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## Nevada Automated Background Check System (NABS)

### How-To Guide

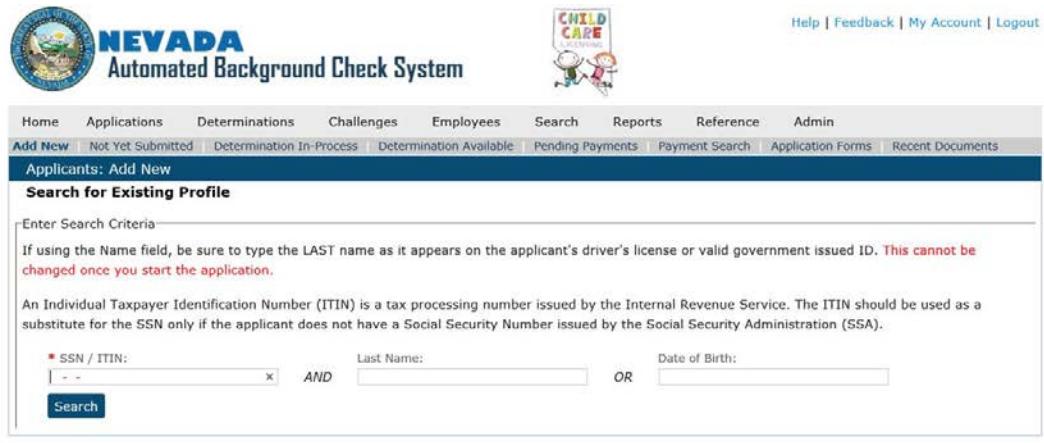


**NEVADA**  
**Automated Background Check System**



## Hire A New Employee:

1. Under the “Applications” Tab click “Add New”
2. Search For Existing Profile using the Social Security Number and the Employee’s Last Name



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Add New Not Yet Submitted Determination In-Process Determination Available Pending Payments Payment Search Application Forms Recent Documents

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

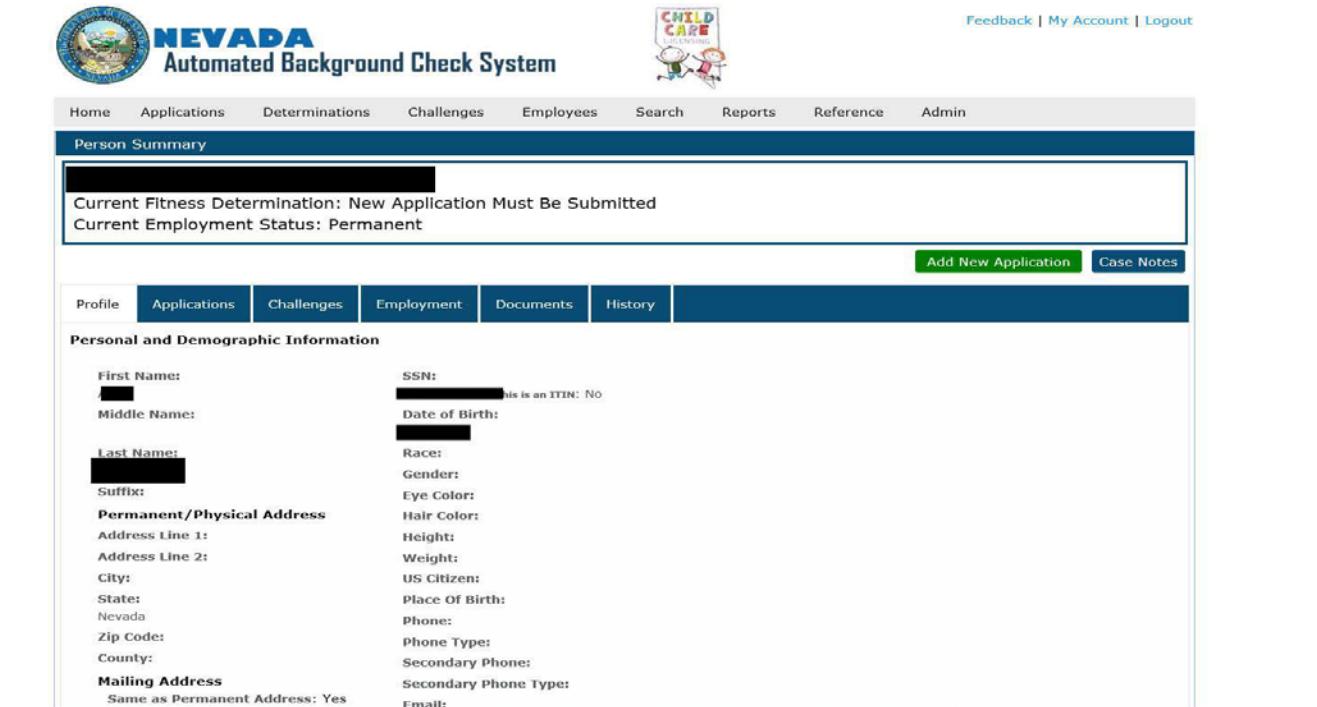
If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

\* SSN / ITIN: [redacted] AND Last Name: [redacted] OR Date of Birth: [redacted]

Search

3. If an Existing Profile is found, click “Add New Application”



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Person Summary

Current Fitness Determination: New Application Must Be Submitted

Current Employment Status: Permanent

Add New Application Case Notes

Profile Applications Challenges Employment Documents History

Personal and Demographic Information

First Name: [redacted] SSN: [redacted] This is an ITIN. NO

Middle Name: [redacted] Date of Birth: [redacted]

Last Name: [redacted] Race: [redacted]

Suffix: [redacted] Gender: [redacted]

**Permanent/Physical Address**

Address Line 1: [redacted] Height: [redacted]

Address Line 2: [redacted] Weight: [redacted]

City: [redacted] US Citizen: [redacted]

State: Nevada Place Of Birth: [redacted]

Zip Code: [redacted] Phone: [redacted]

County: [redacted] Phone Type: [redacted]

**Mailing Address**

Same as Permanent Address: Yes Secondary Phone: [redacted]

Secondary Phone Type: [redacted]

Email: [redacted]

4. If an Existing Profile is not found, click “Add New Applicant”



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Applicants: [Add New](#)

**Search for Existing Profile**

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

\* SSN / ITIN:  AND Last Name:  OR Date of Birth:

[Search](#)

Results

This individual was not found in NABS.

[Add New Applicant](#)

5. Follow the prompts for adding/updating employee information.
6. Enter Identification information (i.e. Driver's License or Government ID)
7. On the Consent page, Select "I agree" and upload the Consent and Release along with any Temporary or Permanent work Card
8. Continue to Payment page, enter payment information, and click submit.
9. **Please note: We do not accept American Express or Cash as a form of payment.**

## Terminate An Employee:

1. Under the “Employees” Tab click “Roster”
2. Select the Provider Name and click “Search”
3. Under the Actions header click “Edit” next to the employee’s name you wish to terminate

Results										
Application	Provider	Last Name	First Name	Date Of Birth	Position	Employee Type	Employment Status	Temporary Hire Date	Permanent Hire Date	Determination Action
229036					Teacher	Employee	Permanent		02/07/2018	Eligible
234295					Teacher	Employee	Permanent		05/31/2013	Eligible
244324					Caregiver	Employee	Permanent		02/16/2018	Eligible
241719					Teacher	Employee	Permanent		11/07/2017	Eligible
239297					Teacher	Employee	Permanent		07/28/2013	Eligible
235815					Director	Employee	Provisional	05/30/2013		Eligible
234382					Teacher	Employee	Permanent		02/06/2017	Eligible
244092					Teacher	Employee	Permanent		05/03/2018	In Process

8 Total Results

4. Change the “Employment Status” to “separated” and enter the date under “Separation Date”

### Edit Employment

**Results**

Application	Provider	Last Name	First Name	Date Of Birth	Position	Employee Type	Employment Status	Temporary Hire Date	Permanent Hire Date	Determination Action
229036					Teacher	Employee	Permanent		02/07/2018	Eligible
234295					Teacher	Employee	Permanent		05/31/2013	Eligible
244324					Caregiver	Employee	Permanent		02/16/2018	Eligible
241719					Teacher	Employee	Permanent		11/07/2017	Eligible
239297					Teacher	Employee	Permanent		07/28/2013	Eligible
235815					Director	Employee	Provisional	05/30/2013		Eligible
234382					Teacher	Employee	Permanent		02/06/2017	Eligible
244092					Teacher	Employee	Permanent		05/03/2018	In Process

8 Total Results

**Required**

\* Employment Status:

\* Provider:

\* Position Category:

\* Position:

\* Employee Type:

Temporary Hire Date:

Hire Date:

\* Separation Date:

Employment Last Verified:

5. Click Save.

3

## Completing a Batch Payment:

1. When submitting an application click “Batch Payment” on the payment screen
2. Under the “Applications Tab” click “Pending Payments”
3. Under the “Pay Now” header select the employees you wish to pay for
4. A total will appear and the bottom and “Pay by Credit Card” will be available
5. You will be redirected to the payment portal where you can complete the payment

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Home Applications Determinations Challenges Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | **Pending Payments** | Payment Search | Application Forms | Recent Documents

**Applications: Pending Payments**

Filter Options—

Last Name:	Division:
<input type="text"/>	<input type="text" value="All"/>
Application #:	Provider:
<input type="text"/>	<input type="text"/>
Payment Method:	<input type="text"/>
<input type="button" value="Search"/>	

Results

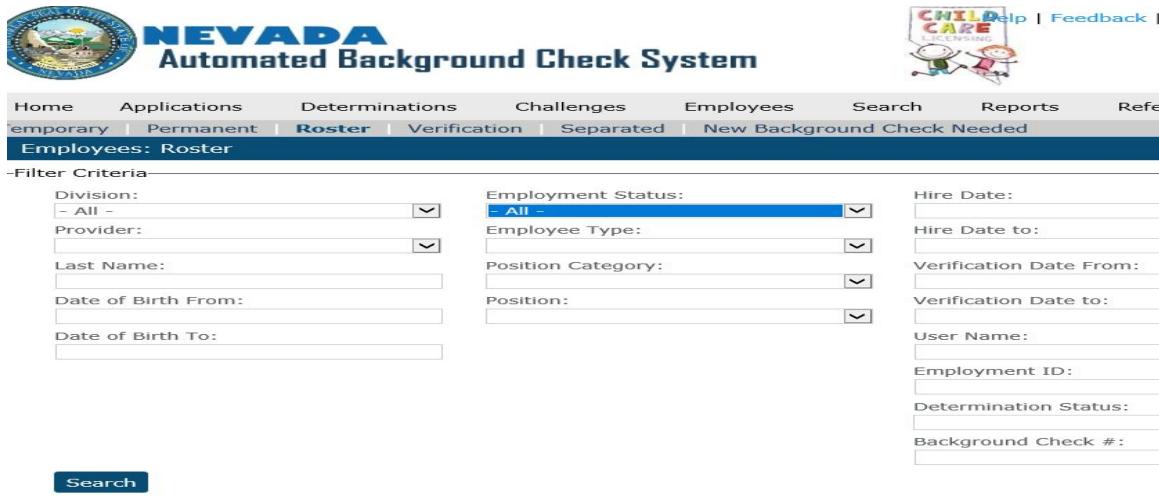
App - #	Provider	Last Name	First Name	Days Pending	Fee	Amount	Payment Method	Batch ID	Pay Now
234893					Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243750					Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243754					Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243755					Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>
243770					Background Check Fee	\$11.50	Batch Payment		<input checked="" type="checkbox"/>

5 Total Results

Pay Now Total: **\$57.50**

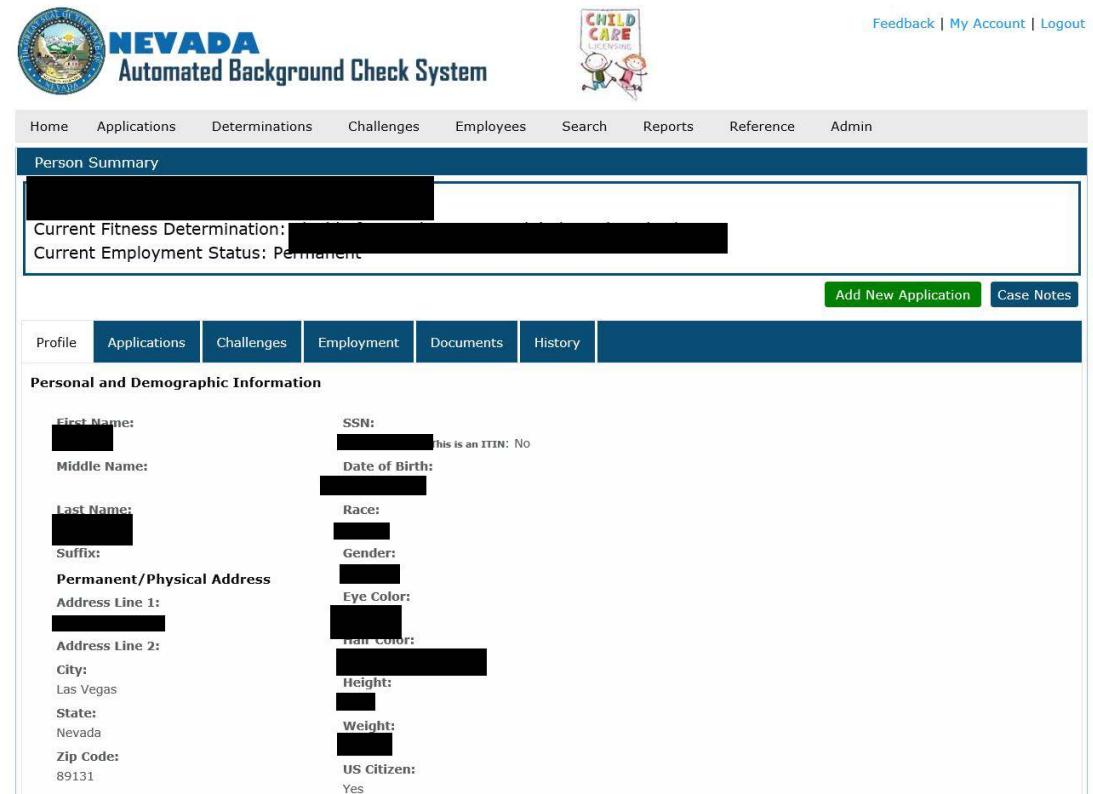
## Upload Employee Documents & Print Clearance Letters:

1. Under “Employees” tab select “Roster”
2. Under Employment Status select “All”



The screenshot shows the 'Roster' section of the Nevada Automated Background Check System. At the top, there are tabs for Home, Applications, Determinations, Challenges, Employees, Search, Reports, and Reference. Below these, there are sub-tabs for Temporary, Permanent, Roster, Verification, Separated, and New Background Check Needed. The main content area is titled 'Employees: Roster' and contains a 'Filter Criteria' section. This section includes dropdowns for 'Division' (set to 'All'), 'Employment Status' (set to 'All'), 'Employee Type', 'Position Category', 'Position', and 'Hire Date'. There are also text input fields for 'Last Name', 'Date of Birth From', 'Date of Birth To', and 'Verification Date From' and 'To'. A 'Search' button is located at the bottom of the filter section.

3. Click on the employee's last name to bring up their Profile



The screenshot shows the 'Person Summary' page for a specific employee. At the top, there are tabs for Home, Applications, Determinations, Challenges, Employees, Search, Reports, Reference, and Admin. Below these, there is a 'Person Summary' section with a large redacted area. Underneath, it shows 'Current Fitness Determination' and 'Current Employment Status: Permanent'. At the bottom, there is a 'Personal and Demographic Information' section with fields for First Name, Middle Name, Last Name, Suffix, Address Line 1, Address Line 2, City, State, Zip Code, and various physical characteristics like SSN, Date of Birth, Race, Gender, Eye Color, Hair Color, Height, Weight, and US Citizen status. There are also buttons for 'Add New Application' and 'Case Notes'.

4. Click on the “Documents Tab” to view all uploaded documents and then click on “Upload File” to add another.

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Person Summary

Current Fitness Determination: [REDACTED]  
Current Employment Status: Permanent

Add New Application Case Notes

Profile Applications Challenges Employment Documents History

Background Check # [REDACTED]  
Generated Forms, Letters, and Reports

Document Type	Application #	Provider	Document Name	File Size	Generated By	Generated On	Action
Application	244324	[REDACTED]	<a href="#">Clearance Letter.pdf</a>	136.0KB	TasksService	[REDACTED]	<a href="#">Delete</a>

Uploaded Documents

Application #	Document Type	Provider	Document Name	User Types	File Size	Uploaded By	Uploaded On	Action
[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">CONSENT AND RELEASE</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">Delete</a>
[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">PERM CARD</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">Delete</a>

Person Files  
There are no Person Files

[Upload File](#)

jlcanner Version: 20180630

5. This is also the page where you can print off Clearance Letters for the selected employee under Generated Forms, Letter, and Reports

## Check Facility Roster:

1. Under “Employees” tab select “Roster”
2. Under Employment Status select “All”



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Home Applications Determinations Challenges Employees Search Reports Referrals

Temporary Permanent **Roster** Verification Separated New Background Check Needed

**Employees: Roster**

-Filter Criteria-

Division: - All -	Employment Status: - All -	Hire Date: Hire Date to:
Provider: [dropdown]	Employee Type: [dropdown]	Verification Date From: Verification Date to:
Last Name: [text]	Position Category: [dropdown]	User Name: Employment ID:
Date of Birth From: [text]	Position: [dropdown]	Determination Status: Background Check #:
Date of Birth To: [text]		

**Search**

3. Verify all employees listed
4. For an Excel Spreadsheet click “CSV File”
5. Click “Print” in order to provide a copy to your Surveyor

Results

Application	Provider	Last Name	First Name	Date Of Birth	Position	Employee Type	Employment Status	Temporary Hire Date	Permanent Hire Date	Determination	Action
229036	[REDACTED]				Teacher	Employee	Permanent		02/07/2018	Eligible	<a href="#">Edit</a>
234295	[REDACTED]				Teacher	Employee	Permanent		05/31/2013	Eligible	<a href="#">Edit</a>
244324	[REDACTED]				Caregiver	Employee	Permanent		02/16/2018	Eligible	<a href="#">Edit</a>
241719	[REDACTED]				Teacher	Employee	Permanent		11/07/2017	Eligible	<a href="#">Edit</a>
239297	[REDACTED]				Teacher	Employee	Permanent		07/28/2013	Eligible	<a href="#">Edit</a>
235815	[REDACTED]				Director	Employee	Provisional	05/30/2013		Eligible	<a href="#">Edit</a>
234382	[REDACTED]				Teacher	Employee	Permanent		02/06/2017	Eligible	<a href="#">Edit</a>
244092	[REDACTED]				Teacher	Employee	Permanent		05/03/2018	In Process	<a href="#">Edit</a>

8 Total Results