

# Chicago St. Thomas SyroMalabar Diocese

## Background Check Instructions

Chicago St. Thomas SyroMalabar Diocese has contracted eAppsDB to provide background check service for all of its parishes and missions. Please follow the instructions below to complete the registration at eAppsDB and submit the application for background check.

**Note:** When you access the eAppsDB service for the first time, you will need to register for a user account and the registration page requires an Access Code. Please obtain the Access Code for background check from your parish/mission. Please do not share your access code with anybody else.

- Open your browser and go to <https://www.eappsdb.com>
- At the 'Login Page' of eAppsDB, you will first need to register for an account. To do so, select 'Syro-Malabar' from the drop-down list for organization and click on Register button.

You should now be at the 'New User Registration' screen.

All fields on this screen except email address are required fields.

- In the 'Primary Site' field, select the church at which you are employed or at which you do the majority of your volunteer work.
- The 'Access Code' field requires entry of a code that will be provided by the St Thomas SyroMalabar Diocese. Please contact your parish/mission for the access code.
- The 'Type of Application' is required, click on the radio button beside 'Employee' or 'Volunteer' that applies to your application.
- In the 'User ID' field, you should enter a user ID that you would like to use for access to your application. Please read the requirements for user ID at the bottom of the registration screen.
- In the 'Password' field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- In the 'First Name' and 'Last Name' fields, please enter your name as it appears on your driver's license.
- In the 'Date of Birth' field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

Please write down your user ID and password in order to access your application at a later time. Store this information in a safe place.

Once you have completed requested information, click 'Submit Registration'.

You will receive a message that you have been successfully registered in the system. To continue with the application process, click the link that says: 'Please [click here](#) to login and continue your application. This will take you to the 'Login Page' screen.

- At the 'Login Page' enter your user ID and password in the areas provided and click 'Login' to continue.
- After you successfully login to eAppsDB, you will be taken to the 'Application Overview' screen for your application. This screen indicates the status of your application, a list of the application forms to be completed, and the option to view or submit your application.
- St. Thomas SyroMalabar Diocese requires each of the listed application forms be completed. The red 'X' located by each application form indicates the form has not been completed. To fill out the forms, click on the form name in the list on the right hand side of the screen. After completing requested information in section, click 'Save'. A green check mark will appear by the forms that have successfully been completed.
- After all forms have been successfully completed, the 'Submit Application' button will be activated and you will be able to submit your application. To get started, click on the 'Main Application' form.

If questions should arise during your application process, please click on 'HELP' in the top left hand corner of the screen in which you are currently working. You will be taken to our HELP screen information for that section. If you still need help, click on the link at the bottom of the page that says 'To report problems with this web page, [click here](#).