



# **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

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

## Special Instructions

- Screening must be initiated in the same region as listed Work Location.
  - Exception: If the contingent worker resides in Russia (regardless of work location), please follow the Europe/Middle-East/Africa (EMEA) Pre-Engagement Screening Instructions.
- Individuals who have lived outside of country listed as work location within the past 5 years will be subject to additional screening.

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## United States Pre-Engagement Screening Instructions

### PES Pre-requisites:

- Complete steps in the following order
- Use Legal names for contingent workers on IDRF form and screening application
- Must include SID and Cost Center when filling out screening application

### Step 1: Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID
  - [Click here](#) if hiring through Beeline
- SID and Cost Center must be provided to Contingent Worker in order to complete their screening application
- Complete with Contingent Workers' legal name

### Step 2: Initiate Screening:

- Candidates must use the below FADV Screening Application link to complete their application and initiate Pre-Engagement Screening
  - <https://enterprise.fadv.com/pub/l/prospects/JPMCNAWSP1/cate1withphoto>
- This will allow them to:
  - Complete the Demographic Profile
  - Schedule a fingerprint appointment
- [Click here](#) for detailed FADV Screening application instructions
- Ensure the following instructions are followed (failure to do so may delay clearance):
  - Enter SID & Cost Center in applicable field
  - Contingent Worker MUST use legal name
  - Contingent Worker 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

**Note:** The screening turn-around-time varies from 2 to 10 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.

### 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.

## Canada Pre-Engagement Screening Instructions

### PES Pre-requisites:

- Complete steps in the following order
- Use Legal names for contingent workers on IDR form and screening application
- Must include SID and Cost Center when filling out screening application

### Step 1: Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID
  - [Click here](#) if hiring through Beeline
- SID and Cost Center must be provided to Contingent Worker in order to complete their screening application
- Complete with Contingent Workers' legal name

### Step 2: Initiate Screening:

- Candidates must use the below FADV Screening Application link to complete their application and initiate Pre-Engagement Screening
  - <https://enterprise.fadv.com/pub/l/prospects/JPMCCAN/Canada>
- This will allow them to:
  - Complete the Demographic Profile
- [Click here](#) for detailed FADV Screening application instructions
- Ensure the following instructions are followed (failure to do so may delay clearance):
  - Enter SID & Cost Center in applicable field
  - Contingent Worker MUST use legal name
  - Contingent Worker 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

**Note:** The screening turn-around-time varies from 2 to 10 business days or more, depending upon a 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.

### Screening results:

- JPMC will only disclose eligibility for assignment at JPMorgan Chase – no other details will be provided

## Europe/Middle-East/Africa (EMEA) 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.

1. **Supplier** creates a new screening case in the First Advantage (FADV) online system (CSPi):
  - a. Logon to CSPi - <https://cspi.fadv.com/cspi/>
  - b. Enter your username and password. (If you do not already have a username and password, please e-mail the EMEA GWS Team at [emea.gws.helpdesk@jpmorgan.com](mailto:emea.gws.helpdesk@jpmorgan.com) and they will be able to arrange this for you).
  - c. Create a New Case either by using the "Detailed Order link" in the Quick Links panel on the right or from the "Order Case" option in the "Services" menu.
  - d. On the "Single Detailed Order" screen enter the following details:

Client Name*:	JPMC EMEA
SBU*:	Contingent Workers
Select a Package*:	Select the package for the country into which the Contingent Worker is being contracted
Type of Check:	Pre-Employment Screening
Candidate First Name*:	Enter candidate's first name
Candidate Middle Name:	Enter any middle name(s) the candidate has
Priority:	Normal (changing this to "High" will not shorten the turnaround time)
Candidate Last Name:	Enter candidate's last name
Date of Birth:	Enter candidate's Date of Birth
Is Mobile No Mandatory?:	No
Mobile#:	Enter this if you have it as the candidate will be contacted by the vendor directly for any further information
Email Template:	Select "UK Candidate Welcome Email" for the UK or "Candidate Welcome Email" for all other countries in EMEA
Personal Email Address: <sup>1</sup>	Enter the candidate's unique, personal email address
Official Email Address:	Enter the candidate's unique, business email address
Email To:	Select the option based on whether you have entered the personal and / or official email address
Subject Details to be Entered By*:	Select "Candidate"
Subject Type*:	Select "Candidate"
Client Reference #:	Can be left blank
Start Date:	Enter the estimated assignment Start Date
Your Cost Code*:	Enter the Cost Code to which the Contingent Worker is being assigned
Additional Case Comments:	Enter any additional comments you may have

- e. Click on the "Client Fields" button at the bottom of the page. You will be taken to a new window where you need to enter the following information:

<sup>1</sup> At least one email address must be entered so the candidate can receive the log in and secure password emails from the screening vendor.

SID – Employee Standard ID*:	Enter provisional SID provided by CWOC
Agency*:	Enter the Contingent Worker’s employing company
Assignment Dates - Start:	Enter the proposed assignment Start Date
Assignment Dates - End:	Enter the proposed assignment End Date
Hire Type:	Enter <b>C</b> in this field
Hire Date:	Enter the proposed assignment Start Date / Hire Date
Manager Name – First:	Enter the first name of the Line Manager / Assignment Sponsor
Manager Name – Last:	Enter the last name of the Line Manager / Assignment Sponsor
Line of Business:	Enter the Line of Business Contingent Worker will be assigned to

- f. Once all of the information has been entered click on “Save” and then “Close” to return to the “Single Detailed Order” screen.
  - g. Click on “Create Case” at the bottom of the screen and a Confirmation Screen will appear. You should make a note of the Case Reference Number.
  - h. Click on “Upload Document”, then browse and upload any utility bill, bank statement or Consent Form provided by the Contingent Worker.
  - i. Click on “Save”.
2. **First Advantage** 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.
  3. **Contingent Worker** completes and submits their details in CSPI following the instructions provided in the email from FADV.
  4. **The Screening Vendor (FADV)** will contact the **Contingent Worker** directly if additional information/documentation is required.
  5. **The Screening Vendor (FADV)** completes the screening checks and provides the Final Report to the EMEA GWS Team.
  6. EMEA GWS Team reviews the Final Report and, if no further information or Security Interview is required, provides clearance.  
**Screening results:**
    - JPMC will only disclose eligibility for assignment at JPMorgan Chase – no other details will be provided.
  7. Once overall clearance has been confirmed the **Assignment Sponsor** will receive the “Ready to Work” email from CWOC.

**Note:** The screening turn-around-time varies from 15-20 business days or more depending on countries involved. Suppliers are advised to initiate screening requests at least 25 business days ahead of the proposed start date.

## 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](mailto: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.

1. **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.
2. **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.
3. **Contingent Worker** submits their details in the online system following the instructions provided in the email from Screening Provider.
4. **Screening Provider** will contact the **Contingent Worker** directly if additional information/documentation is required.
  - Individuals who have lived in an oversea 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 other details will be provided.
- 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](mailto: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](mailto: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 other details will be provided

## 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](mailto: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](mailto: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.