

Servant Keeper Version 8 and higher

Link to support/online documentation requires username/pw of client

*****support.servantpc.com/members/index.php?action=login

Account Set Up

Servant Keeper PMM Background Check Settings

Update or change your PMM integration settings below.

Servant Keeper Customer ID:
12345

If you do not know your SK Customer ID, please contact Servant Keeper.

You can find this information on your confirmation email you received when you registered.

Confirmation Email Settings

Username:
PDKeeper

Password:
●●●●●●

Show Password [I need to re-register!](#)

The Username and Password are provided by Protect My Ministry and sent to you once your account has been set up.

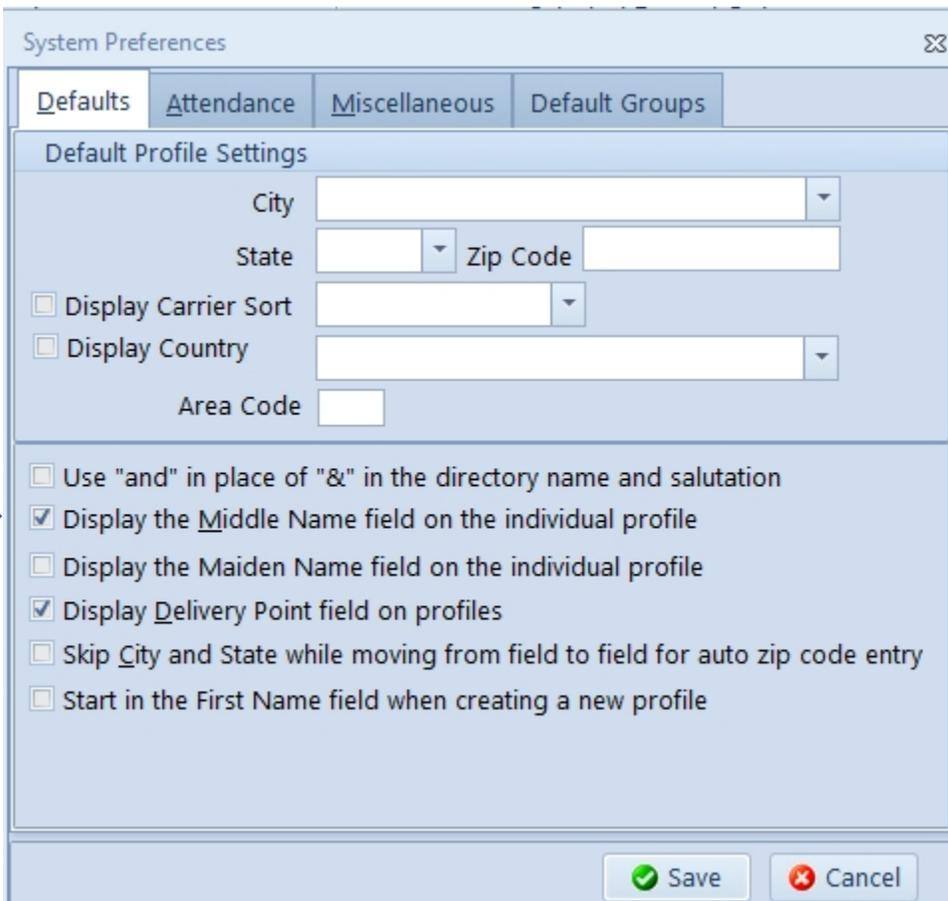
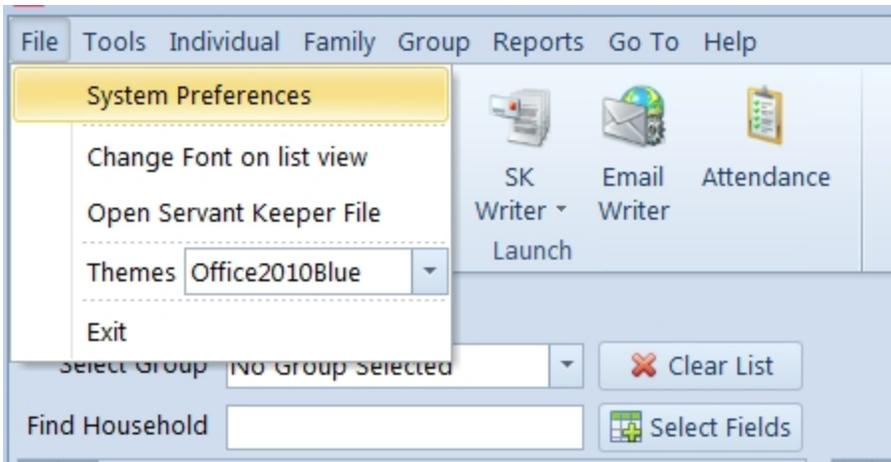
Email Address Used:
 E-Mail Email 2 Email 3

Track interactions as Touch Points: Off On

Save Cancel

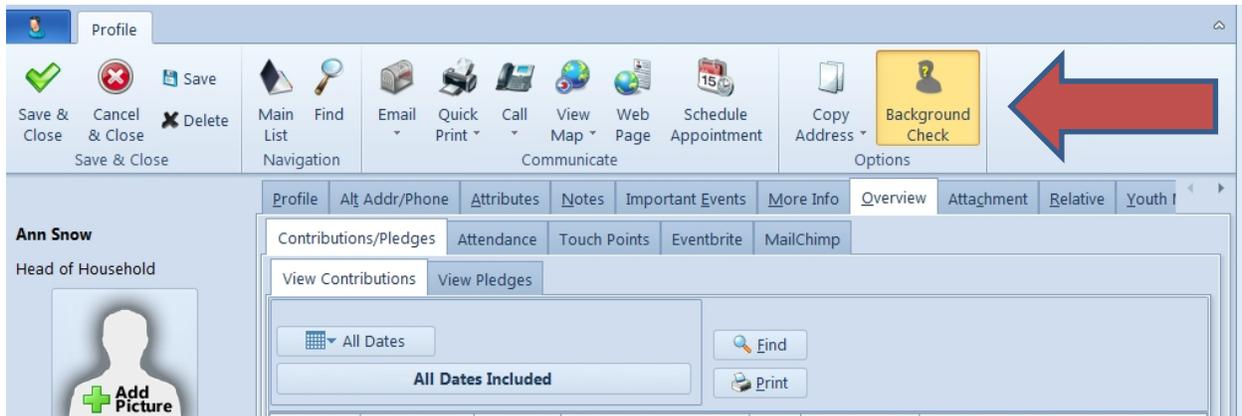
WARNING- Make sure Middle Name Field is enabled.

GO TO FILE>SYSTEM PREFERENCE AND TURN IT ON TO DISPLAY IF NOT CURRENTLY ENABLED!! In V8-middle name, complete address and email are required for ordering background checks.



ORDERING BACKGROUND CHECKS:

Servant Keeper has a menu option for Background Checks in the upper right hand corner of the applicant's profile:



Clicking the Background Check tab will open a screen that warns the user of any missing information from the applicant's profile needed to process the order. These details must be entered before the check can be ordered.



Name: Ann

Name error, make sure the individual has a middle name entered.

Snow

Birth Date: 10/10/1990

Missing SSN#. Please enter a Social Security Number before ordering a new check.

Gender: Female

Missing email address. This is a required field. Make sure the email chosen in the settings area is correct.

Address: 14499 N Dale Mabry Hwy

City: Tampa

State: FL

Zip: 33618

Once the missing information has been supplied, the user will notice the Start Background Check button is enabled.

PROTECT MY MINISTRY
BACKGROUND CHECKS FOR YOUR PLACE OF HOPE.

Settings

Name: Ann SUSAN Snow
Birth Date: 10/10/1990
Gender: Female
Email: jfowler@protectmyministry.com
Address: 14499 N Dale Mabry Hwy
City: Tampa
State: FL
Zip: 33618

Type of Package

- Basic
- Plus
- Motor Vehicle Report
- Credit Check
- PA 153

Social Security #
111111111

Criminal Search
 State County

State County
County

Drivers License # State Code
Pick State Here

Start Background Check
[View Pricing and Options](#)

v1.0.0.0 Call 570-748-2800 for Support. Close

**Clicking the “Start Background Check” button is like ‘submit’. It will pop up a confirmation box to start the check and once they click ‘yes’, the order is sent. There is no further confirmation the check has been ordered-do not click the Start

Background Check button a second time or you will be charged for a second order.

Once the order has been submitted the status will be displayed for that applicant:

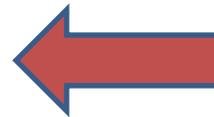


Last Check Ordered: 2/20/2017

Background Check is still processing. Check back later for results.

Name: Ann SUSAN Snow

Birth Date: 10/10/1990



Viewing Results:

The client user will need to go back into the applicant's profile and click the "Background Check" tab on the top right. The system will check for any available results at that time and display the url for the report only and mark it as complete.

For all other Servant Keeper Version 8 questions, please use the support link at the top of this document or contact the SK Help Desk at 570-748-2800