



Global Contingent Worker Pre-Engagement Screening (PES) Initiation Guide

Last Update: February 10, 2022

Table of Contents

PES Overview and Special Instructions	3
United States PES Instructions	4
Canada PES Instructions	5
Europe / Middle East / Africa PES Instructions	6 – 7
Asia Pacific PES Instructions	8-9
Latin America / Bahamas PES Instructions	10
Latin America / Bahamas PES Instrucciones	11

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
- **Supplier Personnel Who Do Not Require an ID Badge / SID (EMEA Only)**
 - An individual who is not an employee and requires escorted access to a JPMC facility must complete **Permit Vetting** screening. For further information on the process, please contact emea.gws.helpdesk@jpmorgan.com.

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

Special Instructions

- Screening checks for Contingent Workers **cannot commence** until a Provisional SID has been issued by the CWOC Group.
- Screening must be initiated in the same region as listed Work Location.
- Individuals who have lived outside of country listed as work location within the past 5 years may be subject to additional screening checks.

United States Pre-Engagement Screening Instructions

PES Pre-requisites:

- SID must be created or re-activated BEFORE initiating screening
- Applicant must use Legal name on screening applications
- Applicant must include SID and Cost Center when filling out screening application (provided by supplier)
- Applicant 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

Step 1: Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID for onboarding contingent workers
 - Complete CWOC/CWP forms with Contingent Workers' full legal name
 - SID and Cost Center must be provided to Contingent Worker to complete their screening application

Step 2: Complete Demographic Profile (Background application):

- Supplier instructs candidate to visit [Application Station 2.0](#) to fill out demographic profile
- Enter code "JPMCCW" in the Application Station Code section
- Complete all required fields
- Submit application

Step 3: Schedule Fingerprint Appointment:

- Supplier instructs contingent worker to visit [Fieldprint](#) site.
- Contingent Worker creates an account by clicking "Schedule an Appointment"
- Once signed in, use the Fieldprint code "FPCWCHASE"
- Complete personal and demographic information
- Proceed to schedule your appointment

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.
- The screening turn-around-time varies from 2 to 15 business days or more, depending upon 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 may 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.

Canada Pre-Engagement Screening Instructions

PES Pre-requisites:

- SID must be created or re-activated BEFORE initiating screening
- Applicant must use Legal name on screening applications
- Applicant must include SID and Cost Center when filling out screening application
- Applicant 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

Step 1: Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID for onboarding contingent workers
 - Complete CWOC/CWP forms with Contingent Workers' full legal name
 - SID and Cost Center must be provided to Contingent Worker to complete their screening application

Step 2: Initiate Screening:

- Supplier to provide candidate link to [Application Station 2.0](#)
- Enter code "JPMCCANADA" in the Application Station Code section
- Follow the below instructions:
 - Provide Standard ID (SID)
 - Provide Cost Center
 - Contingent Worker MUST use legal name
 - Contingent Worker MUST include Personal E-mail Address on form (not supplier address)
- Complete all required fields and submit application
- After submitting the application, Contingent Worker will receive a follow-up e-mail requesting additional required 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 or Assignment Sponsor.
- The screening turn-around-time varies from 2 to 15 business days or more, depending upon 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.

Europe/Middle-East/Africa (EMEA) Pre-Engagement Screening Instructions

PES is subject to local data privacy legal requirements and the relevant JPMC Privacy Notice, where applicable. Reference the Contingent Worker Permit Vetting Privacy Notice [Here](#) to understand how data is collected and what it is used for.

CONTINGENT WORKERS

Allow at least 25 business days for the completion of PES.

PES Pre-requisites:

- SID must be created or re-activated BEFORE initiating screening
- Applicant must use Legal name on screening applications
- Applicant must include SID and Cost Center when filling out screening application
- Applicant 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
- The UK Criminal Record Check for Contingent Workers in England/Wales requires the Supplier to view the Contingent Worker's **original** photograph ID (passport) and Proof of Current Address and provide attestation /upload a copy of the documents to the screening vendor before the check can be submitted.

Step 1: Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID for onboarding contingent workers
 - Complete CWOC/CWP forms with Contingent Workers' full legal name

Step 2: Initiate Screening

- **Supplier SPOC** (Single Point of Contact) creates a new screening request on [Enterprise Advantage](#) or [Vero Live](#)
 - First time users need to set up an account and complete Case Requestor training - contact emea.gws.helpdesk@jpmorgan.com to be assigned the appropriate screening provider.
- **Screening Provider** sends log in details to the Contingent Worker via email, instructing them to complete their screening forms online.
- **Contingent Worker** submits their details in the online system following the instructions provided in the email from screening provider OR
- **Supplier SPOC collects details from Contingent Worker and submits Contingent Worker details on their behalf**
- **Screening Provider** will contact the Contingent Worker directly if additional information / documentation is required.
 - Individuals who have lived overseas within the past 5 years for six or more months will be subject to additional checks.
 - Additional specific Consent Forms may be 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; Turn-Around-Time for UK is typically 10 business days.

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.
- Once overall clearance has been confirmed, the **Assignment Sponsor** will receive a “**Ready to Work**” email from CWOC.
- Start Date can be changed once “Ready to Work” email is issued

PERMIT VETTING**PES Pre-requisites:**

- Permit Vetting applies to non-badged contractors only
- Suppliers required to use E-Permit for approval of works should obtain the E-Permit User ID prior to raising the screening request
- Applicant must use Legal name on screening applications
- The UK Criminal Record Check for Contingent Workers in England/Wales requires the Supplier to view the Contingent Worker’s **original** photograph ID (passport) and Proof of Current Address and provide attestation /upload a copy of the documents to the screening vendor before the check can be submitted.

Step 1: Initiate Screening

- **Supplier SPOC** (Single Point of Contact) creates a new screening request on [Enterprise Advantage](#) or [Vero Live](#)
- First time users need to set up an account - contact emea.gws.helpdesk@jpmorgan.com to be assigned the appropriate screening provider.
- Suppliers required to use E-Permit should include the E-Permit User ID in the “LOB” field of the vendor request form
- **Screening Provider** sends log in details to the Permit Vetted Contractor via email, instructing them to complete their screening forms online OR
- Supplier SPOC collects details from Permit Vetted Contractor and submits Contingent Worker details on their behalf
- **Permit Vetted Contractor** submits their details in the online system following the instructions provided in the email from screening provider
- **Screening Provider** will contact the Permit Vetted Contractor directly if additional information / documentation is required.
 - Additional specific Consent Forms may be required for checks in some countries in addition to the standard Consent Form.
 - Turn-Around-Time varies depending on the country – contact emea.gws.helpdesk@jpmorgan.com for the current TATs by country
 - Turn-Around-Time for UK is typically 10 business days

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.

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 to be assigned with one of JPMC's **Screening Providers** (First Advantage (FADV) or RISQ Group) and create an online account.

PES Pre-requisites:

- SID must be created or re-activated BEFORE initiating screening
- Applicant must use Legal name on screening applications
- Supplier must include all mandatory information i.e. SID, Cost Center, LOB details, etc when initiating a new screening request
- Applicant 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

Create or re-activate SID

- [Click here](#) for further instructions on how to create an SID for onboarding contingent workers
 - Complete CWOC/CWP forms with Contingent Workers' full legal name

Initiate Screening

- **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 EA system <https://enterprise.fadv.com/> OR
 - RISQ's AMY system - <https://global3.risqgroup.com/amy/Account/Login>
- 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 *).
- Click on '**Submit**' button.

- **Screening Provider** sends an email to the contingent worker, instructing them to complete their screening forms online. The email contains the username with instructions.

- **Contingent Worker** submits their details in the online system following the instructions provided in the email from Screening Provider.

- **Screening Provider** will contact the **Contingent Worker** directly if additional information/documentation is required.
 - Individuals who have lived in an overseas 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.

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 details of the screening results will be provided to the Supplier or Assignment Sponsor.
- 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 PES Request Form](#) 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@jpmchase.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 BIG.
4. **BIG** 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 BIG (applicationstation@bigreport.com) E-mail 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@jpmchase.com
5. **Contingent Worker** submits the required data online using the BIG system following the instructions provided in the email from BIG (applicationstation@bigreport.com)
6. **JPMC Global Security & Investigations** will contact **Supplier** if there are issues or if additional information/documentation is required.
7. Once overall clearance has been confirmed, the **Assignment Sponsor** will receive a 'Ready to Work' email from CWOC.

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 details of the screening results will be provided to the Supplier or Assignment Sponsor.

Instrucciones para Pre-Engagement Screening en Latinoamérica & 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 PES Request Form](#) 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@jpmchase.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 BIG (Vertical Screen)
4. **BIG** 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 FBIG 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@jpmchase.com
5. **El Trabajador** envía la información solicitada online usando el sistema de BIG siguiendo las instrucciones provistas en el mail de BIG (applicationstation@bigreport.com)
6. **JPMC Global Security & Investigations** notificará al **proveedor** si hay algún inconveniente o si se necesita información/documentación adicional.
7. **CWOC** enviará un mail al Assignment Sponsor confirmando que el proceso de PES fue terminado (*ready to work* email)

Nota: El proceso normalmente lleva 5-10 días hábiles después de que el trabajador haya completado el paso 5to arriba mencionado.

Resultados del screening:

- JPMC sólo revela la elegibilidad para el trabajo en JPMorgan Chase – ningún otro detalle va a ser provisto.