

Criminal History User Guide



June 2015

Revision 3

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1. Introduction

This document outlines step-by-step instructions for successful electronic transmittal of background check information (e.g., fingerprints) to the Nuclear Regulatory Commission (NRC), as required by 10 CFR Part 73.57, via the Electronic Information Exchange (EIE) process, which is available on the NRC's "Electronic Submittals Application" Web page (<http://www.nrc.gov/site-help/e-submittals.html>).

2. First Time User Required Actions

To submit background check information to the NRC, first-time users must complete the instructions in [Section 2.1](#). These actions are performed one time only.

2.1 Obtaining Certificate

If you need a new certificate go to this link: <https://pki.nrc.gov/ecs/> and select the **Electronic Submittals – Criminal History** option, then select the **Apply Now!** link.

The site will walk you through the process. After you complete the process the NRC system manager will review and approve your request and you'll receive an e-mail with instruction on the steps necessary to install your certificate.

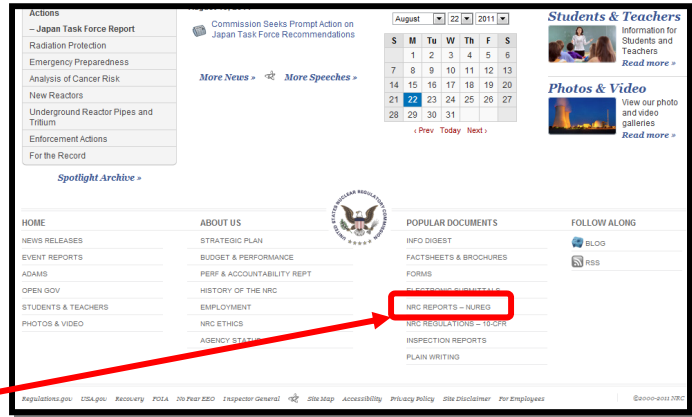
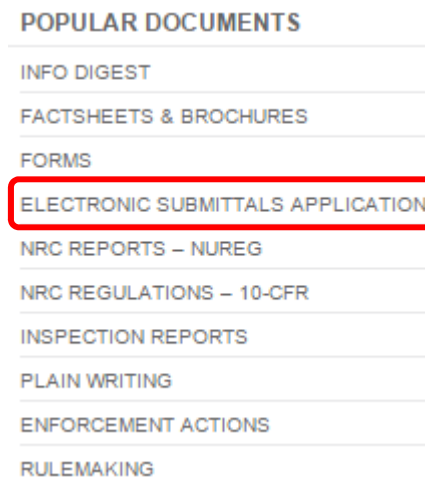
<p><u>Note:</u> Installation of the certificate on Apple MAC machines requires use of a Firefox browser and we recommend that users work directly with the NRC's Electronic Submittals Help Desk at 866-672-7640 to complete the installation.</p>
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3. Submissions

<p><u>Note:</u> Use one of the following recommended supported browsers: Internet Explorer 8, Firefox 10, Safari 5.1 (Mac OS X/iPad), Chrome 18, Android 3.2.</p>

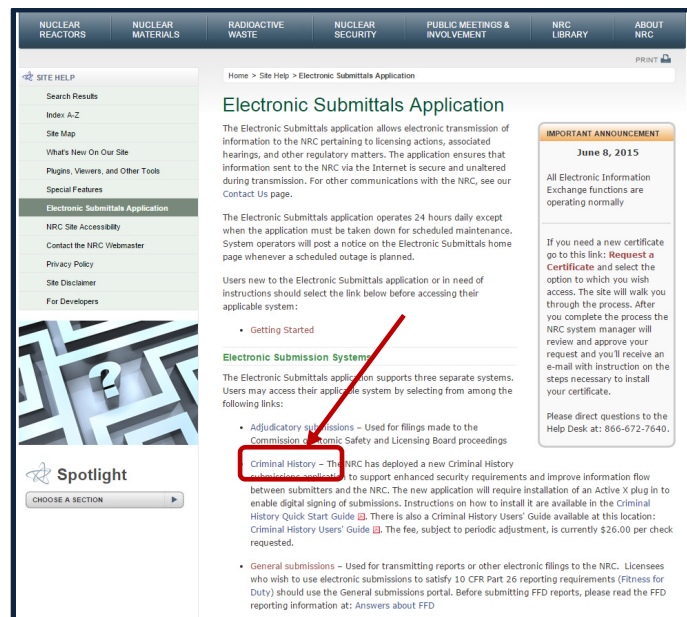
3.1 Access the Criminal History Application

Navigate to the NRC's Website (www.nrc.gov). Scroll to the bottom of the page and select the **Electronic Submittals Application** link (within the "Popular Documents" section).



From the "Electronic Submittals Application" Web page (<http://www.nrc.gov/site-help/e-submittals.html>), select:

- ♦ Criminal History
- ♦ A certificate dialogue box will appear. Enter the certificate password, and then select the applicable **Allow** or **OK** button.



3.2 Consent to Monitoring

The user must recognize that the use of a federal computer system constitutes consent to monitoring and is for official or authorized use only. Should monitoring reveal possible evidence of violation of criminal statutes or Public Law, your identification may be provided to the appropriate law enforcement officials and subjects you to criminal prosecution, fine, imprisonment, or other disciplinary action.

The following options are provided to the user:

- To acknowledge and proceed, select the radio button for **I consent to monitoring**.
- Select the **Continue** button.

WELCOME Criminal History United States Nuclear Regulatory Commission
Protecting People and the Environment U.S. NRC

Welcome to NRC's Criminal History application

USE OF THIS COMPUTER CONSTITUTES A CONSENT TO MONITORING.

This computer system is for official or authorized use only. Federal computer systems are subject to monitoring for maintenance, to preserve system integrity and security, and for other official purposes. You should not expect privacy, nor protection of privileged communication with your personal attorney, regarding information you create, send, receive, use, or store on this system. If monitoring reveals possible evidence of violation of criminal statutes, this evidence and any related information, including your identification, may be provided to law enforcement officials, including the Office of the Inspector General. Anyone who violates security regulations or makes unauthorized use of Federal computer systems is subject to criminal prosecution and/or disciplinary action.

UNAUTHORIZED ACCESS PROHIBITED BY LAW - TITLE 18 U.S. CODE SECTION 1030

Public Law 99-474 provides that anyone who accesses a Federal computer system without authorization, and by means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject to fine or imprisonment, or both.

REPORT ANY UNAUTHORIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL

☒ I consent to monitoring.
☐ I do not consent to monitoring.

Continue Exit

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Note: When selecting “I do not consent to monitoring”, the only option offered is to select the Exit button:

☒ I do not consent to monitoring.

Continue Exit

Continue as follows:

- First Time Users - Request Access to Criminal History ([Section 3.2.1](#)):
- Returning Users: Welcome to the NRC Criminal History Page ([Section 3.3](#))

3.2.1 First Time Users - Request Access to Criminal History

First time users to Criminal History will receive the “Request Access to Criminal History” page. If you are not a first time user, continue with [Section 3.3](#), “Welcome to the NRC Criminal History” page.


This page contains the users profile information. All required fields, annotated with an asterisk (*) must be populated


The “Certificate Information” is pre-populated with information extracted from your Certificate. These fields are not editable.

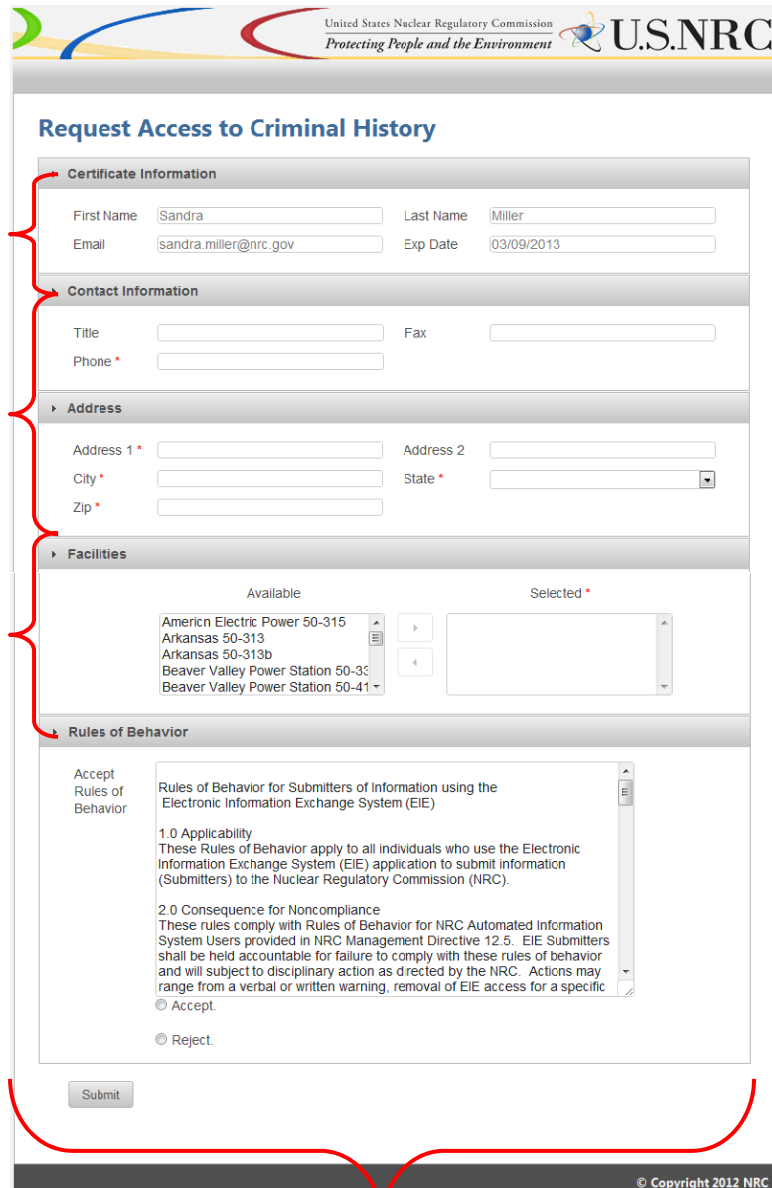
“Contact Information” and “Address” sections are text fields (with the exception of **State**, which contains a drop down menu to select from).

“Facilities” section: within the **Available** box, click on (to highlight) the Facility access is desired.

Note: To select more than one Facility, hold down the **Ctrl** key as you click on each Facility.

Select the  arrow (this will move the highlighted item(s) to the **Selected** box.

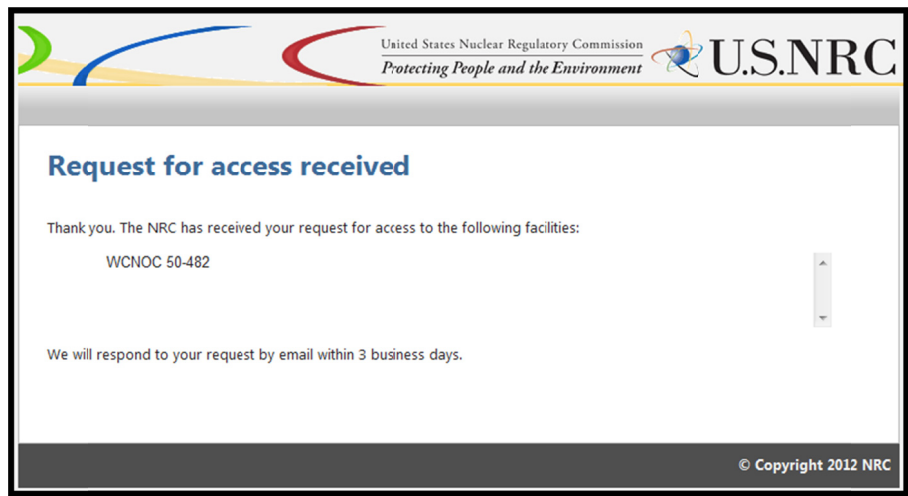
Note: If an error was made, select the Facility within the **Selected** box, then select the  arrow.



After reading the information provided within the “Rules of Behavior” section, select the **Accept** radio button (to proceed, you **must** select **Accept**.)

Select the **Submit** button.

After completing and submitting the form, a “Request for access received” page is displayed.

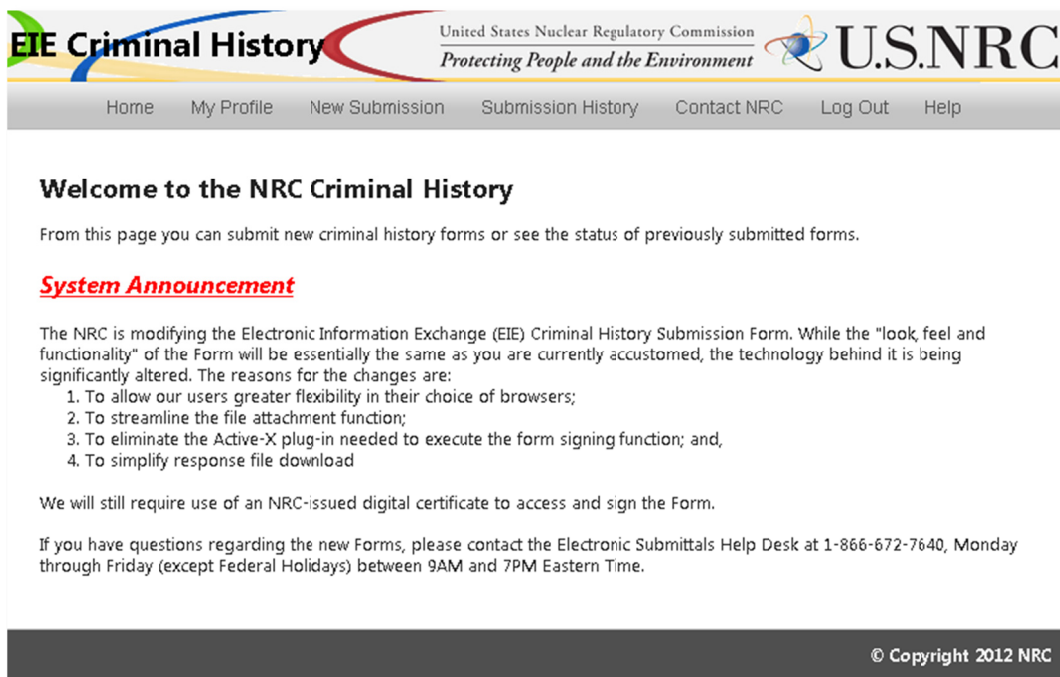


The requestor will receive an e-mail from CrimHist.Resource@nrc.gov acknowledging the request for access was received.

Within three (3) business days, the requestor will receive an email communicating access was granted or withheld. If granted, the user will be provided a link (<https://eieprod.nrc.gov/CH>) to proceed with the Criminal History submission process.

3.3 Welcome to the NRC Criminal History “Home” Page

Once access to a Facility has been granted, upon logging into Criminal History and accepting consent to monitoring, the user will be presented with the “Home” page:



The following options are available:




- Home (see [Section 3.3](#))
- My Profile (see [Section 3.4](#))
- New Submission (see [Section 3.5](#))
- Submission History (see [Section 3.6](#))
- Contact NRC (see [Section 3.7](#))
- Log Out (see [Section 3.8](#))
- Help (see [Section 3.9](#))

3.4 My Profile




Within the menu bar, click on **My Profile**. The following options are available to the user:

- Updating the user profile (see [Section 3.4.1](#))
- Requesting additional access to a facility (see [Section 3.4.2](#))



United States Nuclear Regulatory Commission
Protecting People and the Environment



HomeMy ProfileNew SubmissionSubmission HistoryContact NRCLog OutHelp

Profile

► Certificate Information

First NameSandra

Last NameMiller (affiliate)

Emailsandra.miller@nrc.gov

Exp Date03/13/2018

► Contact Information

Title

Fax

Phone * (123) 456-7890

► Address

Address 1 * 11555 Rockville Pike

Address 2

City * Rockville

State * Maryland

Zip * 20852

Save

Facilities

► Facilities

Your Facilities

Braidwood Exelon 50-456
Dresden Exelon 50-237

Request Additional Access

3.4.1 Updating My Profile

The “Certificate Information” section contains information obtained from your certificate. The four fields (**First Name**, **Last Name**, **Email** and **Exp. Date**) can *not* be edited.

All fields within the “Contact Information” or “Address” sections (with the exception of **State**) are text fillable fields. To update a text fillable field, click within the appropriate field, highlight (to delete) the existing information, then type the revised information into the field.

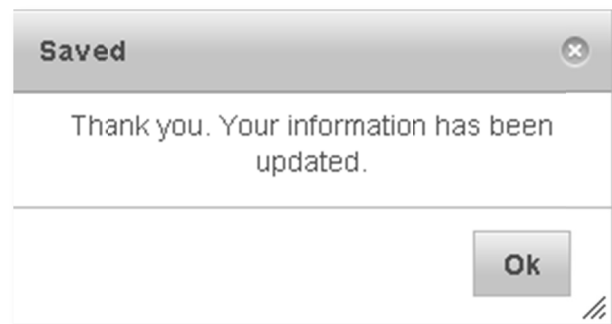
The screenshot shows a web form titled "Profile". It has three main sections: "Certificate Information", "Contact Information", and "Address". The "Certificate Information" section contains four fields: "First Name" (Sandra), "Last Name" (Miller), "Email" (sandrasmiller@nrc.gov), and "Exp Date" (03/09/2013). The "Contact Information" section contains "Title" (Business Analyst), "Fax" ((987) 654-3210), and "Phone" ((123) 456-7890). The "Address" section contains "Address 1" (1234 Any St.), "Address 2" (empty), "City" (Rockville), "State" (Maryland), and "Zip" (12345). A "Save" button is at the bottom. Red boxes highlight the "Certificate Information" and "Contact Information" sections. Red arrows point from the text to the "Address" section.

To revise the **State** field, click on the drop-down menu, then select the appropriate State.

After updating all necessary fields, click the **Save** button.


A “Saved” dialogue box will display.

Click the **OK** button.



3.4.2 Facilities: Request Additional Access

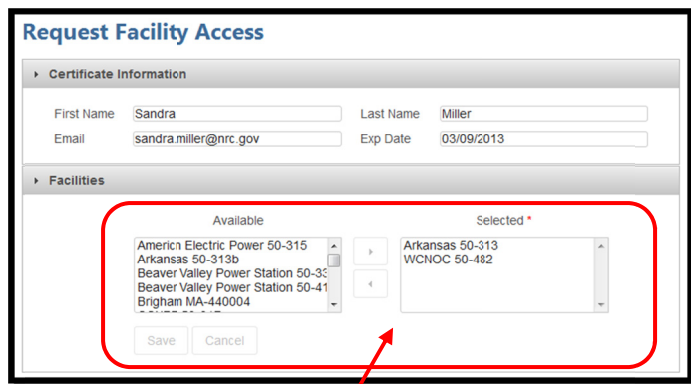
Within the “Facilities” section, click on the **Request Additional Access** button.




The “Request Facility Access” page will appear.

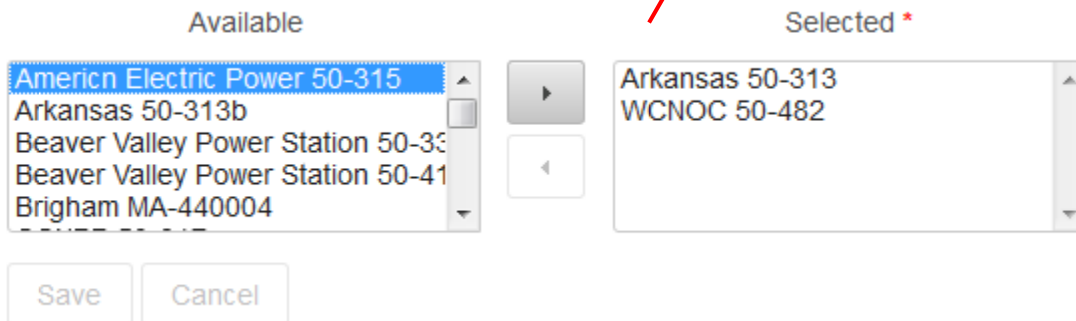
The fields listed within the “Certificate Information” section can *not* be edited.


Within the “Facility” section, click on (to highlight) a Facility from the **Available** box.



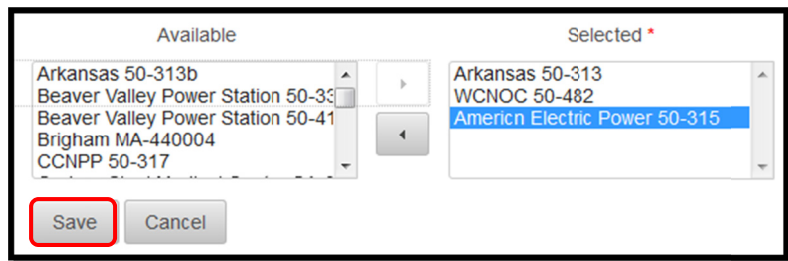
Note: To select more than one Facility, hold down the **Ctrl** key as you click on each Facility.

Select the  arrow to move the highlighted item(s) to the **Selected** box.



Note: If an error was made, select the Facility within the **Selected** box, then select the  arrow.

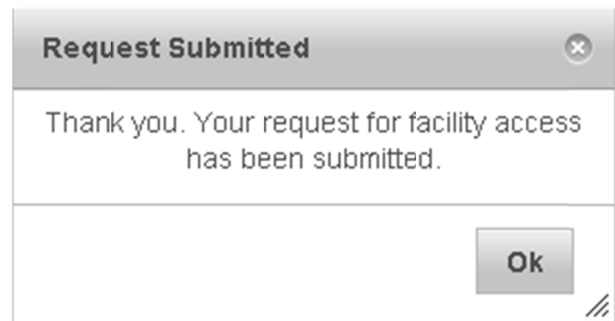
Click the **Save** button.



The dialog box has two columns: 'Available' and 'Selected *'. The 'Available' column contains a list of facilities: Arkansas 50-313b, Beaver Valley Power Station 50-33, Beaver Valley Power Station 50-41, Brigham MA-440004, and CCNPP 50-317. The 'Selected *' column contains: Arkansas 50-313, WCNOG 50-482, and American Electric Power 50-315. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangle.

A “Request Submitted” dialogue box will appear.

Click the **OK** button.

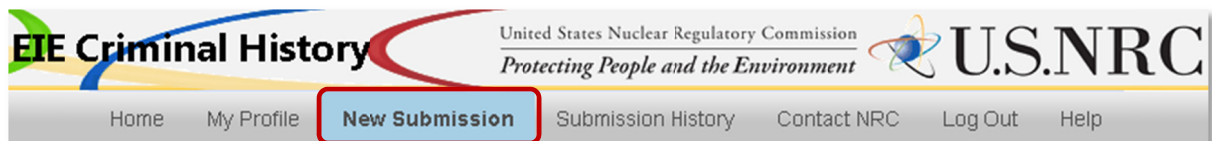


The dialog box has a title bar 'Request Submitted' with a close button. The main text reads: 'Thank you. Your request for facility access has been submitted.' At the bottom right is an 'Ok' button.

3.5 New Submission



The system supports IE 8.0 and above; Chrome 38 and above, Firefox version 33 and above; as well as Safari through use of Firefox (see Note block within Section 2.1).



Within the menu bar, click on **New Submission** to display the “Criminal History Submission” page.



Criminal History Submission

► Instructions	
Fill out all required fields and attach one or more files. Click to electronically sign the form and then click Submit. The fee to process the background check is \$26.00 per item. * Required field	
► Submission Identification	
Submitter Name	<input type="text" value="Sandra Miller (affiliate)"/>
Email Address	<input type="text" value="sandra.miller@nrc.gov"/>
Docket *	<input type="text"/> ▼
Certificate Expiration Date	<input type="text" value="03/13/2018"/>
Submission Title *	<input type="text"/>
► Attachments and Payment	
Click to add file(s)... <input type="button" value="Add File Upload"/>	
# of files attached	<input type="text"/>
Amount Due	<input type="text"/>
Select Payment *	<input type="text"/> ▼
► Comments (Optional)	
<input type="text"/>	
► Sign and Submit Form	
<input type="button" value="Click Here to Sign"/> <input type="button" value="Click Here to Submit"/>	

Fill out all required fields (annotated with a red asterisk [*]) and attached one or more file. You must electronically sign the form and then submit the form, to complete your submission. The fee to process background checks is \$26.00 per item.

Note: This amount is subject to change.

3.5.1 Submission Identification Section

The screenshot shows a form titled "Submission Identification". It contains the following fields:

- Submitter Name:** A text box containing "Sandra Miller (affiliate)".
- Email Address:** A text box containing "sandra.miller@nrc.gov".
- Docket *:** A drop-down menu.
- Certificate Expiration Date:** A text box containing "03/13/2018".
- Submission Title *:** A text box.

- Within the "Submission Identification" section of the form, the **Submitter Name**, **Email Address** and **Certificate Expiration Date** fields are auto-populated with information retrieved from your Certificate. These fields cannot be edited.
- Use the drop-down menu to select the Docket (*required*), which is the facility for which you wish to make your submission.
- Populate the Submission Title (*required*) field with information that will be an aid upon receipt of the response form.

3.5.2 Attachments and Payment Section

3.5.2.1 Attaching Files

The screenshot shows a form titled "Attachments and Payment". It contains the following elements:

- Click to add file(s)..** A text label next to a blue button labeled "Add File Upload". The button is highlighted with a red rectangle.
- # of files attached:** A text box.
- Amount Due:** A text box.
- Select Payment *:** A drop-down menu.

Click the **Add File Upload** button.

Note: *.nist*, *.nst* and *.eft* are the *only* three (3) acceptable file formats that can be attached to the form. At a minimum, one (1) file must be attached.

► Attachments and Payment

Click to add file(s)... **Add File Upload**

Browse... Remove File

of files attached Amount Due

Select Payment *

Click on the newly displayed **Browse** button.

A *Choose File to Upload* dialogue box will appear. Locate and click on the appropriate **.nist** or **.eft** or **.nst** file.

Select the **Open** button.

Note: To remove a file attached in error, click on the **Remove File** link.



To attach additional files, click the **Add File Upload** button and then repeat the steps beginning at the [top of this page](#) with selecting the **Browse** button.

Unlike the previous system, users may attach only one file at a time so the 'Browse>Select>Open' sequence must be completed for each file.

► Attachments and Payment

Click to add file(s)... **Add File Upload**

Browse... Remove File

Browse... Remove File

of files attached **2** Amount Due **\$52.00**

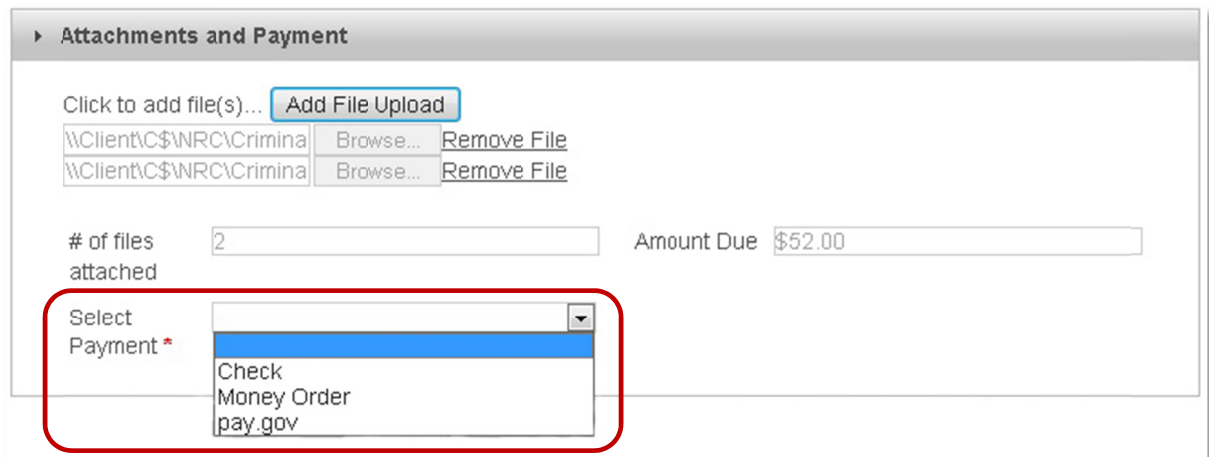
Select Payment *

The **# of files attached** field will populate with the total number of attached files to the submission. The **Amount Due** field will auto-populate with the fee amount.

These two fields: **# of files attached** and **Amount Due**, cannot be edited by the user.

3.5.2.2 Payment

Note: The amount due for *each* attached file is \$26.00.



Within the **Select Payment** field (*required*), click on the drop-down to display and select one of the following three (3) payment types:

- Check
- Money Order
- Pay.gov

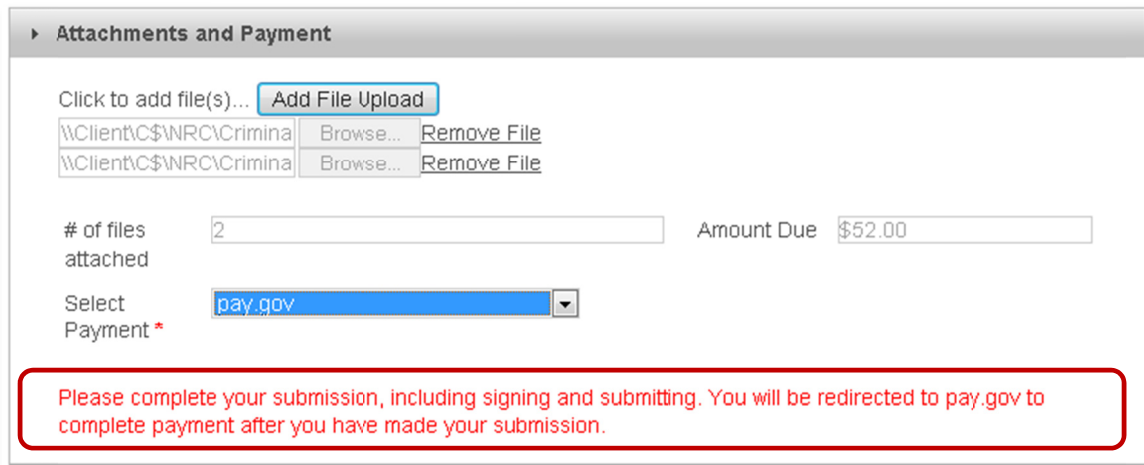


Note: For Check and Money Order payments, the submission cannot be processed until payment has been received.

Mail Payments to:

11545 Rockville Pike
Criminal History Program
Attn: Doreen Turner
MS – TWFN 3B46M
Rockville, MD 20852

Note: Upon selecting the drop-down for pay.gov, a message will appear in red, as shown in the below example:



The screenshot shows a web form titled "Attachments and Payment". It includes an "Add File Upload" button and two rows of file upload controls, each with a "Browse..." button and a "Remove File" link. Below these, there are input fields for "# of files attached" (containing the number 2) and "Amount Due" (\$52.00). A "Select Payment" dropdown menu is set to "pay.gov". A red-bordered message box at the bottom contains the text: "Please complete your submission, including signing and submitting. You will be redirected to pay.gov to complete payment after you have made your submission."

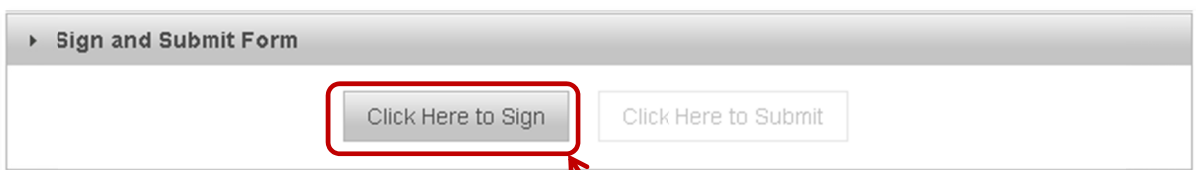
3.5.3 Comments Section



The screenshot shows a section titled "Comments (Optional)" with a large, empty text input area for entering comments.

Within the **Comments** field, enter any information that may be useful to assist the NRC in processing the submission. Entering comments is optional.

3.5.4 Sign and Submit Form Section



The screenshot shows a section titled "Sign and Submit Form". It contains two buttons: "Click Here to Sign" and "Click Here to Submit". The "Click Here to Sign" button is highlighted with a red rectangle and a red arrow pointing to it.

Upon populating all required fields, the **Click Here to Sign** button is activated. Click on the **Click Here to Sign** button

The form is now signed and will display the certificate user's name and the date signed.



► Sign and Submit Form

SIGNED BY: Sandra Miller (affiliate) SIGNED DATE: Jun 22, 2015

Un-Sign Click Here to Submit

Note: Click the **Un-Sign** button, if signed in error.

Click on the **Click Here to Submit** button.

Note: If paid via Pay.Gov, continue with [Section 3.5.5](#).
If paid via Check or Money Order, continue below.



EIE Criminal History United States Nuclear Regulatory Commission **U.S.NRC**
Protecting People and the Environment

Home My Profile New Submission Submission History Contact NRC Log Out Help

Criminal History Submission Received

Thank you. The NRC has received your Criminal History submission.
We will respond by e-mail within 3 business days.

Please [click here](#) to return to the New Submission page.

© Copyright 2012 NRC

A "Criminal History Submission Received" page will display when paying via Check or Money Order. The submittal process is completed. An email acknowledgement will be delivered to the email address associated with the certificate stating the NRC has received the submission.



Reminder

For Check and Money Order payments, the submission cannot be processed until payment has been received.

Mail Payments to:

11545 Rockville Pike
Criminal History Program
Attn: Doreen Turner
MS – TWFN 3B46M
Rockville, MD 20852

3.5.5 Complete Online Pay.Gov Payment

3.5.5.1 Step 1: Enter Payment Information

The "Online Payment, Step 1: Enter Payment Information" page will appear.

Populate all required fields
(*):

- Account Holder Name (the account holder name is the same as the name in the certificate. It may be changed)
- Billing Address,
- Card Type,
- Card Number,
- Security Code, and
- Expiration Date

The screenshot shows the 'Online Payment Step 1: Enter Payment Information' page. The page header includes the 'EIE Criminal History' logo and the 'U.S. NRC' logo. The navigation bar contains links for Home, My Profile, New Submission, Submission History, Contact NRC, Log Out, and Help. The main content area displays the payment form. The 'Account Holder Name' field is populated with 'Sandra Miller (affiliate)'. The 'Payment Amount' is '\$52.00'. The 'Billing Address' field is empty. The 'Card Type' is 'VISA'. The 'Card Number' field is empty. The 'Security Code' field is empty. The 'Expiration Date' field is empty. A 'Continue with Plastic Card Payment' button is visible at the bottom. A note at the bottom states: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

Select the **Continue with Plastic Card Payment** button.

Note: If the **Cancel** button is selected, the following screen will appear:

The screenshot shows the 'Pay.gov transaction failed' page. The page header includes the 'EIE Criminal History' logo and the 'U.S. NRC' logo. The navigation bar contains links for Home, My Profile, New Submission, Submission History, Contact NRC, Log Out, and Help. The main content area displays the message: 'Pay.gov transaction failed'. Below this, it states: 'NRC has failed to receive payment for Submission ID: 14380.' and provides a contact email address: 'Please contact NRC to investigate: CrimHist@nrc.gov'.

Contact the NRC at the email address provided to rectify.

3.5.5.2 Step 2: Authorize Payment

The “Online Payment, Step 2: Authorize Payment” page will appear.

Verify the information listed is accurate. If not, select the link: [Edit this information](#).

It is highly recommended to populate the **Email Address** and **Confirm Email Address** fields. Enter additional emails (if desired) within the **CC:** field.

Online Payment
Step 2: Authorize Payment
Payment Summary [Edit this information](#) 1 | 2 | 3

Address Information	Account Information	Payment Information
Account Holder Name: (affiliate) Billing Address: 123 Any St. Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$52.00 Transaction Date 10/09/2012 17:04 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
[Submit Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Select the checkbox (☒ *) to **authorize a charge to my card account**.

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
[Submit Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Select the **Submit Payment** button.

3.5.5.3 Step 3: Confirm Payment

The “Online Payment, Step 3: Confirm Payment” page will appear.

To print the payment information for your records, select the [print a copy](#) link or [print this window](#) for the entire page.

EIE Criminal History United States Nuclear Regulatory Commission **U.S.NRC**
Protecting People and the Environment

Home My Profile New Submission Submission History Contact NRC Log Out Help

Online Payment
Step 3: Confirm Payment 1 | 2 | 3

Thank you.
Your transaction has been successfully completed.
It is recommended you [print a copy](#) for your records.

[Print this window](#)

Pay.gov Tracking Information

Application Name:	NRCPRINTSDEV
Pay.gov Tracking ID:	3FP0KBO7
Agency Tracking ID:	14383
Transaction Date and Time:	06/23/2015 14:07 EDT

Payment Summary

Address Information	Account Information	Payment Information
Account Holder: Sandra Miller Name: (affiliate) Billing Address: 1234 Main St. Billing Address 2: City: Anywhere State / Province: IL Zip / Postal Code: 12345 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$78.00 Transaction Date: 06/23/2015 and Time: 14:07 EDT

[Return to your agency website](#)

To complete the submittal:

Select the [Return to your agency website](#) link (continue with the instructions below).

3.5.5.4 Payment Received

EIE Criminal History United States Nuclear Regulatory Commission **U.S.NRC**
Protecting People and the Environment

Home My Profile New Submission Submission History Contact NRC Log Out Help

Payment received

NRC has successfully received your payment.

NRC SubmissionID: 14383
Payment Amount: \$78.00
Pay.gov Tracking id: 3FP0KBO7

To return to the Criminal History application please select one of the menu items from the navigation bar above

The screen will update with a message that the payment was received.

Note: An email will be delivered from paygovadmin stating the payment has been submitted. If you have any questions regarding the payment, contact: Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org.

3.5.6 Email Acknowledgements

Based on the type of payment selected, the user will receive the following email(s):

- **Check or Money Order:** Acknowledgement of submission - payment *pending*. The email will list the Submission number as well as the number of attachments. Additionally, the email will state that payment has not yet been received and the submission cannot be processed until payment has been received.
- **Check or Money Order:** Acknowledgement of payment received. Once payment has been received the submitter will receive an e-mail listing the submission number and amount paid.
- **Credit Card (Pay.gov):** Acknowledgement of submission - payment *received*. The email will list the Submission number as well as the number of attachments.

3.6 Submission History



Within the menu bar, click on **Submission History** to display “My Criminal History Submissions” page, which is primarily a reporting device for users:



Users can see a history of what they submitted and when.

Within the **Status** field, items at PENDING are either awaiting payment or are being processed at the FBI.

It also allows the ability to resubmit and finish a submission.

EIE Criminal History United States Nuclear Regulatory Commission
Protecting People and the Environment **U.S.NRC**

Home My Profile New Submission **Submission History** Contact NRC Log Out Help

My Criminal History Submissions

From: 06/16/2015 To: 06/23/2015

EIE ID	Facility Name	Submission Title	NumAtt	Submission Date	Status	Pay.gov rec.
+ 14383	Dresden Exelon	Test 2	3	Jun 23 2015 1:58PM	PENDING	3FP0KB07
+ 14382	Braidwood Exelon	Test	1	Jun 23 2015 1:58PM	PENDING	
+ 14381	Braidwood Exelon	test	1	Jun 22 2015 4:56PM	PENDING	
+ 14380	Braidwood Exelon	Test	2	Jun 22 2015 4:35PM	CANCELED	

View 1 - 4 of 4

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Note: Clicking within a column header (i.e. EIE SubmissionID, Submission Title, etc.) allows for sorting in descending and ascending order. The only exception to this rule is the NumAttachments header.

EIE Criminal History United States Nuclear Regulatory Commission
Protecting People and the Environment **U.S.NRC**

Home My Profile New Submission **Submission History** Contact NRC Log Out Help

My Criminal History Submissions

From: 06/16/2015 To: 06/23/2015

EIE SubmissionID	Facility Name	Submission Title	NumAtt	Submission Date	Status	Pay.gov rec.																				
- 14383	Dresden Exelon	50-2 Test 2	3	Jun 23 2015 1:58PM	PENDING	3FP0KB07																				
<table border="1"> <thead> <tr> <th>EIE DocumentID</th> <th>TCN</th> <th>Status</th> <th>Resubmit</th> <th>EIE SubmissionID</th> </tr> </thead> <tbody> <tr> <td>68348</td> <td>Criminal History 01.nist</td> <td>PENDING</td> <td>pending</td> <td>14383</td> </tr> <tr> <td>68349</td> <td>Criminal History 03.nist</td> <td>PENDING</td> <td>pending</td> <td>14383</td> </tr> <tr> <td>68350</td> <td>Criminal History 02.nist</td> <td>PENDING</td> <td>pending</td> <td>14383</td> </tr> </tbody> </table> <p>View 1 - 3 of 3</p>							EIE DocumentID	TCN	Status	Resubmit	EIE SubmissionID	68348	Criminal History 01.nist	PENDING	pending	14383	68349	Criminal History 03.nist	PENDING	pending	14383	68350	Criminal History 02.nist	PENDING	pending	14383
EIE DocumentID	TCN	Status	Resubmit	EIE SubmissionID																						
68348	Criminal History 01.nist	PENDING	pending	14383																						
68349	Criminal History 03.nist	PENDING	pending	14383																						
68350	Criminal History 02.nist	PENDING	pending	14383																						
- 14382	Braidwood Exelon	50 Test	1	Jun 23 2015 1:58PM	PENDING																					
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EIE DocumentID	TCN	Status	Resubmit	EIE SubmissionID																						
68347	Criminal History 01.nist	PENDING	pending	14382																						
+ 14381	Braidwood Exelon	50 test	1	Jun 22 2015 4:56PM	PENDING																					
+ 14380	Braidwood Exelon	50 Test	2	Jun 22 2015 4:35PM	CANCELED																					

View 1 - 4 of 4

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Click on the **+** to expand and view the individual files attached to a submission.

Within the **Pay.gov receipt** field, payments made via credit card are provided the Pay.Gov Tracking ID #.

Status	Pay.gov receipt
PENDING	
PENDING	3FOJOBWP
PENDING	3FOJOACT

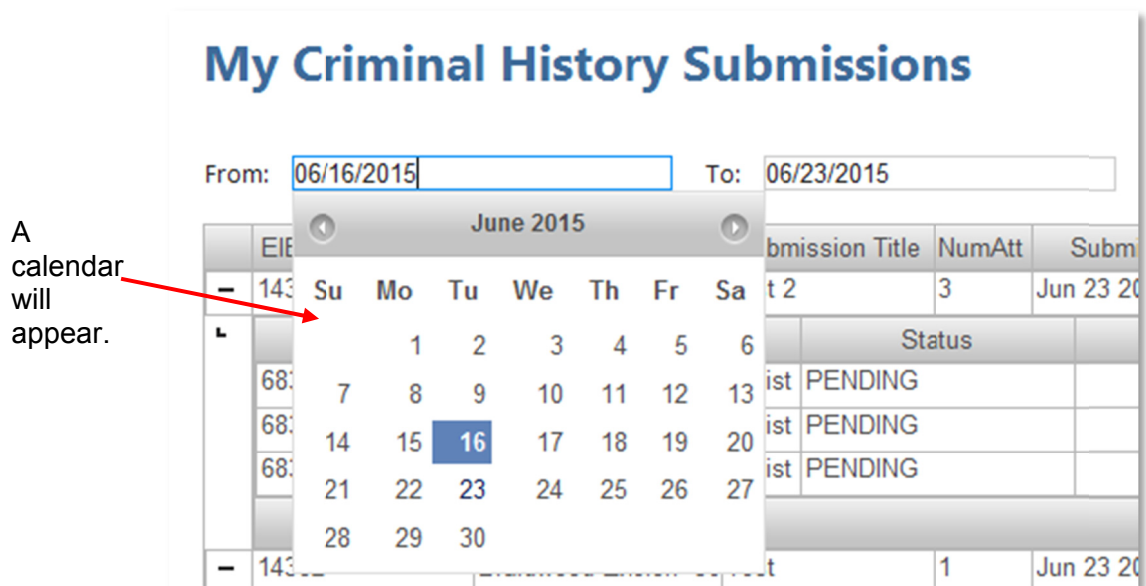


Resubmitted items and submission payments made via Check or Money Order, the **Pay.gov receipt** field will be blank.

3.6.1 Refine Submission List

The **From** and **To** fields are auto-populated. The **To** field contains “today’s” date, while the **From** field is seven (7) days prior to “today’s” date.

To refine or expand the list presented, the user may click within the **From** and/or **To** fields.




- To expand the results, delete the date listed. By performing this action in both fields, all submissions made by the user will be displayed.
- To revise the results, click on a desired date and the field will update (this action can be performed in both date fields to narrow the results even further).

3.6.2 Resubmit Submission


To resubmit, there must be a reason, such as the FBI sent a message stating they could not read the prints; therefore, a resubmittal must be performed.

	EIE Su	Facility Name	Submission Title	NumAtt	Submission Date	Status	Pay
+	14383	Dresden Exelon 50-237	Test 2	3	Jun 23 2015 1:58PM	PENDING	3FP
+	14382	Braidwood Exelon 50-456	Test	1	Jun 23 2015 1:58PM	PENDING	
+	14381	Braidwood Exelon 50-456	test	1	Jun 22 2015 4:56PM	PENDING	
+	14380	Braidwood Exelon 50-456	Test	2	Jun 22 2015 4:35PM	CANCELED	

After being informed by the FBI that a resubmit is required, from “My Criminal History Submissions” page, expand the Submission by clicking on the **+** to the left of the EIE SubmissionID column.



United States Nuclear Regulatory Commission
Protecting People and the Environment



Home
My Profile
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Contact NRC
Log Out
Help

My Criminal History Submissions

From: 06/17/2015 To: 06/24/2015

EIE Su	Facility Name	Submission Title	NumAtt	Submission Date	Status	Pay.gov rec																				
-	14383	Dresden Exelon 50-237	Test 2	3	Jun 23 2015 1:58PM	PENDING	3FP0KBO7																			
+	<table> <tr> <th>EIE DocumentID</th><th>TCN</th><th>Status</th><th>Resubmit</th><th>EIE SubmissionID</th></tr> <tr> <td>68348</td><td>Criminal History 01.nist</td><td>PENDING</td><td>pending</td><td>14383</td></tr> <tr> <td>68349</td><td>Criminal History 03.nist</td><td>SENT</td><td>resubmit</td><td>14383</td></tr> <tr> <td>68350</td><td>Criminal History 02.nist</td><td>SENT</td><td>resubmit</td><td>14383</td></tr> </table>						EIE DocumentID	TCN	Status	Resubmit	EIE SubmissionID	68348	Criminal History 01.nist	PENDING	pending	14383	68349	Criminal History 03.nist	SENT	resubmit	14383	68350	Criminal History 02.nist	SENT	resubmit	14383
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+	14380	Braidwood Exelon 50-456	Test	2	Jun 22 2015 4:35PM	CANCELED																				

View 1 - 4 of 4

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Within the “Resubmit” column, select the [Resubmit](#) link for the item the FBI responded to.

The “Criminal History Resubmission” page is displayed.

The following fields are auto-populated and disabled:

- Submitter Name
- Email Address
- Docket
- Certificate Expiration Date
- Submission Title (the submission title relates the resubmission to the previously submitted file)

Attach **ONLY** one file to the resubmission.

Select the **Browse** button, navigate and select the file, and then select Open to attach the file.

Enter any comments within the **Comments** field (optional).

The screenshot shows the 'Criminal History Resubmission' form. A red bracket highlights the 'Submission Identification' section, which contains the following fields:

Field	Value
Submitter Name	Sandra Miller (affiliate)
Email Address	sandrasmiller@nrc.gov
Docket	Presden Exelon 50-237
Certificate Expiration Date	03/13/2018
Submission Title	Resubmission of Submission ID [14383] Document [68349]

The 'Attachments and Payment' section has a 'Browse...' button. The 'Sign and Submit Form' section has 'Click Here to Sign' and 'Click Here to Submit' buttons.

Click the **Click Here to Sign** button.
Then, click on the **Click Here to Submit** button.

The screenshot shows the 'Criminal History Submission Received' page. The text on the page is:

Thank you. The NRC has received your Criminal History submission.
We will respond by e-mail within 3 business days.
Please [click here](#) to return to the New Submission page.

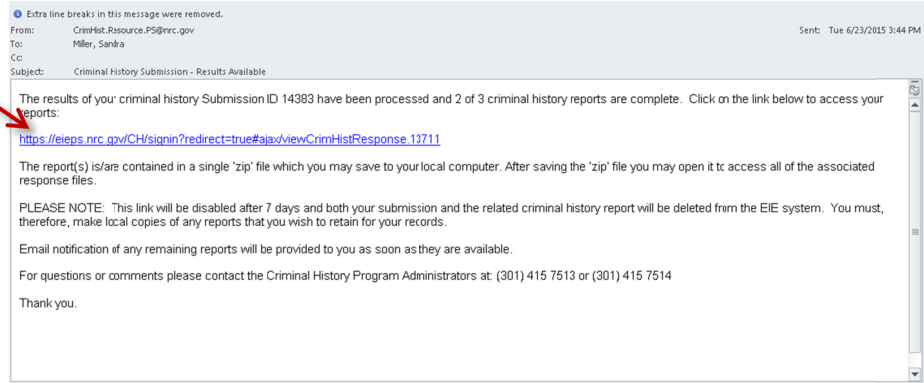
The footer of the page reads: © Copyright 2012 NRC

A “Criminal History Submission Received” page will display. The re-submittal process is completed. An email acknowledgement will be delivered to the email address associated with the certificate stating the NRC has received the re-submission.

3.6.3 Retrieving Responses

When the results are available, an email will be delivered from CrimHist.Resource@nrc.gov with the subject: **Criminal History Submission - Results Available.**

Select the link
provided
within the
email
message.



Follow the certificate log
in process to access the
“Welcome to NRC’s
Criminal History
application” page.

Click on the radio button
for **I consent to
monitoring.**

Then click on the
Continue button.

The screenshot shows the 'EIE Criminal History' application interface. At the top is the NRC logo and tagline. The main heading is 'Welcome to NRC's Criminal History application'. Below this is a consent form with two radio buttons. The first, 'I consent to monitoring.', is selected. The second is 'I do not consent to monitoring.'. Below the buttons are 'Continue' and 'Exit' buttons. A red box highlights the consent options. The footer contains the copyright notice '© Copyright 2012 NRC'.A close-up of the consent form from the previous screenshot. The radio button for 'I consent to monitoring.' is selected. The 'Continue' button is highlighted with a red box, and a red arrow points from the text 'Then click on the Continue button.' to it.

There are 2 files attached to this response. The remaining file(s) will be sent as soon as available.

The "Criminal History Response" page will display.

Information will be provided within the **Comments** field stating the number of files attached.

In the example to the right, two (2) files are attached to the response, while the remaining files will be sent at a later time.

The screenshot shows the "Criminal History Response" page. The "Comments" field contains the text: "There are 2 files attached to this response. The remaining file(s) will be sent as soon as available." A red arrow points from this text to the text box above it.

Submission Identification	
Submitter Name	Sandra Miller (affiliate)
Email Address	sandra.miller@nrc.gov
Docket	Dresden Exelon 5C-237
Submission ID	14383
Submission Title	Test 2

Comments	
There are 2 files attached to this response. The remaining file(s) will be sent as soon as available.	

Responses	
Download Responses ...Click to download responses (zip file)	

Select the **Download Responses** button.

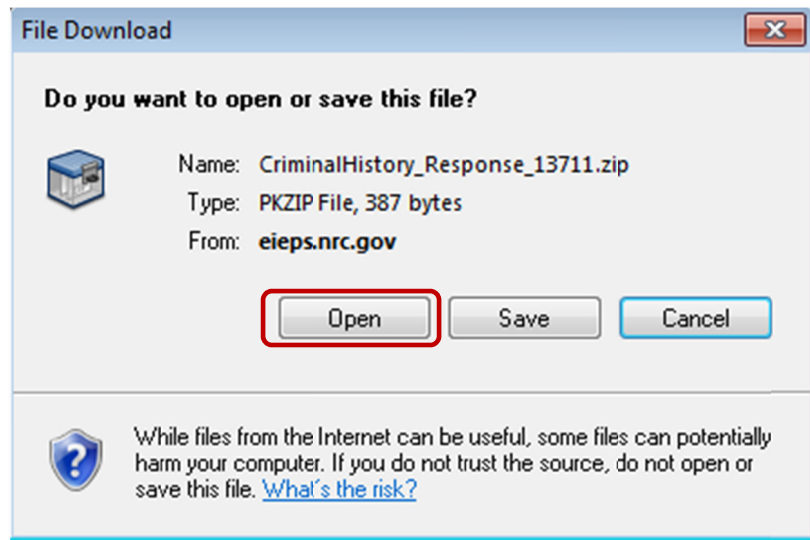
The screenshot shows the "Criminal History Response" page. The "Responses" section contains a button labeled "Download Responses" with the text "...Click to download responses (zip file)". A red arrow points from the text "Select the Download Responses button." to this button.

Submission Identification	
Submitter Name	Sandra Miller (affiliate)
Email Address	sandra.miller@nrc.gov
Docket	Dresden Exelon 5C-237
Submission ID	14383
Submission Title	Test 2

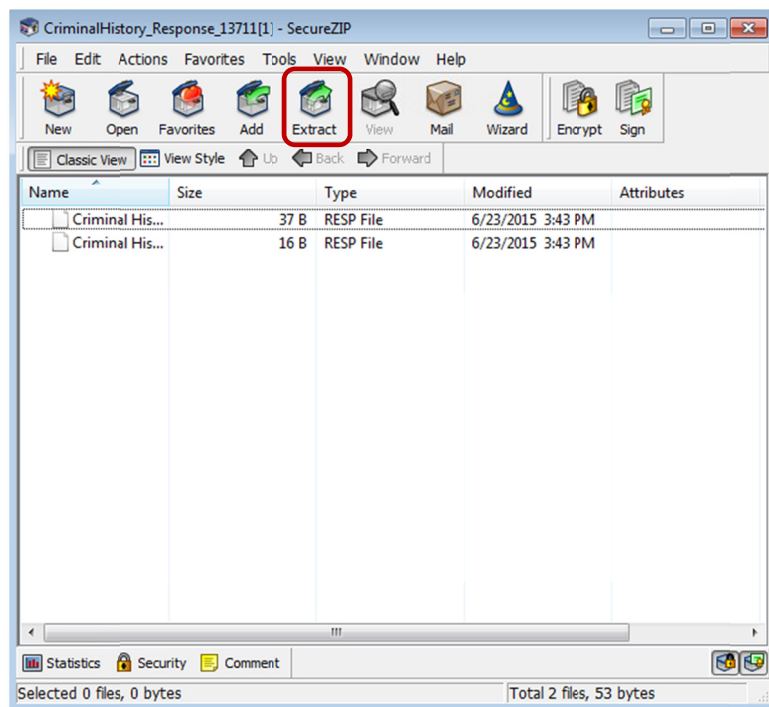
Comments	
There are 2 files attached to this response. The remaining file(s) will be sent as soon as available.	

Responses	
Download Responses ...Click to download responses (zip file)	

A File Download
dialogue box will
appear. Click on
the **Open** button.



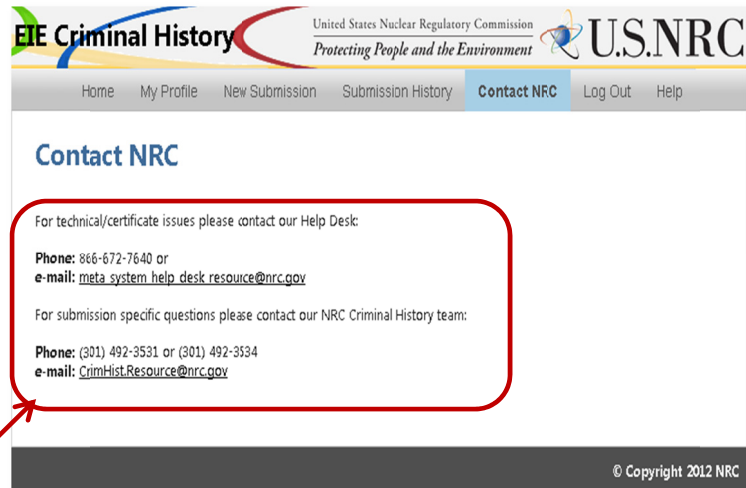
The files can be
extracted from the Zip
folder, by clicking on
the **Extract** button,
saved to a file
location and opened.



3.7 Contact NRC



Within the menu bar, click on **Contact NRC** to display the “Contact NRC” page. Phone number and email contact information is provided.



For technical/certificate issues please contact our Help Desk:

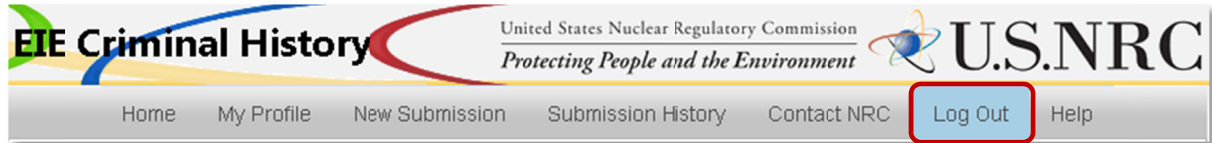
Phone: 866-672-7640 or
e-mail: meta_system_help_desk_resource@nrc.gov

For submission specific questions please contact our NRC Criminal History team:

Phone: (301) 492-3531 or (301) 492-3534
e-mail: CrimHist.Resource@nrc.gov

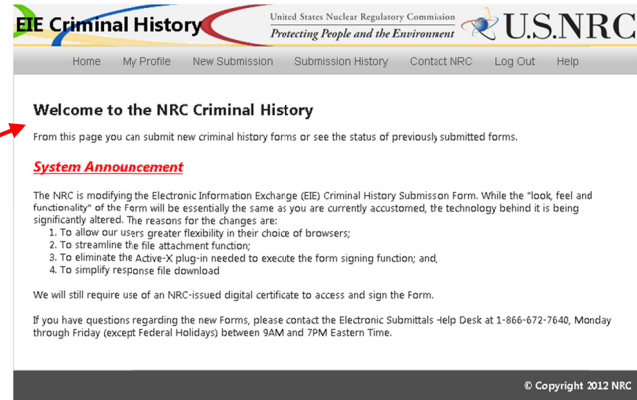
The Criminal History email address is an HTML hyperlink. By selecting this link, an email is created using the users default email client. The **To** field is populated with CrimHist.Resource@NRC.gov and the **Subject** field is populated with “NRC Criminal History Request”.

3.8 Logout



Within the menu bar, click on **Log Out**.

The “Welcome to NRC’s Criminal History application” page will display.



You may close your internet browser.

3.9 Help



Within the menu bar, click on **Help** to display the “Help Center”.

A link to the complete step-by-step user guide is provided as well as links to subject specific instructions.

