

# LexisNexis<sup>®</sup> CPScreen Getting Started Guide

Church Volunteer Central / Shepherd's Watch



# Getting Started Guide

## Login

1. Go to [www.cpscreen.com/group](http://www.cpscreen.com/group) (for Church Volunteer Central) OR [www.cpscreen.com/safechurch](http://www.cpscreen.com/safechurch) (for SafeChurch).
2. Enter your **Client ID**, **User ID** and **Password**.
3. Enter the security text as displayed. (Click refresh if the displayed text is not clear.)
4. Click the **Sign On** button.

**Note:** Click **Forgot password?** to create a new password.



## Standard Packages for Account

On the CPSScreen toolbar, select **Background Checks > Order Entry:**

1. The screen to the right appears displaying the package pricing and components. It will display each time you start a new order.
2. Click **AddOn** to display additional components available for adding to the package when creating an order.
3. Click on **Close** after you review this area, and to proceed to creating an order.

**Note:** The number in parentheses indicates the number of searches included in the package.

Package Description	Price
<b>PACKAGE 2</b>	<b>US\$23.00</b>
(1) Cty Seat Felony & Misdemeanor	<input type="button" value="AddOn"/>
(1) CP National Criminal File PLUS	
(2) Social Security Verification	
<b>PACKAGE 1</b>	<b>US\$9.00</b>
(1) CP National Criminal File PLUS	<input type="button" value="AddOn"/>
(2) Social Security Verification	
<b>PACKAGE 3</b>	<b>US\$23.00</b>
(1) Motor Vehicle Report	<input type="button" value="AddOn"/>
(1) CP National Criminal File PLUS	
(2) Social Security Verification	
<b>PACKAGE 4</b>	<b>US\$36.00</b>
(1) Motor Vehicle Report	<input type="button" value="AddOn"/>
(1) Cty Seat Felony & Misdemeanor	
(14) Cty Seat Felony & Misdemeanor	
(1) CP National Criminal File PLUS	
(2) Social Security Verification	
<b>PACKAGE 5</b>	<b>US\$15.00</b>
(1) Motor Vehicle Report	<input type="button" value="AddOn"/>

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## Order Entry

After acknowledging the package pricing display complete the first form:

1. Enter a **Client Reference ID** to identify your report (optional).
2. Enter your **Client Reference 2** (optional).
3. Enter the **Position Applied For** (optional).
4. Choose the **Applicant Type** from the drop down (required).
5. Select a **package** or choose from the Per Component list by selecting a component and clicking [**>>**].
6. Click **Next**.

## Subject Information

1. Enter as much information as possible to increase report accuracy.
2. After completing the Subject Information screen, use the tabs at the top or the next / previous buttons at the bottom to navigate to additional entry screens.

**Note:** Fields in **RED** are required.

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## Possible Name / Location

1. The entered name and current address of residence will be selected by default. Select **PROVIDED OTHER NAME(S)** or **DEVELOPED OTHER NAME(S)** to be added to the public records search (optional).
2. Enter any additional locations to your order in the section at the top of the screen, and click **Add** to display them in the bottom section of the screen.

Account #2009 - 01/03/2011 Technical Support | 1/20/2011  
Legal Privacy Policy / Notice Disclosure / Summary of Consumer Rights

Church Volunteer Central  
Multiplying ministry from me to we

Home > Background Checks > Add > Customer Service

Order Entry > Batch Order Entry > Background Checks > Order Summary > Background Check Your Guide

Order Subject Employment BVA Records Summary Checked

### Possible Name/Location Combinations for Location-Oriented Components

Please choose any combination of addresses and names to apply to the listed location based searches. Names in BOLD have been supplied by the application.

County: UNITED STATES  
Address 1: [Blank]  
State: [Blank]

City/Zip/County: [Blank] State/Region: [Blank] Postal Code: [Blank]

First Name (MR/MRS/MS): [Blank] Last Name (MR/MRS/MS): [Blank]

TESTER, MARGARET MARY Entered Name  
 TESTER, PEGGY Provided Other Name  
 DOE, MARGARET Provided Other Name

**ADD**

#### City, State, Zip & Block/lot/section

**123 HOME ST  
ATLANTA, GA 30308 (FULTON COUNTY)  
SOURCE: Applicant Provided**

First Name (MR/MRS/MS): [Blank] Last Name (MR/MRS/MS): [Blank] **DELETE**

TESTER, MARGARET MARY Entered Name  
 TESTER, PEGGY Provided Other Name  
 DOE, MARGARET Provided Other Name

**111 ANY ST  
MACON, GA 31204 (BIBB COUNTY)  
SOURCE: Applicant Provided**

First Name (MR/MRS/MS): [Blank] Last Name (MR/MRS/MS): [Blank] **DELETE**

**PREVIOUS** **NEXT** **SUBMIT** **CANCEL ORDER**

## Order Summary

1. Review each section of the **Order Summary** screen to determine if all the subject information is complete and accurate.
2. Use **Edit** buttons or the tabs across the top to edit specific items of information.
3. Click **Add Component** to select individual components to be added to your order.
4. Click **Next** to proceed to the **Check Out** screen.

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Church Volunteer Central  
Multiplying ministry from me to we

Home > Background Checks > Add > Customer Service

Order Entry > Batch Order Entry > Background Checks > Order Summary > Background Check Your Guide

Order Subject Employment BVA Records Summary Checked

### Personal Information

Package: PACKAGE 4  
Check Reference ID: [Blank] Check ID: 0000  
Applicant: [Blank] Applicant (Last): [Blank]

### Subject Information

Subject Name: TESTER, MARGARET MARY Social Security #: 01-01-0101  
Address: 123 HOME ST City of Birth: 01010101  
City/State/Zip: ATLANTA, GA 30308 State/Region: GA 101010101

### Subject Information Based Components

Component: [Blank] Date Entry Name: [Blank]  
SP National Criminal Title PLUS Criminal  
Local County Information: [Blank] Criminal  
Social Security Information 2: [Blank] Criminal

### Registration Information

Registration State: [Blank] County: [Blank] Start Date: [Blank] Position Code: [Blank] Date Entry Name: [Blank]  
PRINT TEST CHECK IN ATLANTA UNITED STATES BVA00000000

### Batch Order Information

Component: [Blank] Name: [Blank] Source: [Blank] City: [Blank] State/Region: [Blank] County State Date State  
City/State/Zip: TESTER ATLANTA ATLANTA, GA 30308 UNITED STATES  
Background: TESTER, PEGGY Provided  
SOC: MARGARET

City/State/Zip: DOE MACON, GA 31204 UNITED STATES  
Background: MARGARET Provided

**PREVIOUS** **NEXT** **SUBMIT** **CANCEL ORDER**

# Getting Started Guide

## Check-Out

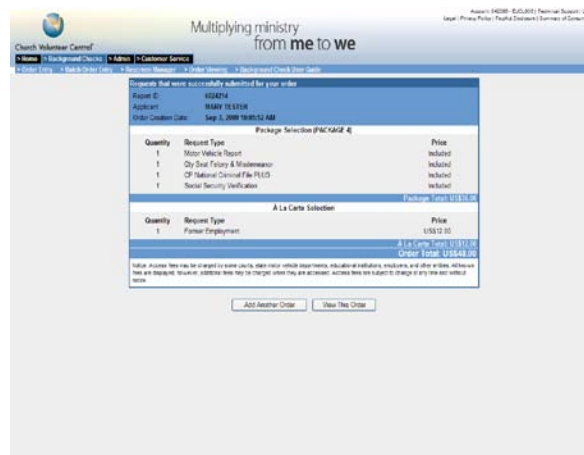
1. The Check-out screen will display your order details and the total amount to be paid.
2. Click on **Submit Order** to finalize your request.



## Order Confirmation

1. A confirmation message will appear displaying the Order ID number.
2. Click **View This Order** to view the order (optional). Alternatively you may click **Add Another Order** or click any of the menu tabs to leave this screen.

- Note:** You may also view the order by:
- a. Selecting **Background Checks > Order Viewing OR**
  - b. Going to the Home page and clicking on the Background Screening dashboard link appropriate to the orders status.



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## Order Viewing - Filtering Options

1. Enter the desired Date From/Date To range for your report.
2. Select **Order Options**, **Subject Options**, and/or **Report Options** (optional).
3. Click **Search** to continue.

**Note:** Default date range is previous two weeks. When filtering by date range, you will only be able to filter a maximum of 90 days. Filtering by specific criteria without entering a date range will allow you to search further back into the archives. Filter by SSNV or CID to retrieve orders as far back as account origination.

Church Volunteer Central  
Multiplying ministry from me to we  
Home > Background Checks > Admin > Customer Service  
Order ID: \_\_\_\_\_  
Client Reference ID: \_\_\_\_\_  
Client Reference 2: \_\_\_\_\_  
Date From (MM/DD/YYYY): 02/22/09  
Date To (MM/DD/YYYY): 9/22/09  
Score Result: \_\_\_\_\_  
Component Status: \_\_\_\_\_  
Search Name: (All Searches)  
Package Name: (All Packages)  
Requester: (All Users)  
Position: \_\_\_\_\_  
Completed Orders Only:   
In-Process Orders Only:   
Batch Orders Only:   
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
SSN: \_\_\_\_\_  
State: \_\_\_\_\_  
Flag: \_\_\_\_\_  
Report Status: \_\_\_\_\_  
Sort By: \_\_\_\_\_  
My Reports Only:   
Quick Links: \_\_\_\_\_  
Search Reset

## Order Listing

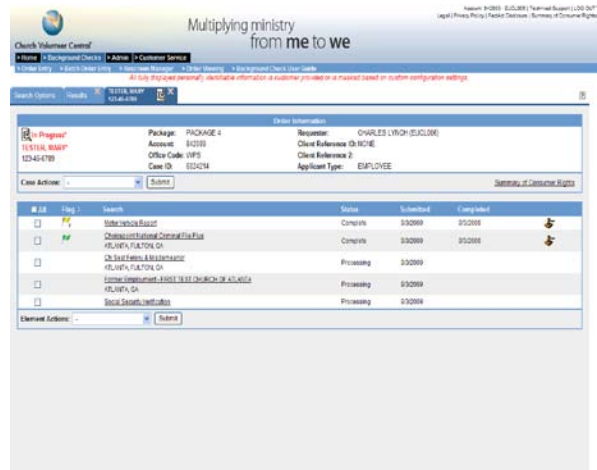
1. Click on the **Report Type** icon to view the full report.
2. Click on an applicant's name to view the Order Details.
3. You may also select multiple reports, choose a Case Action and click **Submit** at the bottom of the page to perform the selected action.

Church Volunteer Central  
Multiplying ministry from me to we  
Home > Background Checks > Admin > Customer Service  
Search Options Results  
All Applicant SSN Status Type Requester Ordered Updated Viewed  
[ ] TESTER, JANE 123-45-6789 In Progress CHARLES LYNCH (E.O. 13526) 9/22/09 9/22/09  
[ ] TESTER, JANE 123-45-6789 In Progress CHARLES LYNCH (E.O. 13526) 8/25/09 9/26/09  
[ ] TESTER, JANE 123-45-6789 In Progress CHARLES LYNCH (E.O. 13526) 8/25/09 9/26/09  
[ ] TESTER, JANE 123-45-6789 In Progress CHARLES LYNCH (E.O. 13526) 8/25/09 9/26/09  
[ ] VOLUNTEER, JANE 119-02-0113 In Progress CHARLES LYNCH (E.O. 13526) 9/22/09 9/22/09  
[ ] VOLUNTEER, JANE 123-45-6789 In Progress CHARLES LYNCH (E.O. 13526) 8/25/09 9/26/09  
[ ] VOLUNTEER, JANE 222-33-3444 In Progress CHARLES LYNCH (E.O. 13526) 9/22/09 9/22/09  
Case Action: [ ] Submit \*Delegatory Results \*Additional Review Required

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## Order Detail

1. Click on the **Report Type** icon in the top left corner of the page to view the full report.
2. You may **Add a Search** to the report or send a **Customer Service Inquiry** from the Case Actions menu.
3. You may also perform Element Actions on specific searches, such as viewing the results of one search, rather than on the entire case.

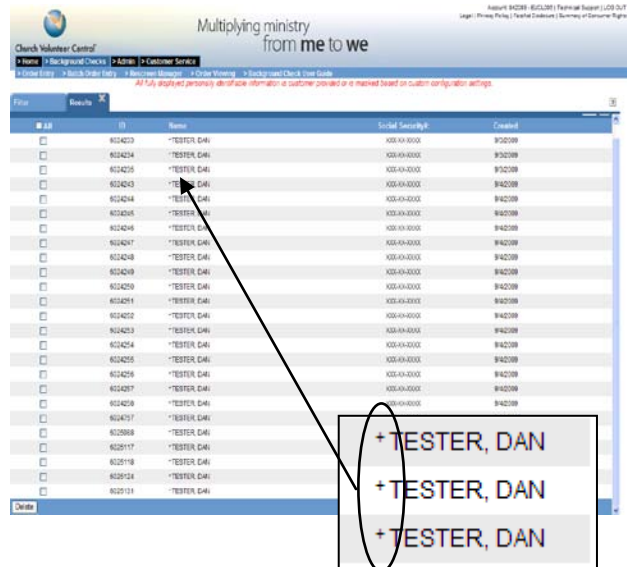


## Re-Screen Manager

On the CPSScreen toolbar, select **Background Checks > Rescreen Manager**:

1. A list of applicants suggested for re-screening will be displayed.
2. Click on the plus sign next to an applicant's name to initiate a re-screen order.
3. Acknowledge the package pricing display by clicking **Close**.
4. Select the candidate type, a package and/or ala carte searches and proceed with the order as usual.

**Note:** An email with a list of names suggested for re-screening will be sent as a reminder to all users on the account once a month. Only names are included in this email.



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## Admin Features

On the CPSScreen toolbar, select **Admin > User Profile** to:

- Change your own settings and preferences.
- Change your password or secret question.

Select **Admin > Company User List** to:

- Change another user's settings and preferences. (Company Administrator)
- Set default options for users. (Company Administrator)

Other Admin features are also available to allow you to:

- Modify company information. (Company Administrator)
- View managerial reports. (Company Administrator)
- Create user specific custom packages. (Company Administrator)

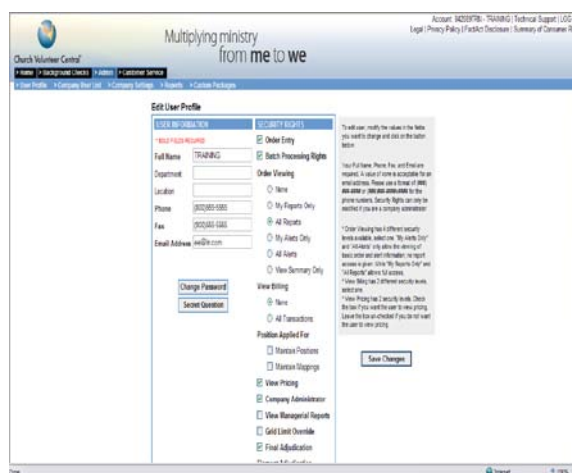


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## Edit User Profile

On the CPSScreen toolbar, select **Admin > User Profile:**

1. The **Edit User Settings** link from the user profile screen will launch the **Edit User Profile**.
2. Enter user information in the provided fields.
3. Click the **Change Password** button to designate a new password. The Change Password box appears.
4. Click the **Secret Questions** button to designate a new security question. The Select Secret Question box appears.



**Note:** You can change email notification preferences and modify security rights so that they accommodate your system usage.

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