

# eWORKS Contractor Candidate Response Guide

Use this guide to complete a Candidate Response using the eWORKS Portal, the system used to initiate and track a candidate's background investigation.

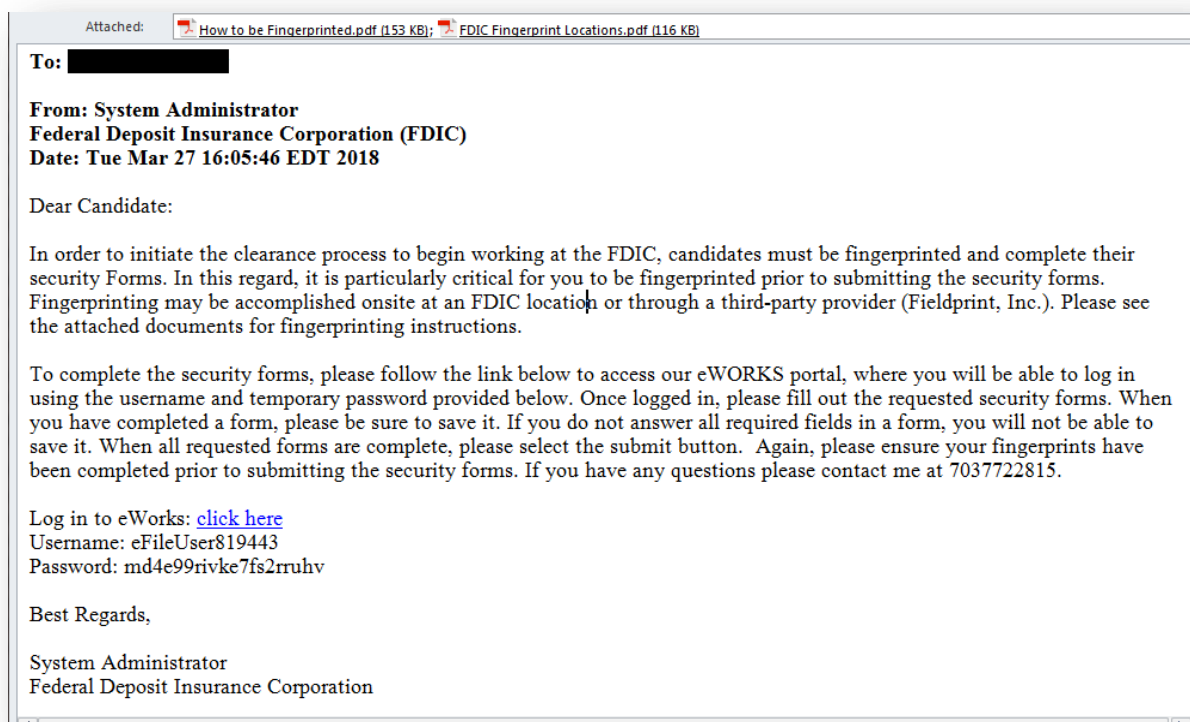
Be sure to complete the process for submitting your digital fingerprints before submitting your background investigation forms in eWORKS.

## Access Your eWORKS Account

### Step Action

1. Once the FDIC initiates your case in eWORKS, you will receive a Secure E-mail with your first-time login credentials, sent to your personal or corporate email address.

Sample email:



After you have completed the fingerprinting process, select the **click here** link to log into the eWORKS portal.

**Note:** You may want to retain this email for reference until the background investigation process has been completed.

2. On the login screen, enter your Username and Password, and then select the **Sign On** button.

**Tip:** It may be helpful to copy and paste the Username and Password credentials from the email into the login fields to avoid errors. Be sure not to copy any extra spaces.



3. After the first time you try to log in, you are prompted to change your password.
  - a. Enter your Current password (provided in the email) and choose a new secure password for future logins. Be sure that the new password meets all of the password requirements.

- b. Select the **Change Password** button. The next screen takes you into the eWORKS Portal.

**Tip:** Make sure you remember your new password in case you need to log in to eWORKS again to make corrections.

4. Once you have entered the site, select the tab at the top or the **View** button beside the form name to view and complete each form.

Form Name	Candidate Completed Form	Intake Form Approved?	Action
Form 1600_04	No		<a href="#">View</a>
Form 1600_10	No		<a href="#">View</a>
Form 1600_13	No		<a href="#">View</a>
Form 1600_25	No		<a href="#">View</a>

5. Follow the instructions to complete each of the required forms. Fields marked with a red "R" are required.
  - a. To sign each form, in the "Signature" field, type your last name, a dash, and then the last 4 digits of your Social Security Number (SSN).  
Example: Smith-1234

- b. Select the **Save** button at the bottom of each form when finished.

6. When you save each form successfully, a confirmation Workflow Message appears at the top of the page:

7. **Form 1600-25** must be downloaded, completed and signed in ink, and then uploaded to eWORKS as an attachment.
  - a. Select the link at the top of the screen to download a PDF of the 1600-25 form.

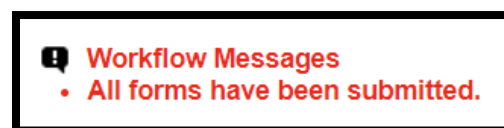
- b. Print the form.
  - c. Complete all of the fields and sign in ink in the printed form's signature field.
  - d. Scan and upload the signed form to eWORKS. Note that the form must be clear, legible, and filled out fully.
  - e. Sign the uploaded form in the eWORKS Signature field using "last name-last 4 digits of SSN."
  - f. Select **Save**.
8. Ensure the forms are complete and signed, and that any required documents are scanned and uploaded. Select the **View** button to review each completed form.

On the Intake Details page, submit the forms by selecting the **Submit All Forms** button.

INTAKE DETAILS			
Form Name	Candidate Completed Form	Intake Form Approved?	Action
Form 1600_04	Yes		<a href="#">View</a>
Form 1600_10	Yes		<a href="#">View</a>
Form 1600_13	Yes		<a href="#">View</a>
Form 1600_25	Yes		<a href="#">View</a>

[Submit All Forms](#)

9. Once you have submitted the forms, a confirmation Workflow Message appears at the top of the page.



Now, all you have to do is wait! Your Oversight Manger can track the status of your Background Investigation. Feel free to reach out to them if you have any questions or concerns.

If you forget your eWORKS password or for other login assistance, please contact the System Administrator at [eWorksAdmin@fdic.gov](mailto:eWorksAdmin@fdic.gov). Be sure to include the Username provided to you in the welcome email, or simply reply to the initial "welcome" email.