



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

## United States Pre-Engagement Screening Instructions

Pre-Engagement Screening (PES) must be conducted for all vendors - any personnel who provides service to JPMC but does not require access to JPMC systems and/or access ID badge.

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

This guide provides supplier instructions for initiating the JPMC pre-engagement screening process in North America. PES is conducted by the Global Workforce Screening (GWS) department.

**NOTE:** Additional screening will be required if access to JPMC systems and/or ID Badge is needed. Please reference [Contingent Worker Pre-Engagement Screening Guide](#) for instructions.

### **Initiating Screening**

1. Supplier instructs candidate to visit the FADV Screening Application at the link below
  - <https://enterprise.fadv.com/pub/l/prospects/JPMCNAWSP1/cate2supplier>
2. Complete personal and demographic information (must use legal name)
3. The following fields are required:
  - Cost Center
4. Candidate can now schedule his or her appointment
5. [Click here](#) for detailed instructions

**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.

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