

Personal Identity Verification II (PIV-II) Employee On-Boarding in Payroll Personnel

Prepared for



**United States Department of Agriculture
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How to Use this Guide

This guide provides instructions for Human Resources (HR) personnel (acting as Sponsors) and Agency Adjudicators to initiate the LincPass issuance process for Payroll Personnel-based Employee Applicants. This process is applicable to both new and current USDA Employee Applicants and can be used during USDA's initial rollout of the Homeland Security Presidential Directive 12 (HSPD-12) process as well as on an on-going basis after the backlog of current Employees has been processed. When finished with this process HR Personnel will have:

- Selected and prepared Employee Applicant data for submission to the General Services Administration (GSA) HSPD-12 system, called USAccess
- Completed Sponsorship of the Applicant
- Completed Adjudication of the Applicant
- Submitted all data to USAccess so that the Applicant can then Enroll

The first half of this guide provides a high level overview of where on-boarding fits into the overall LincPass issuance process as well an on-boarding process overview. The second half of this guide provides step by step instructions and screen shots detailing how to prepare the data, Sponsor and Adjudicate the Applicant, and submit all the data to USAccess.

If you need help or additional information, please see the contact list below:

Questions regarding the Business Process and Policies:

- Website: <http://hspd12.usda.gov/>
- Email: HSPD12@ftc.usda.gov

Questions regarding the USAccess System:

- www.FedIDCard.gov
- Email: Usaccess.helpdesk@eds.com
- USAccess Help Desk: 866-493-8391

Part I: Overview and Business Process

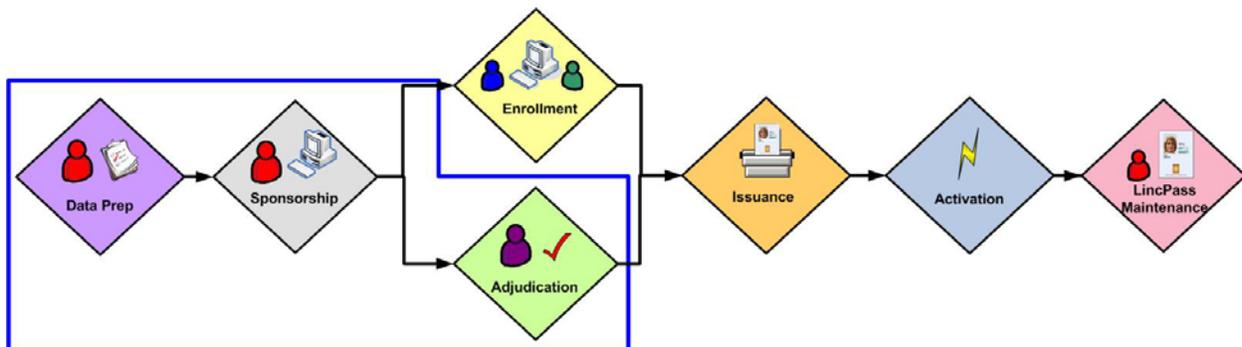


Figure 1: LincPass Issuance Process

A. On-boarding Process Overview

The objective of this process is to select and prepare Employee data so that upon submission, it conforms to the data requirements set forth by USAccess. The On-Boarding process involves the following:

- HR personnel select records to prepare and then review and update data
- HR personnel submit the data to USAccess in order to provide an authoritative data source for LincPass credentialing
- Employee is Sponsored and Adjudicated once the data is submitted
- Employee receives notice to enroll at an Enrollment Station

There are some minor variances in the process depending if the Employee is a current USDA employee or a new USDA employee. These differences will be highlighted throughout the step by step instructions.

The figure below details the business process for on-boarding an Employee; it assumes a Background Investigation (BI) has been initiated and at least the Federal Bureau of Investigation (FBI) Fingerprint Check has been favorably adjudicated.

B. On-Boarding Business Process

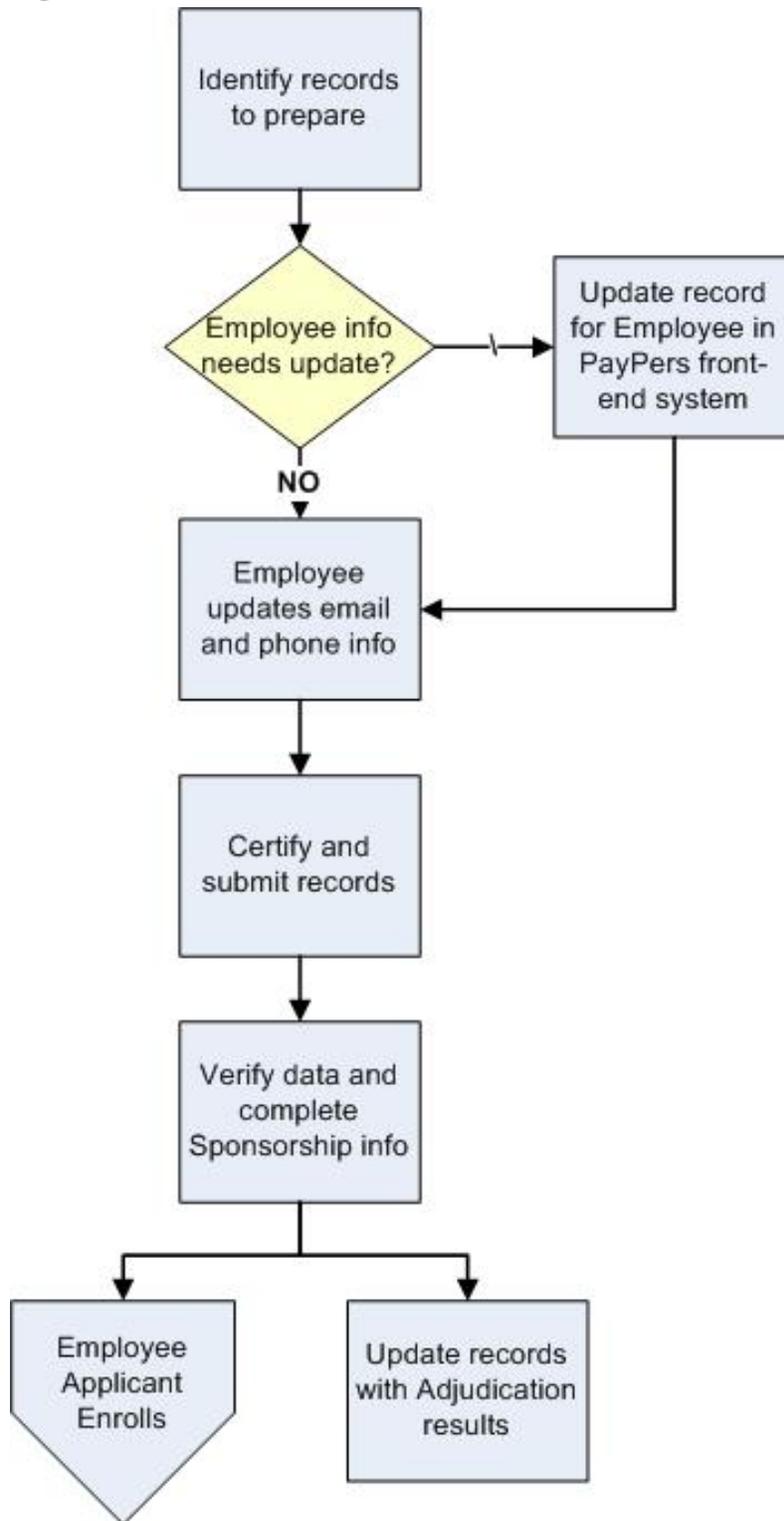


Figure 2: Business Process



EMPLOYEE ON-BOARDING IN PAYROLL PERSONNEL

1. HR personnel identifies the Employee record to prepare based on an active Employee's proximity to an Enrollment Station and if they already have a BI on file.
2. If the Employee's record requires updates (i.e. to Name and citizenship status), HR personnel make the updates in Payroll Personnel. *If this is a new Employee, HR will create their HR record in Payroll Personnel.*
3. The Employee verifies (and if necessary, updates) their Business phone number and email address using eAuthentication.
4. HR personnel selects Employee's record in the HSPD-12 Agency Certification Portal and then certifies it as being complete and ready for submission to USAccess.
5. The record is submitted to USAccess.
6. In USAccess, Sponsor verifies the submitted data and completes the required Sponsorship fields.
7. The Employee receives an Enrollment email notice instructing them to enroll. At the same time, the Adjudicator enters the BI adjudication results into USAccess**.

**If the Employee does not have a BI or record of it cannot be found, the BI should be initiated in conjunction with the data preparation steps in Payroll Personnel. Once at least the FBI Fingerprint Check is favorably adjudicated, the results can be entered into USAccess (Step 8). When the full BI results are favorably adjudicated, the Adjudicator can update the Employee's record in USAccess.



Part 2: Detailed Instructions

A. Select Records to Prepare

The first step in the process is to identify Employee records to submit to USAccess. HR personnel should prioritize the records based on the following criteria:

- Enrollment Station location: Applicants need to utilize an operational Enrollment Station for Enrollment, so until the deployment of all Enrollment Stations is complete, HR personnel should focus on preparing records for Applicants located near currently deployed stations.
- Active Employees: From the employees located near an Enrollment Station, identify the Active employees who require a LincPass
- Completed BI: From the employees identified in Step 2, choose employees who already have at least a favorably adjudicated FBI Fingerprint Check or higher BI.

Once all Employee records with favorably adjudicated BIs have been processed, HR should move on to processing records for those without BIs or where record of a past BI cannot be found. A BI will need to be initiated for these Employees through eQIP or via the appropriate SF-XX form.

B. Verify and Update Records in Payroll Personnel

To complete this section, HR Personnel and Employees will need to verify and update the following through the appropriate front-end system (e.g. EPIC) that feeds Payroll Personnel:

- Employee Status
- SSN
- First Name
- Middle Name
- Last Name
- Citizenship Status
- Business Email Address
- Business Phone Number
- Date of Birth
- Suffix

C. Update Employee Business Email/Phone via eAuthentication

Once an Employee's information is verified and updated in Payroll Personnel, the Sponsor should send the instructions in this section to the Employee to verify and if necessary, update their Business Email and Phone number through eAuthentication.

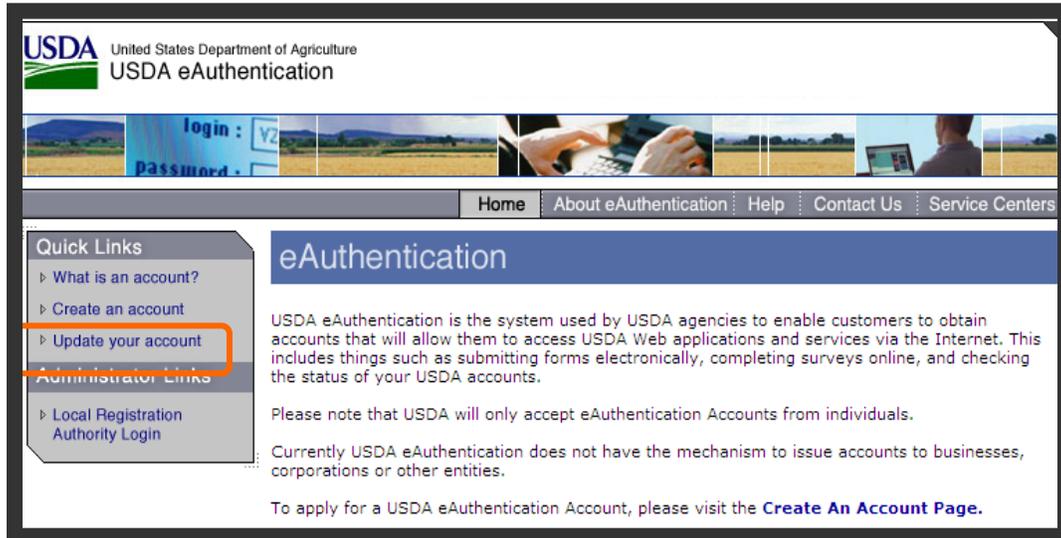


Figure 3: eAuthentication Screen

Step 1. Browse to <http://www.eauth.egov.usda.gov>

Step 2. Click on "Update Your Account".

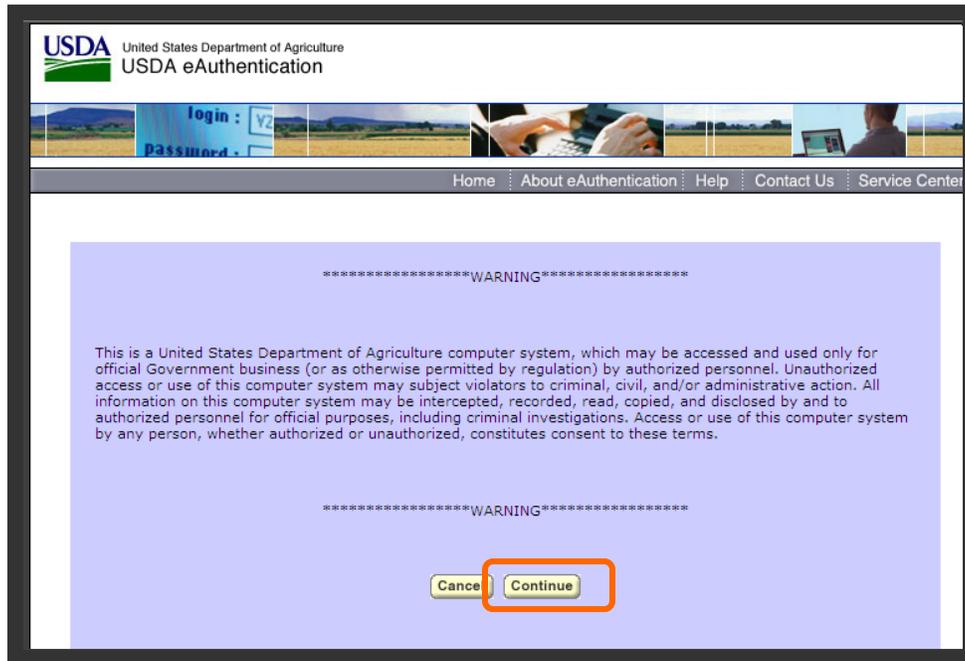


Figure 4: eAuthentication Warning Screen

Step 3. Click “Continue” at the purple *Warning* screen.

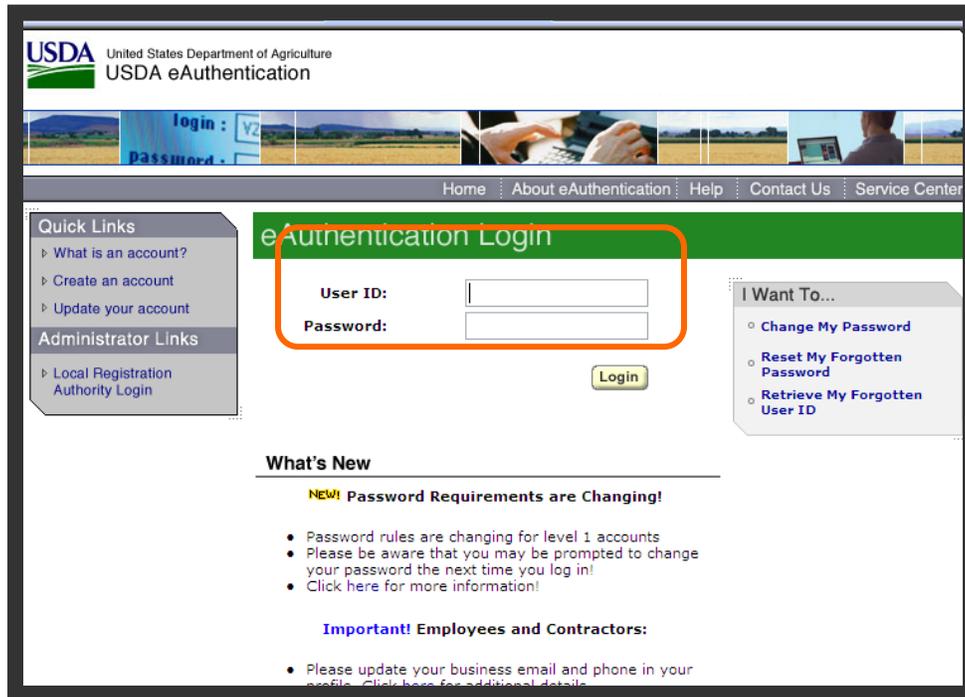


Figure 5: eAuthentication Log-In Screen

Step 4. Log in with your eAuthentication User ID and password. The “Welcome to IdentityMinder” screen will display.



Step 5. Click on "Modify my profile".



EMPLOYEE ON-BOARDING IN PAYROLL PERSONNEL

Modify My Profile - Level 2

User ID	userid
Credential Level	2
First Name*	John
Middle Initial	R
Last Name*	Doe
Street Address*	1234 Red Place
City*	Arlington
Home Postal/Zip Code*	54321
State*	VirginiaAA (APO:FPO)AE (APO:FPO)AP (A
Country*	United States
Email*	John.Doe@usda.gov
Confirm Email*	John.Doe@usda.gov
Mother's Maiden Name*	Smith
Date of Birth*	11/10/1975
Four Digit PIN*	1234
Home Phone	703-321-1234
Business Phone	202-321-1234

Step 6. Make desired changes in the online form, and then click the "submit" button in the bottom right corner to save the information.

Step 7. You may now click on "Logout" (in the upper right corner) to log out.



D. Certify Prepared Records in the Agency Certification Portal

This section provides instructions with screen shots for HR Personnel on how to find and select Employee records for submission and to view the records already submitted to USAccess. The HSPD-12 agency certification portal is a simple Web-based application for the first-time submission of employee records to USAccess. Once a record has been submitted for the first time, updates made in EmpowHR will automatically flow to USAccess and there is no need to resubmit the record via the HSPD-12 Agency Certification Portal.

It is important to note that there is no ability to input data into the portal but only to check those records that are ready to go to USAccess.

It is also important to note that the Certification Portal will only send records to USAccess for Employees located near a currently deployed Enrollment Station. You may prepare records for Employees in any location; however the Certification Portal will not allow those records to be sent to USAccess until there is a station deployed near the Employee

The URL to access this site is: <https://hspd12p.sc.egov.usda.gov/hspd12preparedness/>

Prerequisites:

- You have a Level 2 eAuthentication ID and have been granted access to the Agency Certification portal.
- You have been designated as the individual for your agency for the submittal process. If you have questions regarding this, contact the HSPD-12 Customer Service group at hspd12@ftc.usda.gov.
- Data preparation has been completed for the employee records following the procedures in Part 2B and 2C. Once you submit the employee records from this portal, they will be sent to GSA.

Note: The screenshots in this document were prepared using the test version of the Agency Certification portal; there may be minor differences in the production version of the application

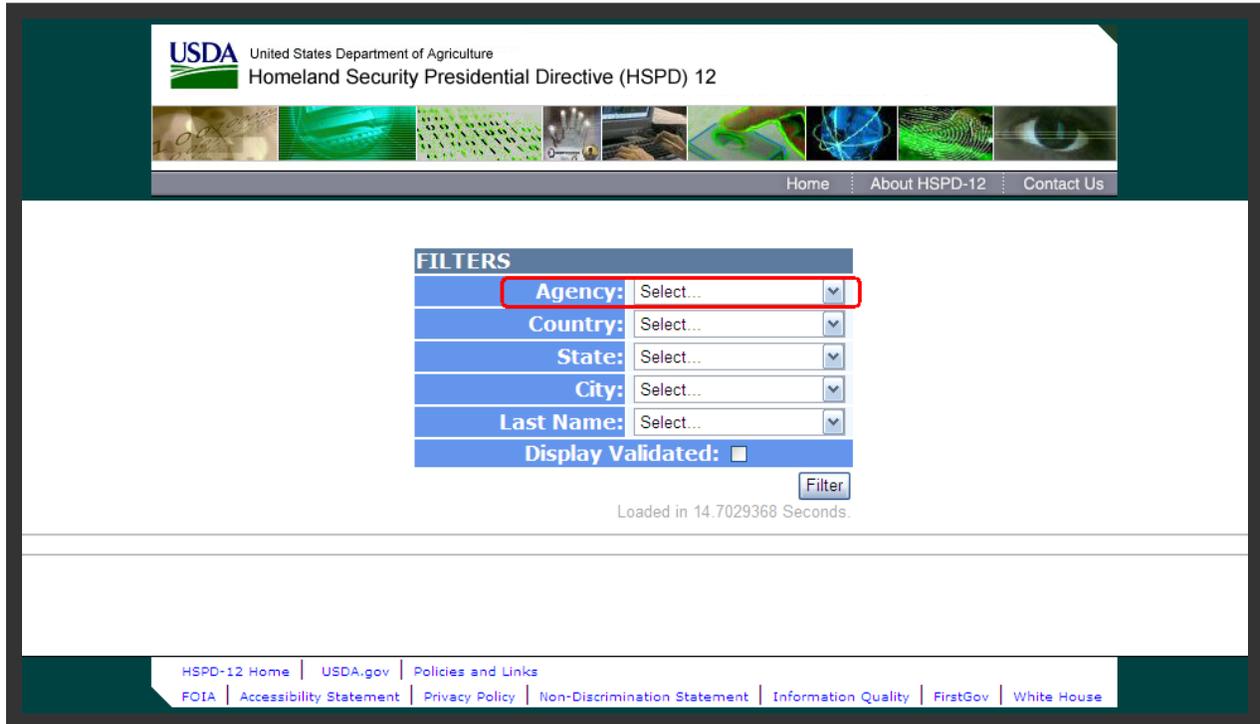


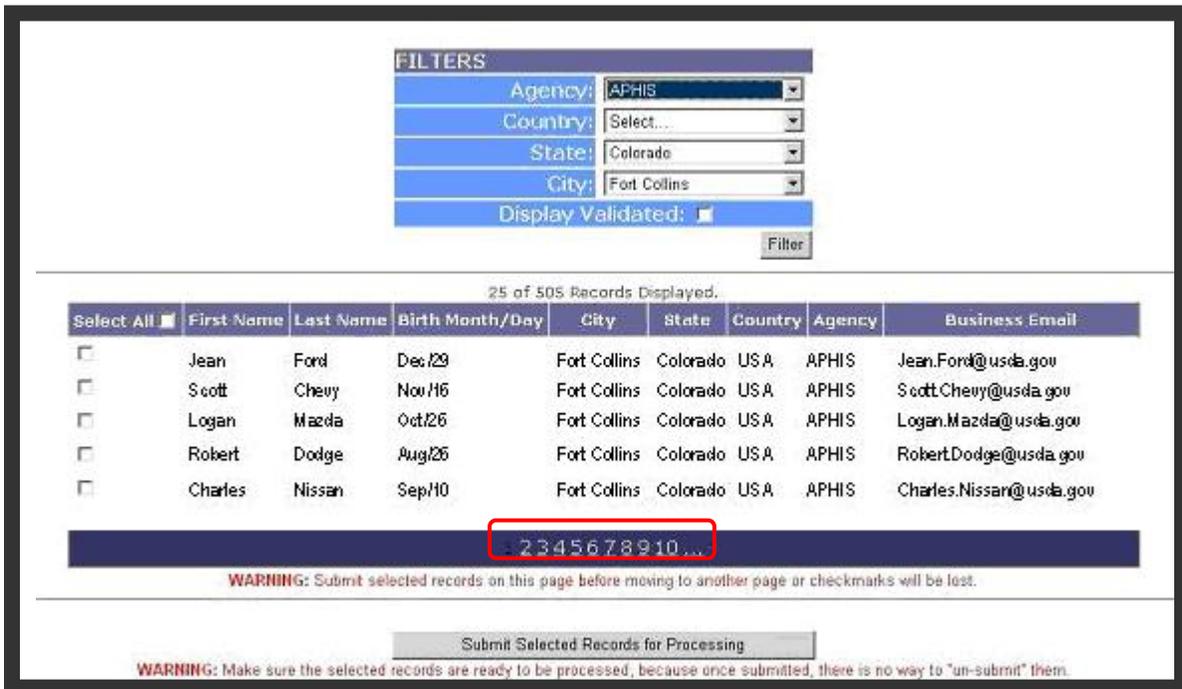
Figure 6: Certification Portal Search Screen

Step 1. First, use the Agency drop-down list to select the agency records you want to work with. (You will only see the agency or agencies to which you have been assigned.)

Step 2. Once agency is selected, the contents of the Country, State, and City drop-down list changes to reflect only those available for the agency you selected. For example, if you select an agency that is only in one country, two states, and four cities, the Country, State, and City drop-down list will only have those choices.

Step 3. The Last Name filter allows you to skip to employees with a Last Name starting with the letter specified. This makes it easier to scroll through records if you're searching for a specific employee.

Note: Unlike the Agency drop-down list, the selections you make in the Country, State, and City drop-down list have no effect on the contents of each other. Also, the application won't prevent you from selecting a state of "Colorado" and a city of "Kansas City," it will simply tell you "No records found."



FILTERS

Agency: APHIS
 Country: Select...
 State: Colorado
 City: Fort Collins
 Display Validated:

Filter

25 of 505 Records Displayed.

Select All <input type="checkbox"/>	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email
<input type="checkbox"/>	Jean	Ford	Dec/29	Fort Collins	Colorado	USA	APHIS	Jean.Ford@usda.gov
<input type="checkbox"/>	Scott	Chevy	Nov/16	Fort Collins	Colorado	USA	APHIS	Scott.Chevy@usda.gov
<input type="checkbox"/>	Logan	Mazda	Oct/26	Fort Collins	Colorado	USA	APHIS	Logan.Mazda@usda.gov
<input type="checkbox"/>	Robert	Dodge	Aug/26	Fort Collins	Colorado	USA	APHIS	Robert.Dodge@usda.gov
<input type="checkbox"/>	Charles	Nissan	Sep/10	Fort Collins	Colorado	USA	APHIS	Charles.Nissan@usda.gov

1 2 3 4 5 6 7 8 9 10 ...

WARNING: Submit selected records on this page before moving to another page or checkmarks will be lost.

Submit Selected Records for Processing

WARNING: Make sure the selected records are ready to be processed, because once submitted, there is no way to "un-submit" them.

Figure 7: Search Results Screen

Step 4. Once you select an agency, the portal will automatically list all the employees it has for that agency. The portal displays 25 records at a time (you may need to scroll down to see them all). The following example shows records filtered by Agency, City, and State.

Step 5. The employee records are listed alphabetically by employee last name. At the bottom of the screen are the page numbers for the first 10 groups of 25 records. Click a page number to display that group of records. Clicking the ellipses (...) will take you to the next set of 10 page numbers.

FILTERS

Agency:

Country:

State:

City:

Display Validated:

25 of 505 Records Displayed.

Select All	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email
<input type="checkbox"/>	Jean	Ford	Dec/29	Fort Collins	Colorado	USA	APHIS	Jean.Ford@usda.gov
<input type="checkbox"/>	Scott	Chevy	Nov/16	Fort Collins	Colorado	USA	APHIS	Scott.Chevy@usda.gov
<input type="checkbox"/>	Logan	Mazda	Oct/26	Fort Collins	Colorado	USA	APHIS	Logan.Mazda@usda.gov
<input type="checkbox"/>	Robert	Dodge	Aug/26	Fort Collins	Colorado	USA	APHIS	Robert.Dodge@usda.gov
<input type="checkbox"/>	Charles	Nissan	Sep/10	Fort Collins	Colorado	USA	APHIS	Charles.Nissan@usda.gov

WARNING: Make sure the selected records are ready to be processed, because once submitted, there is no way to "un-submit" them.

Figure 8: Record Selection Screen

Step 6. Click the checkbox to the left of the employee name to select employees to submit for processing.

Step 7. Click the **Submit Selected Records for Processing** button. The page will redisplay, and that employee’s record will no longer be on the list.

Important: Don’t submit employee records if they don’t have a valid email address. See section B, Troubleshooting, item 3 for what to do if an employee record has a missing or incorrect email address.

WARNING: The warning at the bottom of the screen is serious. Be **very sure** the records you select and submit are ready for processing and that the Employee is located near a deployed Enrollment Station. Once submitted, there is no way to “un-submit” the records. The record will immediately be sent to USAccess and the Enrollment notification email to the Employee Applicant will be sent.

You can submit multiple records at once, but they must be in the group of 25 records displayed on the screen. As described in the warning message below the page numbers, if you make selections on one page, then navigate to another page before clicking the **Submit Changes** button, your selections will be lost.

You can select all the records on the displayed page by clicking the Select All checkbox in the column header. To unselect them, click the Unselect All checkbox, which only appears after the Select All checkbox has been clicked.



2 of 2 Records Displayed.

Validated	By	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email	At GSA
11/29/2007 11:17:00 AM	Honda.Betsy	Jean	Ford	Dec/29			USA	APHIS	Jean.Ford@usda.gov	True
11/29/2007 11:17:00 AM	Honda.Betsy	Scott	Chevry	Nov/16			USA	APHIS	Scott.Chevry@usda.gov	True

Figure 9: Previously Submitted Records List

Step 5. To display records that have already been submitted, use the filter drop-down list at the top of the screen to select the agency (and country, state, and city if needed), click the Display Validated option, then click the **Filter** button.

Step 6. The display shows the records already submitted for this agency, and also shows when the record was submitted and the user name of the employee who did the submitting. To return to the display of not-yet-submitted records, simply remove the checkmark in the Display Validated field and click the **Filter** button.

The column on the end of this table titled At GSA has been added. This column provides a status for each record as to whether it has been sent to GSA or not.

If At GSA is set to FALSE:

- EmpowHR Users – Enrollment email has not been sent to Employee yet.
- Payroll Personnel Users - USAccess will have no knowledge of this employee yet.

If At GSA is set to TRUE:

- EmpowHR Users – Enrollment email has been sent to Employee
- Payroll Personnel Users – USAccess has knowledge of the employee and Sponsorship can now be completed.



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FILTERS

Agency:	APHIS	▼
Country:	Select...	▼
State:	Select...	▼
City:	Select...	▼
Last Name:	Select...	▼
Display Validated: <input checked="" type="checkbox"/>		
Printer Friendly		<input type="button" value="Filter"/>

Loaded in 1.522432 Seconds.

A Printer Friendly link has been added to both the Record Validation and the Display Validated screens. To print the records on a page, click the Printer Friendly link and the page will reformat as shown below and can be printed out easily for a quick report.

Validated	By	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email	At GSA
11/29/2007 11:17:00 AM	Honda.Betsy	Jean	Ford	Dec/29			USA	APHIS	Jean.Ford@usda.gov	True
11/29/2007 11:17:00 AM	Honda.Betsy	Scott	Chevy	Nov/16			USA	APHIS	Scott.Chevy@usda.gov	True



E. Certification Portal Troubleshooting

Step 1. If your filter selections result in “no records found” for a given country, state, or city, make sure you haven’t selected incompatible data, for example, a city of Kansas City and a state of District of Columbia.

Step 2. If you can’t find an individual employee’s record, first make sure you haven’t accidentally left filters on that would exclude that record, e.g., looking for an employee from Puerto Rico in records filtered to show USA employees. If you still can’t find the record, check the Validated records (see section D, step 7) to see if the record has already been submitted. If all this fails, send an email to hspd12@ftc.usda.gov and provide the following information:

- In the subject line of the email, please say “HSPD-12 Agency Certification problem – missing record”
- Agency
- Employee full name (first, middle, last),
- Month and day of birth only (**no year**)
- **DO NOT PROVIDE** any privacy data such as the social security number or the full data of birth.

Step 3. If an employee record has a missing or incorrect **business email** address, follow the instructions in Section C to either update the business email address in EmpowHR (if your agency uses EmpowHR and the self-service portal), or via eAuthentication.

Step 4. If an individual’s record is in the list and shouldn’t be, send an email to hspd12@ftc.usda.gov and provide the following information:

- In the subject line of the email, please say “HSPD-12 Agency Certification problem – record shouldn’t be on list”
- Agency
- Employee full name (first, middle, last),
- Month and day of birth only (**no year**)
- **DO NOT PROVIDE** any privacy data such as the social security number or the full data of birth.

Step 5. If you have problems using the portal or with the employee records, please provide as much detailed information as you can about the problem in an email to hspd12@ftc.usda.gov.

F. Completing Sponsorship in USAccess

Once the Employee's record has been submitted to USAccess, the Sponsor must log into USAccess to verify and complete Sponsorship for the Employee. The Sponsor will ensure that the following fields are completed in USAccess in order to Sponsor the Employee:

- PIV Card Required
- Federal Emergency Response Official Status
- Work Email
- Card Shipping Address
- Country of Citizenship
- Birth Country
- Birth City
- PIV Card Type (Should default to Dual Technology Card)

Prerequisites:

- You have been designated as a Sponsor by your Agency Role Administrator
- You have taken Sponsorship Training.
- You have access to and a user ID and password for USAccess system.

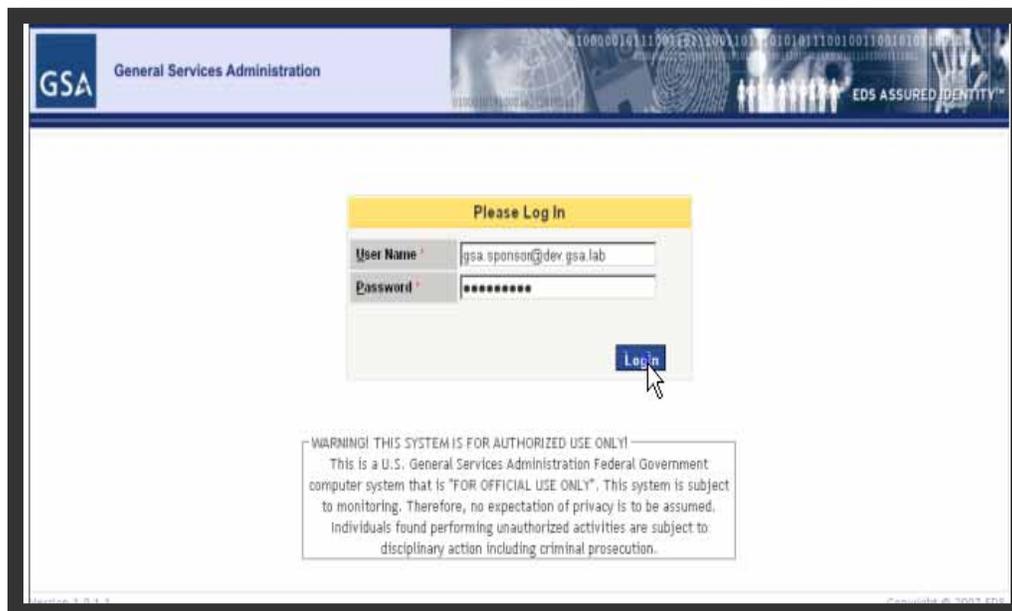


Figure 10: USAccess Log-in Screen

Step 1. On the Log In screen, type in your user name in the **User Name** field.

Step 2. Type in your password in the **Password** field.

Step 3. Click the **Login** button to log in.

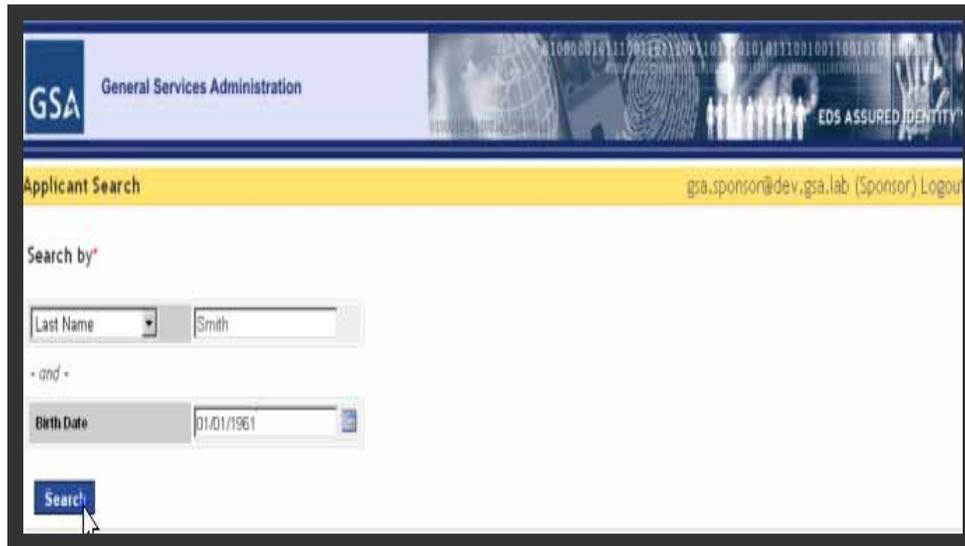


Figure 11: Applicant Search Screen

- Step 4.** Select “Last Name” in the **Search By** drop-down list to start searching for the Applicant you want to sponsor. Select “Social Security Number” in the **Search By** drop-down list to search by the Applicant’s Social Security Number.
- Step 5.** Type in the Applicant’s last name or Social Security Number in the field next to the drop-down list.
- Step 6.** Type in the Applicant’s birth date or click on the calendar icon next to the **Birth Date** field to select a date from the calendar.
- Step 7.** Click the **Search** button to begin the search.

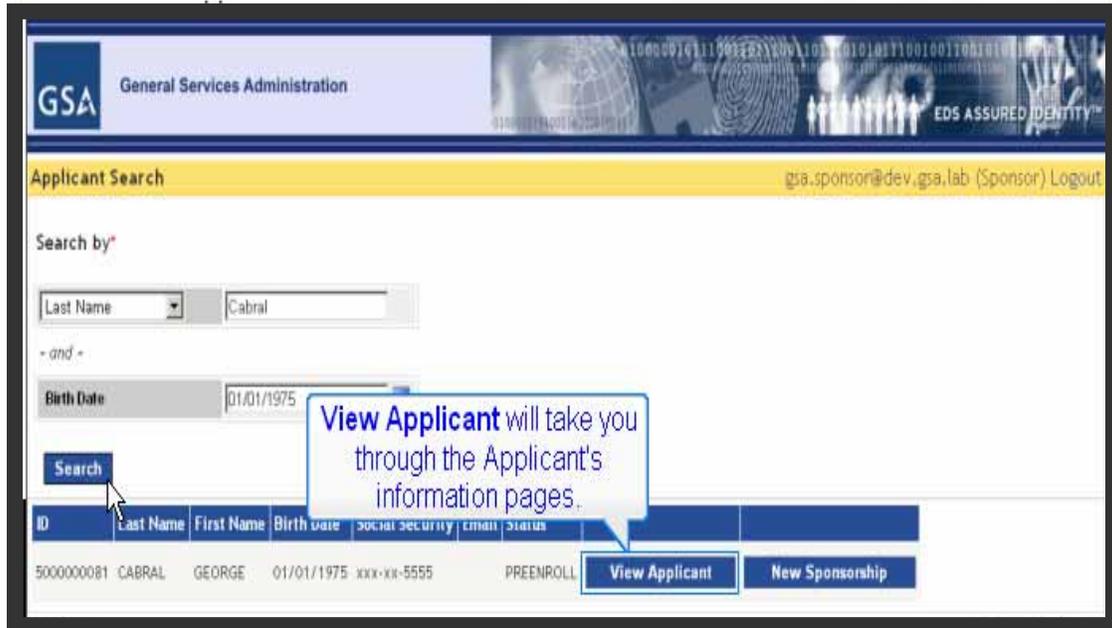


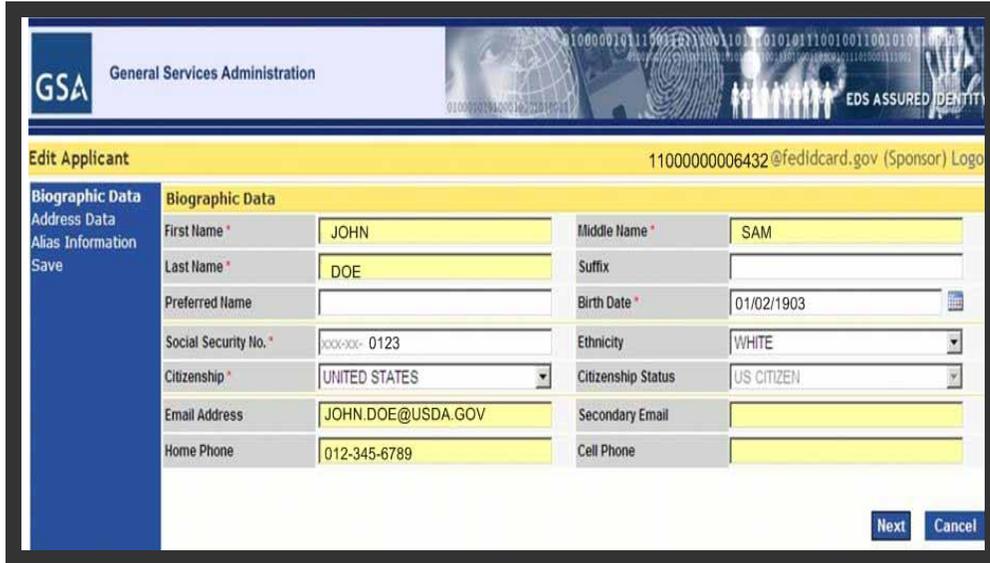
Figure 12: Search Results Screen

Step 8. When the search result appears, click on View Applicant to view Applicant's Biographic Data.

Step 9. Verify the following required fields have current and correct information.

- First Name
- Middle Name
- Social Security Number
- Birth Date
- Citizenship

*Currently USAccess can only accept applicants with United States Citizenship.



Biographic Data	
First Name *	JOHN
Middle Name *	SAM
Last Name *	DOE
Suffix	
Preferred Name	
Birth Date *	01/02/1903
Social Security No. *	xxx-xx-0123
Ethnicity	WHITE
Citizenship *	UNITED STATES
Citizenship Status	US CITIZEN
Email Address	JOHN.DOE@USDA.GOV
Secondary Email	
Home Phone	012-345-6789
Cell Phone	

Figure 13: Applicant Biographic Data Screen

Step 10. If any of the information is incorrect, missing, or needs updating, enter in the information next to the field names.

Note: Please be aware when changing data in USAccess, the same change needs to be made in Payroll Personnel. This is an overall...

Step 11. Click on **NEXT** to go to the next screen



GSA General Services Administration
 EDS ASSURED IDENTITY
 110000000642@fedidcard.gov (Sponsor) Logout

Applicant Address Data
 Current Home Address

Street Address 1 *	0123 GREEN RD	Street Address 2	
City *	ARLINGTON	State *	VIRGINIA
Zip Code *	01234	Country *	UNITED STATES
Begin Date		End Date	Current

Birth Place

City *	ARLINGTON	State *	VA
Country *	UNITED STATES		
Alien Registration No.			

Previous Next Cancel

Figure 14: Applicant Address Data Screen

Step 12. Verify the following fields have current and correct information. Red asterisks are required information:

- Current Home Address
- Street Address 1
- City
- State
- Zip Code
- Country

Step 13. Birth Place- Enter the **City, Country, and State.**

Note: Eventually these three fields will not be required for the Sponsorship screen.

Step 14. Click **NEXT** to go to the next screen.

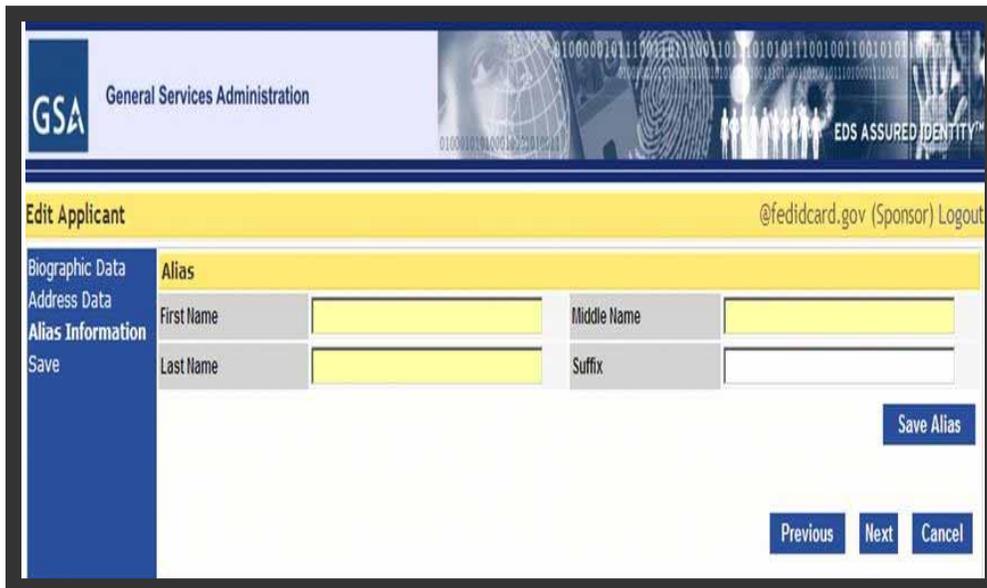


Figure 15: Applicant Alias Data Screen

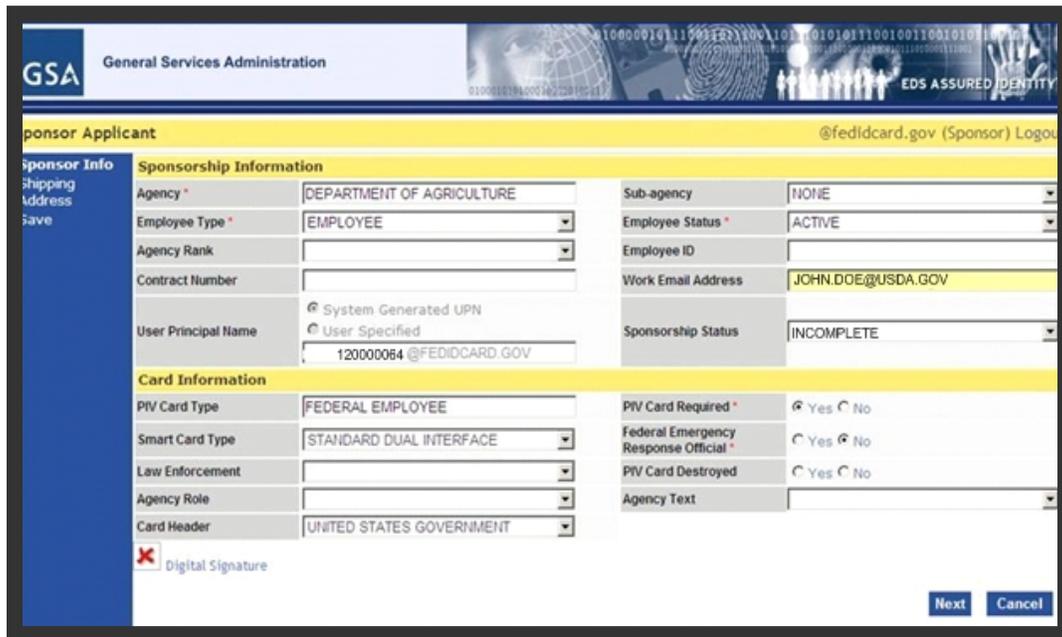
Step 15. This is an optional screen if the applicant goes by another name.

Step 16. Click **NEXT** to go the next screen



Figure 16: Applicant Save Record Screen

Step 17. Click **FINISH** to save the record



Sponsor Applicant @fedidcard.gov (Sponsor) Logout

Sponsorship Information

Agency *	DEPARTMENT OF AGRICULTURE	Sub-agency	NONE
Employee Type *	EMPLOYEE	Employee Status *	ACTIVE
Agency Rank		Employee ID	
Contract Number		Work Email Address	JOHN.DOE@USDA.GOV
User Principal Name	System Generated UPN User Specified 12000064 @FEDIDCARD.GOV	Sponsorship Status	INCOMPLETE

Card Information

PIV Card Type	FEDERAL EMPLOYEE	PIV Card Required *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smart Card Type	STANDARD DUAL INTERFACE	Federal Emergency Response Official *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Law Enforcement		PIV Card Destroyed	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agency Role		Agency Text	
Card Header	UNITED STATES GOVERNMENT		

Digital Signature

Next Cancel

Figure 17: Applicant Sponsorship Information Screen

Step 18.USAccess will direct you to the Sponsorship information page.

Step 19.Verify the following required fields have current and correct information:

- Agency
- Employee Type
- Employee Status
- Work Email Address

Note: Do not change the Sponsorship Status, leave as **INCOMPLETE**

Step 20.Set PIV Card Required to **YES**

Step 21.If the applicant is a Federal Emergency Response Official set the button to **YES**

Step 22.Click **NEXT** to go the next screen

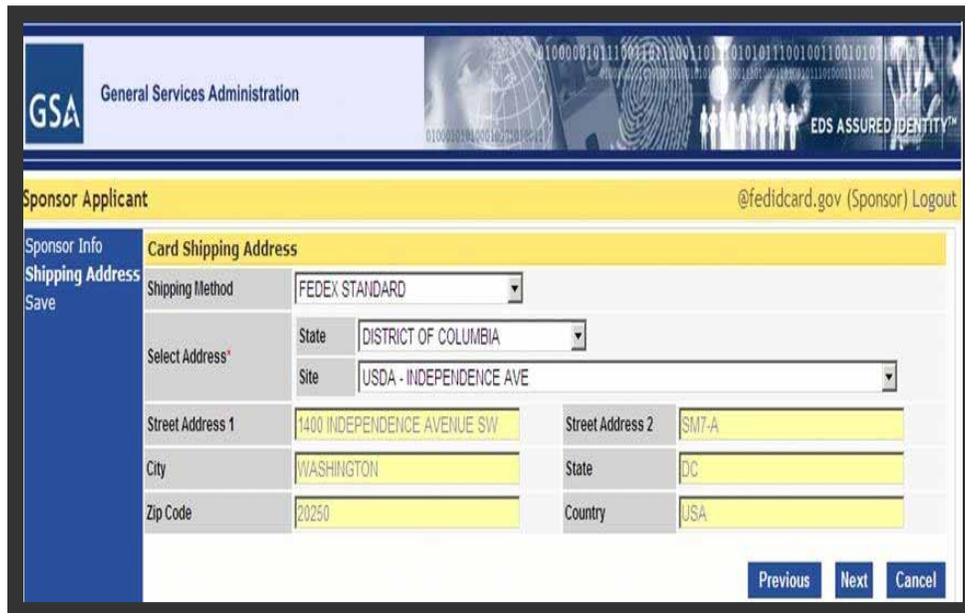


Figure 18: Applicant Card Shipping Address Screen

Step 23. Click on the **State** field drop down next to the **SELECT ADDRESS** field to choose the card shipping address.

Step 24. When you identify the **State**, click on the **Site** field. The site field will list all the enrollment/activation stations. Once the location has been selected, all the other information (specific address) will populate.

Step 25. Click **NEXT** to go the next screen

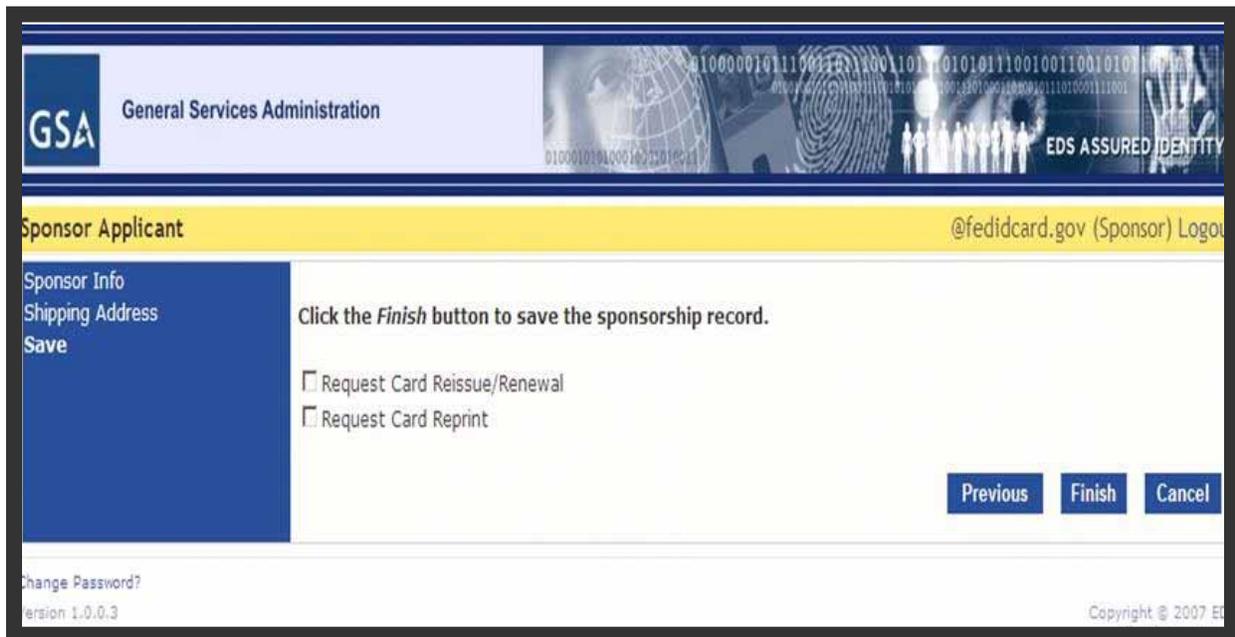


Figure 19: Applicant Save Sponsorship Record Screen

Step 26. Click **FINISH** to save the record

Step 27. USAccess will direct you back to the search page.

G. Entering Adjudication Results in USAccess

Once the Employee's Sponsorship information has been verified and completed in USAccess, the Adjudicator can now enter the Adjudication results for this Employee. The Adjudicator will ensure that the following fields are completed in USAccess in order to Adjudicate the Employee:

- FBI/NAC Date Recorded
- FBI/NAC Result
- NACI or Higher Date Recorded
- NACI or Higher Date Result

Prerequisites:

- You have been designated as an Adjudicator by your Agency Role Administrator
- You have taken HSPD-12: Adjudicator Training.
- You have access to and a user ID and password for USAccess system.



Figure 20: USAccess Log-In Screen

Step 1. On the Log In screen, type in your user name in the **User Name** field.

Step 2. Type in your password in the **Password** field.

Step 3. Click the **Login** button to log in.

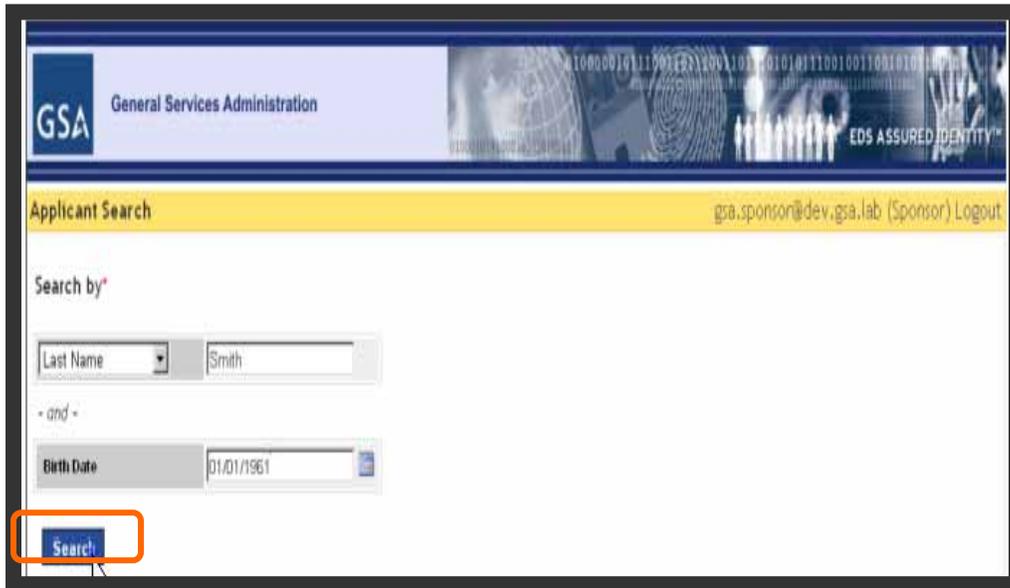


Figure 21: Applicant Search Screen

- Step 4.** Select “Last Name” in the **Search By** drop-down list to start searching for the Applicant you want to sponsor. Select “Social Security Number” in the **Search By** drop-down list to search by the Applicant’s Social Security Number.
- Step 5.** Type in the Applicant’s last name or Social Security Number in the field next to the drop-down list.
- Step 6.** Type in the Applicant’s birth date or click on the calendar icon next to the **Birth Date** field to select a date from the calendar.
- Step 7.** Click the **Search** button to begin the search.

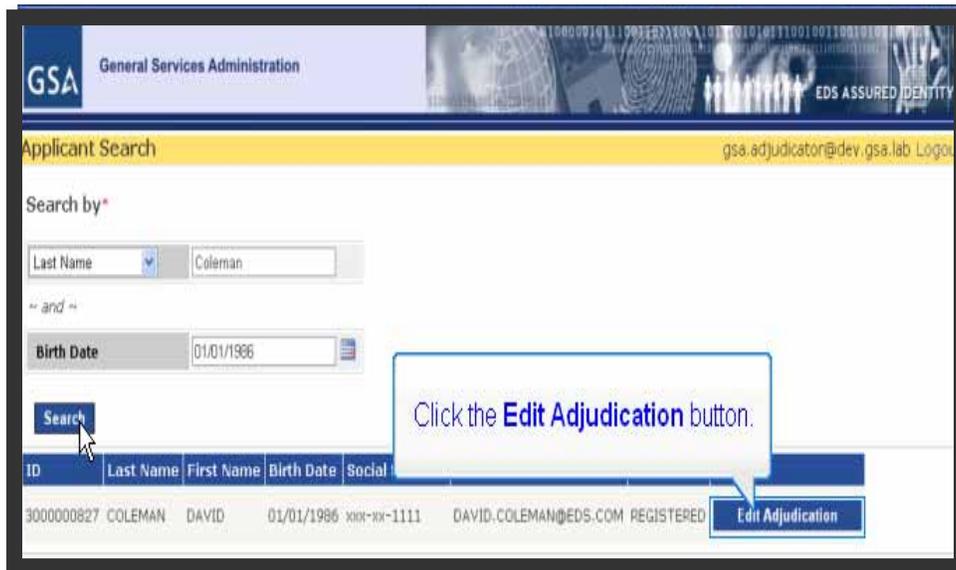


Figure 22: Search Results Screen

Step 8. When the search result appears, click on **Edit Adjudication**.

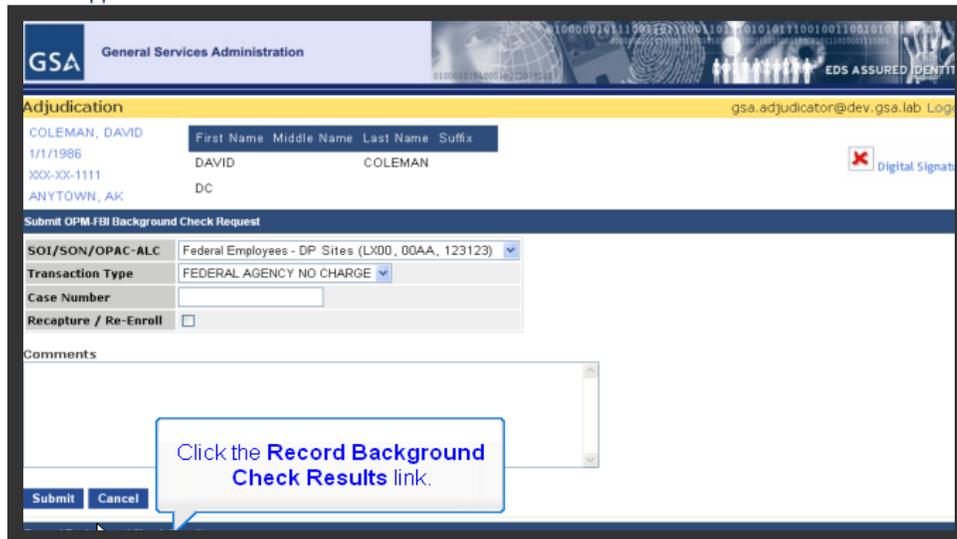
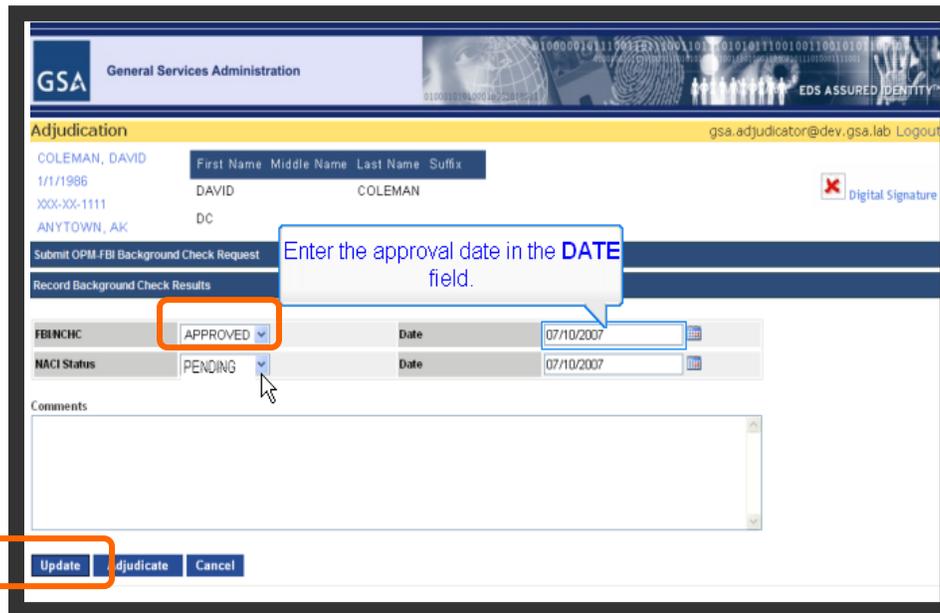


Figure 23: Adjudication Information Screen

Step 9. Click the **Record Background Check Results** link at the bottom left of the screen.

Note: Initially, both the FBI/NCHS status and NACI Status fields are set to "Pending", but can be set to either "Pending", "Approved", or "Rejected".



GSA General Services Administration gsa.adjudicator@dev.gsa.lab Logout

Adjudication

COLEMAN, DAVID Digital Signature

1/1/1986 DAVID COLEMAN

XXX-XX-1111 DC

ANYTOWN, AK

Submit OPM FBI Background Check Request Enter the approval date in the DATE field.

Record Background Check Results

FBI/NCHC	Date
APPROVED	07/10/2007
NACI Status	Date
PENDING	07/10/2007

Comments

Update **Adjudicate** **Cancel**

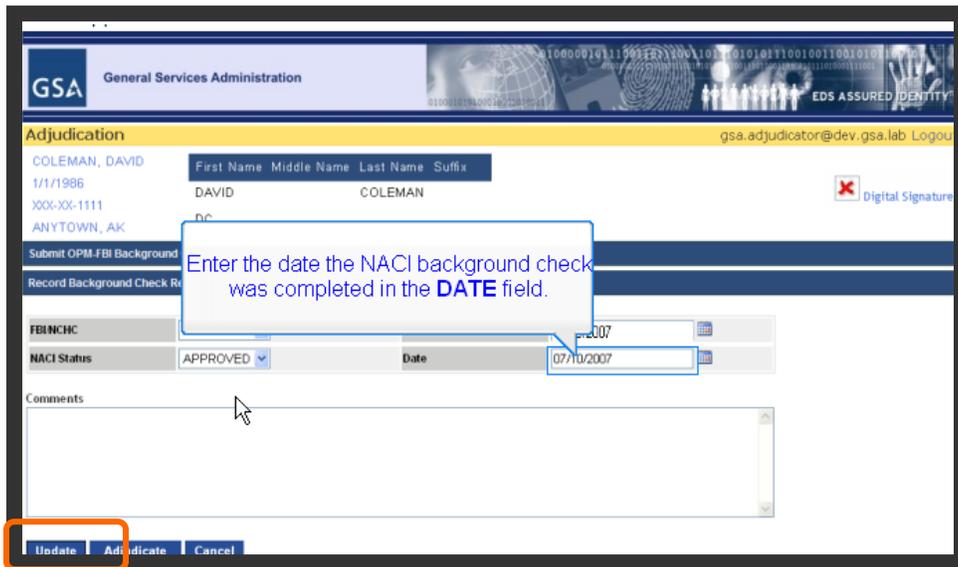
Figure 24: Fingerprint Check Adjudication Results Entry Screen

Step 10. Update the **FBI/NCHC** status by choosing “Approved” from the drop-down.

Step 11. Then enter an adjudication date in the **Date** field.

Step 12. If you want to provisionally approve an Applicant after the FBI fingerprint check is completed, but before the NACI is completed, check the **Adjudicate** button. Then proceed to Step 16.

Step 13. If you want to wait until you receive the NACI results, then click the **Update** button now and proceed to Step 14 once the NACI results are received.



The screenshot displays the 'Adjudication' screen for a user named DAVID COLEMAN. The form includes fields for First Name (DAVID), Middle Name (COLEMAN), Last Name (COLEMAN), and Suffix (DC). The NACI Status is set to 'APPROVED' and the Date is '07/10/2007'. A callout box points to the Date field with the text: 'Enter the date the NACI background check was completed in the DATE field.' The 'Update' button is highlighted with an orange box.

Figure 25: NACI Adjudication Results Entry Screen

Step 14. When the NACI results are received, update the NACI Status field to “Approved” if you are entering a favorable adjudication or “Rejected” if you are entering an unfavorable adjudication.

Step 15. Provide an adjudication date in the Date field.

Step 16. Click the Update button to save the adjudication results.

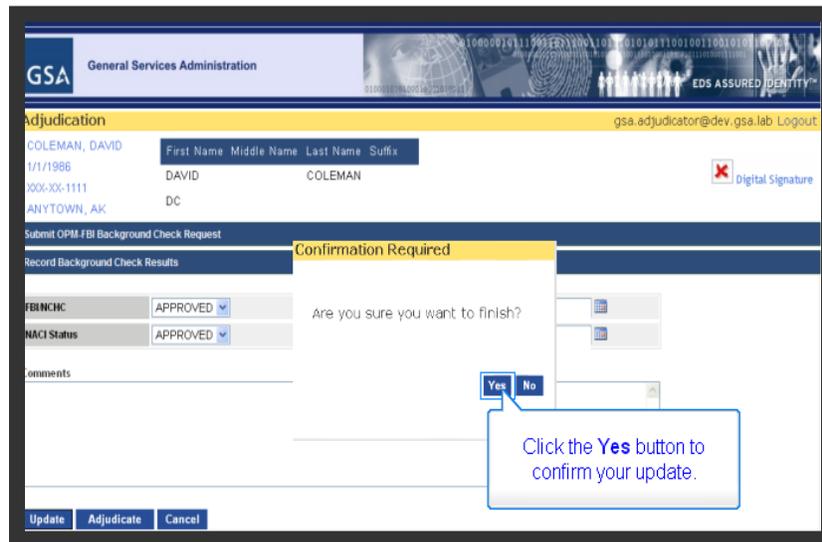


Figure 26: Adjudication Results Confirmation Screen

Step 17. Click on the Yes button to confirm the update. The Applicant's record is now updated.

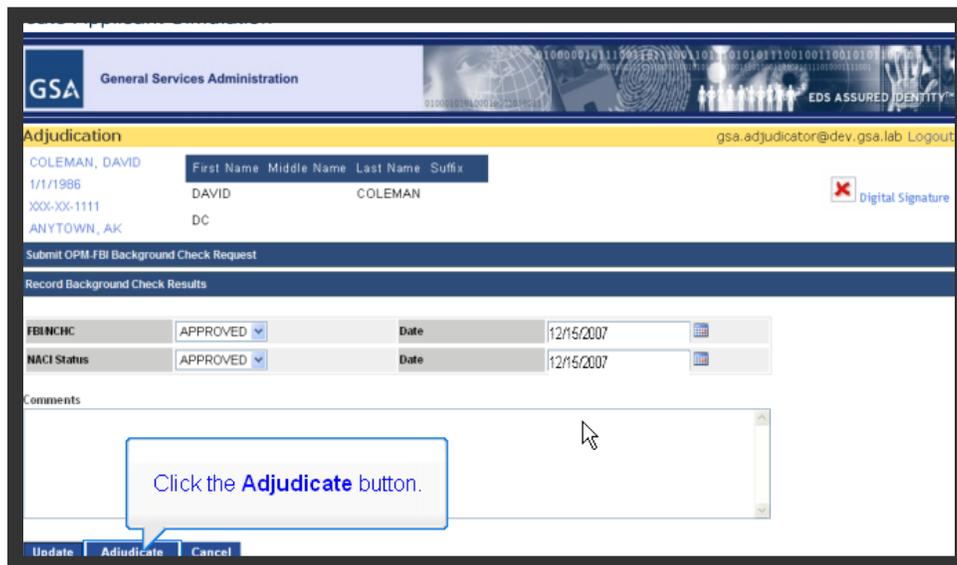


Figure 27: Submit Adjudication Results Screen

Step 18. Submit the adjudication of the Applicant by clicking the **Adjudicate** button.

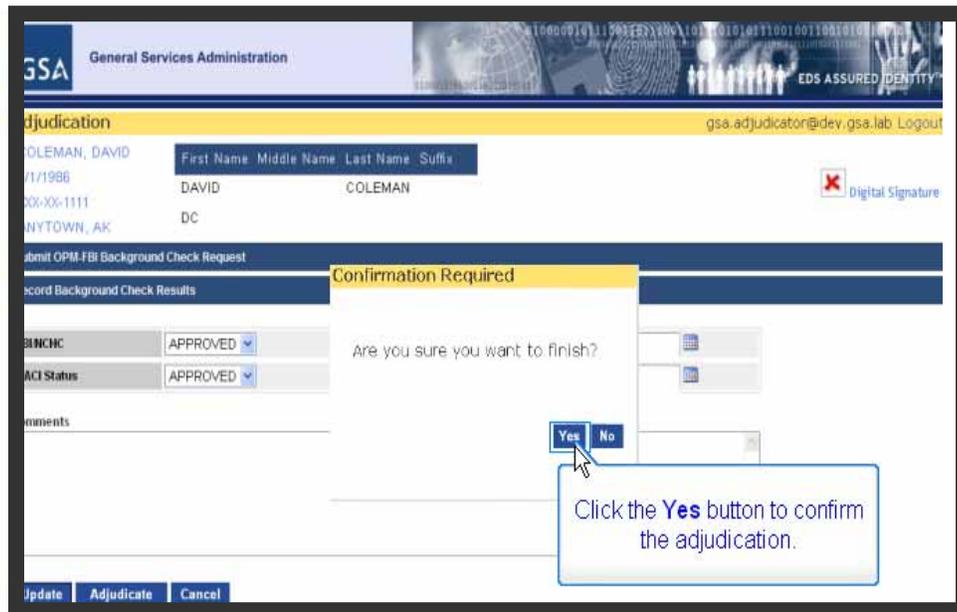


Figure 28: Adjudication Results Confirmation Screen

Step 19. Verify you are authorizing a provisional or complete credential and that you are satisfied with the choice you are making.

Step 20. Click on the Yes button on the confirmation box to confirm the adjudication. The system may take a minute or two to process the record and return a confirmation.



GSA General Services Administration

gsa.adjudicator@dev.gsa.lab: Logo

COLEMAN, DAVID First Name Middle Name Last Name Suffix
 1/1/1986 DAVID COLEMAN
 XXX-XX-1111 DC
 ANYTOWN, AK

Submit OPM FBI Background Check Request

Record Background Check Results

FBI/NCIC	APPROVED	Date	12/15/2007
NACI Status	APPROVED	Date	12/15/2007

Comments

The Adjudication is completed.

Adjudicate completed.

Update | Adjudicate | Cancel

Figure 29: Adjudication Completion Screen

Step 21. When the record has been successfully completed, “Adjudication Completed” will appear on the screen. The adjudication process is now complete and an issuance request has been initiated.

Note: If a provisional credential was issued (Step 12), the Applicant will receive an email instructing them to go to an Activation Station to update the certificates on their credential.

If the NACI adjudication was unfavorable, the provisional credential will be automatically revoked.

On-boarding of the Employee is now complete. The Employee has been Sponsored and Adjudicated and placed into the USAccess system. They will now receive an email from USAccess telling them that they can enroll and should schedule an Enrollment appointment through the GSA scheduling tool.



Appendix A – On-boarding Checklist

The following table can be used as a checklist by Sponsors as they work through the on-boarding process for an Employee.

Step	Instructions	Complete
HR Instructions		
1	Identify records based on Enrollment Station Location	
2	Identify active employees within your agency (or supported agency) who should receive an HSPD-12 LincPass	
3	Identify Federal Employees from that location that have successfully completed an FBI or higher background investigation	
5	Verify accuracy of employee name information in the front-end system that feeds Payroll Personnel, ie. EPIC. Fix issues for all employees (ie. Suffix combined in last name field) in the front-end HR system	
6	Identify all non-US citizens and update those records in the front-end to Payroll Personnel system.	
Employee Instructions		
7	Update Business Email and Phone within eAuthentication	
HR Instructions		
8	Agency Representative Login to secure web-site (https://hspd12p.sc.egov.usda.gov/hspd12preparedness/)	
9	Flag, certify and submit the prepared records	
10	Data Prep Team will inform Sponsor of record submission to GSA and data readiness to use GSA portal	
11	Identify all Emergency Response Officials and update those records in the GSA web portal following GSA's instructions.	
12	Verify adjudication result has been entered into GSA web portal, if it hasn't, update those records following GSA's instructions.	