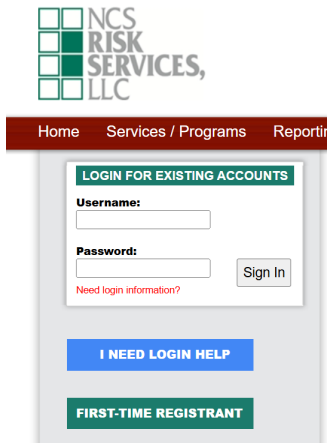


Background Screening Registration Guide

Step 1. Go to the website

Open your browser and go to <https://ncsrisk.org/ncs/>. Click FIRST-TIME REGISTRANT to begin.



The screenshot shows the NCS Risk Services, LLC website. At the top left is the logo, which consists of a 3x3 grid of squares with the text 'NCS RISK SERVICES, LLC' to its right. Below the logo is a navigation bar with 'Home', 'Services / Programs', and 'Reporting' links. The main content area features a login form titled 'LOGIN FOR EXISTING ACCOUNTS'. It includes fields for 'Username:' and 'Password:', a 'Sign In' button, and a link for 'Need login information?'. Below the login form are two buttons: 'I NEED LOGIN HELP' and 'FIRST-TIME REGISTRANT'.

Step 2.

Click 'Begin the registration process.'



The screenshot shows the NCS Risk Services, LLC logo at the top. Below the logo is a green arrow button with the text 'Begin the registration process.'

Step 3.

From the dropdown, select 'Seventh-day Adventist Church' and click Select.



The screenshot shows the NCS Risk Services, LLC logo at the top. Below the logo is a form titled 'Please select your Organization from the list below:'. It features a dropdown menu with 'Seventh-Day Adventist Church' selected and a 'Select' button.

Step 4.

Select 'WA – Washington' and click 'Select and Continue.'



Please select the State in which your Conference, Program or University is located

WA - Washington

Select and Continue

If you need assistance, please contact your Adventist program for further direction.

Step 5.

Select 'Washington Conference' and click 'Select and Continue.'



Please select your Conference, Program or University

Washington Conference

Select and Continue

Step 6.

When asked if you have previously registered, select 'No.'



Have you previously registered with Adventist Screening Verification?

Yes No

Step 7.

Create your User ID and Password, then click 'Continue.'



Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like "jsmith" and "mjones" are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Continue

Step 8.

Select 'Submit Background Check.'

The screenshot shows a web portal interface. On the left is a dark sidebar with a 'Training' header and a list of links: 'Online Training Courses', 'Training Report', 'Message Center', 'My Report', and 'Share My Report'. The main content area has a dark header with 'Heather Brucke' and 'Washington Conference' on the right. Below the header is a large orange box with the following text: 'Important Next Step: Background Check', 'You are required to have a background check.', 'All of your information is prepared and ready to send to VVEMP.', 'Please click the button below when you are ready to submit your information.', and a 'Submit Background Check' button.

Step 9.

Select the boxes and enter your first name, last name and Social security number and select 'Submit Background Check.'

The screenshot shows a 'Submit Background Check' form with an orange header. The form contains the following sections: 'Your background check will include:' with a list of services; 'Consent to Use of Electronic Records and Signatures' with a scrollable text area; three checkboxes for consent to electronic records, background reports, and electronic signatures; and input fields for 'Your First Name', 'Your Last Name', and 'SSN'. A 'Submit Background Check' button is at the bottom.

You are done!

If any additional information is needed you will hear from the conference HR department

If you have any questions, please feel free to reach out to HR at
253-681-6015 or at WAC.HR@wc.npuc.org