Instructions for Officials to enter their clearances into the Officials' Database

Make sure you have saved your clearance documents separately as a .pdf file in your computer. **These documents need to be those from each of the three agencies.**

LOGIN: Click on Log In- in the upper right hand corner by the search box. Enter your access code- first four letters of last name in CAPS, last four numbers of your social security number.

You will be in the ACCOUNT CENTER- under ACCOUNT TOOLS click on BACKGROUND CLEARANCE PORTAL

Select clearance type in the drop down, enter date of the clearance document, click BROWSE – go to your computer and select from where you have the clearance .pdf file saved, select the appropriate clearance, open it , then save changes.

 You will need to do this for each one.

You can check the status of your clearance documents at any time, by signing into the officials' database and selecting BACKGROUND CLEARANCES. If your clearance is rejected for any reason we will notify you. You may also print copies of your clearances by clicking on VIEW PDF for each clearance.