

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

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## 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](mailto: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.

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## United States Pre-Engagement Screening Instructions

### PES Pre-requisites:

- SID must be created or re-activated BEFORE initiating screening
- Worker must use Legal name on screening applications
- Worker must include SID and Cost Center when filling out screening application (provided by supplier)
- Worker must include Personal E-mail Address on form (not supplier address) in case GWS is required to reach out to the worker 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 worker 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:

- Upon completion of Step 2, the worker will be directed to the Fieldprint site and provided a Fieldprint code.
- Contingent Worker creates an account by clicking "Schedule an Appointment"
- Once signed in, use the Fieldprint code provided at the end of Step 2
- 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.

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## Canada Pre-Engagement Screening Instructions

### PES Pre-requisites:

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

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## 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 15 to 25 business days for the completion of PES.

#### **PES Pre-requisites:**

- SID must be created or re-activated BEFORE initiating screening
- Worker must use Legal name on screening applications
- Worker must include SID and Cost Center when filling out screening application
- Worker 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 requires the Worker to complete Digital ID in the screening application or for the Supplier to view the 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 [Vero Live](#)
  - First time users need to set up an account and complete Case Requestor training - contact [emea.gws.helpdesk@jpmorgan.com](mailto:emea.gws.helpdesk@jpmorgan.com)
- **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
- **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
- Worker must use Legal name on screening applications
- The UK Criminal Record Check for in England/Wales requires the Worker to complete Digital ID in the screening application or for the Supplier to view the 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 [Vero Live](#)
  - First time users need to set up an account and complete Case Requestor training - contact [emea.gws.helpdesk@jpmorgan.com](mailto:emea.gws.helpdesk@jpmorgan.com)
- 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
- For some locations under Self Registration option, Supplier SPOC can collect details from Permit Vetted Contractor and complete the screening form 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](mailto: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](mailto: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.

5. **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.
6. **Screening Provider** sends an email to the contingent worker, instructing them to complete their screening forms online. The email contains the username with instructions.
7. **Contingent Worker** submits their details in the online system following the instructions provided in the email from Screening Provider.
8. **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.
  - Screening Provider will contact the Contingent Worker for these additional requirements.

**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 Pre-Engagement Screening Request Cover Sheet](#) 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 [atjpmc.latam.pes@jpmchase.com](mailto:atjpmc.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](mailto: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](mailto: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](mailto: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 Latinoamerica & 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 Pre-Engagement Screening Request Cover](#) 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](mailto: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](mailto: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](mailto: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.