

PROVIDER ADVISORY #2018-019

Background Screening – Provider User Registration Agreement

EFFECTIVE DATE: IMMEDIATELY

This advisory is intended to remind Clearinghouse users of existing requirements related to the Background Screening Clearinghouse:

Each user of the Clearinghouse must create their individual account. There is NO LIMIT on the number of users per Provider.

Each user with access to the Clearinghouse website must abide by the following:

- **Do not share your USER ID and/or PASSWORD with anyone!**
They are for your use only and will serve as your “electronic signature”. This means that you may be held responsible for the consequences of unauthorized or illegal transactions.
- **Do not browse or use this information for unauthorized or illegal purposes.**
- **Do not make any disclosure of this data that is not specifically authorized.**
- **Do not intentionally cause corruption or disruption of these files.**
Examples: such as entering incorrect data, improperly deleting information, or altering screening print outs.

APD Providers found to be in noncompliance with the above requirements will be subject to disciplinary action.

For further questions or technical assistance regarding the Clearinghouse, contact the APD Regional Office.