



CBC QUICK SETUP GUIDE EMPLOYER AND AGENCY

The Arizona Centralized Background Checks (CBC) is a web portal for Individuals, Employers, and Agencies to access background check results from the following sources:

- Arizona Department of Child Safety (DCS) Central Registry
- Arizona Adult Protective Services (APS) Registry
- Department of Public Safety (DPS) Fingerprint Clearance Card (FCC) status

1. CREATE AN ACCOUNT

If you have a Department of Public Safety (DPS) - Public Services Portal (PSP) account, you do not need to create another one to use the CBC. Use your PSP username and password to login to: cbc.az.gov.

If you do not have a DPS PSP account, go to cbc.az.gov to create a CBC account. Click 'Continue' on the 'Employer' tile.

1.1. Profile Information page – Employer/Caregiver Agency or Agency Role

Employer or Caregiver Agency Role: Select **'Doing checks for Applicants/ Employees, Volunteers, or Caregivers'** if you are you responsible for:

- Hiring individuals for employment positions requiring a background check AND managing the list of current applicants/employees who require a background check OR
- Completion of background checks for DCS caregivers

Agency Role: Select **'Monitoring Employers'** if you need to have oversight of your team, company, organization, or agency's background checks.

1.2. Profile Information page – Email Address

The CBC requires a unique email address for each account. Use a group company email address for CBC accounts with Employer/Caregiver Agency Role

2. EMPLOYER: COMMUNICATE WITH YOUR APPLICANTS AND EMPLOYEES

- Share the email address used for the CBC account with applicants/employees so they can begin submitting employment background check requests.
- If you are a current or potential Department of Economic Security (DES) contractor/service provider, provide the applicant/employee with:
 - The DES Division name
 - The Solicitation Number, Contract Number, or Provider ID.

3. EMPLOYER: ADD CONNECTION TO ACCOUNTS WITH AGENCY ROLE

- Login to the CBC and click 'Continue' on the 'View Connected Agency Accounts' tile.
- Click 'Add Agency' and click 'Continue'.
- The agency account will display on the Connected Agency Details page.

4. GET BACKGROUND CHECK RESULTS

When the background check results are available, the CBC sends an email indicating a notification is available. Login to the CBC and click 'Dashboard' in the upper right header. The 'Recent Notifications' sections lists all of your unread messages.

For additional instructions, refer to the [CBC Employer and Agency User Guide](#).