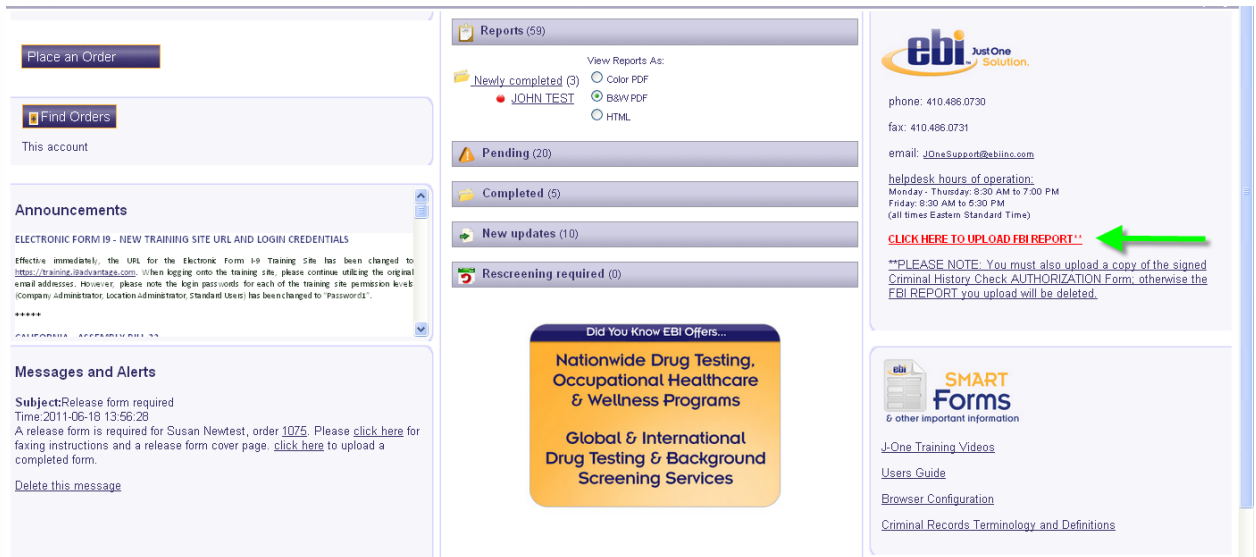


## Instructions for use of secure ftp site – Colorado Campus Compact

- (1) Login to the J-One home screen (<https://justone.ebiinc.com>) click on the link: **“CLICK HERE TO UPLOAD FBI REPORT\*”**



- (2) This takes you to the following URL <https://secure1.ebiinc.com/filepickup/login.cfm>



(3) Log-in using your FTP site login.

If you gave Jami your J-One username and password to submit to EBI, your login for the FTP site is the same user name and password that you are currently using for J-One. (Please note, if you change your password for J-One, your username and password for the FTP site will not automatically change.)

(4) Download the Member’s FBI REPORT from the Accurate Biometrics site. Combine the Member’s FBI REPORT and the Member’s signed *Criminal History Check Authorization (not Verification) Form* into a single file prior to uploading (scan the two documents together into one file and save to your desktop).

a. **\*\*PLEASE NOTE: You must also include a copy of the signed Criminal History Check AUTHORIZATION Form; otherwise the FBI Report you upload will be deleted.**

(5) Click on Upload file under File List

(6) Enter the File Description as follows:

- a. File Destination. Department: Choose your campus from the drop down list
- b. Attach File. File Description:  
 Naming Convention: LastName\_FirstName\_Last 4 of SSN\_FBI Report (see example below)

File List	Upload File
<a href="#">+ Upload file</a>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>1. File Destination</b></p> <p>Department:  <input style="width: 100%; background-color: #ffff00;" type="text" value="UCAN SERVE"/> </p> <hr/> <p><b>2. Attach File</b></p> <p>File Description:  <input style="width: 100%; background-color: #ffff00;" type="text" value="SMITH JOHN 1234 FBI REPORT"/> </p> <p>File:  <input style="background-color: #ffff00;" type="button" value="Choose File"/> No file chosen         </p> <p style="text-align: right;"> <input style="background-color: #ffff00;" type="button" value="Upload File &gt;&gt;"/> <input type="button" value="Reset"/> </p> </div>

(7) Select “Choose File” button to select your combined file to upload from your desktop

(8) Select Upload file >>

(9) DO NOT DELETE FBI report before logging on to J-One to confirm that file was accepted by EBI and attached to the Member’s criminal history record (see page 4 for instructions). EBI downloads FBI reports every Monday. Once you upload the FBI report to the J-One website, it will not appear as a completed check until the following Monday.

(10) EBI will send an automated email, confirming that the FBI report was received and accepted.

From: customercare@ebiinc.com Sent: Wed 6/20/2012 4:31 PM  
To:  
Cc:  
Subject: Background report for Susan Heckley

For security reasons, you will be required to supply your credentials before viewing the results by clicking on the following link: [https://justone.ebiinc.com/cgi-bin/sdocs/show\\_order?order\\_number=47638](https://justone.ebiinc.com/cgi-bin/sdocs/show_order?order_number=47638)

Thank You,  
Your EBI Team

## Confirming FBI upload in J-One

EBI downloads FBI reports every Monday. **Once you upload the FBI report to the J-One website, it will not appear as a completed check until the following Monday.**

- 1) Login to your J-One account.
- 2) Click on "Completed" tab to review the results of the background checks. \_

The screenshot shows the J-One website interface. At the top, it says "Take the Work Out of Hiring." and "Powered by ebi". The main navigation includes "Home", "Ordering", "Reports", "Smart Forms", "Admin", and "Logout". On the left, there are buttons for "Place an Order" and "Find Orders". The central "Reports (3)" section has four tabs: "Newly completed (1)", "Pending (0)", "Completed (3)", and "New updates (1)". A red arrow points to the "Completed (3)" tab. Below this is a "Rescreening required (0)" section. On the right, there is contact information for phone (410.486.0730), fax (410.486.0731), and email (jOneSupport@ebiinc.com). There is also a "helpdesk hours of operation" section and a note: "\*\*PLEASE NOTE: You must also upload a copy of the signed Criminal History Check AUTHORIZATION Form; otherwise the FBI REPORT you upload will be deleted." Below this are links for "SMART Forms", "J-One Training Videos", "Users Guide", "Browser Configuration", and "Criminal Records Terminology and Definitions". A central banner advertises "Did You Know EBI Offers..." including "Nationwide Drug Testing, Occupational Healthcare & Wellness Programs" and "Global & International Drug Testing & Background Screening Services".


3) Once the full criminal history check has been completed, each Member's name should be listed three times, to reflect the three components of the criminal history check (statewide, NSOPR, and FBI).

The screenshot shows the "Report list" section of the J-One website. It includes a "Filter/Search" button and a "List Reports" button. Below these are options for "View reports as" (HTML, Color PDF, B&W printer friendly PDF) and "When viewing reports" (Show sources searched?, Append attachments to report?). The main part of the screenshot is a table titled "Report list - click on a name to view the report".

Name	SSN	Status	New Update	Last Update	Order Date	User ID
Porter, [REDACTED]	XXX-XX-6745	COMPLETE		5/07/12	3/09/12	ucanse3
Porter, [REDACTED]	XXX-XX-6745	COMPLETE		3/07/12	3/07/12	ucanse3
Porter, [REDACTED]	XXX-XX-6745	COMPLETE	YES	5/08/12	5/07/12	ucanse3

At the bottom of the table, there are links for "Select all" and "Deselect all".

- 4) Click on the FBI check to be sure that the upload was accepted and processed by EBI.

Subject Information		
Name		SSN XXX-XX-2814
Address		
Job Location		Date of Birth 05/23/XXXX
Phone		Race
Email		Gender
		Stated Monthly Income 0
FCRA Purpose Employment by Hire or Contract		
Requester Identifier		
Account	ucanme/ucanme3	Phone 303-352-7132
Organization	Compact Service Corps - Metro State College of Denver	Fax 303-352-7135
Name	Ryan Campbell	Reference 1
		Reference 2
		Job Position
Email		
Order Information		
	Order Number 45830	
	Package Name: FBIReporthiddenpackage	
Component	Status	Last update
FBI Report	COMPLETE-Complete	4/02/12 11:22 AM Eastern
	45830/764890	
FBI Report for [REDACTED] -Complete 		
<a href="#">hide</a>		
<b>No Records Found</b>		
Attached documents		
2012-04-02 11:22:17 <a href="#">Supporting Documentation all</a>		

- 5) Once the upload has been confirmed, please shred hard copy of FBI report and delete the file from your computer. Due to privacy reasons, a copy of the FBI report should never be placed in the Member's file. Do not shred nor delete the file until you have confirmed that the FBI check has been accepted.

Please contact [customercare@ebiinc.com](mailto:customercare@ebiinc.com) with any questions.