

## Background Check Update for Deacons, Pastors and Lay Pastors

When you began serving, you should have completed an extensive Background Check with UNY Conference for The Board of Ordained Ministry. Going forward pastoral leaders are required to do a background check update every two years, according to the UNY Conference Safe Sanctuary Policy.

If your church already has an account with Trusted Employee or trak-1, log in and use that account.

***Please note: The Volunteer Package is not suitable for pastors/lay pastors. Please complete the Employee Package.***

If you do not have an account, then one must be created. Go to:

<http://go.trustedemployees.com/uny-umc>

Scroll down and un-check packages 1, 2, 4, 5 and 6. Leave package #3 checked. (Employee Standard Package). The cost can be submitted to the church for reimbursement from Accountable Reimbursement Plan, ARP. There is no need to add any additional products to this package.

Scroll to the bottom of the page and click "continue".

Fill in your personal information – Scroll down and in the Pre-Employment Credit Reports box, check "NO" on the following question: Will you be ordering full credit reports? If you don't check NO, you will be charged an additional \$75.

Scroll down. Sign your name with the computer mouse and fill in Name and Title information, then click continue.

Continue filling out your detailed information on the Membership Application Form and click continue at the bottom of the page.

On the FCRA Requirements page, read and scroll to the bottom. Click continue.

Review Service Agreement Terms and Conditions. Scroll down. Check "accept terms" then click "complete". You will then see the following:

**Welcome Aboard! You have successfully set up an account with Trusted Employees.**

You will receive a confirmation email containing a copy of this service agreement, shortly. The email will provide you with a user ID, a temporary password, and instructions on how to order a background screening report. The email will also include an attached copy of this service agreement.

Thank you for the opportunity to be of service to you. We look forward to meeting your needs as our client!

In order to bypass additional fees, churches should always run the NYS comprehensive criminal search. The Church should log in to their account to see what package they have set up. If a church is having problems with this and is not set up to run the NYS comprehensive search, they should contact Trusted Employees account management team at 952-259-3011 and ask for this to be done, not the individual county search.

