Understanding the Portal Matching Logic
Do Not Pay Quick Reference Card

Getting Started

The Do Not Pay (DNP) Portal matching logic is dependent on the search criteria or specific searchable fields available with each data source. DNP cannot give you specific guidance on what to do with a Portal match, but we can help you interpret the data shown and understand the reasons a match occurred using our different Portal functionalities (Online Search, Batch Matching, Continuous Monitoring).

Your Program's Policies

Refer to your program's policies on how DNP match data should be used from Online Search, Batch Matching, or Continuous Monitoring. DNP cannot be the only determinant of payment eligibility. You should check against another source to make a determination for payment eligibility and verification.

The Portal Matching Logic Explained

A. The Portal allows users to search for matches against relevant data sources using a variety of data elements:

- Social Security Number (SSN) / Employer Identification Number (EIN) / Taxpayer Identification Number (TIN)
- First & Last Name
- Business Name
- Unique Entity Identifier (UEI)
- EFT Indicator

B. The DNP Portal operates using an **exact matching logic**, meaning the text typed into the search boxes must match exactly to the record in the data source in order to produce a match. Therefore, it is crucial to type the data correctly in the search bar for the best results.

C. Not all data sources contain information in each of the searchable fields within the Portal. If you search within a field that is not included within a data source, no matches are returned against that data source.

> *For example*, if you enter only a SSN/EIN/TIN, no matches are returned against LEIE-Public, OFAC, or SAM Exclusions-Public. Or if you enter only a Name, no matches are returned against CAIVRS. **The primary search fields are SSN/EIN/TIN for restricted data sources and Name fields for public data sources except IRS tax exempt data sources that are public but searchable by TIN.**

D. The Portal matching logic **prioritizes the SSN/EIN/TIN field over the Name field.** Data sources that can match on both the SSN/EIN/TIN field and the Name field will first look at the SSN/EIN/TIN field. If there is not a match with the entered SSN/EIN/TIN, the Name field is disregarded. Alternatively, if the SSN/EIN/TIN field is blank, then it will match against the Name field only.

Data Source		SSN/EIN/TIN	First & Last Name	Business Name	UEI	EFT Indicator
DEATH						
American InfoSource (AIS) Obituary– Commercial	PUB	✓	✓			
American InfoSource (AIS) Probate– Commercial	PUB	✓	✓			
Death Master File (DMF)	PUB	✓	✓			
Department of Defense Death Data (DOD)	PUB	✓	✓			
Department of State Death Data (DOS)	PUB	✓	✓			
Electronic Verification of Vital Events Fact of Death (EVVE FOD)-Commercial		✓	✓			
DEBARMENT						
Automatic Revocation of Exemption List (ARL)	PUB	✓		✓		
Publication 78 (PUB 78)	PUB	✓		✓		
Form 990-N (e-Postcard) (990-N)	PUB	✓		✓		
List of Excluded Individuals and Entities (LEIE)	PUB		✓	✓		
List of Excluded Individuals and Entities (LEIE)	RES	✓	✓	✓		
Office of Foreign Assets Control (OFAC)	PUB		✓	✓		
System for Award Management (SAM) Entity Registration Records	RES	✓	✓	✓	✓	✓
SAM Exclusion Records	PUB		✓	✓	✓	
SAM Exclusion Records	RES	✓	✓	✓	✓	
DEBT						
Credit Alert System (CAIVRS)	RES	✓				
Treasury Offset Program (TOP) Debt Check	RES	✓	✓	✓		

The search criteria or specific searchable fields available within each data source.
**PUB for public data source, RES for restricted data source

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Online Search Recommendations

Recommended Search Criteria for the Best Results Using Online Search

Since the Portal matching logic is dependent on the unique identifiers that are associated with each data source (i.e. SSN/EIN/TIN for restricted sources and Name for public sources), DNP recommends that you **search as many data sources** as you are legally approved for with all the search fields that you have access to for the best results.

	Three Fields	Two Fields	One Field
Individual	•SSN/TIN + First Name + Last Name	•First Name + Last Name	•SSN/TIN
Entity	•UEI + EFT Indicator + Business Name	•EIN/TIN + Business Name •UEI + Business Name •UEI + EFT Indicator	•EIN/TIN •Business Name •UEI

This chart shows our **recommended search criteria combinations** to use to produce the highest number of matches on the two types of possible searches—an individual search or an entity search. In order to have the most accurate matches, use three search fields, if those data points are all available. If you suspect a resulting match is not actually the same entity you searched for (known as a "false positive"), we recommend attempting two separate searches—first using the SSN/EIN/TIN by itself and then using the Name by itself to avoid search logic prioritization issues.

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Bulk File Matching Recommendations

Bulk Matching Functionalities:

DNP offers bulk file matching in two functionalities within the Portal:

Batch Matching 📄

This function allows agencies to send a bulk *payment file* to DNP to be compared against their approved data sources. Matches at the time of the file submission are returned in the Portal.

Continuous Monitoring ∞

DNP takes in an agency's *payee file* and compares it against the approved data sources for that agency. These data sources are refreshed on a regular basis to continuously match the file when there is an update to either the agency file or the data source.

Match Result Strength

Within Batch Matching or Continuous Monitoring, matches are ranked according to their strength—Conclusive, Probable and Possible. See the chart below for the hierarchy and strength of the match results.

Matches will identify the data element that matched against a record in the relevant data source, and will help you determine the strength and relevance of the record match returned.

> *Important to note:* If an entity is present on System for Award Management (SAM) Entity Registration Records (SAMENT), they are considered eligible to do business with the federal government. In the instance of bulk file matching, when an entity is not present on SAMENT, they are then flagged and the agency receives a "negative match result," stating the "*UEI/TIN is not in SAMENT.*" Essentially, the DNP Portal produces a match result for not getting a match against SAMENT, meaning agencies then must verify payment eligibility of this entity who is not on SAMENT.

Conclusive Match	• UEI • UEI not in SAMENT • SSN/EIN/TIN + First Name + Last Name • SSN/EIN/TIN + Business Name or Doing Business As
Probable Match	• TIN not in SAMENT • SSN/EIN/TIN • SSN/EIN/TIN + Last Name
Possible Match	• Doing Business As • First Name + Last Name • First Name + Middle Initial + Last Name

Whitelisting

If a match that you know represents a proper payment repeatedly shows up in bulk file match results, you can choose to apply a Whitelist Reason, which will hide that match result for up to 90 days from that current date. You can whitelist matches for the reasons shown on the side.
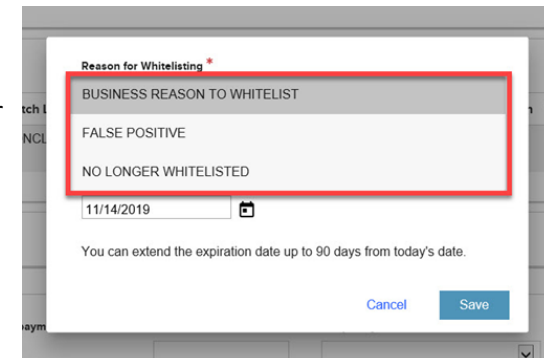
Research Can Eliminate False Positive Matches Returned in the Portal

Screen for False Positives

Each match will contain different information such as matched criteria, birth date, death date, etc. This information may be used to help determine if the entity referenced is the entity for which you are searching. You must do further research on whether the Portal match is indeed the same entity the payment is referencing, or whether it is a false positive—a match to some data elements that may appear in your results that actually belong to a different entity from the one you are screening.

The matching logic in the DNP Portal **does not differentiate** between Social Security Numbers, Employer Identification Numbers, and Taxpayer Identification Numbers across available data sources. Keeping the matched data source in mind, determine whether any match within the SSN/EIN/TIN field is relevant to the search you were conducting. Pay special attention to the differences in match results when searching for an individual vs. a business, where the nine-digit SSN/EIN/TIN could indicate either entity or could produce matches for both entities.

***Examples of Match Level and Match Type**

Name	SSN/EIN/TIN ↑	Match Level	Match Type
BRUCE ALTMAN	896903224	CONCLUSIVE	TIN + NAME MATCH

Name	SSN/EIN/TIN ↑	Match Level	Match Type
BUTLER BROOKE	896903214	PROBABLE	TIN MATCH

Name ↑	SSN/EIN/TIN	Match Level	Match Type
ANDREY HILZ		POSSIBLE	NAME MATCH