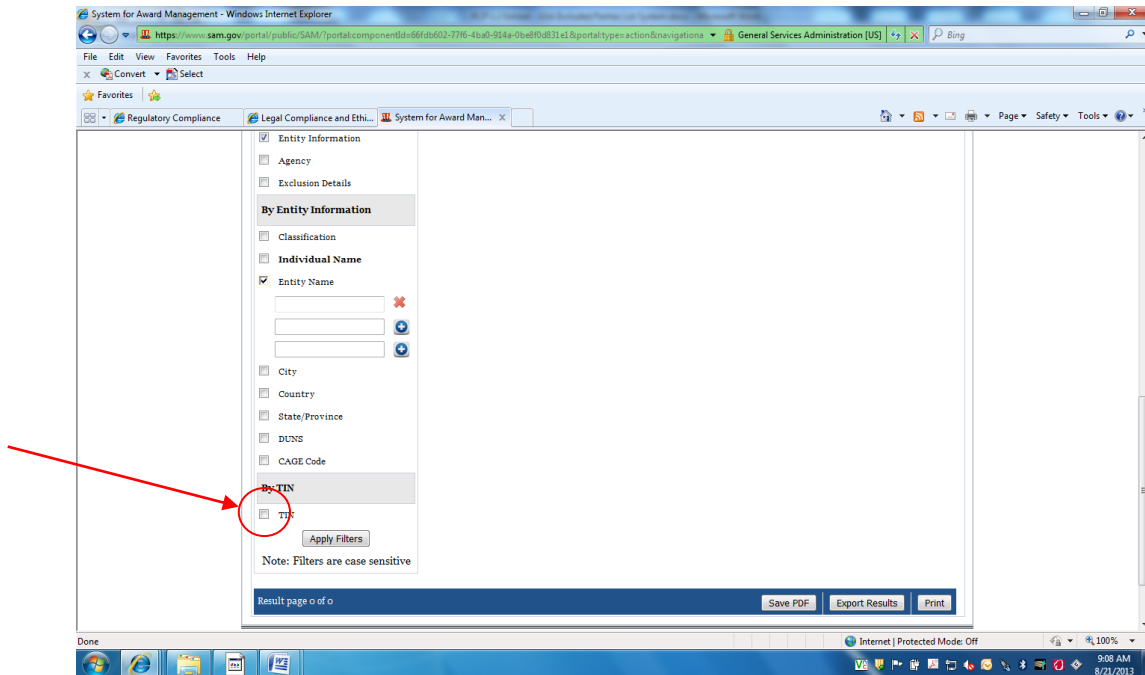Check the "SSN" filter on the left hand side of the screen.

In the space provided, enter the Social Security Number of the screened person or entity and click on the "Apply Filters" box at the bottom of the screen.
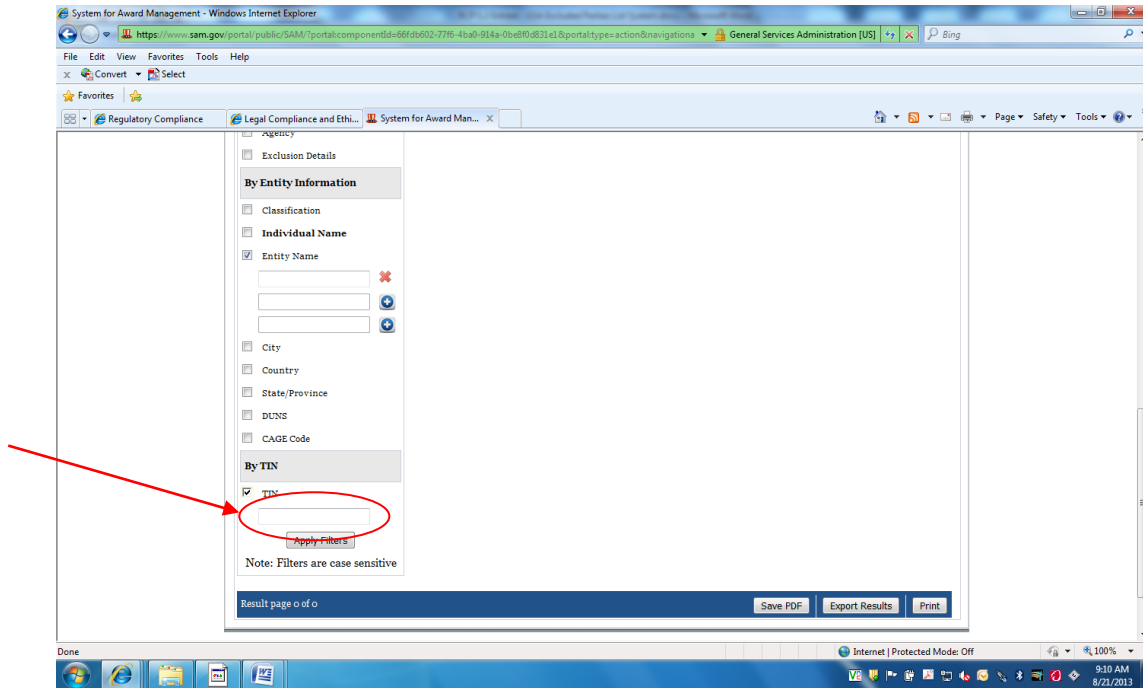

For "Entity Name" follow these steps:

Check the "TIN" filter on the left hand side of the screen.

In the space provided, enter the Employer Identification Number of the entity and click on the "Apply Filters" box at the bottom of the screen.

5. Print the results page and attach it to the background check results for the applicant or send to compliance@pharmerica.com for contractors.
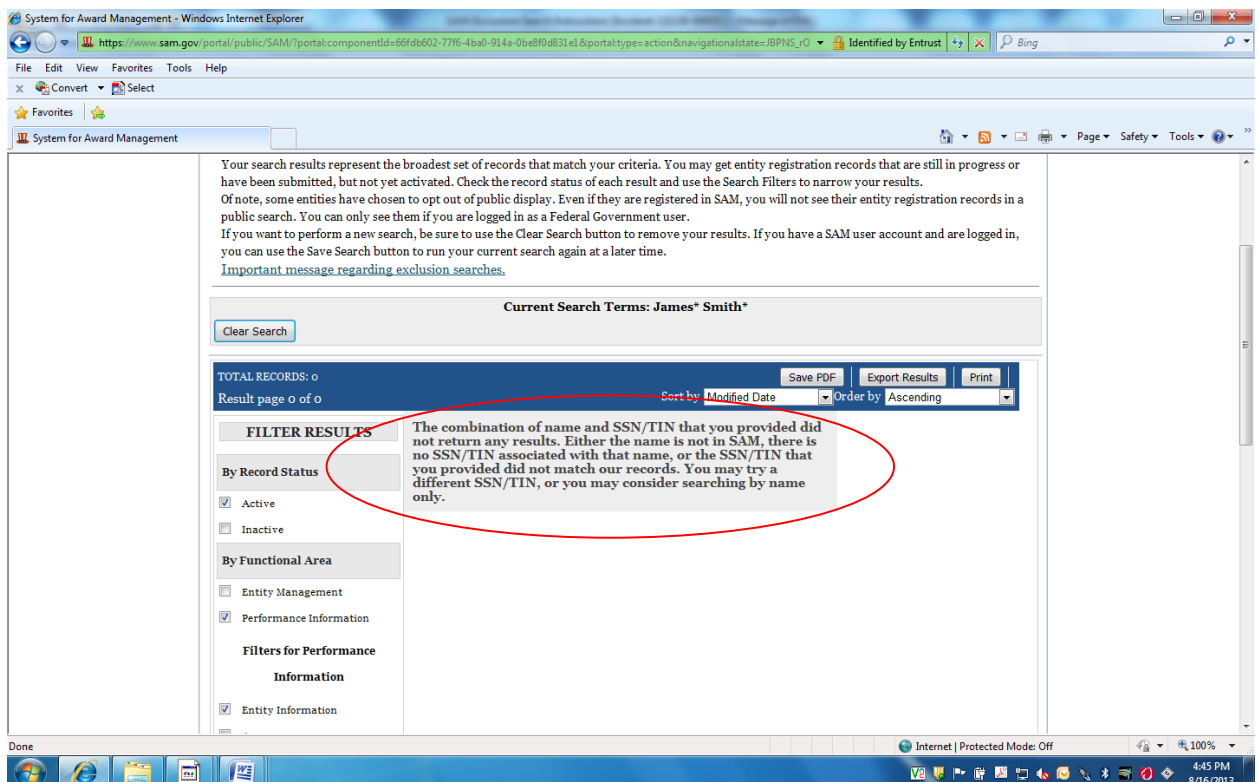
6.   If the results page indicates a "match", immediately deliver a copy of the application along with the results to the CCO and compliance@pharmerica.com. **DO NOT HIRE ANY APPLICANT OR ALLOW A CONTRACTOR TO WORK ON PHARMERICA MATTERS WHO IS ON THE OIG LIST OF EXCLUDED INDIVIDUALS/ENTITIES WITHOUT THE EXPRESS WRITTEN CONSENT OF THE CCO.**