

shelby

v.5

How To

Using Protect My Ministry

Updated: 07/11/2011

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Introduction

Background Check functionality has been added to the Shelby Systems suite of applications. This allows you to submit a Background Check request to a third-party agency and receive the data back for the subject of the request. Your credit card will be charged on a per use basis.

Overview of the process:

1. **Set up security** giving access to the PMM option in Shelby software.
2. **Register** your organization with PMM.
3. **Register** users with PMM.
4. **Acquire** a consent form from the individual to be checked.
5. **Submit Request** to PMM.
6. **View Results.**
7. Use the **BCRUN** profile to find people whose background check needs to be updated.

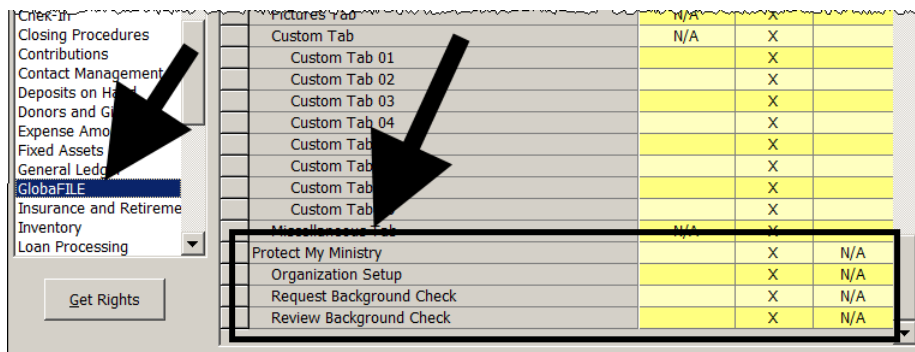
Contact Information: If you have questions before registering with PMM, please contact a Shelby sales representative at (800) 877-0222 or e-mail sales@shelbyinc.com. Questions after registering with PMM should be directed to customerservice@protectmyministry.com.

Using Protect My Ministry

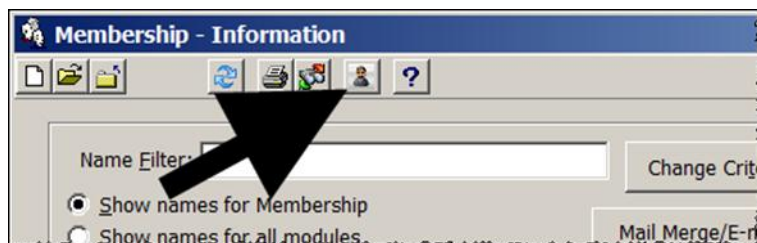
1. Navigate to the Shelby Systems **User Security** screen and assign security level rights to all users. **NOTE:** For details on how to assign security rights in Shelby Systems, please read the Security section in the **General Operating Instructions** help files. Payroll, Membership, and GlobaFILE use the rights under the GlobaFILE module. Any user with any rights to PMM can register PMM users.

Explanation of Security Levels:

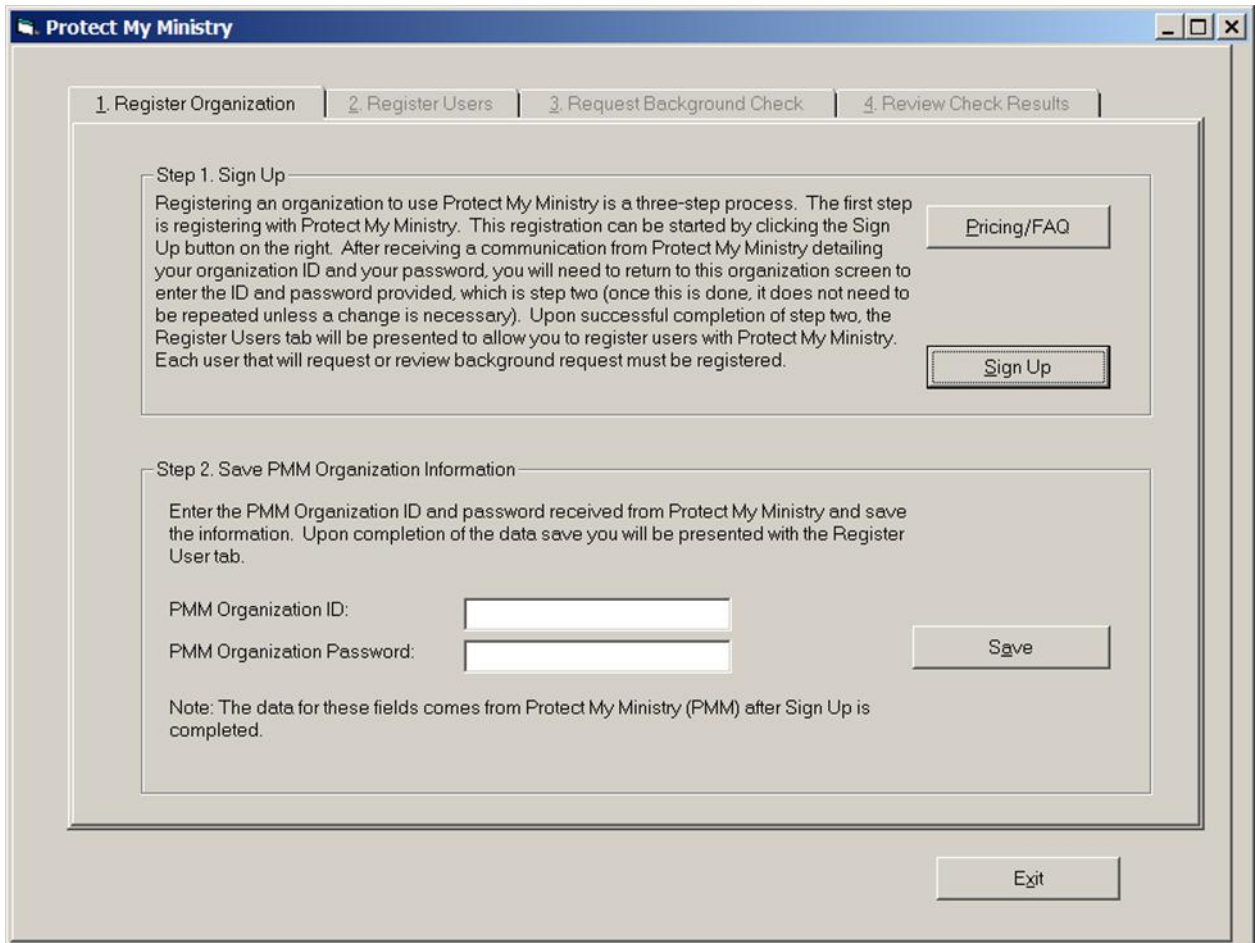
- **Organization Setup:** This person has full access to all screens related to PMM and background checks. That includes signing the organization up with Protect My Ministry, Registering users, Requesting checks, and Reviewing results.
- **Request Background Check:** This person can only register themselves for PMM and request background checks on behalf of an administrator or pastor. They cannot view any results. This would generally be your administrative secretaries, assistants, etc.
- **Review Background Check:** This person can register themselves for PMM, request background checks, and review the results. A person with the "Request Background Check" security level would have to list a person with the "Review Background Check" security level as a reviewer before submitting a request.



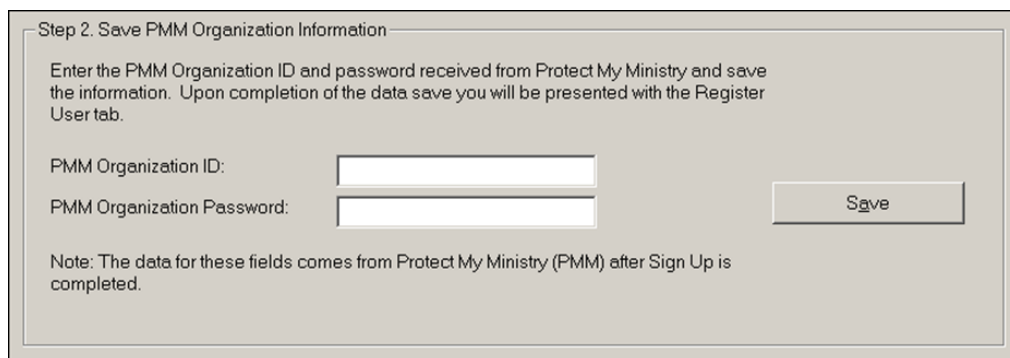
2. To register your organization, first navigate to the name list scroll screen of **Payroll**, **Membership**, or **GlobaFILE** (the Membership screen is shown below). With any name selected, click the **Protect My Ministry** icon showing on the toolbar at the top, just to the left of the Help question mark icon.



If you have security permission to update the Organization Setup, you will see the screen below. If you wish to verify the pricing or read the FAQ for Protect My Ministry, click the **Pricing/FAQ** button. Otherwise, follow the steps outlined on the screen. You will need to complete the **Sign Up** section before anything can happen. After clicking the **Sign Up** button, you will be taken to PMM's Shelby-specific site to complete your organization signup on the web.



After you complete the Organization Setup, you will receive an e-mail from PMM in approximately 24 hours containing your PMM Organization Information credentials. Shelby Systems will also receive a confirmation e-mail so that we will have a record of it. When you receive the credentials, enter them on the Protect My Ministry window, under **Step 2 Save PMM Organization Information**. This is only done one time. After you click the **Save** button, you will never need to re-enter them.



3. Once the organization is signed up and saved, then the **Register Users** tab will display. If the user that is signed in has Organization Setup rights, then all PMM users will appear in the **Full Name** pull down, and that person can register everyone else. If the user who is signed in has no Organization Setup rights, the user can only register himself or herself.

Once you complete the Register Users fields and click the **Register User** button, you will be shown the following web page:



Close the browser window as instructed.

Repeat the registration for each user who should be allowed to request background checks.

NOTE: If you are NOT ready to run an actual background check at this time, simply click the **Exit** button at the bottom of the Protect My Ministry window to close the window and return to the name list.

- 4. Acquire signed consent forms from those who you will be requesting background checks on. You can a copy of this form by visiting the PMM product page on the Shelby web site.

NOTE: You should NEVER run a check on ANYONE without that person’s prior written consent. Please see sample consent form below. You will not be able to submit a background check request without clicking a radio button that confirms you have a consent form on file.

CONFIDENTIAL

Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **(Your Name)** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **(Your Name)** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

******(Your Name) and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

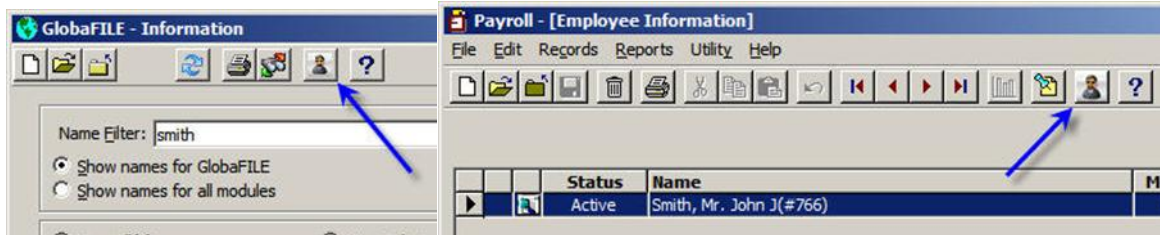
Signature: _____ Date: _____

Notice to California, Minnesota and Oklahoma Residents:
Please check the box below if you wish to receive a copy of a consumer report that is requested.
 I wish to receive a copy of any Background Check Report on me that is requested.

5. To begin the request process, navigate to the Payroll, Membership, or GlobaFILE name list scroll screen. Click the name of the person about whom you want to run the background check to select it. The name should be highlighted in blue. Then click the **Protect My Ministry** icon on the toolbar.

In-GlobaFILE or Membership:

In Payroll:



The **Request Background Check** tab will display if you are a registered PMM user.

Confirm that you are running the check on the correct person by reviewing the top line: “Background Check Request for: xxx.”

If you want other users to be able to review the background check results, choose up to three names from the drop-down options. If the person running the check does not have review rights, he or she *must* choose at least one alternate reviewer before the Submit Request button will be active.

You must always intentionally change the Background Request Consent form confirmation option to “Yes” before the Submit Request button will be active. This is to prevent accidental requests for people without a consent form.

Once you click the **Submit Request** button, you will be taken to the following screen. The individual for whom you are requesting the check's information will automatically be populated on the page via pass-through data from Shelby Payroll, Membership, or GlobaFILE. You will need to confirm all information and make sure that all required fields are filled in. After you confirm and complete any missing information, click the **Proceed** button.

Confirm Applicant Information	
Date	<input type="text" value="02/13/2009"/>
First Name	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Smith"/>
Social Security	<input type="text" value="123-45-6789"/>
DOB	<input type="text" value="02/21/1979"/>
Sex	<input type="radio"/> Female <input checked="" type="radio"/> Male
Phone	<input type="text" value="812-678-4356"/>
Drivers License	<input type="text" value="B4734847584949"/>
DL State	<input type="text" value="FL"/>
Prev. Last Name	<input type="text"/>
Year Prev. Name	<input type="text"/>
State	<input type="text" value="FL"/>
<i>If you will be requesting a NNR Driving History, both a DL # and a DL State must be entered above.</i>	
<input type="button" value="Proceed"/>	<i>(To cancel, just close the browser window.)</i>
<i>Your candidate id = D67983FJ Our user id = 1143 Your user id = sgrandolph Organization id = 1077</i>	

After clicking the **Proceed** button, you will choose which reports or package of reports you wish to run for the individual. Once you have selected the desired reports, click the **Next** button. Your organization can choose which checks to run.

NOTE: Basic (National & SSN) and Plus (same as basic plus 1 court search) packages are offered at a discount.

Name	John Smith
Billing Ref.	Test
Package	A la Carte
A la Carte	<input checked="" type="checkbox"/> National Criminal Database Search <input checked="" type="checkbox"/> Criminal Search (County or Statewide) <input checked="" type="checkbox"/> MVR Driving History Search <input checked="" type="checkbox"/> SSN Verification & Address History <input checked="" type="checkbox"/> Credit History <input checked="" type="checkbox"/> National Sex Offender Registry
Search AKA (Maiden Name)	<input type="checkbox"/> (Additional Charges Apply - Applies to all Court Searches)
<input type="button" value="Next >"/>	

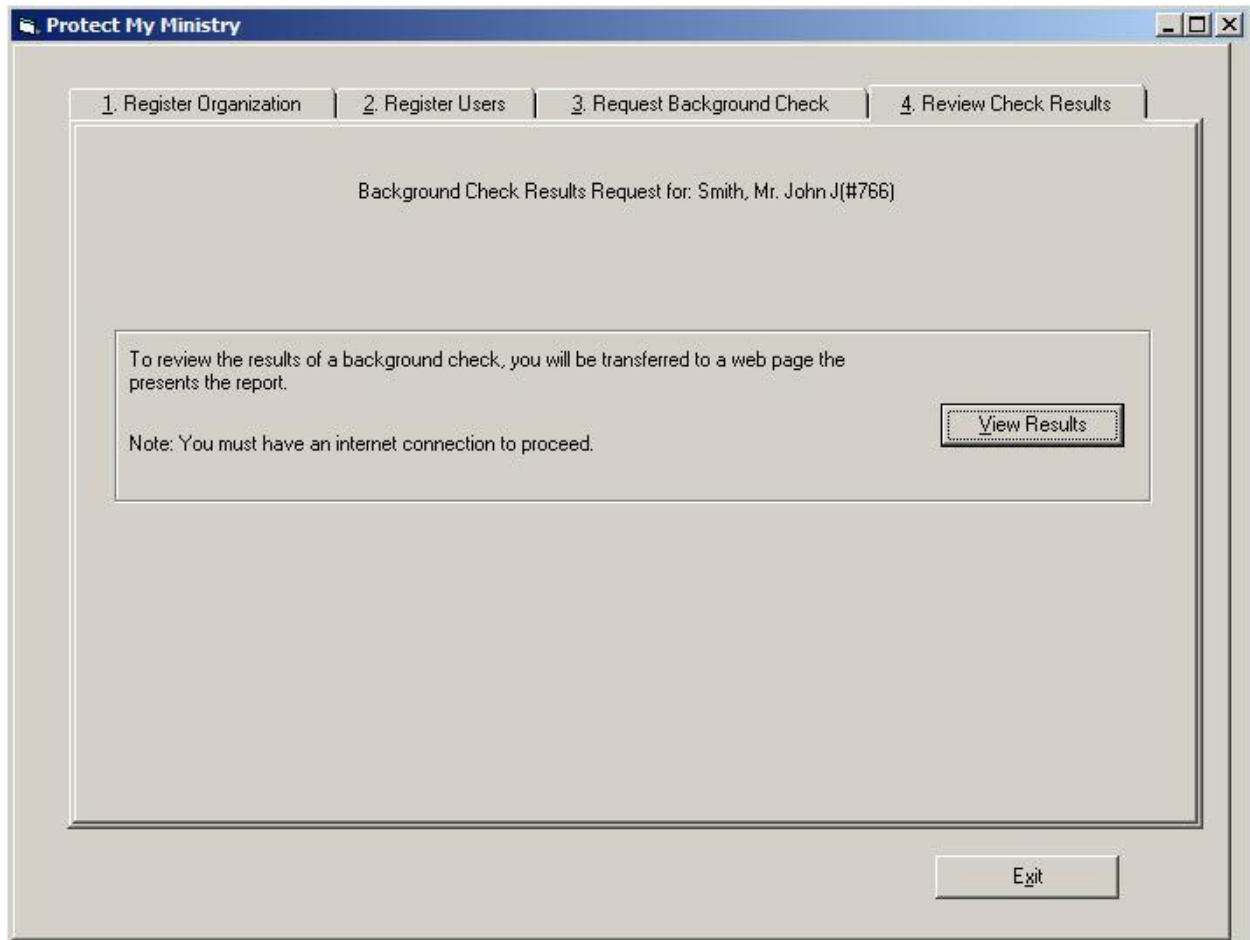
A **Summary** of what you are ordering will display. Now, click the **Submit** button.

Summary	
Billing Ref.	Test
Services	A la Carte
Details	National Criminal Database Search, Criminal Search (County or Statewide), MVR Driving History Search, SSN Verification & Address History, Credit History, National Sex Offender Registry,
Court Search 1	county / Calhoun FL
MVR	B4734847584949 (FL)
<input type="button" value=" < Back"/> <input type="button" value=" Submit"/>	

- When the background check is complete, the designated reviewer at your organization will receive an e-mail stating that the results for this individual are ready to be viewed. To view the results, log into Shelby Systems v.5 and navigate to Payroll, Membership, or GlobaFILE. Select the individual on the scroll screen whose results are ready and click the **PMM** button on the tool bar.

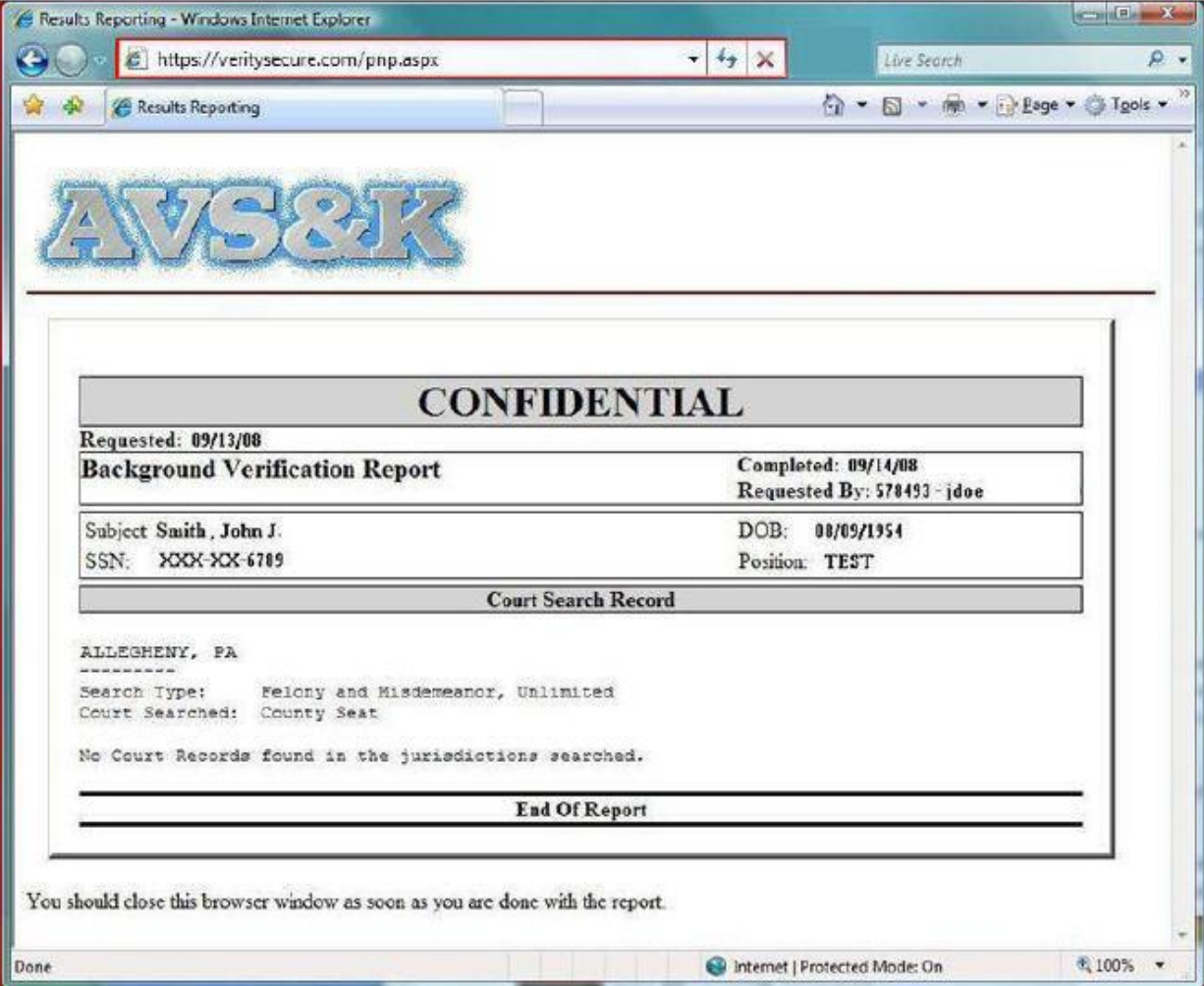
The screen shown below will display. It confirms the individual's results you will be reviewing and that they are being taken to an outside web page.

NOTE: If the user who is logged in does not have either Organizational Setup or Reviewer rights, the **Review Check Results** tab will be grayed out. Since Shelby Systems information is passed through to PMM's site, they would never be able to view the results (because they don't have rights).



After you click the **View Results** button, you will be taken to the individual's results on a secure external web page. You can see an example of the window that will open (below). You can then do whatever you choose with the results. Keep them out on the web, copy and paste them somewhere else, etc. It is up to your organization as to how you save these results.

NOTE: For best results, make sure that **Internet Explorer** is set as your default browser. Results may be unpredictable with other browsers.



The screenshot shows a Windows Internet Explorer browser window displaying a report from AVS&K. The address bar shows the URL <https://veritysecure.com/pnp.aspx>. The page content includes a large 'AVS&K' logo at the top. Below the logo is a grey box with the word 'CONFIDENTIAL' in bold. The report details are as follows:

Requested: 09/13/08	
Background Verification Report	Completed: 09/14/08
	Requested By: 570493 - jdoe
Subject Smith, John J.	DOB: 00/09/1954
SSN: XXX-XX-6789	Position: TEST

Below the report details is a section titled 'Court Search Record'. The search parameters are:

ALLEGHENY, PA

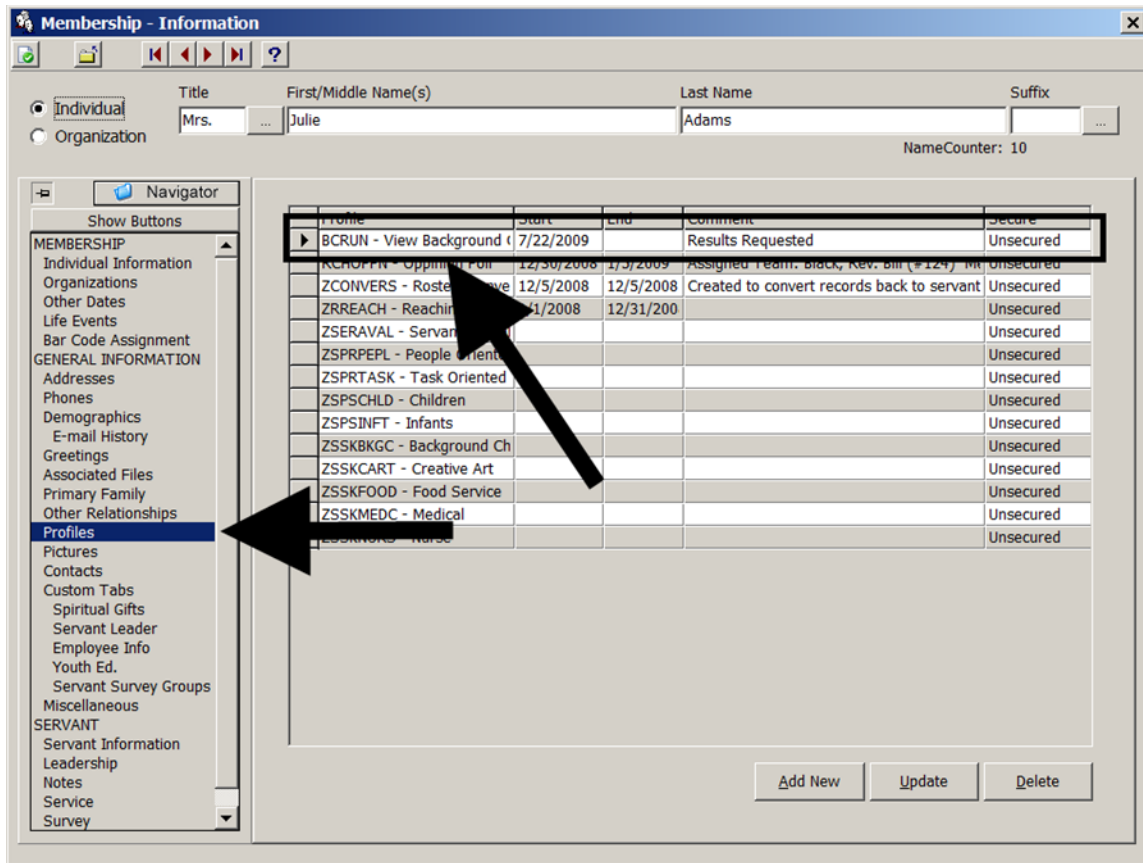
Search Type: Felony and Misdemeanor, Unlimited
Court Searched: County Seat

No Court Records found in the jurisdictions searched.

End Of Report

At the bottom of the browser window, a message reads: 'You should close this browser window as soon as you are done with the report.' The status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom.

- Clicking on the View Results button also adds a **BCRUN** Profile code to the individual's information, as shown in the illustration below. If they already had a BCRUN profile, it will be replaced by a new one with the current date.



To find the names of those who need their background checks updated, use Selections and Listings. Use the criterion of **Profile Comments** and specify BCRUN as the **Profile** value and the latest date someone can have while still needing to be updated as the **Begin To Date** (in other words, this will select names of those whose last background check was on or before the given date).

