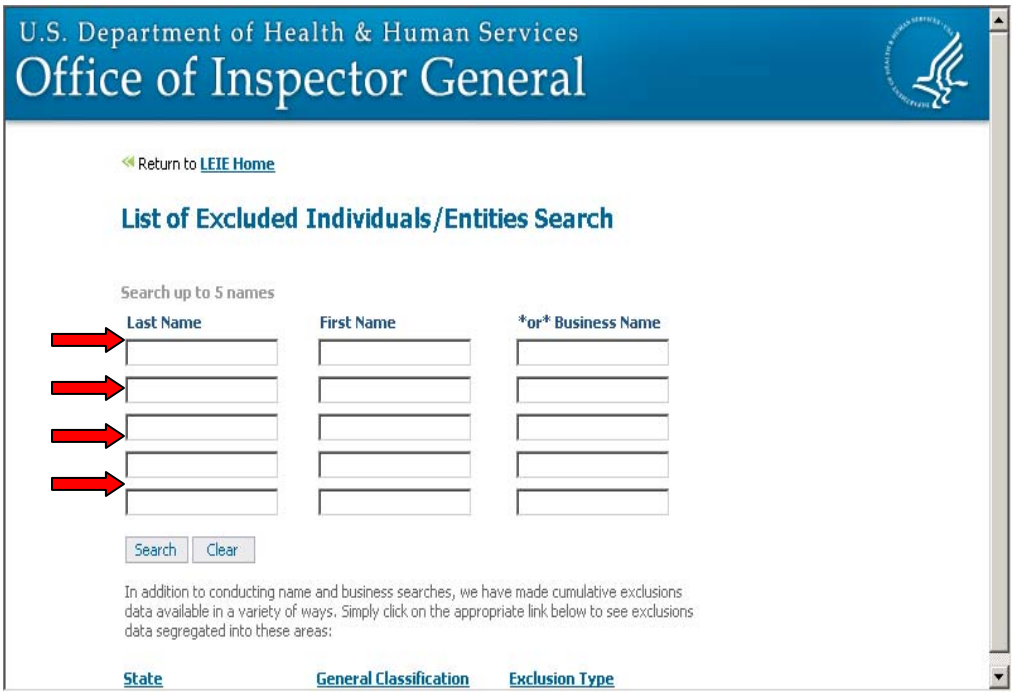
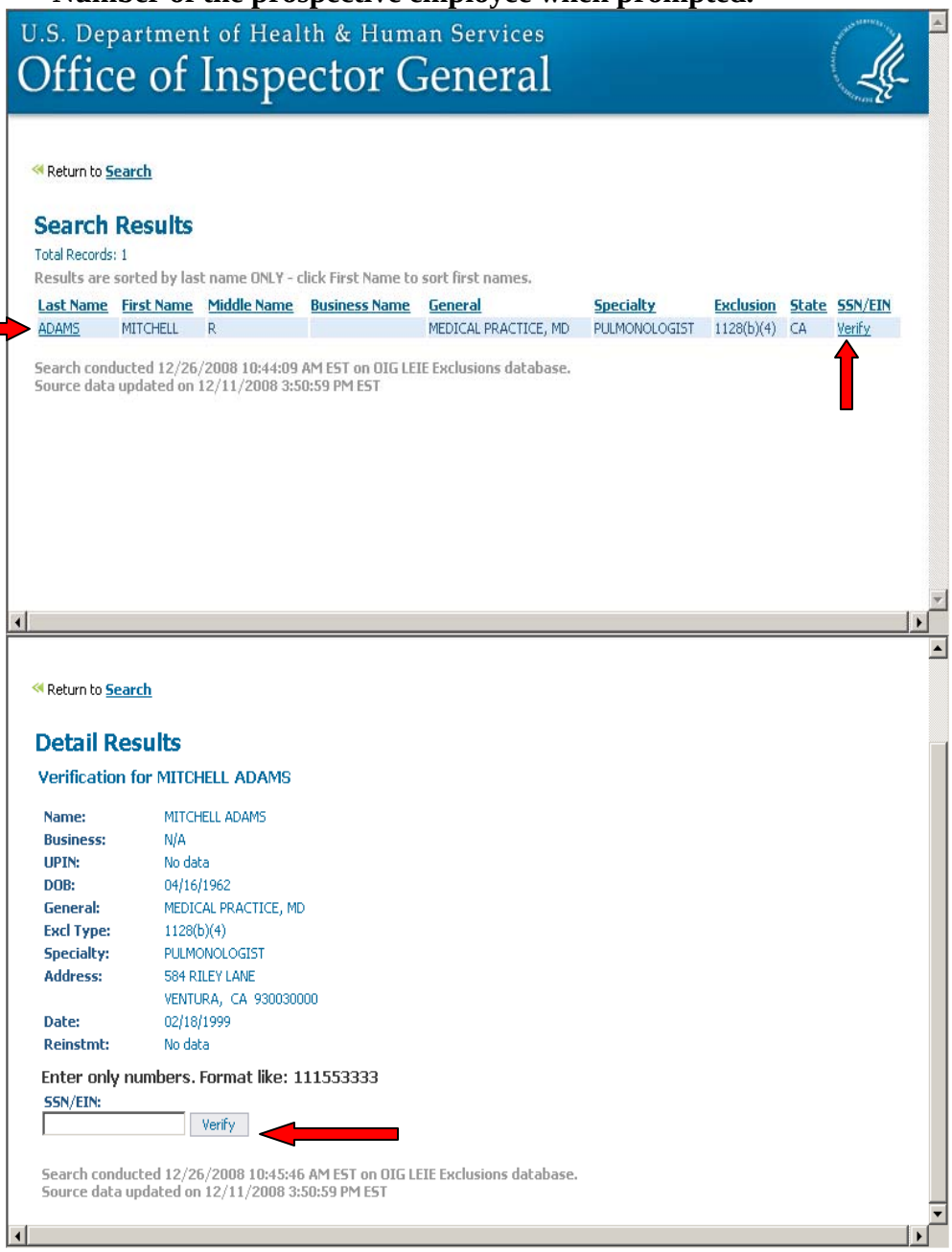
## *Accessing the OIG List of Excluded Individuals/Entities:*

1. **Go to Internet site [http://www.oig.hhs.gov/](http://www.oig.hhs.gov/) .Click on "Online Exclusions Database" on left side of screen.**

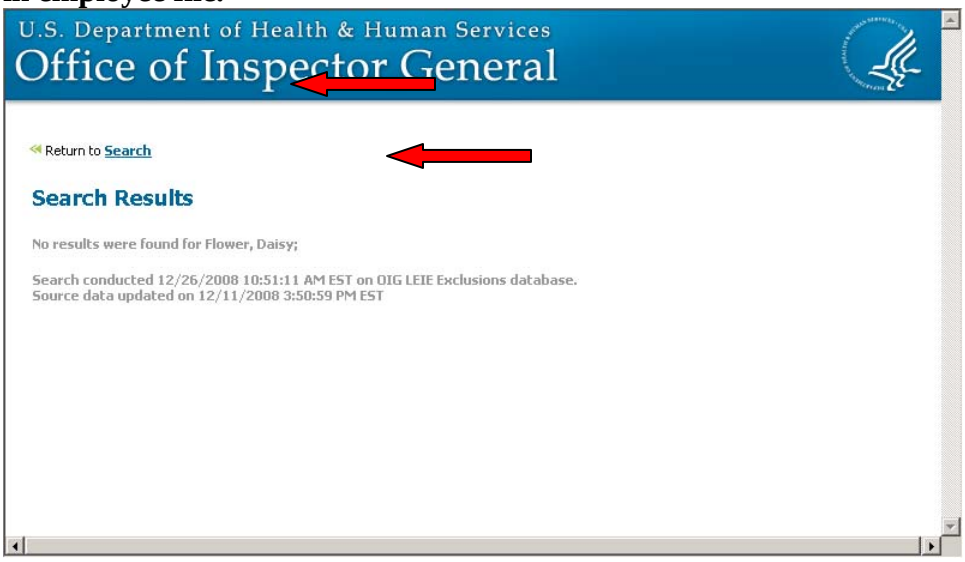
2. **Enter last name and first name and click on "search". You may enter up to five names at a time.**



3. **If a match is found, additional information regarding the exclusion will be displayed. To verify a true match, click on <u>"Verify"</u> and enter the Social Security Number of the prospective employee when prompted.**

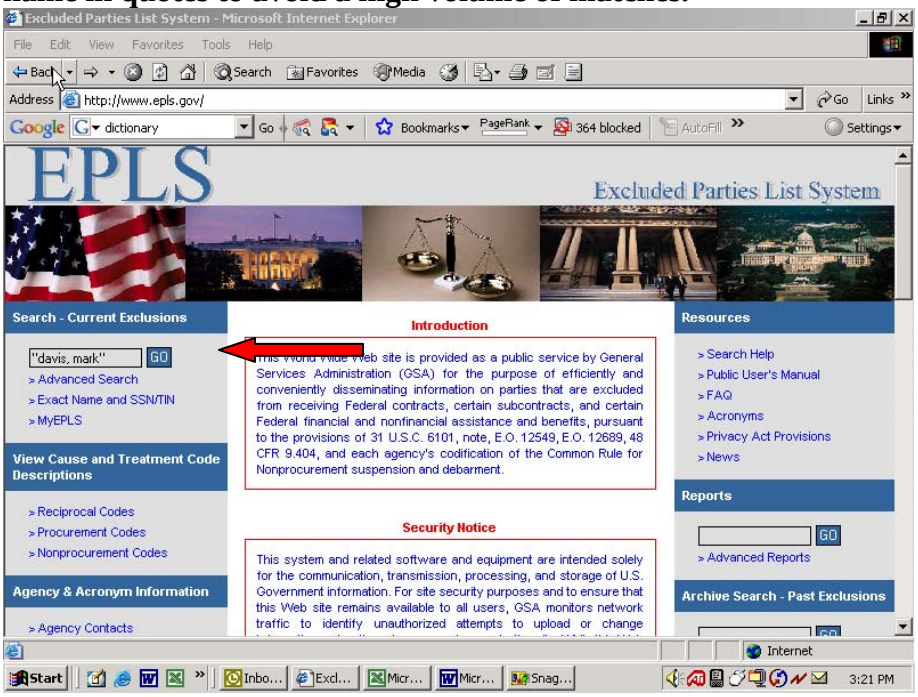


4. **If there is a match, you will see a message "This record does match SSN/EIN 'xxxxxxxxx' in our database." If no match is found, you will see the results below. Print this screen to document the date and time of the search and retain in employee file.**

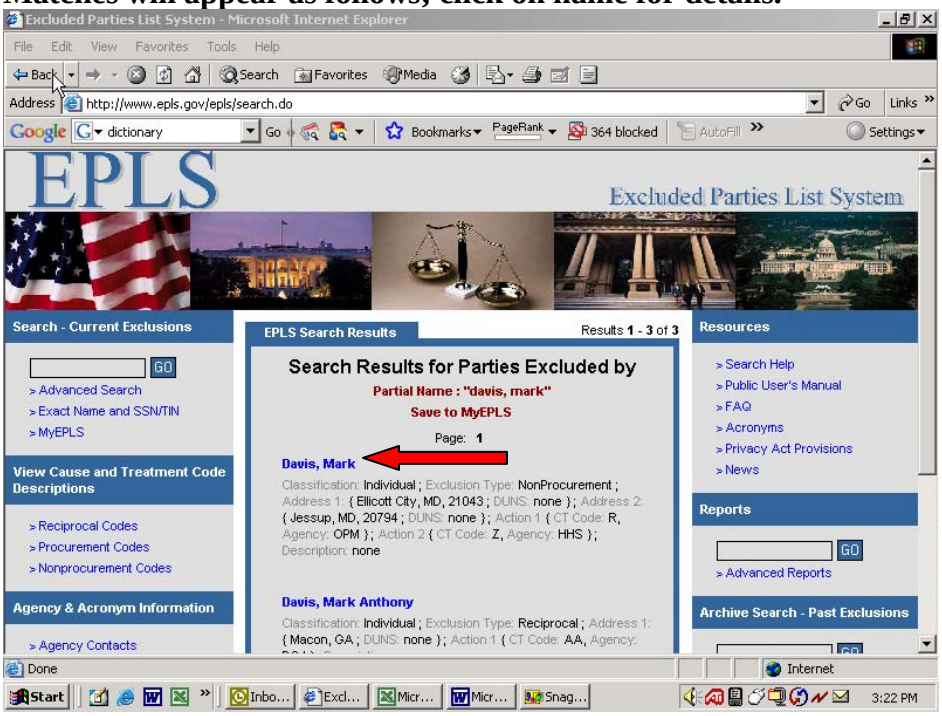


***Accessing the General Services Administration Excluded Parties List System:***

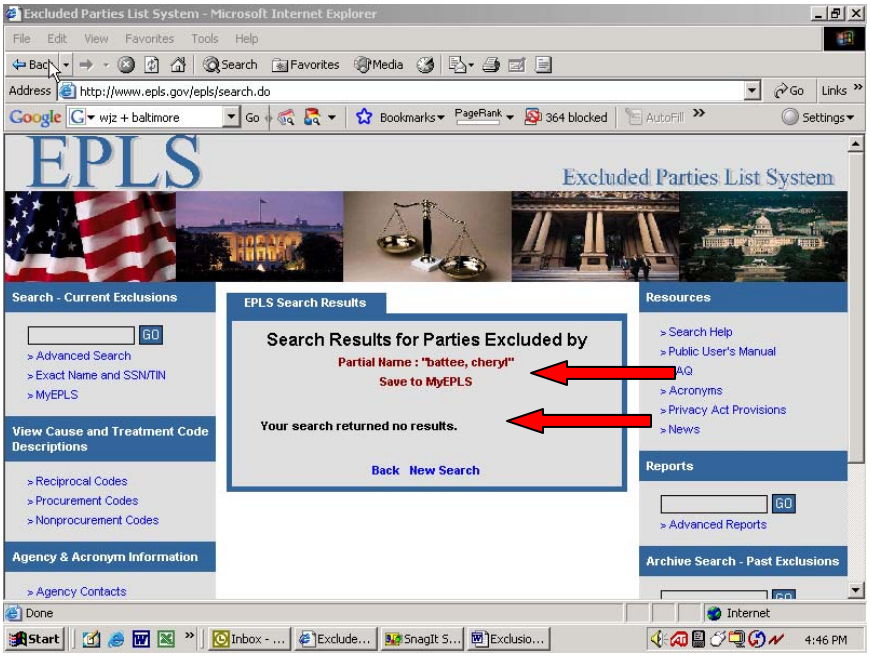
1. **Go to Internet site [https://www.epls.gov](https://www.epls.gov). In the box at the upper left side of screen, enter last name, first name. Important to enter last name first. Put the name in quotes to avoid a high volume of matches.**

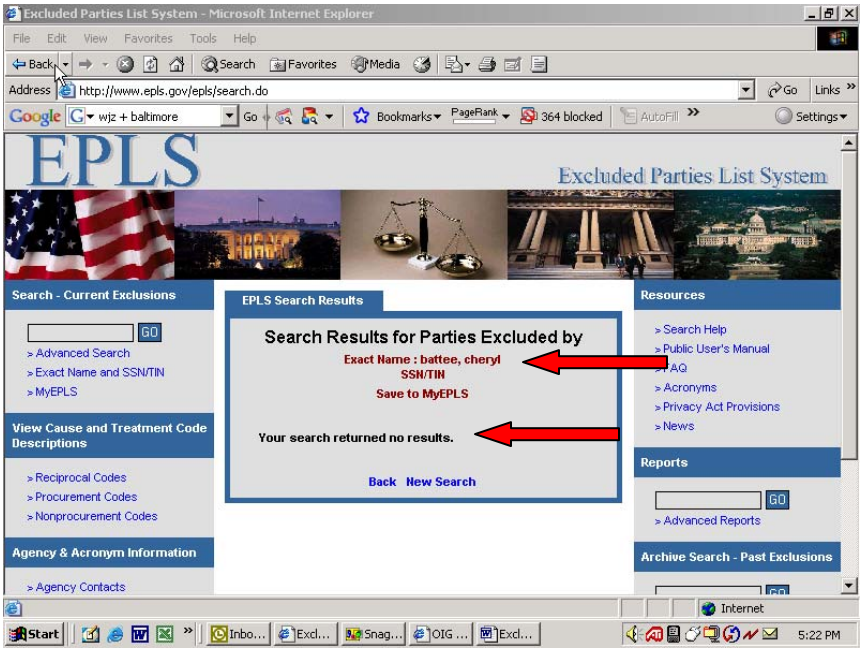



2. **Matches will appear as follows; click on name for details.**



3. **If there is not a match, the information will appear as follows. Print this screen to document the date of the search and retain in employee file. Although the date does not appear on the screen, it will print at the bottom of the printed page.**




4. **You may also select "Exact Name and SSN/TIN". Enter name in same format but do not put it in quotes. If there is not a match, the information will appear as follows. Print this screen to document the date and time of the search and retain in employee file.**