

JPMorganChase Global Contingent Worker Pre-Engagement Screening Initiation Guide

Overview

This guide provides supplier instructions for initiating the JPMorganChase (JPMC) pre-engagement screening (PES) process in all regions for Category 1 contingent workers. PES is conducted by the JPMorganChase 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 badge ID access 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 U.S. only

Supplier personnel who don't require an ID badge or system access

- An individual who is not an employee and requires access to a JPMC facility and/or provides specialty services to JPMC must complete permit vetting screening.

Note: Specific screening requirements and turnaround times will vary by country and are based on the JPMC work location.

Special Instructions

- Screening checks for contingent workers (category 1) cannot commence until a provisional standard ID (SID) has been issued by the Contingent Worker Operations (CWO) team.
- Screening must be initiated in the same region as listed work location.
- Individuals who have lived outside of the country listed as their work location within the past five years may be subject to additional screening checks.

United States Pre-Engagement Screening Instructions

Category 1: Contingent worker prerequisites

- An SID must be created or reactivated **before** initiating screening.
- Worker must use full legal name on all screening applications and forms.
- Worker must include SID and cost center when filling out screening application (to be provided by supplier).
- Worker must include personal email on the application form (not supplier email) in the event GWS is required to reach out to obtain additional information.

Step 1: Create or reactivate

- For instructions on how to create an SID, please visit Supplier Central or contact [CWO](#)

Step 2: Complete demographic profile (background application)

- Supplier instructs worker to visit [Application Station 2.0](#) to complete all required fields and submit application.
- Use code “**JPMCCW**” in the application station code section.

Step 3: Schedule fingerprint appointment

- Worker will be directed to the Fieldprint site to create an account and will be provided a code.
- Contingent worker creates an account by clicking “Schedule an Appointment.”
- Once signed in, use the Fieldprint code provided and complete personal and demographic information.
- Proceed to schedule your appointment.

Screening results

- JPMC will only disclose eligibility for assignment at JPMorganChase – no details of the screening results will be provided to the supplier or assignment sponsor.
- The screening turnaround time varies from 2 - 15 business days, depending on 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 U.S. within the past five years may be subject to additional screening. Turnaround 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

Category 1: Contingent worker prerequisites

- An SID must be created or reactivated **before** initiating screening.
- Worker must use full legal name on all screening applications and forms.
- Worker must include SID and cost center when filling out screening application (to be provided by supplier).
- Worker must include personal email on the application form (not supplier email) in the event GWS is required to reach out to obtain additional information.

Step 1: Create or reactivate SID

- For instructions on how to create an SID, please visit Supplier Central or contact [CWO](#)

Step 2: Initiate screening

- Supplier instructs worker to visit [Application Station 2.0](#) to complete all required fields and submit application.
- Use code “**JPMCCANADA**” in the application station code section.
- After submission, the contingent worker will receive an email requesting additional required information.

Screening results

- JPMC will only disclose eligibility for assignment at JPMorganChase – no details of the screening results will be provided to the supplier or assignment sponsor.
- The screening turnaround time varies from 2 - 15 business days, depending on factors such as personal data input, appointment scheduling and contingent worker’s responsiveness to any requests for additional information.

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

PES is subject to local data privacy legal requirements and the relevant JPMC Privacy Notice, where applicable. The [Contingent Worker Permit Vetting Privacy Notice](#) explains how data is collected and what it's used for.

Category 1: Contingent worker prerequisites

- An SID must be created or reactivated **before** initiating screening.
- Worker must use full legal name on all screening applications and forms.
- Worker must include SID and cost center when filling out screening application (to be provided by supplier).
- Worker must include personal email on the application form (not supplier email) in the event GWS is required to reach out to obtain additional information.
- The U.K. criminal record check requires the worker to complete a digital ID verification in the screening application or the supplier to view the worker's **original** photo ID (passport) and proof of current address and provide attestation / upload a copy of the documents to the screening vendor before the check can be submitted.

Step 1: Create or reactivate SID

- For instructions on how to create an SID, please visit Supplier Central or contact [CWO](#)

Step 2: Initiate screening

- Supplier SPOC (Single Point of Contact) creates a new screening request in the [portal](#).
 - **First time users:** [Email the team](#) to set up an account and complete case requestor training.
- Screening provider will either:
 - Send log in details to the worker via email with instructions to complete screening forms online.
 - Contact the worker if additional information / documentation is required.
- Individuals who have lived overseas within the past five years for six or more months will be subject to additional checks.
- Additional specific consent forms may be required for checks in some countries.

Screening results

- JPMC will only disclose eligibility for assignment at JPMorganChase – no details of the screening results will be provided to the supplier or assignment sponsor.
- Turnaround time varies depending on the country and could take up to 15 – 25 business days; U.K. is typically 10 business days.
- Once overall clearance has been confirmed, the assignment sponsor will receive a confirmation email from CWO and the start date can be changed.

Category 2: Supplier personnel prerequisites

- Suppliers are required to use e-permit for approval and should obtain the e-permit user ID prior to raising the screening request.
- Worker must use full legal name on all screening applications and forms.
- The U.K. criminal record check requires the worker to complete a digital ID verification in the screening application or the supplier to view the worker's **original** photo ID (passport) and proof of current address and provide attestation / upload a copy of the documents to the screening vendor before the check can be submitted.

Step 1: Initiate screening

- Supplier SPOC (Single Point of Contact) creates a new screening request in the [portal](#).
 - **First time users:** [Email the team](#) to set up an account and complete case requestor training.
- Suppliers required to use e-permit should include the e-permit user ID in the "LOB" field of the vendor request form.
- Screening provider will either:
 - Send log in details to the permit vetted worker via email with instructions to complete screening forms online.
 - Supplier SPOC can complete the screening form on the worker's behalf (certain locations).
 - Contact the permit vetted worker if additional information / documentation is required.
- Additional specific consent forms may be required for checks in some countries.

Screening results

- JPMC will only disclose eligibility for assignment at JPMorganChase – no details of the screening results will be provided to the supplier or assignment sponsor.
- Turnaround time varies depending on the country; U.K. is typically 10 business days.
- Contact emea.gws.helpdesk@jpmorgan.com for the current turnaround time by country.

Asia-Pacific (APAC) Pre-Engagement Screening Instructions

When submitting requests for security checks, please ensure requests are submitted in advance of the start date (allow at least 25 business days). It's 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 the respective team below to create an online account:

- **India:** gws.india.contingent@jpmorgan.com
- **Philippines:** gws.phl@jpmorgan.com
- **Rest of APAC:** asia.pes@jpmorgan.com

Category 1: Contingent worker prerequisites

- An SID must be created or reactivated **before** initiating screening.
- Worker must use full legal name on all screening applications and forms.
- Worker must include SID and cost center when filling out screening application (to be provided by supplier).
- Worker must include personal email on the application form (not supplier email) in the event GWS is required to reach out to obtain additional information.

Step 1: Create or reactivate SID

- For instructions on how to create an SID, please visit Supplier Central or contact [CWO](#)

Step 2: Initiate screening

- **Supplier** creates a new screening request in the [online system](#).
 - Navigate to the 'Create Profile' page.
 - Create a new screening request either by using a 'Create Single Profile' or 'Create Bulk Profiles.'
 - Complete all required fields and select 'Submit.'
- Screening provider will either:
 - Send log in details to the worker via email with instructions to complete screening forms online.
 - Contact the worker if additional information / documentation is required.
- Individuals who have lived overseas within the past five years for six or more months will be subject to additional checks.
- Additional specific consent forms may be required for checks in some countries.

Screening results

- JPMC will only disclose eligibility for assignment at JPMorganChase – no details of the screening results will be provided to the supplier or assignment sponsor.
- Screening process typically takes 15 – 25 business days **after** the worker has initiated the screening, but turnaround time varies depending on the country.
- Once overall clearance has been confirmed, the assignment sponsor will receive a confirmation email from CWO.

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

When submitting requests for security checks, please ensure requests are submitted in advance of the start date (allow at least 25 business days).

Category 1: Contingent worker prerequisites

- An SID must be created or reactivated **before** initiating screening.
- Worker's full legal name must be used on all screening applications and forms.
- Worker's SID and cost center must be used when filling out screening application.
- Worker's personal email must be used on the application form (not supplier email) in the event GWS is required to reach out to obtain additional information.

Step 1: Complete request forms

- Supplier completes the [LatAm Pre-Engagement Screening Request Cover Sheet](#) and sends the completed cover sheet to jpmc.latam.pes@jpmchase.com with the following in the subject line:
 - Contingent worker name
 - Country
 - Supplier (company) name
- If requesting more than one worker, use the below form:



Case Request File
LATAM.xlsx

Step 2: Initiate screening

- Screening provider sends log in details to the worker via email with instructions to complete screening forms online.
 - Supplier should confirm with the worker they received an email from applicationstation@bigreport.com within 48 hours of submitting the cover sheet.
 - If not received, check spam folder/filters first, then email the team.
- The JPMorganChase LatAm PES team will contact the supplier if additional information / documentation is required.

Screening results

- JPMC will only disclose eligibility for assignment at JPMorganChase – no details of the screening results will be provided to the supplier or assignment sponsor.
- Screening process typically takes 5 – 10 business days **after** the worker has initiated the screening.
- Once overall clearance has been confirmed, the assignment sponsor will receive a confirmation email from CWOC.

Instrucciones para Pre-Engagement Screening en Latinoamérica & 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 Sheet](#) 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 Pre-Engagement Screening Request Cover Sheet](#) completo a jpmc.latam.pes@jpmchase.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 BIG (Vertical Screen)
4. **BIG** envía un mail al trabajador, instruyéndolo para completar su formulario de screening online.
- **Nota: El proveedor** debe confirmar con el trabajador que haya recibido el email de BIG dentro de las 48hs desde que el proveedor envió el formulario [LatAm Pre-Engagement Screening Request Cover Sheet](#). 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@jpmchase.com
5. **El Trabajador** envía la información solicitada online usando el sistema de BIG siguiendo las instrucciones provistas en el mail de BIG (applicationstation@bigreport.com)
6. **JPMC LatAm PES Team** notificará al **proveedor** si hay algún inconveniente o si se necesita información/documentación adicional.

CWOC enviará un mail al Assignment Sponsor confirmando que el proceso de PES fue terminado (*ready to work* email)

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

En el caso de tener que solicitar PES de más de 1 trabajador, por favor utilizar el siguiente



Case Request File
LATAM.xlsx

Form

- **Resultados del screening:** JPMC sólo revela la elegibilidad para el trabajo en JPMorganChase – ningún otro detalle va a ser provisto