DES Contracted Licensed Centers and Group Home Provider 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 EMPLOYER ACCOUNT

Recommended to Watch Video 2: Create Account and Login, and Add Agency - Employer and Agency on the https://des.az.gov/CBC.

Note: If you already have an employer account through the DPS Fingerprint Portal, you do not need to create an account. Login to: https://cbc.az.gov/. Your DPS Portal is linked to the CBC Portal

1. Select 'Employer'
2. Create your account following the screen prompts
   a. Acknowledge **DCS/APS**- Check the box then select 'Continue'
   b. Enter your **Business/Agency Name** - This will be displayed on your employees account when they link to you as their employer.
   c. Select **'Doing checks for applicants/employees, volunteers, or caregivers'**
      i. Then select **'Current Contractor/Service Provider'**
      ii. Select **'Division of Child Care (DCC)'**
   d. Enter your **First name**, then confirm your **First Name**
   e. You may skip **Middle Initial**
   f. Enter your **Last name**, then confirm your **Last Name**
   g. Enter your **Representative Title**
   h. Enter **Email Address**, then confirm **Email Address** - Note: Email address' can only be used for one account, you will not be able to use this email for an individual account or an agency account. ***Recommended to use a group or company email address.***
   i. Create a **Password**, then confirm **Password**
   j. Enter **Address**
   k. Enter **Business Phone Number**
   l. Optional: **Enter Mobile Number**
   m. Enter **Mailing Address** or click box **Use Same Address as above**
      i. Confirm/Validate **Address**
   n. Select/Answer **Security questions**
   o. **Create Account**
3. Verify/confirm your account by going to your email, and click on the email received from the CBC Portal.
4. Link account to DES/DCC for monitoring
   a. Login to your employer account on https://cbc.az.gov/
   b. Click on **'View Connected Agency Accounts'**
      i. Click **Add Agency**, then **'continue'**
      ii. Then add the Agency email address: DCCLCGHVerify@azdes.gov

STEP 2: PROVIDE APPLICANTS/EMPLOYEES WITH INSTRUCTIONS FOR BACKGROUND CHECK REQUEST

1. Download this [CBC Quick Setup Guide: Individuals](#) and complete the **[insert here]** prompts with your employer specific information.

2. Provide this CBC Quick Setup Guide to your Applicants/Employees/Volunteers to set up their account and submit a background check request.

STEP 3: GET BACKGROUND CHECK RESULTS

Recommended to Watch Video 4: Dashboard and Notifications - Employer and Agency on the https://des.az.gov/CBC 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 Employer and Agency User Guide](#).

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