

# 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.

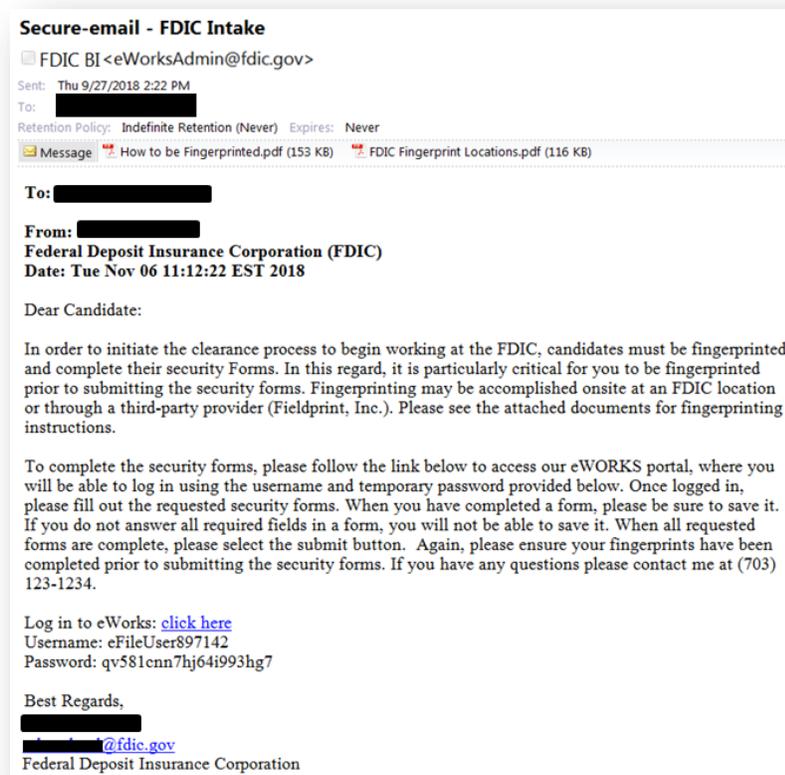
Be sure to complete the process for submitting your digital fingerprints before submitting your background investigation forms in eWORKS.

## Access Your eWORKS Account

### Step Action

- 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.

- 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.

[Sign Out](#)

Password has expired. Please change your password to continue using this system.

Password should be at least eight characters long and must contain combination of letters, numbers and special characters, and should be different from your last 10 passwords.

Current password

New password

Confirm Password

Change Password

### Security Policy

This is a Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil and/or criminal prosecution under the Criminal Code (Title 18 USC 1030).

All info on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy regarding monitoring of this system.

Any authorized or unauthorized use of this computer system signifies consent to and compliance with agency policies and their terms.

For log-in assistance, please contact the System Administrator at [eWorksAdmin@fdic.gov](mailto:eWorksAdmin@fdic.gov) (please include the username provided to you in the welcome email).

- 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.

Intake >

Intake    Form 1600\_04    Form 1600\_10    Form 1600\_25    Form 1620\_01

Use the navigation tabs above to complete all forms.

Form Name	Candidate Completed Form	Intake Form Approved?	Action
Form 1600-04	No		<span style="border: 2px solid red; padding: 2px;">View</span>
Form 1600-10	No		<span style="border: 1px solid blue; padding: 2px;">View</span>
Form 1600-25	No		<span style="border: 1px solid blue; padding: 2px;">View</span>
Form 1620-01	No		<span style="border: 1px solid blue; padding: 2px;">View</span>

Fingerprint Location  R

Fingerprint Submitted Date  R (mm/dd/yyyy)

Save

5. Follow the instructions to complete each of the required forms. Fields marked with a red "R" are required.
- 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

APPLICANT SIGNATURE

Name of Employee or Applicant [?]  R

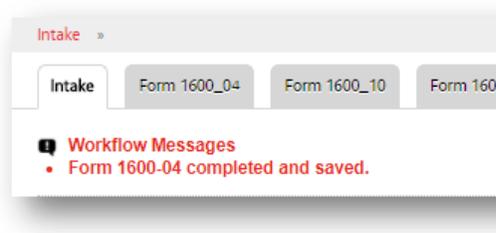
Signature [?]  R

To sign: Please type last name-last 4 digits of SSN. Example: Smith-1234

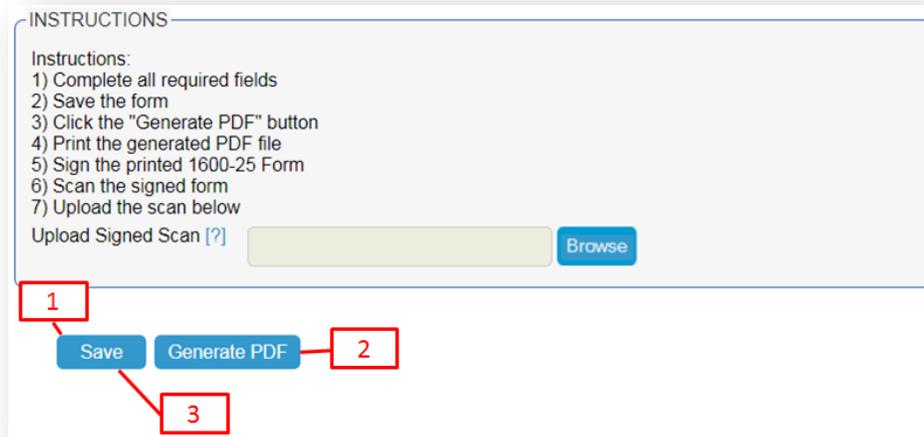
Signature Date [?]  (mm/dd/yyyy) R

Social Security Number [?]  R

- 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:



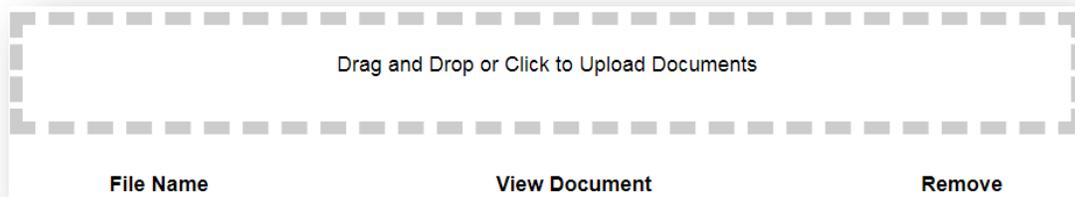
7. **Form 1600-25** must be downloaded, completed and signed in ink, and then uploaded to eWORKS as an attachment.
- Complete all the form's required fields.
  - Select the **Save** button.
  - Select the **Generate PDF** button.
  - Print the generated PDF file.
  - Scan the signed form.
  - Upload the scanned form using the **Browse** button near the bottom of the page.
  - Sign the uploaded form in the eWORKS Signature field using "last name-last 4 digits of SSN."
  - Select **Save**.



8. Enter your fingerprint location – either “FDIC” or “fieldprint” – and date at the bottom of the intake page.

Fingerprint Location	FDIC	<input type="button" value="R"/>
Fingerprint Submitted Date	11/05/2018	<input type="button" value="R"/>

9. If you are unable to attach more than one page, or have additional documentation you would like to provide with your intake forms, please drag and drop or click the document panel at the bottom of the page to do so.



10. Ensure the forms are complete and signed, that your fingerprint location and date has been provided, and any required documents are scanned and uploaded. If needed, select the **View** button to review each completed form.

Intake Form 1600\_04 Form 1600\_10 Form 1600\_25 Form 1620\_01

**Workflow Messages**

- Intake is complete. Please submit all forms.

Use the navigation tabs above to complete all forms.

INTAKE DETAILS

Form Name	Candidate Completed Form	Intake Form Approved?	Action
Form 1600-04	Yes		View
Form 1600-10	Yes		View
Form 1600-25	Yes		View
Form 1620-01	Yes		View

Fingerprint Location: FDIC

Fingerprint Submitted Date: 10/12/2018 (mm/dd/yyyy)

Submit All Forms

- After selecting the **Save** button, if your forms are all successfully completed, the following workflow message will appear at the top of the screen (see below). Additionally, the **Submit All Forms** button will appear at the bottom of the screen. If you are certain your forms have been successfully completed, select this button to send your forms for processing.
- Once you have submitted the forms, a confirmation message appears stating that "All forms have been submitted".

fdic-bi-uat.entellitrak.com says

All forms have been submitted.

OK

Now, all you have to do is wait! Your Oversight Manager 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 select the **Forgot Password** button at the log-in page. Be patient once you select the button, as it may take a few minutes for an automated email to be sent to you. **Note:** you will need to provide your username in order to successfully reset your password. Refer to the intake initiation email to obtain your username.