USA Vendor Pre-Engagement Screening (PES) Initiation Guide

Category 2 Supplier Personnel (Exception Basis)
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

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
3. After account creation, you will be prompted to enter a Fieldprint Code. Use FPCVENDOR
Application Section 1: Personal Information

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

![Image of Personal Information form]

- Fill in your full name, middle name, and suffix if applicable.
- Enter your Social Security Number.
- Provide a phone number.
- Include an alternate phone number if needed.
- Enter your email address.

Preferred Contact Method:
- Select whether you prefer to be contacted by phone or email.

Appointment Reminder:
- Decide if you want a message appointment reminder sent the day of your appointment.
Application Section 2: Additional Information

1. Fill out all required fields marked with *

Application Section 3: E-consent Waiver

1. Click Agree and complete information. You can click “Save and Continue”
Application Section 4: Schedule Your Visit

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

   ![Schedule Your Visit](image)

   Required items are marked with *

   Find a Location

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

   Enter your address

   Find

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

   ![Available Dates and Times](image)

   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
3. 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.
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.