



Global Contingent Worker Pre-Engagement Screening (PES) Initiation Guide

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Overview

This guide provides supplier instructions for initiating the JPMC Pre-Engagement Screening (PES) process in all regions for **Category 1 Contingent Workers**. PES is conducted by the JPMorgan Chase Global Workforce Screening (GWS) department.

PES must be conducted for all non-JPMC employees prior to starting an assignment. Any non-JPMC employee starting an assignment prior to clearance will be subject to immediate termination.

- **Category 1 (Contingent Worker):**
 - Requires ID Badge (unescorted access)
 - May require JPMC system access
- **Category 2 Supplier Personnel (NO ID BADGE REQUIRED):**
 - No ID Badge (escorted access)
 - May require access to JPMC sensitive data
 - Reference the [Vendor Initiation Guide](#) for specific guidance for Category 2 (vendor) screening
 - Category 2 Supplier Personnel are applicable in the United States only
- **Supplier Personnel Who Do Not Require an ID Badge / SID (EMEA)**
 - An individual who is not an employee and requires escorted access to a JPMC facility must complete **Permit Vetting** screening. For further information on the process, please contact emea.gws.helpdesk@jpmorgan.com.

Specific screening requirements and turn-around times will vary by country and are based on the JPMC work location.

Special Instructions

- Screening checks for Contingent Workers **cannot commence** until a Provisional SID has been issued by the CWOC Group.
- Screening checks for Contingent Workers in the **Warsaw Corporate Centre** are managed by the EMEA GWS Team (see separate process in EMEA section).
- Screening must be initiated in the same region as listed Work Location.
- Individuals who have lived outside of country listed as work location within the past 5 years will be subject to additional screening checks.

United States Pre-Engagement Screening Instructions

PES Pre-requisites:

- SID must be created or re-activated BEFORE initiating screening
- Applicant must use Legal name on screening applications
- Applicant must include SID and Cost Center when filling out screening application (provided by supplier)
- Applicant must include Personal E-mail Address on form (not supplier address) in case GWS is required to reach out to the candidate to obtain more information

Step 1: Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID for onboarding contingent workers
 - Complete CWOC/CWP forms with Contingent Workers' full legal name
 - SID and Cost Center must be provided to Contingent Worker in order to complete their screening application

Note: You can also [click here](#) for a detailed step-by-step guide which can be shared with applicants.

Step 2: Complete Demographic Profile (Background application):

- Supplier instructs candidate to visit [Application Station](#) to fill out demographic profile
- Enter code "JPMCCW" in the Application Station Code section
- Complete all required fields
- Submit application

Step 3: Schedule Fingerprint Appointment:

- Supplier instructs contingent worker to visit [Fieldprint](#) site.
- Contingent Worker creates an account by clicking "Schedule an Appointment"
- Once signed in, use the Fieldprint code "FPCWCHASE"
- Complete personal and demographic information
- Proceed to schedule your appointment

Screening results:

- JPMC will only disclose eligibility for assignment at JPMorgan Chase – no details of the screening results will be provided to the Supplier or Assignment Sponsor.
- The screening turn-around-time varies from 2 to 15 business days or more, depending upon a factors such as personal data input, appointment scheduling and contingent worker's responsiveness to any requests for additional information.
- Individuals who have lived outside of the United States within the past 5 years will be subject to additional screening. Turn-Around-Time varies depending on the country where worker lived and could take up to 15-20 business days. Start dates must be planned accordingly.

Canada Pre-Engagement Screening Instructions

PES Pre-requisites:

- SID must be created or re-activated BEFORE initiating screening
- Applicant must use Legal name on screening applications
- Applicant must include SID and Cost Center when filling out screening application
- Applicant must include Personal E-mail Address on form (not supplier address) in case GWS is required to reach out to the candidate to obtain more information

Step 1: Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID for onboarding contingent workers
 - Complete CWOC/CWP forms with Contingent Workers' full legal name
 - SID and Cost Center must be provided to Contingent Worker in order to complete their screening application

Step 2: Initiate Screening:

You can also [click here](#) for a detailed step-by-step user guide which can be shared with applicants or follow these instructions:

- Supplier to provide candidate link to [Application Station 2.0](#)
- Enter code "JPMCCANADA" in the Application Station Code section
- Follow the below instructions:
 - Provide Standard ID (SID)
 - Provide Cost Center
 - Contingent Worker MUST use legal name
 - Contingent Worker MUST include Personal E-mail Address on form (not supplier address)
- Complete all required fields and submit application
- After submitting the application, Contingent Worker will receive a follow-up e-mail requesting additional required information

Screening results:

- JPMC will only disclose eligibility for assignment at JPMorgan Chase – no details of the screening results will be provided to the Supplier or Assignment Sponsor.
- The screening turn-around-time varies from 2 to 15 business days or more, depending upon a factors such as personal data input, appointment scheduling and contingent worker's responsiveness to any requests for additional information.
- Individuals who have lived outside of the United States within the past 5 years will be subject to additional screening. Turn-Around-Time varies depending on the country where worker lived and could take up to 15-20 business days. Start dates must be planned accordingly.

Europe/Middle-East/Africa (EMEA) Pre-Engagement Screening Instructions

Please note: The processes in this guide are subject to local data privacy legal requirements and the relevant JPMC Privacy Notice, where applicable.

When submitting requests for security checks, please ensure requests are submitted well in advance of the start date (**allow at least 25 business days**), particularly for those with overseas address history. It is the **Supplier's** responsibility to confirm a Contingent Worker has authority to work in the relevant country. Note that there are specific processes for Russian residents (regardless of work location), and for Warsaw Corporate Centre as detailed separately below.

1. **Supplier SPOC** (Single Point of Contact) creates a new screening request on the assigned screening provider's online system. For **Suppliers** submitting requests for the first time, please contact emea.gws.helpdesk@jpmorgan.com to be assigned the appropriate screening provider.
 - Log onto the system with your username and password.
 - FADV's Enterprise Advantage system - <https://enterprise.fadv.com/> OR
 - Vero Screening's Vero Live system - <https://www.verocloud.com/vl2/forms/default.aspx>
 - Create a new screening request (User Guides can be obtained from emea.gws.helpdesk@jpmorgan.com).
2. **Screening Provider** sends log in details to the Contingent Worker via email, instructing them to complete their screening forms online.
3. **Contingent Worker** submits their details in the online system following the instructions provided in the email from screening provider.

Note: The UK Criminal Record Check for Contingent Workers in England/Wales requires the Supplier to view the Contingent Worker's **original** photograph ID (passport) and Proof of Current Address and provide attestation to the screening vendor before the check can be submitted.

4. **Screening Provider** will contact the Contingent Worker directly if additional information / documentation is required.
 - Individuals who have lived overseas within the past 5 years for six or more months will be subject to additional checks.
 - Additional specific Consent Forms may be required for checks in some countries in addition to the standard Consent Form.
 - Turn-Around-Time varies depending on the country and could take up to 15 – 25 business days.

Note: Screening process typically takes 15 – 25 business days **AFTER** the Contingent Worker has completed Step 3 and 4 above.

Screening Results:

- JPMC will only disclose eligibility for assignment at JPMorgan Chase – no details of the screening results will be provided to the Supplier or Assignment Sponsor.
- Once overall clearance has been confirmed, the **Assignment Sponsor** will receive a **“Ready to Work”** email from CWOC.

1. Process for Contingent Workers into Warsaw Corporate Centre

Contingent Worker screening for Poland is managed directly with GWS EMEA.

- The SPOC will identify the contractor and inform them that they will need to undergo screening by JPMC.
- The SPOC sends the completed IDRF form to CWOC to request a provisional SID for the identified Contingent Worker.
- Once the provisional SID is received the Assignment Sponsor/SPOC sends the completed IDRF form, together with a photograph of the candidate, to emea.europe.screening@jpmorgan.com. It is mandatory to provide the SID at this point or screening will not commence.
- The Assignment Sponsor/SPOC will set up a meeting for the candidate with the EMEA GWS Team at their office at Aleja Jana Pawła II 19, 00-854 Warsaw, by sending an email to emea.europe.screening@jpmorgan.com. The meeting is to advise the candidate on how to obtain their Criminal Record Check.
- During the meeting the candidate will need to present a valid ID document/driving licence/residence card. The candidate will be provided with the required forms and documentation by the EMEA GWS Team to enable them to obtain their Criminal Record Check. The candidate will need to go to the court (Krajowy Rejestr Karny department) to obtain their Criminal Record Certificate before returning the results to the EMEA GWS Team.
- The EMEA GWS Team will review the Criminal Record Certificate and, if there are no findings, EMEA GWS Team will raise a case in PEAX and mark it as a pass.
- Once screening has been cleared the Assignment Sponsor will receive the “Ready to Work” email from CWOC.

Reference the Contingent Worker Permit Vetting Privacy Notice [Here](#) to understand how data is collected and what it is used for.

Asia-Pacific (APAC) Pre-Engagement Screening Instructions

When submitting requests for security checks, please ensure requests are submitted well in advance of the start date (**allow at least 25 business days**), particularly for those with overseas address history. It is the **Supplier's** responsibility to confirm a contingent worker has authority to work in the relevant country. For **Suppliers** submitting requests for the first time, please contact **JPMC APAC GWS team** at asia.pes@jpmorgan.com to be assigned with one of JPMC's **Screening Providers** (First Advantage (FADV) or RISQ Group) and create an online account.

5. **Supplier** creates a new screening request on the assigned **Screening Provider's** online system.
 - Log onto the system with your username and password.
 - FADV's CSPi system - <https://cspi.fadv.com/cspi/> OR
 - RISQ's AMY system - <https://aus.risqgroup.com/amy/clients/clientlogin.aspx>
 - You will be taken to a Create Profile page.
 - Create a new screening request either by using a 'Create Single Profile' or 'Create Bulk Profiles'.
 - Complete all compulsory fields (marked with *).
 - Upload the 'Cover Page' document onto the online system.
 - Click on 'Submit' button.
6. **Screening Provider** sends two emails to the contingent worker, instructing them to complete their

screening forms online. One email contains their user name with detailed instructions and the other email contains their password.

7. **Contingent Worker** submits their details in the online system following the instructions provided in the email from Screening Provider.
8. **Screening Provider** will contact the **Contingent Worker** directly if additional information/documentation is required.
 - Individuals who have lived in an overseas address within the past 5 years for six or more months will be subject to additional screenings.
 - Additional Specific Consent Forms are required for checks in some countries in addition to the Standard Consent Form.
 - Turn-Around-Time varies depending on the country and could take up to 15 – 25 business days.
 - Screening Provider will contact the Contingent Worker for these additional requirements.

Note: Screening process typically takes 15 – 25 business days **AFTER** the Contingent Worker has completed Step 3 and 4 above.

Screening results:

- JPMC will only disclose eligibility for assignment at JPMorgan Chase – no details of the screening results will be provided to the Supplier or Assignment Sponsor.
- Once overall clearance has been confirmed, the **Assignment Sponsor** will receive a **'Ready to Work'** email from CWOC.

Latin America & Bahamas (LATAM) Pre-Engagement Screening Instructions

When submitting a security check request, please ensure they are requested well in advance of the start date, particularly for those with overseas address history.

1. **Supplier** completes the [LATAM Pre-Engagement Screening Request Cover Sheet](#) with all of the information requested:
 - Complete the details required. (Hire type, Name, DOB, SID, Cost Center, Start Date, etc.)
 - Type the email address for clarity. Provide a personal, not company, email address for the Contingent Worker.
2. **Supplier** scans and emails the completed [LATAM PES Request Form](#) at JPMC.LatAm.PES@jpmorgan.com. Please include in the email subject line:
 - Contingent Worker's name
 - Country
 - Company/Supplier name
3. **JPMC LATAM PES** initiates the screening process through First Advantage.
4. **First Advantage** sends an email to the Contingent Worker, instructing them to complete their screening forms online.
 - **Note:** **Supplier** should confirm with the Contingent Worker that they received this First Advantage email within 48 hours of when the supplier submitted the [LATAM PES Request Form](#). If the Contingent Worker doesn't see the email, first have them check their spam folder and filters. If the email is not there, please contact JPMC.LatAm.PES@jpmorgan.com.
5. **Contingent Worker** submits the required data online using the First Advantage system following the instructions provided in the email from First Advantage
6. **JPMC Global Security & Investigations** will contact **Supplier** if there are issues or if additional information/documentation is required.
7. **JPMC Global Security & Investigations** will notify the Supplier upon completion of the Pre-Engagement Screening.

Note: The screening process typically takes 5-10 business days AFTER the Contingent Worker has completed step 5 above.

Screening results:

- JPMC will only disclose eligibility for assignment at JPMorgan Chase – no details of the screening results will be provided to the Supplier or Assignment Sponsor.

Instrucciones para Pre-Engagement Screening en Latinoamerica & Bahamas (LATAM)

Cuando se solicita una verificación, por favor asegurarse que es solicitada correctamente y con anticipación a la fecha de inicio, particularmente para aquellos que tienen un historial de direcciones en el extranjero.

1. **El Proveedor** completa el [LATAM Pre-Engagement Screening Request Cover](#) con toda la información requerida:
 - Detalles completos requeridos. (Tipo de contratación, Nombre, Fecha de nacimiento, SID, Centro de Costos, Fecha de Inicio, etc)
 - Escribir el e-mail con claridad. Proveer un mail personal, no de la compañía, para el trabajador.
2. **El Proveedor** escanea y envía por mail el [LATAM PES Request Form](#) completo a JPMC.LatAm.PES@jpmorgan.com
Por favor incluir en el asunto del mail:
 - El nombre del trabajador
 - País
 - Compañía / Proveedor
3. **JPMC LATAM PES** inicia el proceso de verificación a través de First Advantage
4. **First Advantage** envía un mail al trabajador, instruyéndolo para completar su formulario de screening on line.
 - **Nota: El proveedor** debe confirmar con el trabajador que haya recibido el email de First Advantage dentro de las 48hs desde que el proveedor envió el formulario [LATAM PES Request Form](#). Si el trabajador no ve el email, primero debe chequear su carpeta de correo no deseado. Si el mail no está allí entonces, por favor contactarse con JPMC.LatAm.PES@jpmorgan.com.
5. **El Trabajador** envía la información solicitada online usando el sistema de First Advantage siguiendo las instrucciones provistas en el mail de First Advantage
6. **JPMC Global Security & Investigations** notificará al **proveedor** si hay algún inconveniente o se necesita información/ documentación adicional.
7. **JPMC Global Security & Investigations** notificará al proveedor cuando se haya finalizado el Pre-Engagement Screening.

Nota: El proceso normalmente lleva 5-10 días hábiles DESPUÉS de que el trabajador haya completado el paso 5 arriba mencionado.

Resultados del screening:

- JPMC sólo revela la elegibilidad para el trabajo en JPMorgan Chase – ningún otro detalle va a ser provisto.