CBC QUICK SETUP

The main landing page to get started with the CBC is located at: https://cbc.az.gov/. **Note:** The CBC also has a mobile phone view.

STEP 1: CREATE AN ACCOUNT

Recommended to Watch Video 1: Create Account and Login - Individual on the **https://des.az.gov/CBC**.

Note: If you completed your fingerprint clearance card application electronically, you do not need to create an account. Login to: cbc.az.gov. Your DPS Portal is linked to the CBC Portal.

1. Select 'Individual/Personal'
2. Create your account following the screen prompts

STEP 2: SUBMIT A BACKGROUND CHECK REQUEST

Recommended to Watch Video 3: Submit an Employment Request - Individual on the **https://des.az.gov/CBC**.

1. Login to https://cbc.az.gov/
2. Select Employment
3. Enter Employer email address of: _____
4. Does your background check require a Fingerprint Clearance Card?
   - Select 'No' if you **do not** already have a Fingerprint Clearance Card.
   - Select 'Yes' if you have a Fingerprint Clearance Card already.

   Note* A fingerprint clearance card is required but will be obtained at a later date.
5. Ensure both Department of Child Safety (DCS) Check and Arizona Adult Protective Services (APS) Check are selected before you agree to terms and continue.
6. Date Employed: _____   You may enter this if you know the date you started, if not skip this
7. Enter the Solicitation Number, Contract Number, or Provider ID: _____
8. Verify and complete the remainder questions as prompted on the screen
9. Complete Signature screen: Note your name **MUST** match as entered on your account set up.
10. Submit

STEP 3: GET BACKGROUND CHECK RESULTS

When the background check results are available, the CBC sends an email indicating a notification is available. Login to the CBC and click 'Dashboard' in the upper right header. The 'Recent Notifications' section lists all of your unread messages.

For additional instructions, refer to the CBC Individual User Guide.