

# OneChurch

## Configuring your Protect My Ministry Settings

Once your account is set up with Protect My Ministry, they will provide you with a username and password. You will need to enter this into One Church to link the two systems together. To do this, go to People > Background Checks from the left hand menu and click on the blue "Enable Now" button.

The screenshot shows the OneChurch web interface. On the left is a dark navigation sidebar with a 'Local Church' header and a user profile for 'Jaguar'. The main content area has a blue header with 'New' and 'Send' buttons. Below the header, the 'People' section is active, with a sub-tab for 'Background Checks' highlighted. The main content area contains text explaining the partnership with Protect My Ministry, a list of benefits, and a large blue 'Enable Now' button. Red circles with numbers 1, 2, and 3 highlight the 'People' menu item, the 'Background Checks' tab, and the 'Enable Now' button respectively.

Local Church

Good evening, Jaguar

Account Settings  
View My Profile

Give Now

MAIN NAVIGATION

- Home
- People 1
- Contributions
- Groups
- Events
- Connections
- Mobile App
- Reporting
- MORE
- Sermons
- Service Planning

People + Add New

Directory Duplicates Background Checks 2

We've partnered with [Protect My Ministry](#) to help ministries implement and maintain a thorough background screening program for employees, staff and volunteers. This fully integrated service lets you order and manage background checks directly within our platform.

With this integration, you can enjoy:

- Fast turnaround times on submitted requests. Typically same day - 48 hours.
- Free "re-verification" of records from the national criminal database.
- True 50 state search on sexual offenders.
- Great balance between cost and comprehensiveness.

3 Enable Now

\* Available on all subscription plans.

This will take you to a pop up where it will ask you to enter the username and password. Do so, and then click on the Authorize button. If the credentials given are correct, the integration will be enabled and you can start running background checks.

## Protect My Ministry Settings



**Important:** You will need to set up an account with Protect My Ministry using the link below before enabling this integration. **A new account must be set up.** You will not be able to use an existing account. Please speak with them to transfer any prepaid background checks to the new account if needed.

### Step 1. Set up a new Protect My Ministry account

 [Set up your account](#)

**Note:** This step is required even if you have an existing account with Protect My Ministry.

### Step 2. Link your account to One Church

Once you have set up your new account, enter the username and password they provided you below and click the "Authorize" button.

**Username**

1

OneChurch

**Password**

2

.....

3

 Authorize

Cancel

## How to Order a Background Check

There are many ways to start submitting a background check:

- By going to People > Background Checks from the left hand menu and clicking on the "New Screening" button.
- By going to New > Background Check in the header.
- By going to a person's profile and choosing Actions > New background check in the upper right.
- By going to a person's profile, visiting the Safeguards tab, and clicking on the New Screening button.

**New Background Check**

**Position** Kids Teacher

**Person \***  **Lori Anderson**   
✉ somewhererainbow@gmail.com  
☎ (361) 047-9722

**Note:** This background check will be linked to the profile chosen above.

**Send invite link?**  Yes  No

**Recommended.** Applicant will submit the background check application themselves and provide consent.

**Comments** Optional notes...

+ Add new custom field

- **Position** - this is an optional field and lets you designate what position the applicant is applying for. This can be a volunteer position (i.e. Kids Teacher), an employee position (i.e. Executive Pastor), or anything you'd like. Click on the cog menu to the right of the drop down to manage the options.
- **Person** - this is the person the background check is for. They must have a profile in the system. After entering a search term, you'll have a chance to create a new profile if the person you want doesn't appear in the results.
- **Send invite link?** - by default, the system will send a link to the applicant where they can complete the consent form and background check details themselves. This is the recommended option since it doesn't require you to collect their information nor acquire consent yourself.
- **Comments** - these are optional comments to be stored with this background check. This is not shared with the applicant nor with the background check vendor.
- **Custom Fields** - you are able to create new custom fields to track any additional data not already found in the system. Any fields you define here are only accessible within the system and are not shared with the applicant nor with the background check vendor.

## Selecting No to the “Send Invite Link?”

### 1. Applicant Information Page

If you have chosen to no send out the invite link, you will need to enter in the applicant’s information into the system. You will need to collect a consent form from the applicant to keep on file.

#### Applicant Information

<b>Full Name *</b>	<input type="text" value="Lori"/>	<input type="text" value="Middle"/>	<input type="text" value="Anderson"/>
<b>Social Security *</b>	<input type="text" value="111-11-1111"/>		
<b>Date of Birth *</b>	<input type="text" value="12/26/1957"/>	<b>Gender</b>	<input type="text" value="Female"/> 
<b>Email *</b>	<input type="text" value="somewhererainbow@gmail.com"/>	<b>Phone</b>	<input type="text" value="(361) 047-9722"/>
<b>Campus Attended</b>	<input type="text" value="Central"/> 		

#### Applicant Address

<b>Street *</b>	<input type="text" value="739 Hintze Alley"/>		
<b>City *</b>	<input type="text" value="Saint Paul"/>	<b>State *</b>	<input type="text" value="Minnesota"/>
<b>Postal Code *</b>	<input type="text" value="55108"/>		

## 2. Order Background Check Page

### Order Background Check

- Package \***
- Basic
  - Plus + **Minimum Recommendation** - [Learn more...](#)
  - PA 153 Package (only available in Pennsylvania)
  - Customized

- Custom \***
- National Criminal Database Search
  - Criminal Search (County or Statewide)
  - MVR Driving History Search
  - SSN Verification & Address History
  - Education Verification
  - Employment Verification
  - National Sex Offender Registry
  - Child Abuse Registry Search

**Billing Reference**

Optional

Your own internal billing code if you would like invoices to be sub-totaled by the given reference code.

- **Package**- These are special packages offered by Protect My Ministry
- **Custom** – If you choose the Customized option, you will be able to choose individual services by clicking on the checkboxes. It might be more expensive to choose individual services that already come with a package
- **Billing Reference** - this is optional and is an internal billing code you can enter which will result in your invoices being sub-totaled by this code. This is useful if you need to easily separate a certain group of background checks from others on your invoice.

### 3. Criminal Search page

If the Plus is selected under Package or the “Criminal Search (County or Statewide)” option under the Custom is selected, you will get a Criminal Search page:

Criminal Search

**Note:** The state and county below have been pre-populated based on the zip code in the applicant's profile. However, this can be modified if needed. Please note, you may need to verify the validity of the zip code provided if no state or county was automatically populated.

If unsure what search type to choose? Please [check out this map](#).

**Search Type \***  Statewide  
 County

**State \***

**County \***

**Important:** Some counties have mandatory fees in addition to the cost of the background check. [Look up mandatory fees for selected county.](#)

**Years to Search**

**Important:** There may be an additional fee if you increase this number.

Please provide court documents \*

\* Additional fees may apply

- **Years to Search** - this is the number of years back to run the search. The default is 10 years. If you increase this number, there may be additional fees. Some states may not provide criminal history the selected number of years back. In those cases, the maximum years will be provided instead.
- **Please provide court documents** - whether the background check results should include the resulting court documents. Additional fees may apply.

### 4. Files Page

This section lets you upload any documentation you want to include with the background check. Files are stored encrypted with One Church and are not sent to Protect My Ministry nor shared with anyone outside of the system.

If you are submitting the background check on behalf of the applicant, you can upload the consent form here.

Files

Files are stored encrypted with One Church and are not sent to Protect My Ministry nor shared with anyone outside of the system..

Drop file here or

## Selecting Yes to the “Send Invite Link?”

This area lets you design the email that will be sent to the applicant so they can consent and submit their background check details.

Email Invite

**Important:** An email with a link to complete their background check application will be sent to John Batista MD. You will not be charged for the background check until the applicant completes submission.

**Who is this from?**

From a specific person

**From: \***

 **Lois Brown** ✕  
✉ lbrown1643@gmail.com  
☎ (361) 544-8536

**Subject \***

{organization\_name}: Background Check

**Body \***

**Important:** To avoid display issues, if pasting content, select all text and then click the Tx toolbar button afterwards. Typing Shift+Enter adds a new container element. To insert a predesigned template, click on the stamp icon in the toolbar.

File Edit View Insert Tools Table

Personalize  Paragraph **B** *I* U      A  

Hi {goes\_by},  
We are excited to move forward in this opportunity with you. Please complete the required electronic consent using the link below so we can initiate your background check.

{application\_link}

Thank you and please let me know if you have any questions regarding this email.

Blessings,  
{invited\_by}  
{organization\_name}

49 WORDS 

[edit default email template](#)

Keep open and add another

✔ Send Invite Cancel

- You can use the "Personalize" drop down in the editor toolbar to add mail merge variables that will be replaced when the email is sent out. The only one that is required is the {application\_link} variable. This will be replaced with the link to the consent form for the applicant to complete.
- You can set the initial email message that appears by clicking on the "edit default email template" underneath the editor.

Once you are ready to submit the request, click on the "Send Invite" or "Submit" button at the bottom. The one that appears depends on your answer to the "Send invite link?" question earlier on.

## View results

- If you submitted a background check on behalf of the applicant and it was an instant result, the results will automatically open right after.
- If the results were delayed (or if the applicant completed their own online consent form), you will be emailed once the results are ready.
- You can also view the results of all background checks by going to People > Background Checks from the left hand menu and finding the one you are interested in in the table. There are filters you can use to narrow down the results. Please note, there is a default filter which will only return non-archived background checks. If you need to view an archived result, use the filters to bring them in.

## Making a Decision

Once a background check completes, you have to make a decision on whether to clear the applicant for the position they applied to. This is not automatic. When a background check completes, the status will change to "Complete" and you'll see a "Ready of Decision" label in the listing under People > Background Checks.

🏠 Directory
📁 Duplicates
🛡️ Background Checks

+ New Screening

Show  per page ↻

Status	Package	Image	First Name	Last Name	Email
Complete	Basic		Just	Testing	test3@test.com
<span style="font-size: 0.8em;">📄 <a href="#">View Report</a></span> <span style="color: red; font-weight: bold; font-size: 0.8em;">⚠️ Ready for decision</span>					
Pending	Basic		Just	Testing	test3@test.com

To enter a decision, click on "Ready for decision" and the associated safeguard record will appear. You can also open the safeguard directly by going to the person's profile and finding the safeguard under Involvement > Safeguards.

In the pop up, update the Status field to the appropriate value depending on whether the applicant passed the background check for the position they applied for. Make any other changes as appropriate (such as the "Expires On" field if applicable) and then click on the "Save" button.

**Edit Safeguard: Background Check for Tim Hark**

**Note:** This safeguard is linked to a background check. Not all fields will be editable.

**Type \*** Background Check

**Status \*** Cleared

**Completed On** 7/31/2020

**Expires On** 7/31/2021 [clear](#)

**Comments**

**Ready for decision.** Change the status above based on the results of the background check as well as any other updates needed for this safeguard.

**Screening Details** [more details](#)

**Report Status** Complete

**Package** Basic

**Reports** National Criminal Database Search  
SSN Verification & Address History