NATIONAL CENTER
FOR SAFETY INITIATIVES

ACCOUNT RESOURCE
MANUAL

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LOGGING ON TO YOUR ACCOUNT

1) To access your account, please visit our website at http://www.ncsisafe.com and enter your user name in the "Account Manager Login" section on the lower left-hand side.

2) Once you enter your user name, it will ask for your account password. Please enter it in the space provided.

3) Once your username and password are entered and accepted, you will need to click to agree to the terms of use. You will be prompted to agree to the Terms of Use Agreement each time you log into your account.

You are now logged into your Account Manager Home

4) You are now at the Account Manager Homepage. Here you will be able to access the different areas of your account. You can always return to the Account Manager Homepage by clicking on "Account Manager Home" above the "Logout" button.

VIEWING BACKGROUND CHECK DETERMINATIONS

5) From this page you can view the determinations of background checks that have been completed. When you are viewing determinations it will show them in three different forms, 1.) Pending (no determination has been made yet); 2.) Green Light. 3.) Red Light

From this screen you will be able to view the results of all applicants' determinations. If the background screening has been completed, you can click on their name to print a one-page Red Light or Green Light report. You will also be able to deactivate applicants who are no longer with your organization.

The filters along the top of this page allow you to limit the results by date range, Green Light, and Red Light results. If you want to search for a specific person, you can type in their last name. All filters are applied by clicking on the "Apply Filters" button.

EDIT ACCOUNT SETTINGS

1) The account manager homepage, click on "Edit Account Settings" Under the Quick Links.
2) The three tabs at the top of this screen will allow you to manage your account information, mailing address, credit card information, and manage users on your account

EDITING ACCOUNT SETTINGS

Organization Information Tab

In this section, you will be able to update your mailing address, phone numbers, and other organizational information.

Billing Information Tab

If you pay for our background check services by credit card, you can update you credit card information in this section.

Note: If you pay by check, please ignore this section.
1) The account manager homepage, click on "Edit Account Settings" Under the Quick Links.
2) The Three tabs at the top of this screen will allow you to manage your account information and mailing address, credit card information, and manage users on your account

User Information

This section will allow you to add additional users to your account and disable users who are no longer with your organization.

To Add Additional Users:

1) Scroll to the bottom of the webpage and click on "Add New User For My Organization".
2) Complete the name, email, telephone numbers, User ID, and password for the new user.
3) Select the Access Level of the user.
4) Click "Saves Changes" at the bottom of the page.

To Disable Existing Users:
1) From the User Information tab, click on the "Edit" button next to the user to be disabled.
2) Scroll to the bottom of the page and click on the "Disable This User" button.
3) Click "Saves Changes" at the bottom of the page.

CLIENT UPDATE ANNOUNCEMENTS

As we add additional tools and new features to our website, we will update the Client Update Announcement section of our website. This will provide useful information on the functionality of the website and our programs. You will also be able to view archived announcements through this link.

COMPLETING BACKGROUND CHECKS

1) To complete a background check for an applicant, the applicant will need to visit our website (http://www.ncsisafe.com) and click on "Background Check Self Registration".

2) The applicant will need an 8-digit Self Registration Number to complete the background check.

3) Once they enter the information above it will begin to ask them a series of Identification questions. The questions must be filled out completely or the page will not move on.

4) If they have been known by any other legal name, they must select yes to "Are there any other legal names you are or were known by? (Minimum 5 year history). When they answer yes, it will require them to enter additional name information. They must fill out the complete name history for the page to move on.

5) After completing the Identification Information they will move on to Address History.

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Background Check Registration for NCSI Demo Account

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Residential Address Information   * Indicates a required field

This program requires a minimum 5 year address history. Please fill out the following address information completely. Please enter all residential addresses that relate to you for the required time period. Use the "Enter Additional Addresses" link as needed.

Current Physical Street Address
(No PO Box please, if you have a PO Box, please choose 'No' this is not your mailing address)
*Country: UNITED STATES
*Street Address:
Apt. Number:
*City, *State, *Zip
*County Please fill required address fields in first
*From Year: YYYY

*Is the above address also your current mailing address?   ○ Yes ○ No

Enter Additional Addresses

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Residential Address Information   * Indicates a required field

This program requires a minimum 5 year address history. Please fill out the following address information completely. Please enter all residential addresses that relate to you for the required time period. Use the "Enter Additional Addresses" link as needed.

Current Physical Street Address
(No PO Box please, if you have a PO Box, please choose 'No' this is not your mailing address)
*Country: UNITED STATES
*Street Address:
Apt. Number:
*City, *State, *Zip
*County Please fill required address fields in first
*From Year: YYYY

*Is the above address also your current mailing address?   ○ Yes ⊙ No

Current Mailing Address

*Country: UNITED STATES
*Address/PO Box:
Suite / Apt #:
*City, *State, *Zip
*From Year: YYYY

Enter Additional Addresses

Continue   Back

6) In the address history they must provide complete information or the form will not let them move on. This includes full time period information as well as physical and mailing addresses if they are not the same.

7) Once fully completing the information they will move on to criminal history page.

8) On the criminal History page, if they answer yes to any of the questions, they will be required to

fill in the information requested.

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napbs National Association of

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Criminal History Information

* Indicates a required field

*Please answer all of the following questions regarding your criminal history.

Note: An answer of yes to any of the following questions will require details concerning where and when the incident occurred and may result in your disqualification.

Any felony?	⦿ Yes ○ No
Any lesser crime involving force or threat of force against a person?	○ Yes ⦿ No
Any lesser crime in which sexual relations is an element?	⦿ Yes ○ No
Any lesser crime involving controlled substances (not paraphernalia or alcohol)?	○ Yes ⦿ No
Any lesser crime involving cruelty to animals?	⦿ Yes ○ No

The below information is required if you answer yes to one of the above questions.

*Country [UNITED STATES ▼]
*City [_____]
*State [_____ ▼]
*County [Please fill in country and state drop downs ▼]
*Offense Date [YYYY ▼] [MM - Mon ▼]
*Details (Nature of offense/final disposition, maximum of 1500 characters) [_____]

9) Once they have completed all the information required, it will ask them to check their information entered and certify that the information is correct.

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Important: Please review the information you entered to make sure its accurate. Incomplete and/or incorrect information may result in the need for you to resubmit for your background check at your expense and cause delays in processing.

Identity Information   Modify Identity Information

Legal Name
Social Security Number
Date of Birth
Gender
Phone
Email Address

Address Information   Modify Address Information

Current Address

Criminal History Information   Modify Criminal History

All criminal history questions were answered 'No'.

☐ By checking this box, I agree that all of my information on this application is true and complete.

Continue

10) After they certify that the information they entered is correct, they will need to give their consent and Authorization to the background screening.

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Background Check Consent and Authorization for the Following Applicant

Legal Name:
SSN:
Date of Birth:

Consent & Authorization

I hereby give my full consent and permission to NCSI Demo Account in order to obtain information relating to my criminal history and any other applicable records through National Center for Safety Initiatives LLC and their agents. The records as received by the reporting agencies may include but not limited to criminal records, motor vehicle records, social security verification, consumer reporting agency records, education records, as well as plea bargains, deferred adjudications, and delinquent conduct committed as a juvenile. I understand that this information will be used in part to determine my eligibility for a coach, volunteer or staff/board or other employment position within this organization. I also understand that as long as I remain in such capacity here, the above mentioned record checks may be repeated at any time. I understand that I will have an opportunity to review the records as received by NCSI Demo Account and a procedure is available for clarification if I dispute the records that have been received. I also understand that the records received could contain information presumed expunged.

I do for myself, my heirs, executors and administrators, hereby remise, release, and forever discharge and agree to indemnify National Center for Safety Initiatives LLC and NCSI Demo Account, each of their officers, directors, employees, volunteers and agents and hold them harmless from and against any and all causes and actions, including but not limited to: suits, liabilities, costs, debts, and sums of money, claims, and demands whatsoever and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to serve.

☐ By checking this box, I acknowledge that I have read, fully understand, and consent to these terms and conditions and that I accept and submit this information voluntarily.

☐ I agree to the Terms of Use and Privacy Policy of this Website and I have read and understand my rights under FCRA.

[Continue]

11) After giving their consent and authorization it will give them a applicant ID number that is 16 digits, this number can be used to when contact us about any issues with their background screen.

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Please be patient while we process your request.

Clicking back or refresh will not stop or speed up the processing of your request!

This site chose VeriSign SSL
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Background Check Confirmation

Your background check information has been submitted for processing. Please print this page and keep it for your records.

Applicant ID Number: 7846-1897-6220-7462

If you have any questions please contact our Applicant Services at (866) 833-7100 and refer to your Applicant ID Number above.

NCSI Home

PROVIDER TABLE

The Provider Table lists our sources of information in each state. Such examples may include: Department of Corrections, Administrative Office of Courts, District Courts, etc. If you have questions on the source of our background check information, please check this table for more information.

CONTACTING NCSI

1) You may send an email to Client Services directly from the website by clicking on "Contact NCSI Representative" on the Account Manager Homepage.

2) Alternatively, you may also contact us by mail, telephone or fax:

Address: National Center for Safety Initiatives
              Attn: Client Services
              PO Box 39008
              Cleveland, OH 44139

              Toll Free: (866) 833-7100

              Phone: (440) 542-9690

              Fax: (440) 542-9833