



# **USA Vendor Pre-Engagement Screening (PES) Initiation Guide**

**Category 2 Supplier Personnel  
(Exception Basis)**

**Last Update: July 23, 2021**

## Overview

Pre-Engagement Screening (PES) is conducted on an exception basis for select suppliers as approved at JPMC's sole discretion.

These instructions are to be followed for select Contingent Workers (i.e., Category 2 Supplier Personnel) who do not require an ID Badge but provide a service to JPMC that may require them to have access to JPMC data or property or its customers (tangible or intangible) and who are not considered Category 1 Supplier Personnel.

Screening requires workers to get fingerprinted for a criminal background check.

**For Technical Issues regarding your FBI Consent application, please contact:**

- Application Station Help: 1 (888)-291-1369 ext. 2006

**For Technical Issues regarding your fingerprint appointment, please contact:**

- Fieldprint Help: +1 (877)-614-4362

**For General Questions, please contact JPMC Global Workforce Screening team:**

- Telephone: 1 (201)-595-5200
- Email: [GWS.Contingent.Workers@chase.com](mailto:GWS.Contingent.Workers@chase.com)

**NOTE:** Additional screening will be required if access to JPMC systems and/or ID Badge is needed.

**All Personnel must be fingerprinted and cleared by Global Workforce Screening prior to their assignment with JPMorgan Chase.**

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

## United States Pre-Engagement Screening Instructions

### Pre-Requisites:

When filling out the application, follow these important instructions:

- Use full Legal name on application
- Confirm you enter the correct Social Security Number
- You **MUST** include an applicable JPMC Cost Center
- Provide Agency name; the company you are directly employed by

### Step 1: Capture FBI Consent:

1. Supplier instructs candidate to visit [Application Station 2.0](#) site.
2. Enter code “**FPCVENDOR**” in the Application Station Code section
3. Complete all required fields and sign Consent
4. Submit Application

*Note: it is an FBI requirement to capture this consent form specifying the purpose of why JPMC is collecting fingerprints. This step must always be performed BEFORE scheduling an appointment in step 2.*

### Step 2: Schedule Fingerprint Appointment:

1. Supplier instructs candidate to visit [Fieldprint](#) site.
2. Worker creates an account by clicking “Schedule an Appointment”
3. Once signed in, use the Fieldprint code **FPCVENDOR**
4. Complete personal and demographic information (must use legal name)
5. The following fields are required:
  - Agency Name
  - Billing Code/Cost Center
6. Candidate can now schedule his or her appointment

See next section for detailed step-by-step guidance on completing this application.

**Note:** The screening turn-around-time varies from 2 to 10 business days or more, depending upon a worker’s responsiveness to any requests for additional information.

## Step-by-Step Instructions

### Account Creation:

1. Click the [Fieldprint](#) link to access the online appointment scheduler
2. Once on the application page, you will be required to make an account by filling out all necessary fields

The screenshot shows the Fieldprint website interface for the BIG (Business Information Group) Fingerprinting Program. The header includes the Fieldprint logo and language options (English, Español, Français). The main heading is "BIG | FINGERPRINTING PROGRAM FOR BANKS & CREDIT UNIONS".

Welcome to the fingerprinting appointment scheduling web site. To schedule a fingerprint collection appointment, your institution must have an account with BIG. When your institution asks you to schedule a fingerprint collection appointment, they provide you with a unique Fieldprint code. You are asked for this code after you create a Fieldprint account. This unique Fieldprint code is the key to the fingerprint collection and submission process. If you do not have this code, please ask your institution to provide it to you.

You must create a Fieldprint account before you can schedule an appointment. The account remains active only through the collection of one set of fingerprints. The account is deleted once your fingerprints are successfully submitted to the FBI.

If you need assistance or have any questions about using this Web site, please contact our customer service team at 877-614-4362.

By logging into this system, the user acknowledges and agrees as follows: (1) That this is a restricted computer system; (2) It is for authorized use only; (3) Use of this system constitutes consent to security monitoring and auditing; (4) Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

Required items are marked with \*

**New Users | Sign Up**  
If you are a new user, please register with Fieldprint® in order to schedule your appointment. Begin the registration process by entering your e-mail address below.  
Email address: \*  
  
[Sign Up](#)

**Existing Users | Sign In**  
If you already have an account, please log in below to :  
• Check your appointment status  
• Re-schedule your appointment  
• View and print your receipt  
Email address: \*  
  
Password: \*  
 [?](#)  
[Forget Password?](#)  
[Sign In](#)

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3. After account creation, you will be prompted to enter a Fieldprint Code. Use **FPCVENDOR**

The screenshot shows the Fieldprint website interface for entering a Fieldprint Code. The header includes the BIG logo and the word "Reason". There are two security notices: "We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)" and "Your information is secure. You can log in and out.".

**Fieldprint Code**  
 [?](#)  
[Continue](#)

If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.

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## Application Section 1: Personal Information

### 1. Fill out the entire Personal Information section of the application



**Personal Information**

 We value your personal information and keeping it secure at ALL times [Privacy Statement](#)

 Your information is saved as you complete each step. You can log in and continue at any time.

**Required items are marked with \***

Please enter your personal information below. 

NOTE: The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment must be your full, legal name and must match both forms of identification exactly. The Date of Birth provided must also be on the primary form of ID, and must match exactly. Your appointment will not be completed if you cannot provide two forms of matching identification.

**Acceptable Forms of ID** 

First Name: *	Middle Name:	Last Name: *	Suffix: <small>Select.....</small> 
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Please enter any other names or aliases you have used. If you have used more than one alias, please click the "Add another name" button below to enter other aliases. 

First Name:	Middle Name:	Last Name:	Suffix: <small>Select.....</small> 
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add another name](#) 

Social Security Number: \*



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**Phone: \***



**Alternate Phone:**



**E-mail: \***



**Preferred Contact Method: \***

Phone  E-mail 

**Appointment Reminder: \***

Would you like a message appointment reminder sent the day of your appointment?

Text Message  E-mail:  No 

[Save and Continue](#)

## Application Section 2: Additional Information

1. Fill out all required fields marked with \*



Additional Information

 We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

 Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

The employer or organization that sent you to this website or the processing agency requests the following additional information.

**Contact Phone: \***  
 ?

**Work Address 1: \***  
 ?

Work Address 2:  
 ?

**Work City: \***  
 ?

**Work State: \***  
 Select..... ?

**Work Zip Code: \***  
 ?

**Cost Center: \***  
 ?

**Applicant Standard ID (all 0's if unknown): \***  
 ?

**Manager Name: \***  
 ?

Save and Continue
Back

## Application Section 3: E-consent Waiver

1. Click Agree and complete information. You can click “Save and Continue”

Information obtained using my fingerprints, is valid now as well throughout the course of my contract, employment, volunteering, and/or licensing, as may be applicable, with ORGANIZATION, where permitted by law.

**I Agree: \***

**Your Full Name: \***  
 ?

**Today's Date:**  
**Month \***      **Day \***      **Year \***  
 /  /  ?

**TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.**

Save and Continue
Back

### Application Section 4: Schedule Your Visit

1. Enter an address or zip code to find nearby locations and select a desired fingerprint location

**BIG** Schedule Your Visit We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Required items are marked with \*

**Find a Location** [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button. \* ?

Find

2. Select your fingerprinting appointment date and time and click the “Schedule” button

**Available Dates and Times**

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

1 / 9 / 2020

**Get Available Times**

Select an available time on:  
**JANUARY 9, 2020**

**Morning:** Before 12 PM Select... ▼

**Afternoon:** 12 PM - 5 PM 1:40 ▼

**Evening:** After 5 PM Select... ▼

**Schedule** [Close](#)

- After clicking “Schedule”, you will be prompted to verify the appointment details are correct. The appointment will ONLY be scheduled once you click “Continue” on this prompt

### Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

/  /

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15

**Get Available Times**

Select an available time on:  
**JANUARY 9, 2020**

**Morning:** Before 12 PM

**Afternoon:** 12 PM - 5 PM

**Evening:** After 5 PM

**Schedule**

[Close](#)

You are about to schedule an appointment for 1/9/2020 at 1:40 PM.

Location Name: Fieldprint Site - Liberty Postal Business Center

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Click **Continue** to schedule this appointment.  
Click **Cancel** to select another appointment time.

**Continue**

**Cancel**

July 23, 2021

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## Application Confirmation

1. Save your confirmation details after booking your appointment. You will also receive an e-mail confirmation

Appointment # **7219227** for **mee ron** is scheduled for:

**October 25, 2019 at 9:00 AM**

Please print this appointment confirmation and bring it with you to your appointment. If you are unable to print this information, please be sure to provide your **Appointment Number** to the technician at the time of your appointment.

A digital photograph will be collected at the time of your appointment. Please note:

- Please do not wear anything on your face or head.
- Prescription glasses are acceptable, unless they are polarized.
- Religious items do not need to be removed.

The digital photograph must be a clear, centered photograph of your head and shoulders.

Your registration information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint@ at 877-614-4362.

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**Your Appointment Location**  
Liberty Postal Business Center  
2560 King Arthur Boulevard Village  
Shops Of Castle Hills; Suite 124  
Lewisville, TX 75056

 [Print Receipt](#)  
[Get Printable Directions](#)

 Store Front