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Nevada Automated Background Check System (NABS)

How-To Guide

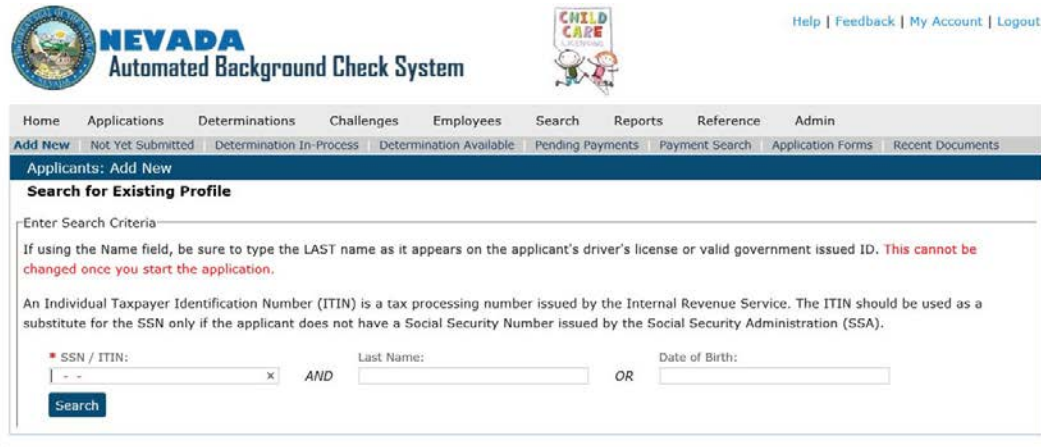


NEVADA
Automated Background Check System



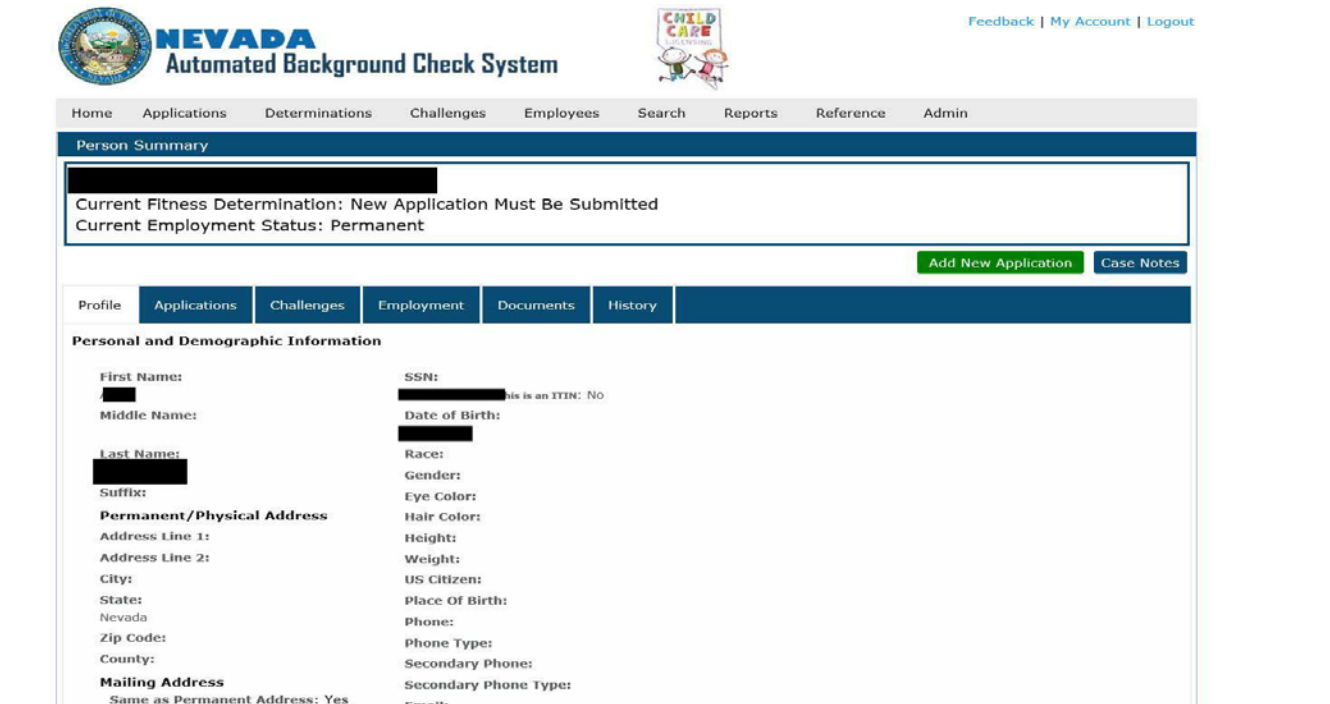
Hire A New Employee:

1. Under the “Applications” Tab click “Add New”
2. Search For Existing Profile using the Social Security Number and the Employee’s Last Name



The screenshot shows the 'NEVADA Automated Background Check System' interface. At the top, there are navigation links for 'Home', 'Applications', 'Determinations', 'Challenges', 'Employees', 'Search', 'Reports', 'Reference', and 'Admin'. Below this is a sub-menu with 'Add New', 'Not Yet Submitted', 'Determination In-Process', 'Determination Available', 'Pending Payments', 'Payment Search', 'Application Forms', and 'Recent Documents'. The main heading is 'Applicants: Add New' and the sub-heading is 'Search for Existing Profile'. A text box prompts the user to 'Enter Search Criteria' and provides instructions: 'If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. This cannot be changed once you start the application.' It also explains that an Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service and should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA). The search form includes fields for 'SSN / ITIN:', 'Last Name:', and 'Date of Birth:', with a 'Search' button.

3. If an Existing Profile is found, click “Add New Application”



The screenshot shows the 'NEVADA Automated Background Check System' interface for a 'Person Summary'. At the top, there are navigation links for 'Home', 'Applications', 'Determinations', 'Challenges', 'Employees', 'Search', 'Reports', 'Reference', and 'Admin'. Below this is a sub-menu with 'Feedback', 'My Account', and 'Logout'. The main heading is 'Person Summary'. A message states: 'Current Fitness Determination: New Application Must Be Submitted' and 'Current Employment Status: Permanent'. There are two buttons: 'Add New Application' and 'Case Notes'. Below this is a tabbed interface with 'Profile', 'Applications', 'Challenges', 'Employment', 'Documents', and 'History'. The 'Profile' tab is selected, showing 'Personal and Demographic Information'. The information includes: First Name, Middle Name, Last Name, Suffix, Permanent/Physical Address (Address Line 1, Address Line 2, City, State, Zip Code, County), Mailing Address (Same as Permanent Address: Yes), SSN, Date of Birth, Race, Gender, Eye Color, Hair Color, Height, Weight, US Citizen, Place Of Birth, Phone, Phone Type, Secondary Phone, Secondary Phone Type, and Email.

4. If an Existing Profile is not found, click “Add New Applicant”



Home Applications Determinations Challenges Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Pending Payments | Payment Search | Application Forms | Recent Documents

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

* SSN / ITIN: AND Last Name: OR Date of Birth:

Results

This individual was not found in NABS.

5. Follow the prompts for adding/updating employee information.
6. Enter Identification information (i.e. Driver's License or Government ID)
7. On the Consent page, Select "I agree" and upload the Consent and Release along with any Temporary or Permanent work Card
8. Continue to Payment page, enter payment information, and click submit.
9. **Please note: We do not accept American Express or Cash as a form of payment.**

Terminate An Employee:

1. Under the “Employees” Tab click “Roster”
2. Select the Provider Name and click “Search”
3. Under the Actions header click “Edit” next to the employee’s name you wish to terminate

Results

Application	Provider	Last Name	First Name	Date Of Birth	Position	Employee Type	Employment Status	Temporary Hire Date	Permanent Hire Date	Determination	Action
229036					Teacher	Employee	Permanent		02/07/2018	Eligible	Edit
234295					Teacher	Employee	Permanent		05/31/2013	Eligible	Edit
244324					Caregiver	Employee	Permanent		02/16/2018	Eligible	Edit
241719					Teacher	Employee	Permanent		11/07/2017	Eligible	Edit
239297					Teacher	Employee	Permanent		07/28/2013	Eligible	Edit
235815					Director	Employee	Provisional	05/30/2013		Eligible	Edit
234382					Teacher	Employee	Permanent		02/06/2017	Eligible	Edit
244092					Teacher	Employee	Permanent		05/03/2018	In Process	Edit

8 Total Results

4. Change the “Employment Status” to “separated” and enter the date under “Separation Date”

Date of Birth From: Position: Verification Date to:
Date of Birth To: User Name:
Employment ID:
Determination Status: Background Check #:

Results

Application	Provider	Last Name	First Name	Date Of Birth	Position	Employee Type	Employment Status	Temporary Hire Date	Permanent Hire Date	Determination	Action
229036					Teacher	Employee	Permanent		02/07/2018	Eligible	Edit
234295					Teacher	Employee	Permanent		05/31/2013	Eligible	Edit
244324					Caregiver	Employee	Permanent		02/16/2018	Eligible	Edit
241719					Teacher	Employee	Permanent		11/07/2017	Eligible	Edit
239297					Teacher	Employee	Permanent		07/28/2013	Eligible	Edit
235815					Director	Employee	Provisional	05/30/2013		Eligible	Edit
234382					Teacher	Employee	Permanent		02/06/2017	Eligible	Edit
244092					Teacher	Employee	Permanent		05/03/2018	In Process	Edit

8 Total Results

*** Required**

* Employment Status:

* Employee Type:

* Provider:

* Position Category:

* Position:

Temporary Hire Date:

Hire Date:




* Separation Date:

Employment Last Verified:

5. Click Save.

Completing a Batch Payment:

1. When submitting an application click “Batch Payment” on the payment screen
2. Under the “Applications Tab” click “Pending Payments”
3. Under the “Pay Now” header select the employees you wish to pay for
4. A total will appear and the bottom and “Pay by Credit Card” will be available
5. You will be redirected to the payment portal where you can complete the payment

[Feedback](#) | [My Account](#) | [Logout](#)

Home Applications Determinations Challenges Employees Search Reports Reference Admin

Add New Not Yet Submitted Determination In-Process Determination Available **Pending Payments** Payment Search Application Forms Recent Documents

Applications: Pending Payments

Filter Options

Last Name: Division:

Application #: Provider:

Payment Method:

Results

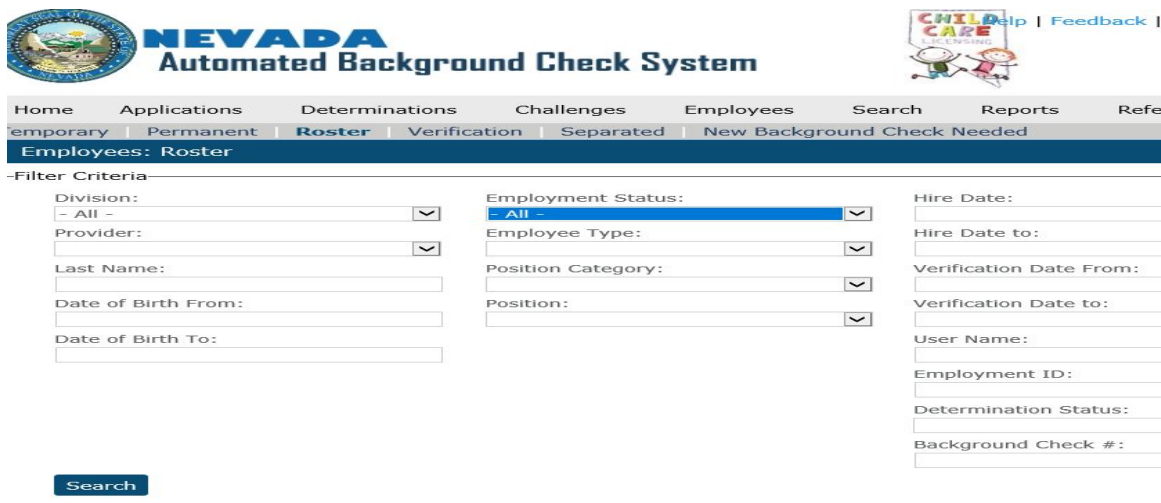
App - #	Provider	Last Name	First Name	Days Pending	Fee	Amount	Payment Method	Batch ID	Pay Now
234893	REDACTED	REDACTED	REDACTED	REDACTED	Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243750	REDACTED	REDACTED	REDACTED	REDACTED	Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243754	REDACTED	REDACTED	REDACTED	REDACTED	Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243755	REDACTED	REDACTED	REDACTED	REDACTED	Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243770	REDACTED	REDACTED	REDACTED	REDACTED	Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>

5 Total Results

Pay Now Total: **\$57.50**

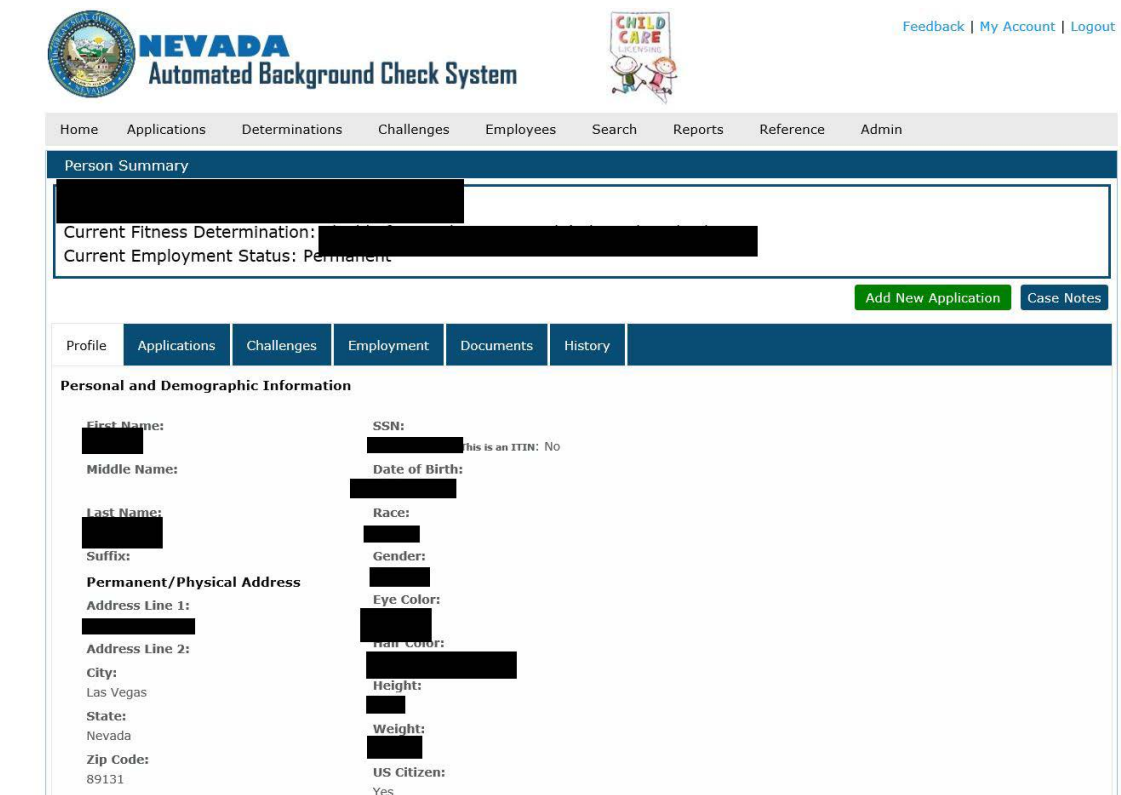
Upload Employee Documents & Print Clearance Letters:

1. Under "Employees" tab select "Roster"
2. Under Employment Status select "All"





The screenshot shows the "NEVADA Automated Background Check System" interface. At the top, there are navigation tabs: Home, Applications, Determinations, Challenges, Employees, Search, Reports, and Refe. Below these, there are sub-tabs for "Temporary", "Permanent", "Roster", "Verification", "Separated", and "New Background Check Needed". The "Employees: Roster" section is active, showing a "Filter Criteria" form with various dropdown menus and text input fields for searching employees. A "Search" button is located at the bottom left of the filter section.

3. Click on the employee's last name to bring up their Profile



The screenshot shows the "NEVADA Automated Background Check System" interface for an employee's profile. At the top, there are navigation tabs: Home, Applications, Determinations, Challenges, Employees, Search, Reports, Reference, and Admin. The "Person Summary" section is visible, showing "Current Fitness Determination:" and "Current Employment Status: Permanent". Below this, there are buttons for "Add New Application" and "Case Notes". The "Profile" tab is selected, showing "Personal and Demographic Information" with various fields for name, SSN, date of birth, race, gender, address, height, weight, and citizenship status.

- Click on the “Documents Tab” to view all uploaded documents and then click on “Upload File” to add another.

[Feedback](#) | [My Account](#) | [Logout](#)

Home Applications Determinations Challenges Employees Search Reports Reference Admin

Person Summary

Current Fitness Determination: [REDACTED]
 Current Employment Status: Permanent

[Add New Application](#) [Case Notes](#)

Profile Applications Challenges Employment Documents **History**

Background Check # [REDACTED]
 Generated Forms, Letters, and Reports

Document Type	Application #	Provider	Document Name	File Size	Generated By	Generated On	Action
Application	244324	[REDACTED]	Clearance Letter.pdf	136.0KB	TasksService	[REDACTED]	Delete

Uploaded Documents

Application #	Document Type	Provider	Document Name	User Types	File Size	Uploaded By	Uploaded On	Action
[REDACTED]		[REDACTED]	CONSENT AND RELEASE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Delete
[REDACTED]		[REDACTED]	PERM CARD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Delete

Person Files
 There are no Person Files


[Upload File](#)

jlancaster Version: 20180630

- This is also the page where you can print off Clearance Letters for the selected employee under Generated Forms, Letter, and Reports

Check Facility Roster:

1. Under "Employees" tab select "Roster"
2. Under Employment Status select "All"



NEVADA
Automated Background Check System

Home Applications Determinations Challenges Employees Search Reports Refe
 Temporary Permanent **Roster** Verification Separated New Background Check Needed

Employees: Roster

Filter Criteria

Division:

Provider:

Last Name:

Date of Birth From:

Date of Birth To:

Employment Status:

Employee Type:

Position Category:

Position:

Hire Date:

Hire Date to:

Verification Date From:

Verification Date to:

User Name:

Employment ID:

Determination Status:

Background Check #:

3. Verify all employees listed
4. For an Excel Spreadsheet click "CSV File"
5. Click "Print" in order to provide a copy to your Surveyor

Results

Application	Provider	Last Name	First Name	Date Of Birth	Position	Employee Type	Employment Status	Temporary Hire Date	Permanent Hire Date	Determination	Action
229036					Teacher	Employee	Permanent		02/07/2018	Eligible	Edit
234295					Teacher	Employee	Permanent		05/31/2013	Eligible	Edit
244324					Caregiver	Employee	Permanent		02/16/2018	Eligible	Edit
241719					Teacher	Employee	Permanent		11/07/2017	Eligible	Edit
239297					Teacher	Employee	Permanent		07/28/2013	Eligible	Edit
235815					Director	Employee	Provisional	05/30/2013		Eligible	Edit
234382					Teacher	Employee	Permanent		02/06/2017	Eligible	Edit
244092					Teacher	Employee	Permanent		05/03/2018	In Process	Edit

8 Total Results