JPMorgan Chase & Co.

Pre-Engagement Screening (PES) Process Guide

July 2023

Category 2 Suppliers
Important Reminders

These instructions are to be followed for select Contingent Workers 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.

Please note that 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 entered the correct Social Security Number
• You MUST include an applicable JPMC Cost Center (see Supplier for this information)
• Provide Agency name; the company you are directly employed by

Step 1: Complete worker information and capture screening consents:
1. Supplier instructs worker to visit Application Station 2.0 site
2. Enter code FPCVENDOR in the Application Station Code section
3. Complete all required fields, and sign the consent
4. Submit Application – once submitted, the screen will present a Fieldprint code for step 2

*Note: This step must always be performed **BEFORE** scheduling an appointment in step 2 as this is a regulatory and JPMC requirement.

Step 2: Schedule Fingerprint Appointment:
1. Follow instructions at the end of Application Station to schedule fingerprint appointment

*Note: The screening turn around time varies from 2 to 10 business days or more, depending upon the worker’s responsiveness to any request for additional information
Step 1: Access the Application Station website and select SIGN UP.
**Step 2:**
Read and sign the Disclosure and Consent form

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**E-SIGN Act Disclosure and Consent**

("Consent Agreement")

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

1. **Intent to Use Electronic Signatures**

   By clicking the "I AGREE" button below—which you hereby adopt as your electronic signature—you affirmatively consent and agree that you are signing this Consent Agreement electronically and your electronic signature on agreements and documents has the same effect as if you signed them in ink. You further agree that your electronic signature is the legal equivalent of your manual signature and will continue to be throughout the background screening process.

   By clicking the "I AGREE" button below, you agree to the use of electronic signatures, such as your act of clicking, checking or otherwise manifesting your assent throughout the background screening process. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in providing or making any agreement, acknowledgement, or consent constitutes your signature (hereafter referred to as "E-Signature").

   You can download the "Consent Agreement" as a PDF file.

   ![Consent Agreement.pdf (46 K)](Download)

   [I do not agree] [I agree]
Application Station Steps

**Step 3:**
Create account by filling out the required fields.

Select 3 security questions to provide answers to
Step 4: Enter the verification code that was sent to the email address that was provided on the previous screen.
Application Station Steps

**Step 5:**
Log into your account
Step 6: Select Start New Form

My Forms

Below you can view completed forms, continue with a previously started form or submit a new form.

If your form is In Progress - this means that it has not yet been submitted and can still be changed. Click on the Continue button to finish and submit the form.

If your form is Completed - this means it has been submitted and cannot be changed. Click on the View button to review the completed and submitted form.

Start a New Form - You are able to start a new form as long as you do not have one in progress for the same ApplicationStation Code. Click the Start New Form button to begin a new form.
Application Station Steps

**Step 7:**
Enter in Application Station Code: **FPCVENDOR**
**Step 8:**
Fill out all required personal information.

**Note:** Must use legal name and correct Social Security Number or Government Identification Number.
Application Station Steps

**Step 9:**
Read and acknowledge the Background Screening Disclosure.

Select Save and Continue
Application Station Steps

Step 10:
Read and acknowledge the State Disclosures.
Select Save and Continue
Application Station Steps

**Step 11:**
Read and e-sign the Fingerprint Processing Consent form.

Select Save and Continue
Step 12:
Read and e-sign the Background Investigation Authorization/Disclosure.

Select Save and Continue
Application Station Steps

Step 13: Read and acknowledge the Summary of Rights document. Select Save and Continue.
Step 14:
Review that all information is accurate

Select Continue
Application Station Steps

**Step 15:**
Submit Forms

Submit Forms

You have the option to go back and review the information you have supplied for accuracy and completeness by clicking the "Review Summary" link on the side panel.

If you are satisfied with the information that you have supplied, please read and acknowledge the following:
I certify that I have provided all information, and answered all questions, truthfully, correctly, and completely in accordance with the instructions provided.

By clicking "Submit Forms", I acknowledge and agree that I have provided complete, correct and truthful information on all pages included in this Data Collection process.
Step 16: Follow the link to schedule Fingerprint appointment.

Be sure to capture the Fieldprint Code listed as you will need that to schedule the appointment.
Fieldprint Steps

**Step 1:**
Enter in the Fieldprint code that was provided at the end of Application Station process
Fieldprint Steps

Step 2:
Fill out personal information and select Continue

Note: The name provided for the appointment must be your full, legal name and must match both forms of identification exactly.
Fieldprint Steps

Step 3:
Fill out required demographic information

Select Continue
Fieldprint Steps

**Step 4:**
Fill out required Chase information and select Continue

**Employer Name:** JPMorgan Chase

**Cost Center:** See Supplier for correct Cost Center **YOU MUST ENTER IN A VALID COST CENTER**

**Work Address:** Enter in work location, if assignment requires you to work from home, can use the nearest branch or data center

Select Continue
Fieldprint Steps

**Step 5:**
Fill out required Employer information and select Continue

**Employer Name:** This would be the agency that employs you

**Work Address:** Enter in work location, if assignment requires you to work from home, can use the nearest branch or data center

Select Continue
Step 6: Read and acknowledge the Biometric Disclosure

Select Continue
Fieldprint Steps

Step 7:
Read and acknowledge the FBI Noncriminal Justice Applicant’s Privacy Rights document

Select Continue
Fieldprint Steps

**Step 8:**
Read and acknowledge the FBI Privacy Statement

Select Continue
Fieldprint Steps

**Step 9:**
Enter in an address to find the nearest Fieldprint location

Select Find

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Fieldprint Location

Please enter an address below to locate nearby Fieldprint® locations.

Please enter the Location.

- Near My Home Address
- Near My Employer’s Address
Fieldprint Steps

**Step 10:**
Choose the location that is convenient in distance

Select Find Availability
Fieldprint Steps

**Step 11:** Choose the date and time for appointment
Select Continue

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**Fieldprint Location**
Back to 17 Results

**Schedule Appointment**

 выбранный пункт
Fieldprint Site - PostMart, 244 South Randall Road, Otter Creek Shopping Center - South of Route 20, Elgin IL 60123
M TU W TH F 10:00 AM - 04:00 PM

6.08 mi

**Notice**
Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

**— Required Fields**

Available Date *
May ▼ 8 ▼ 2023 ▼

Part of day *
Morning (before 12 PM) ▼ 10:40 AM ▼
Fieldprint Steps

Step 12:
Confirm the date, time and location of appointment
Select Finish Scheduling
**Fieldprint Steps**

**What to Bring to Your Appointment?**

- Notice: Original Documents are required. Photocopies will not be accepted.

- Please provide your appointment number to the technician at the time of your appointment. You may print this appointment confirmation page or bring with you via phone or email.

- For purposes of confirming your identity for your appointment, you must present one form of a current, valid, unexpired government-issued photo ID.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

**Identification required to complete your appointment**

**Primary ID for Fingerprinting**
- State-Issued driver’s license
- State-Issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver’s License

**Secondary ID for Fingerprinting**
- State-Issued driver’s license
- State-Issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- Bank Statement/Paycheck Stub
- Utility Bill / Insurance Card
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- School ID w/ Photograph
- Social Security Card
- Vehicle Registration/Title
- Voter Registration Card
- US Dept of Veteran Affairs Card
- Draft Record
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver’s License

**Step 13:**
You will receive a confirmation notification as well as some instructions on what you need to bring to the appointment.

**Date and Time:** Monday, May 8, 2023 10:40 AM

**Location:**
Fieldprint Site - PostMart
244 South Randall Road, Otter Creek Shopping Center - South of Route 20, Elgin IL 60123
Need Assistance?

For technical issues regarding your Demographic Profile 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 the JPMC Global Workforce Screening Team: GWS.Contingent.Workers@chase.com