

## Ministry Platform 2.0

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## Base Packages

Base packages are the starting packages that come with your account. You have the option to toggle them off, if they are not needed.

- **Essential** – National Criminal Search, National Sex Offender Registry, SSN Trace, Automatic re-verification of records and possible records, One County Criminal Search (Auto Populated from Address History)
- **Preferred** - National Criminal Search, National Sex Offender Registry, SSN Trace, Automatic re-verification of records and possible records, unlimited County Criminal Search (Auto Populated from Address History)
- **Premier** - National Criminal Search, National Sex Offender Registry, SSN Trace, Automatic re-verification of records and possible records, unlimited County Criminal Search (Auto Populated from Address History)

## Set Up

Once you sign up with Protect My Ministry, you will receive an email from our team to confirm that the account is set up and the API Key. The API Key will need to be entered inside of Ministry Platform to connect the two systems

- In the Navigation menu, go into Configuration Settings from Administration
- Update your Protect My Ministry Credentials:

COMMON, BackgroundCheckProvider: Enter PMM.

COMMON, BackgroundCheckOrderUrl: Use <https://horizon-api-prod.protection-services.com/api/v2/invitation/send>.

COMMON, BackgroundCheckPackageUrl: Use <https://horizon-api-prod.protection-services.com/api/v2/invitation/packages>.

TOOLS, BackgroundCheckPassedVerbiage: Make sure this is set to Clear.

COMMON, BackgroundCheckEmailTemplateUrl: Use <https://horizon-api-prod.protection-services.com/api/v2/invitation/email-templates>.

COMMON, BackgroundCheckApiKey: Protect My Ministry provides this value. (You should have received this after you submitted the sign up form but I can resend it if needed)

COMMON, BackgroundCheckUsername: Leave this configuration setting blank.

COMMON, BackgroundCheckPassword: Leave this configuration setting blank.

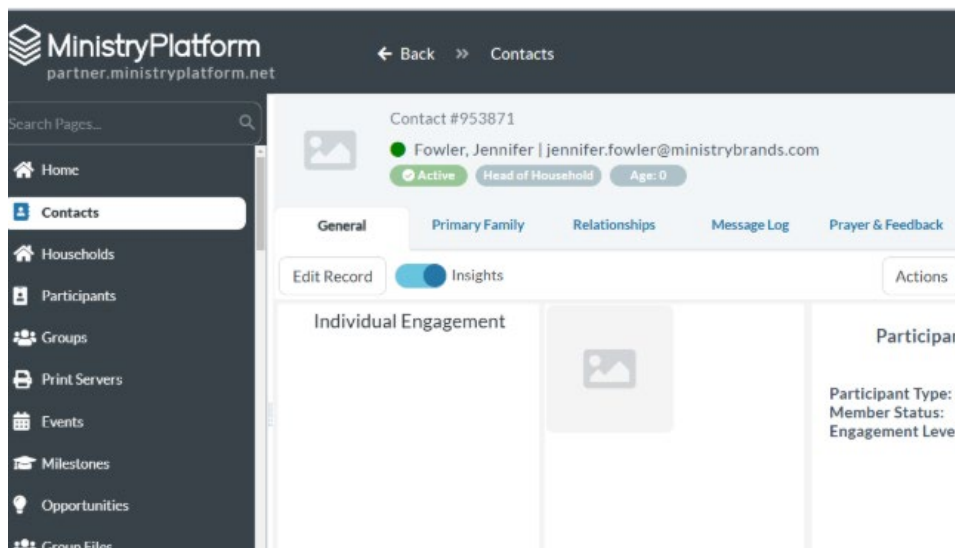
TOOLS, BackgroundCheckCallbackUsername: Leave this configuration setting blank.

TOOLS, BackgroundCheckCallbackPassword: Leave this configuration setting blank.

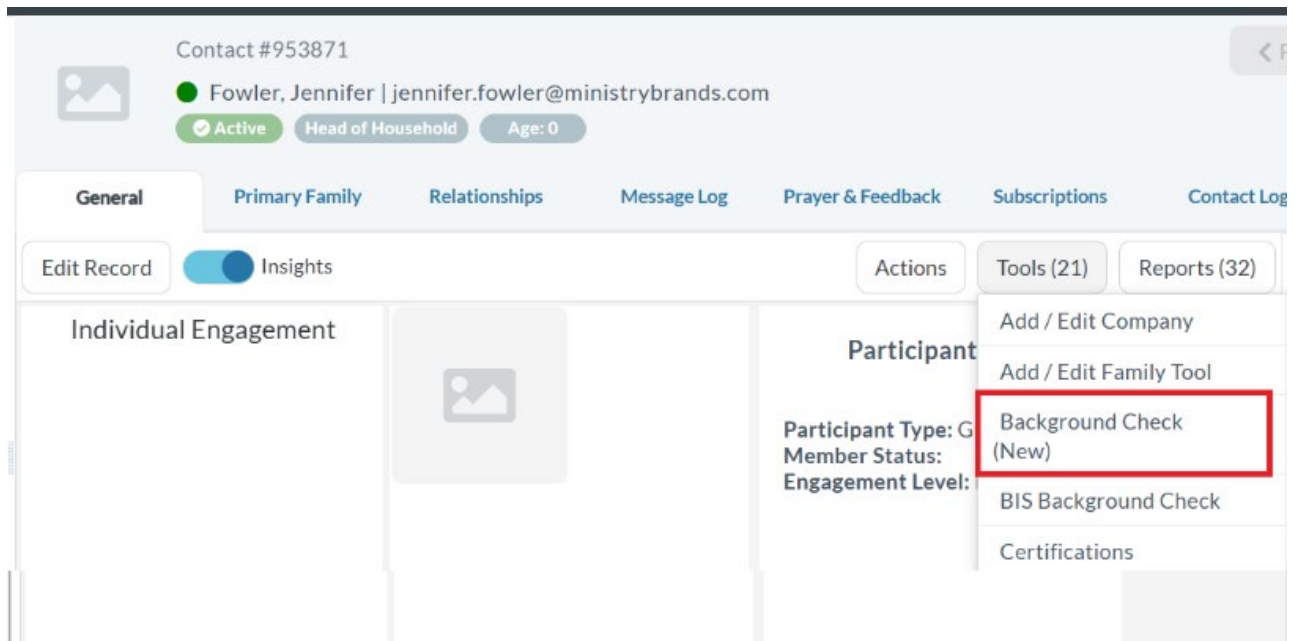
## Ordering Background Checks

An online consent form invitation link will be sent to your applicants. This will prompt the applicants to enter in their own information and give consent online. Once the applicant has completed the online invitation link, the background check will be ordered automatically.

- Search for the applicant that needs a background check through the Contacts tab in the left hand menu



- Click on Tools inside of the applicant's profile, then click on Background Check (New) option



- This will open up the Background Check Tool window to choose the type of background check

## Order Background Checks

Selected Contacts 0 Search Fowler, Jennifer jennifer.fowler@ministrybrands.com X Q

Background Check Type \*

Notes  
Input text here... 0/500

— Selection Info —

Checks Current/Completed: 0  
Checks In-Process: 0  
Checks Expired/Missing: 0

Requesting Ministry

— Additional Fields —

Email Template \*

**Background Check Type** – The type of background check that will be ordered on this applicant after they fill out the online consent form

**Requesting Ministry** – Optional within MinistryPlatform

**Email Template** – The email that is sent to the applicant with the link to the online consent form. This can be edited in the PMM Portal

## Order Status

**In Progress** – When the online consent form is sent out to the applicant to complete and when the background check is pending

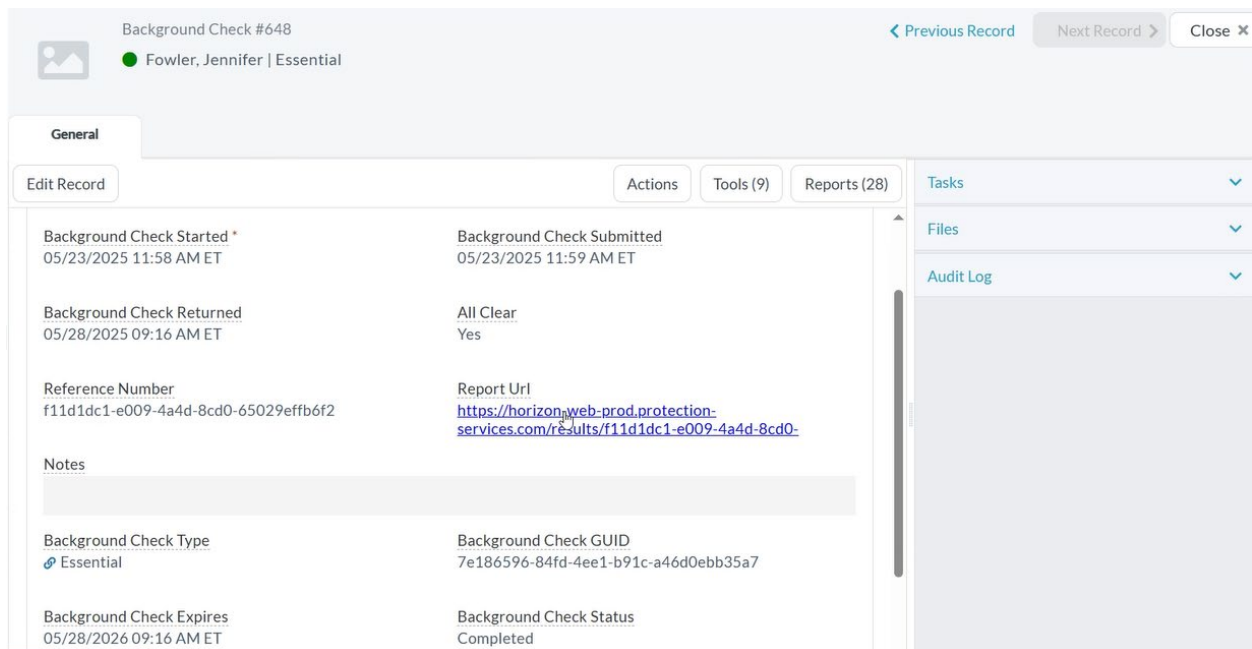
**Completed** – When the background check has been completed from Protect My Ministry

**Error** – When there is something wrong with the background check. Reach out to the Protect My Ministry support team to look more into the error

## Viewing Results

Once the background check is completed, Protect My Ministry sends a notification, and an URL will appear in the applicant's Ministry Platform profile

- The results are in the People List menu > Background Checks
  - The URL that's under the Report URL will take you into the PMM Portal to view the results of the background check



The screenshot shows a user interface for a background check record. At the top, it displays 'Background Check #648' and the user 'Fowler, Jennifer | Essential'. Navigation buttons include '< Previous Record', 'Next Record >', and 'Close x'. Below this is a 'General' tab with an 'Edit Record' button. The main content area is divided into two columns. The left column contains: 'Background Check Started \*' (05/23/2025 11:58 AM ET), 'Background Check Returned' (05/28/2025 09:16 AM ET), 'Reference Number' (f11d1dc1-e009-4a4d-8cd0-65029effb6f2), 'Notes' (empty), 'Background Check Type' (Essential), and 'Background Check Expires' (05/28/2026 09:16 AM ET). The right column contains: 'Background Check Submitted' (05/23/2025 11:59 AM ET), 'All Clear' (Yes), 'Report Url' (https://horizon-web-prod.protection-services.com/re-ults/f11d1dc1-e009-4a4d-8cd0-...), 'Background Check GUID' (7e186596-84fd-4ee1-b91c-a46d0ebb35a7), and 'Background Check Status' (Completed). On the right side, there are expandable sections for 'Tasks', 'Files', and 'Audit Log'.

- Click on the link to be directed to the PMM Portal, which you will need to log into

# Sign in to Protect My Ministry

[Forgot Password?](#)

[Sign In](#)

New to Protect My Ministry? [Create an Account](#)

- In the PMM Portal, the results of the background check will be listed as “View” under the Report column

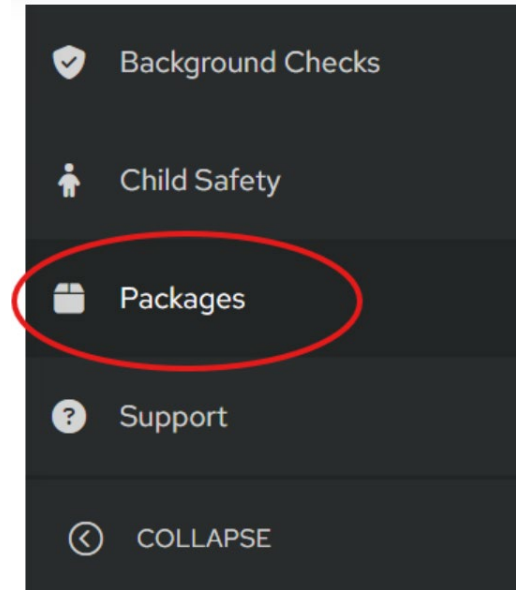
Name	Email	Authorization	Date Requested	Status	Report	Assessment
Release - 2025.02.25 Test 2	divyang.patel+tr2@ministrybrands.com	<a href="#">View</a>	6/19/2025	Completed	<a href="#">View</a>	<a href="#">Review</a>
Release - 2025.02.25 Test	divyang.patel+tr1@ministrybrands.com		6/19/2025	Completed	<a href="#">View</a>	<a href="#">Review</a>

Authorization	Date Requested	Status	Report
<a href="#">View</a>	6/19/2025	Completed	<a href="#">View</a>
	6/19/2025	Completed	<a href="#">View</a>

# PMM Portal Settings

## Custom Packages

- Inside of the PMM Portal, click on Packages in the left hand menu



- Here, you can view the base packages to deactivate it if needed, and create a new Custom Package by clicking on the Custom Package

Packages + Custom Package

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**Your Custom Packages**  
\*Prices do not include state, court, or other search fees.

+ Custom Package

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**Our Base Packages**  
\*Prices do not include state, court, or other search fees.

Essential	Preferred	Premier
<ul style="list-style-type: none"><li>✓ Multistate Criminal Search</li><li>✓ National Sex Offender Registry</li><li>✓ SSN Trace</li><li>✓ Automatic re-verification of records and possible records</li><li>✓ One Countywide Criminal Search (Auto Populated)</li></ul> <p style="text-align: right;">Active <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"><li>✓ Multistate Criminal Search</li><li>✓ National Sex Offender Registry</li><li>✓ SSN Trace</li><li>✓ Automatic re-verification of records and possible records</li><li>✓ Unlimited Countywide Criminal Search (Auto Populated - 7 yrs)</li></ul> <p style="text-align: right;">Active <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"><li>✓ Multistate Criminal Search</li><li>✓ National Sex Offender Registry</li><li>✓ SSN Trace</li><li>✓ Automatic re-verification of records and possible records</li><li>✓ Unlimited Countywide Criminal Search (Auto Populated - 7 yrs)</li><li>✓ Unlimited Federal by District Search (Auto Populated - 7 yrs)</li></ul> <p style="text-align: right;">Active <input checked="" type="checkbox"/></p>

[View Add-Ons](#)

- You will be able to name this new package to easily know what type of background check this will be

### What would you like to name this package?

**Tip:** Use a name that will help you remember the purpose of this package and its searches, as it will be the package name that appears when selecting your orders. This package name will not appear in reports.

Next >

- Choose a Base Package, or check the checkbox on the bottom “I do not wish to have a base package as part of this custom package”, then click on the Continue to Add-Ons to go to the next page

### Choose your Base Package

	Essential	Coming Soon! Preferred	Coming Soon! Premier
	<input checked="" type="checkbox"/> Selected	<input type="checkbox"/> Select	<input type="checkbox"/> Select
Multi-State Criminal Search	✓	✓	✓
National Sex Offender Registry Search	✓	✓	✓
SSN Trace	✓	✓	✓
County-wide Criminal Search (Auto-Populated - 7 years)	One	Unlimited	Unlimited
Federal by District Search (Auto-Populated - 7 years)	-	-	Unlimited

I do not wish to have a base package as part of this custom package

- You will be able to choose individual searches to this custom package from this list of Add-Ons if needed, then click on the Save Package button

## Choose your Add-Ons

 Motor Vehicle Records Search

[^ Motor Vehicle Report](#)

+ Add

 Criminal Records Search

[^ National Combo Search](#)

+ Add

[^ National Sex Offender Registry](#)

+ Add

## General Settings

- Under General settings you can set notifications, the time interval at which invitations should expire, rescreen intervals, retraining intervals, as well as upload your own logo to show in the UI and on email templates
- Invitation Expiry Interval applies to background check invitations, not Safety Training - these links always expire in 14 days

## Account Settings

[General](#)

[Profile](#)

[Update Billing](#)

[Billing References](#)

[Consents & Disclosures](#)

### General

#### Notifications

Choose how and when we contact you. We may still send you important notifications about your account outside of your notification settings.

#### Notify me when...

- There are report updates
- An applicant invitation is sent
- An applicant invitation is expired

### Applicant Invitation Expiry Interval

Choose when you want applicant invitation emails to expire after they are sent.

### Rescreen Interval - Background Checks

Choose how often you want us to let you know an applicant needs to be rescreened.

### Retraining Interval - Child Safety Training

Choose how often you want to be notified that an applicant needs to be retrained.

## Billing References

- To create, edit, and delete billing references, click the Billing References tab. Here you can create as many custom billing references as you'd like, as well as set a default billing reference

### Account Settings

General Profile Update Billing **Billing References** Consents & Disclosures Invite Email Users & Permission

## Billing References

These codes can be used to tag background check orders by billing groups.

[+ New Code](#)

## Consents & Disclosures

- To view or edit Disclosures & Authorizations, select the Consents & Disclosures tab. You can choose to use the default template provided by Protect My Ministry or create your own. Switch to Authorization by selecting the Authorization tab. Make sure you save any changes made

## Account Settings

General Profile Update Billing Billing References **Consents & Disclosures** Invite Email Users & Permissions

**Disclosure** Authorization

### Preferences

### Text

- Use Default Disclosure Text
- Create Custom Disclosure Text

## Email Templates

- To create, edit, or delete custom invite templates for Background Checks and Safety Trainings, select the Invite Email tab

## Account Settings

General Profile Update Billing Billing References Consents & Disclosures **Invite Email** Users & Permissions

### Invite Email Templates

Background Checks

+ Email Template

This is the email your applicants receive when you invite them to complete a background check. Select "+ Email Template" to create and save custom email templates that suit your organization's needs.

Sort By Newest First Search

- When creating or editing an email template, ensure you title it in a way that will be informative of when it should be used.
- In the body, you can add whatever content you like as long as it incorporates the tags noted below. These tags will automatically populate the corresponding information: [ApplicantFirstName], [ApplicantLastName], [ClientName], and [InvitationLink]
- If you've added a logo to your account, you can include it in your email templates. Make sure you save any changes

### Edit Email

Customize the fields on the right to create an email for a specific use case.

Email Template Name

Internal Use Only. Example: "Volunteer Email"

[ClientName]

From  
message@mobilizemyministry.c

Subject Line

255 characters remaining

**Important**

[ApplicantFirstName],  
[ApplicantLastName],  
[ClientName] and [InvitationLink]  
are required tags in the email body.

Insert logo as header



### Users & Permissions

- To add a new user onto the account or edit a user, go into the Users & Permissions tab

#### Account Settings

General Profile Update Billing Billing References Consents & Disclosures Invite Email **Users & Permissions**

### Roles & Permissions

- Click on the blue + User to make a new user. Enter in the required information and choose their permissions

### Users

+ User

All (41) Full Admin (28) Limited Admin (2)

Name	Email	Role	Date Added	Last Active
JT	john.t@mobilizemyministry.c	Limited Admin	Aug 6, 2025	Aug 7, 2025

## Background Check Dashboard

- You can utilize the background check dashboard to easily filter for recently completed reports so you can view the report and make an assessment

PROTECT MY MINISTRY

Background Checks

Background Checks

New Results **15** View

Alerts **23** View

Due for Rescreen **16** View

Search Status: All Assessment: All

0 selected Archive

Name	Email	Authorization
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- When the background check is completed, click on the View under the Report column to view the results

Due for Rescreen **16** View

Expired Invites **80** View

Assessment: All CSV XLS Columns

Authorization	Date Requested	Status	Report	Assessment
	6/26/2025	Completed	Viewed	Review
	6/26/2025	Sent		
View	6/19/2025	Completed	Viewed	Review

- You can manually change the Assessment from Review to either “Clear” or “Not Clear” by clicking on the three dots to the right of “Review”

# Report Results



The screenshot shows a web application interface. At the top, there is a navigation bar with a hamburger menu, the text 'getrep...', a page indicator '1 / 2', a zoom level '44%', and several utility icons. Below this, the main content area is split into two columns. The left column contains two thumbnails of report pages, labeled '1' and '2'. The right column displays a detailed report for 'PROTECT My Ministry'. The report includes a header with the company logo and name, followed by 'Report Provided by' and 'Report Ordered by' information. Below that is 'Applicant Screened' information, including a release date and applicant details. A table titled 'Essential' shows search results with columns for Search ID, Service, and Status. The table contains two rows: one for 'County Criminal - LOS ANGELES, CA' with status 'NO REPORTABLE RECORDS', and another for 'National Combo Search' with status 'ALERT'. A disclaimer is located at the bottom of the report. To the right of the report is an 'Assessment' panel with three radio buttons: 'Review' (selected), 'Clear', and 'Escalate'. Below these buttons is a blue 'Save Assessment' button.

- Due for Rescreen is another quick filter to easily identify who is due for a new background check based on the rescreen interval in the General Settings
  - The interval for rescreening is up to your organization’s discretion

## Background Checks

The screenshot shows a dashboard for background checks. At the top, there are four summary cards: 'New Results' with a count of 15 and a 'View' button; 'Alerts' with a count of 23 and a 'View' button; 'Due for Rescreen' with a count of 16 and a 'Restore' button; and 'Expired Invites' with a count of 80 and a 'View' button. Below these cards is a search and filter section with a search input field, a 'Status' dropdown menu set to 'All', and an 'Assessment' dropdown menu set to 'All'. There are also 'CSV' and 'XLS' download buttons. Below the filters, there is a table with columns for 'Name', 'Email', 'Authorization', 'Date Requested', and 'Status'. The table shows one row with the name 'Test Test', a 'View' button, the date '6/10/2024', and a 'Due for Rescreen' status indicator.

# Safety Training Dashboard

- The Child Safety dashboard allows you to track all of your safety trainings in one place

PROTECT MY MINISTRY

Child Safety Training

New Results **3** View

Due for Retraining **7** View

Search Status: All

0 selected Cancel Training Archive

Name	Email	Requestor	Date Requ...
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- You can easily filter for recently completed trainings to view applicants' scores and certifications as well as who is due for retraining

## Child Safety Training

New Results **3** View

Due for Retraining **7** View

Search Status: All

0 selected Cancel Training Archive

Name	Email	Requestor	Date Requ...	Status	Score
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- Click "View" to open training certificates


Search		Status					
Q Search		All	<a href="#">CSV</a> <a href="#">XLS</a> <a href="#">Columns</a>				
0 selected		<a href="#">Cancel Training</a> <a href="#">Archive</a>					
Name	Email	Requestor	Date Requ...	Status	Score	Certificate	
Test Test		Test Test	6/17/2025 ...	Completed	87	<a href="#">View</a>	
Test Test		Test Test	5/27/2025 ...	Expired	0		
			3/10/2025 ...	Completed	76	<a href="#">View</a>	
			5/14/2025 ...	Completed	76	<a href="#">View</a>	


- You can print the certification and save for your records.





- Due for Retraining is another quick filter to easily identify who has expired training based on the expiry interval assigned.

 Background Checks

 Child Safety

 Packages

 Support

 COLLAPSE

## Child Safety Training

New Results 

3

 View

Due for Retraining 

7

 View


 Search

Status

All



0 selected

 Cancel Training

 Archive



Name

Email

Requestor

Date Requ...