

# eWORKS Employee 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.

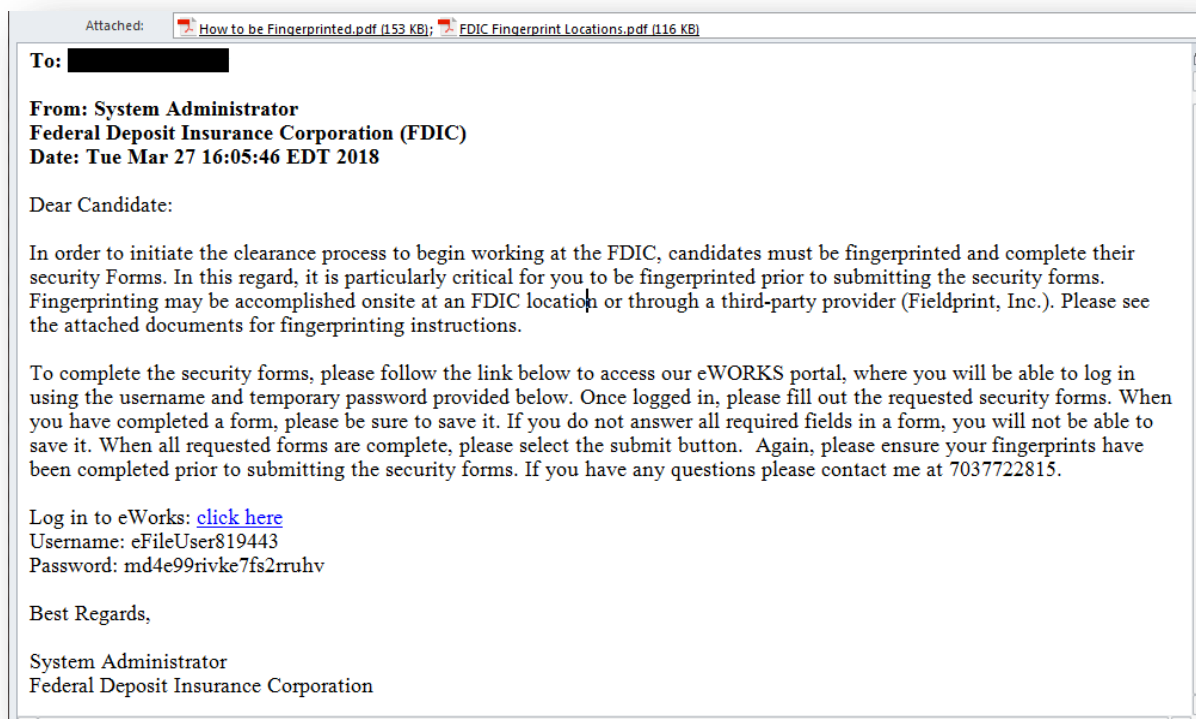
Be sure to complete the process for submitting your digital fingerprints **before** submitting your background investigation forms in eWORKS.

## Access Your eWORKS Account

### Step Action

1. Once 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_10	No		<a href="#">View</a>
Form 1600_13	No		<a href="#">View</a>
Form 1600_18	No		<a href="#">View</a>
Form 2120_16	No		<a href="#">View</a>
Form I9	No		<a href="#">View</a>
Form OF_306	No		<a href="#">View</a>

5. Follow the instructions to complete each of the required forms. Fields marked with a red "R" are required.
- To sign a form when prompted, 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

Save

- 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:

Intake »

Intake Form 1600\_10 Form 1600\_13 Form 1600\_18 Form 2120\_16 Form I\_9 Form OF 306

**Workflow Messages**

- Form 1600-10 completed and saved.

7. **Form I-9** and **Form OF-306** must be completed online, converted to a PDF, printed, signed in ink, scanned, and then uploaded to eWORKS as an attachment.
- Complete all required fields in the online form.

- b. Select the Save button at the bottom of the screen to save the form.

INSTRUCTIONS

Instructions:

- 1) complete all required fields
- 2) save the form
- 3) click the "Generate PDF" button
- 4) print the generated pdf file
- 5) sign the printed I-9 form
- 6) scan the signed form
- 7) upload the scan below

Upload Signed Scan [?]

- c. Select the "Generate PDF" button to convert the form to a PDF.

- d. Print the generated PDF file.
- e. Complete any remaining fields and sign the printed I-9 or OF 306 form in ink
- f. Scan the signed form.
- g. Upload the scanned form:
- 1) Select the **Browse** button and navigate to the scanned form.
  - 2) Select **Open** to upload it to eWORKS.
  - 3) Select the **Save** button again.
  - 4) A confirmation Workflow Message appears at the top of the page:

Intake >

Intake Form 1600\_10 Form 1600\_13 Form 1600\_18 Form 2120\_16 Form I\_9 Form OF 306

**Workflow Messages**

- Form I-9 completed and saved.

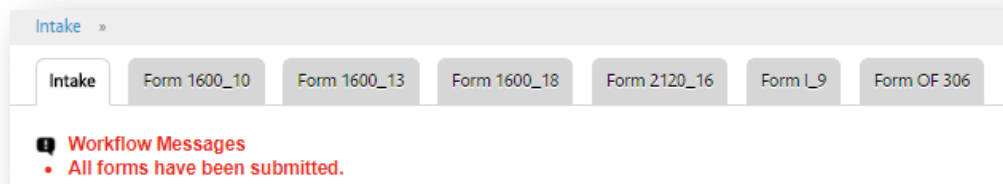
6. Ensure the forms are complete and signed, and that any required documents are scanned and uploaded. Select the **View** button to review each completed form.

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_10	Yes		<a href="#">View</a>
Form 1600_13	Yes		<a href="#">View</a>
Form 1600_18	Yes		<a href="#">View</a>
Form 2120_16	Yes		<a href="#">View</a>
Form I9	Yes		<a href="#">View</a>
Form OF_306	Yes		<a href="#">View</a>

[Submit All Forms](#)

7. 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 Administrative Officer 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.