



# 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.

**Note:** 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.

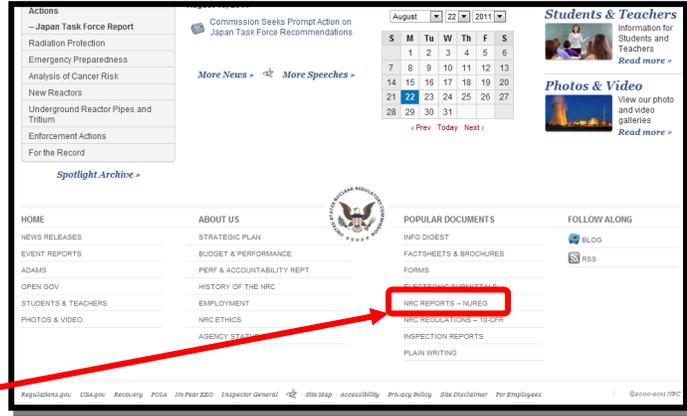
## 3. Submissions

**Note:** 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.

### 3.1 Access the Criminal History Application

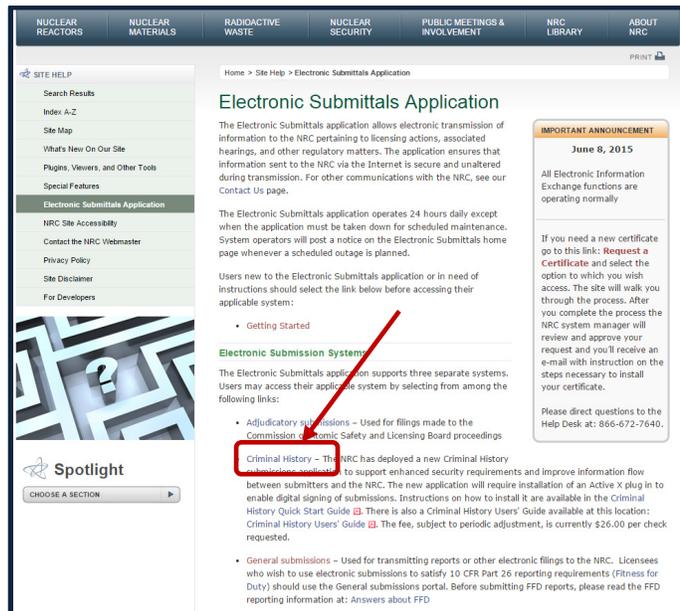
Navigate to the NRC's Website ([www.nrc.gov](http://www.nrc.gov)). Scroll to the bottom of the page and select the **Electronic Submittals Application** link (within the "Popular Documents" section).

- POPULAR DOCUMENTS
- INFO DIGEST
- FACTSHEETS & BROCHURES
- FORMS
- ELECTRONIC SUBMITTALS APPLICATION**
- NRC REPORTS – NUREG
- NRC REGULATIONS – 10-CFR
- INSPECTION REPORTS
- PLAIN WRITING
- ENFORCEMENT ACTIONS
- RULEMAKING



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.

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

**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.

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

### Request Access to Criminal History

**Certificate Information**

First Name: Sandra Last Name: Miller  
Email: sandra.miller@nrc.gov Exp Date: 03/09/2013

**Contact Information**

Title: \_\_\_\_\_ Fax: \_\_\_\_\_  
Phone: \* \_\_\_\_\_

**Address**

Address 1: \* \_\_\_\_\_ Address 2: \_\_\_\_\_  
City: \* \_\_\_\_\_ State: \* \_\_\_\_\_  
Zip: \* \_\_\_\_\_

**Facilities**

Available Selected \*

American Electric Power 50-315  
Arkansas 50-313  
Arkansas 50-313b  
Beaver Valley Power Station 50-30  
Beaver Valley Power Station 50-41

**Rules of Behavior**

Accept Rules of Behavior

Rules of Behavior for Submitters of Information using the Electronic Information Exchange System (EIE)

1.0 Applicability  
These Rules of Behavior apply to all individuals who use the Electronic Information Exchange System (EIE) application to submit information (Submitters) to the Nuclear Regulatory Commission (NRC).

2.0 Consequence for Noncompliance  
These rules comply with Rules of Behavior for NRC Automated Information System Users provided in NRC Management Directive 12.5. EIE Submitters shall be held accountable for failure to comply with these rules of behavior and will subject to disciplinary action as directed by the NRC. Actions may range from a verbal or written warning, removal of EIE access for a specific

Accept.  
 Reject.

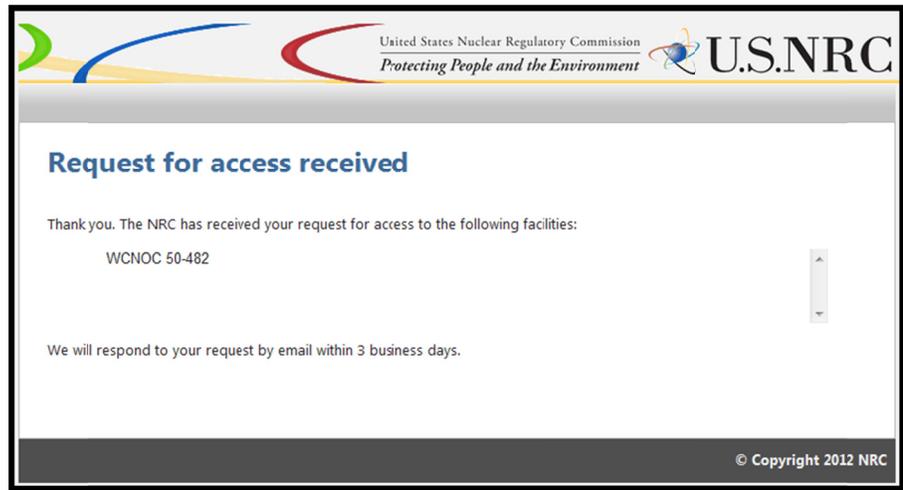
Submit

© Copyright 2012 NRC

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.

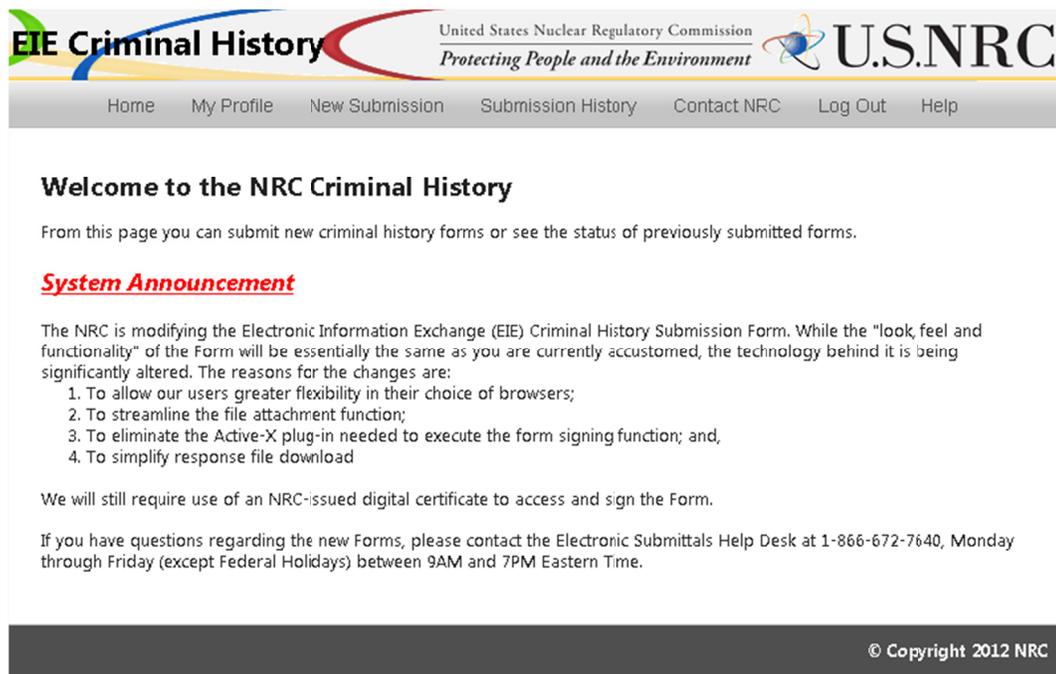


The requestor will receive an e-mail from [CrimHist.Resource@nrc.gov](mailto:CrimHist.Resource@nrc.gov) acknowledging the request for access was received.

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*

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

## Profile

► **Certificate Information**

First Name	<input type="text" value="Sandra"/>	Last Name	<input type="text" value="Miller (affiliate)"/>
Email	<input type="text" value="sandra.miller@nrc.gov"/>	Exp Date	<input type="text" value="03/13/2018"/>

► **Contact Information**

Title	<input type="text"/>	Fax	<input type="text"/>
Phone *	<input type="text" value="(123) 456-7890"/>		

► **Address**

Address 1 *	<input type="text" value="11555 Rockville Pike"/>	Address 2	<input type="text"/>
City *	<input type="text" value="Rockville"/>	State *	<input type="text" value="Maryland"/>
Zip *	<input type="text" value="20852"/>		

## Facilities

► **Facilities**

Your Facilities	<input type="text" value="Braidwood Exelon 50-456&lt;br/&gt;Dresden Exelon 50-237"/>
-----------------	--

### 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.

**Profile**

▶ Certificate Information

First Name: Sandra Last Name: Miller  
Email: sandrasmiller@nrc.gov Exp Date: 03/09/2013

▶ Contact Information

Title: Business Analyst Fax: (987) 654-3210  
Phone: (123) 456-7890

▶ Address

Address 1: 1234 Any St. Address 2:  
City: Rockville State: Maryland  
Zip: 12345

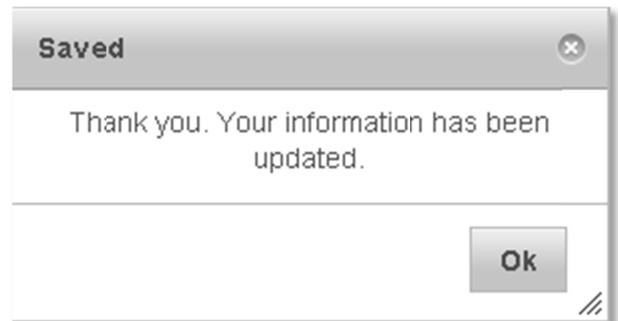
Save

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.

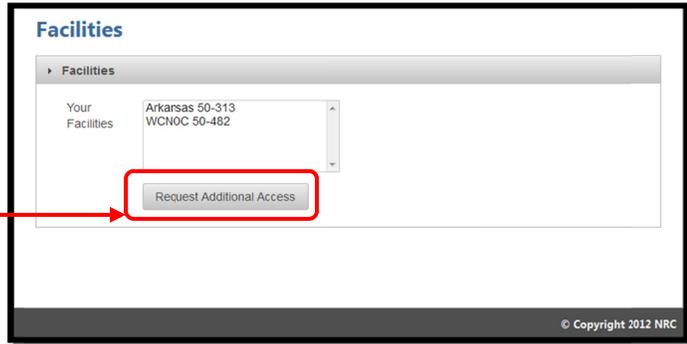
A “Saved” dialogue box will display.

Click the **OK** button.



### 3.4.2 Facilities: Request Additional Access

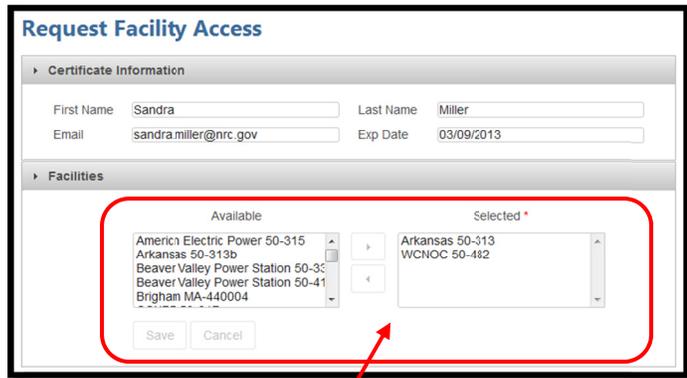
Within the “Facilities” section, click on the **Request Additional Access** button.



The “Request Facility Access” page will appear.

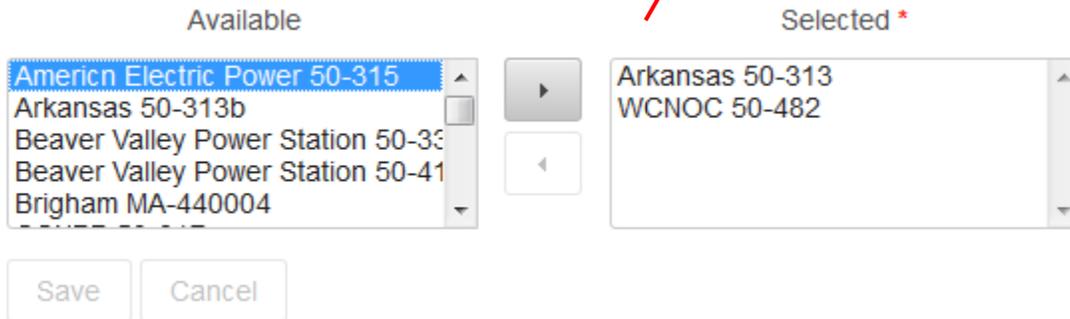
The fields listed within the “Certificate Information” section can *not* be edited.

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.

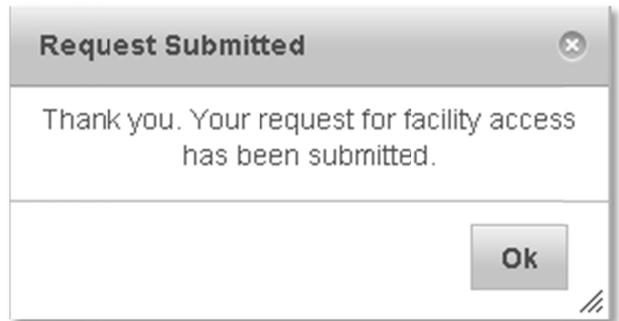
Click the **Save** button.



The dialog box is titled "Available" and "Selected \*". The "Available" list contains: Arkansas 50-313b, Beaver Valley Power Station 50-33, Beaver Valley Power Station 50-41, Brigham MA-440004, and CCNPP 50-317. The "Selected" list contains: Arkansas 50-313, WCNOC 50-482, and American Electric Power 50-315. The "American Electric Power 50-315" item is highlighted in blue. At the bottom, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red box.

A "Request Submitted" dialogue box will appear.

Click the **OK** button.



The dialog box has a title bar that says "Request Submitted" with a close button (X). The main text reads: "Thank you. Your request for facility access has been submitted." At the bottom right, there 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.

**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

## 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)...

# of files attached	<input type="text"/>	Amount Due	<input type="text"/>
Select Payment *	<input type="text"/> ▼		

**▶ Comments (Optional)**

**▶ Sign and Submit Form**

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 section titled "Submission Identification". It contains several input fields: "Submitter Name" with the value "Sandra Miller (affiliate)", "Email Address" with "sandra.miller@nrc.gov", "Docket" (a dropdown menu), "Certificate Expiration Date" with "03/13/2018", and "Submission Title" (a required field).

- 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 section titled "Attachments and Payment". It features a button labeled "Add File Upload" which is highlighted with a red box. Below the button are input fields for "# of files attached", "Amount Due", and "Select Payment" (a dropdown 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**  **Amount Due**

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.

▶ Attachments and Payment

Click to add file(s)...

\\Client\C\$\NRC\Crimina

\\Client\C\$\NRC\Crimina

# of files attached:  Amount Due:

Select Payment \*  
Check  
Money Order  
pay.gov

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

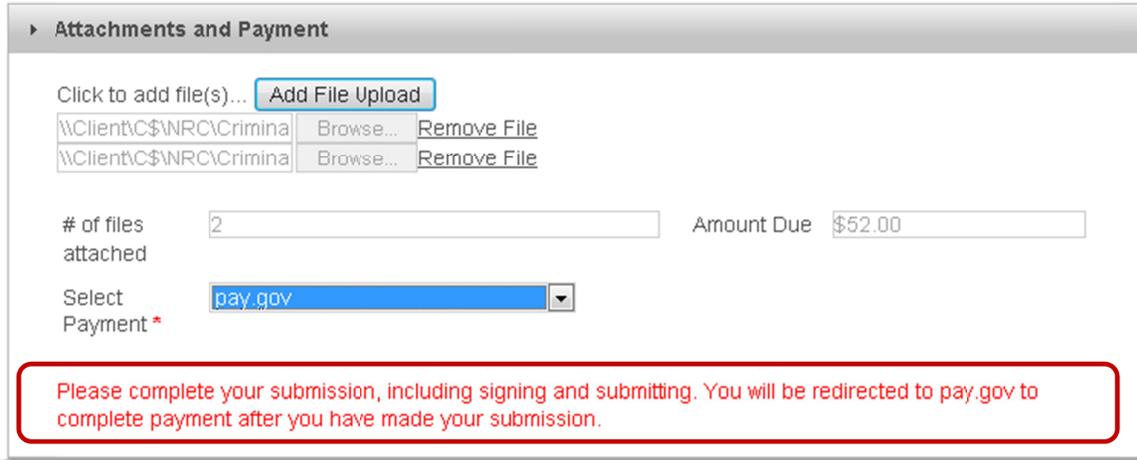


**Note:** For Check and Money Order payments, the submission cannot be processed until payment has been received.

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 interface section titled "Attachments and Payment". It includes an "Add File Upload" button, two file upload rows with "Browse..." and "Remove File" links, a "# of files attached" field with the value "2", and an "Amount Due" field with the value "\$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 web interface section titled "Comments (Optional)". It contains a large, empty text input field 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 web interface 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 box 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  
*Protecting People and the Environment* **U.S.NRC**

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.

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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' form. The form is titled 'Online Payment' and includes a 'Return to your originating application' link. The current step is 'Step 1: Enter Payment Information' (1 | 2 | 3). The payment method is 'Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)'. Required fields are indicated with a red asterisk (\*). The form includes the following fields: Account Holder Name (Sandra Miller (affiliate)), Payment Amount (\$52.00), Billing Address, Billing Address 2, City, State / Province, Zip / Postal Code, Country (United States), Card Type (with logos for VISA, MasterCard, AMEX, DISCOVER), Card Number, Security Code, and Expiration Date. A 'Continue with Plastic Card Payment' button is visible at the bottom. A note at the bottom of the form 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' error message. The message is displayed on a page with the 'EIE Criminal History' and 'U.S.NRC' logos. The message text is: 'Pay.gov transaction failed', 'NRC has failed to receive payment: for Submission ID: 14380.', and 'Please contact NRC to investigate: [CrimHist@nrc.gov](mailto: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.

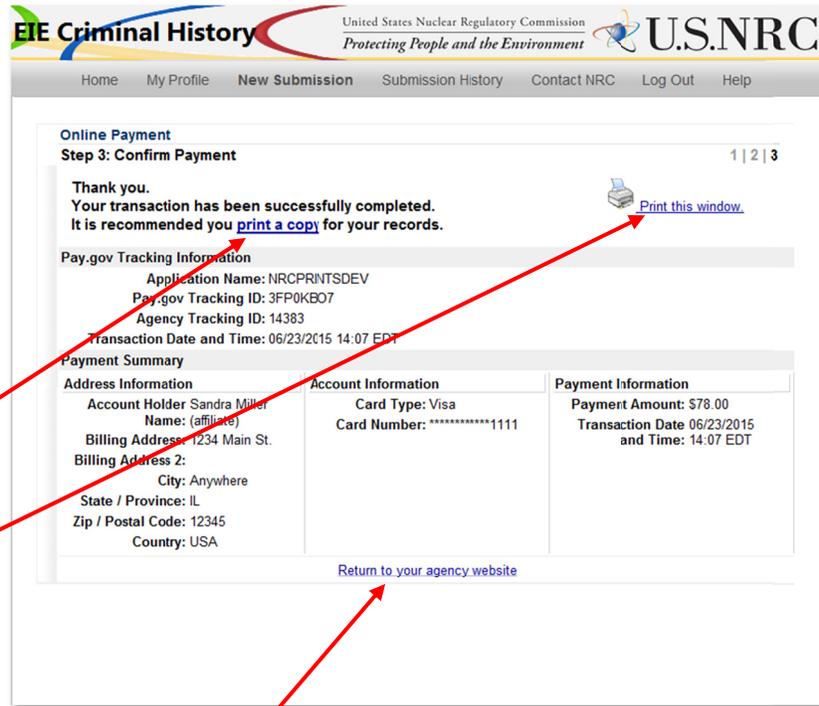
The screenshot shows the 'Step 2: Authorize Payment' page. It includes a navigation bar with links like 'Home', 'My Profile', 'New Submission', etc. The main content area is divided into sections: 'Payment Summary', 'Address Information', 'Account Information', 'Payment Information', 'Email Confirmation Receipt', and 'Authorization and Disclosure'. The 'Authorization and Disclosure' section contains a checkbox with a red asterisk next to it, which is highlighted by a red arrow. Below the checkbox are 'Submit Payment' and 'Cancel' buttons. A note at the bottom of the page advises against using the browser's Back Button.

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

This is a close-up of the 'Authorization and Disclosure' section. It features the text: 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' followed by a checked checkbox and a red asterisk. Below this text are the 'Submit Payment' and 'Cancel' buttons. A red arrow points to the checkbox. A note at the bottom of the section reads: '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



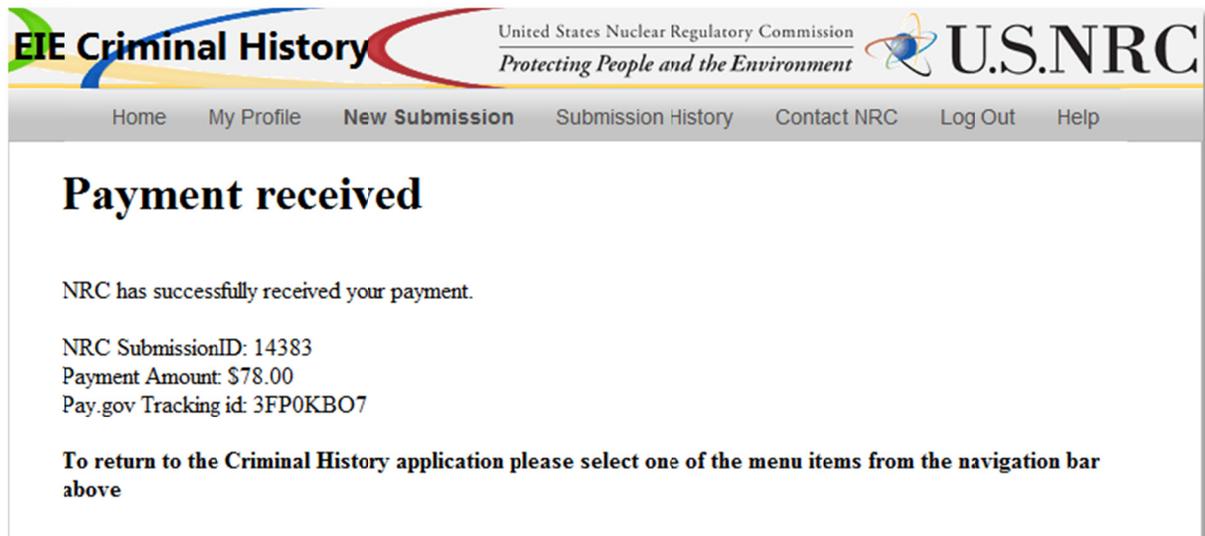
The “Online Payment, Step 3: Confirm Payment” page will appear.

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

To complete the submittal:

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

### 3.5.5.4 Payment Received



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](mailto: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	Facility Name	Submission Title	NumAtt	Submission Date	Status	Pay.gov rec.
+ 14383	Dresden Exelon	5 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	

**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 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>							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																						
View 1 - 3 of 3																										
- 14382	Braidwood Exelon	50 Test	1	Jun 23 2015 1:58PM	PENDING																					
<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>68347</td> <td>Criminal History 01.nist</td> <td>PENDING</td> <td>pending</td> <td>14382</td> </tr> </tbody> </table>							EIE DocumentID	TCN	Status	Resubmit	EIE SubmissionID	68347	Criminal History 01.nist	PENDING	pending	14382										
EIE DocumentID	TCN	Status	Resubmit	EIE SubmissionID																						
68347	Criminal History 01.nist	PENDING	pending	14382																						
View 1 - 1 of 1																										
+ 14381	Braidwood Exelon	50 test	1	Jun 22 2015 4:56PM	PENDING																					
+ 14380	Braidwood Exelon	50 Test	2	Jun 22 2015 4:35PM	CANCELED																					

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	3FOJOB RP
PENDING	3FOJOACT

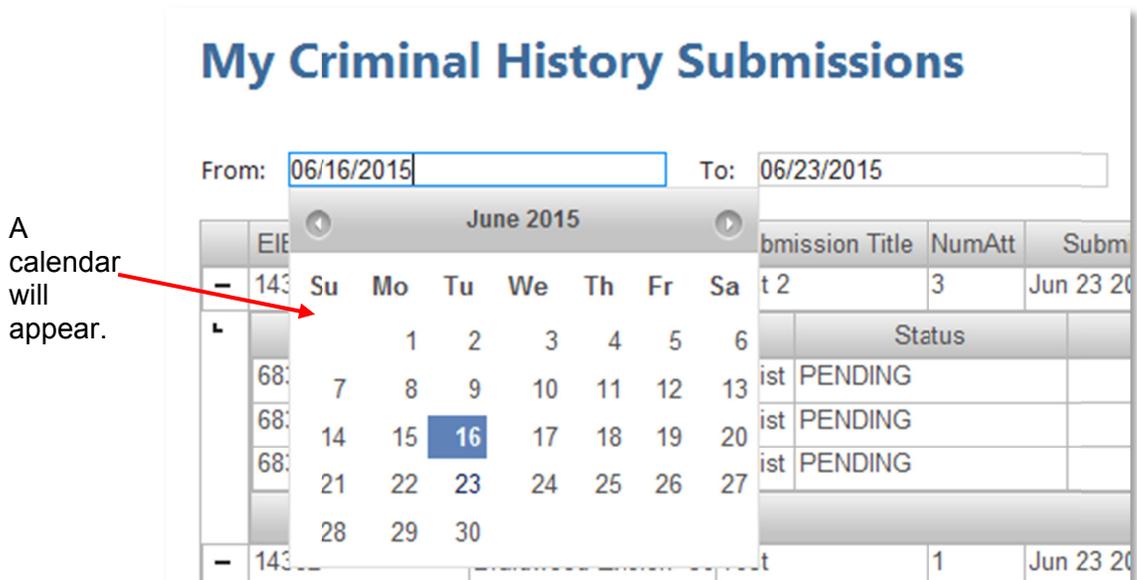


Resubmitted items and submission payments made via Check or Money Order, the **Pay.gov receipt** field will be blank.

### 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.

The screenshot shows the "EIE Criminal History" web application interface. At the top, there is a navigation bar with links for Home, My Profile, New Submission, Submission History (selected), Contact NRC, Log Out, and Help. Below the navigation bar is the "My Criminal History Submissions" section. It includes a date range filter: "From: 06/17/2015 To: 06/24/2015". A table displays submission details. The first submission (EIE SubmissionID 14383) is expanded, showing a detailed view with columns for EIE DocumentID, TCN, Status, Resubmit, and EIE SubmissionID. The "Resubmit" column contains a red-bordered button labeled "resubmit" for the document with EIE SubmissionID 14383. Below this, there are three more submission rows with expandable icons (+).

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: Submitter Name (Sandra Miller (affiliate)), Email Address (sandrasmiller@nrc.gov), Docket (Dresden Exelon 50-237), Certificate Expiration Date (03/13/2018), and Submission Title (Resubmission of Submission ID [14383] Document [68349]). The form also includes an 'Attachments and Payment' section with a 'Browse...' button, a 'Comments (Optional)' section with a text area, and a 'Sign and Submit Form' section with 'Click Here to Sign' and 'Click Here to Submit' buttons. The date 6/23/2015 is shown in the top right corner, and the footer reads '© Copyright 2012 NRC'.

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

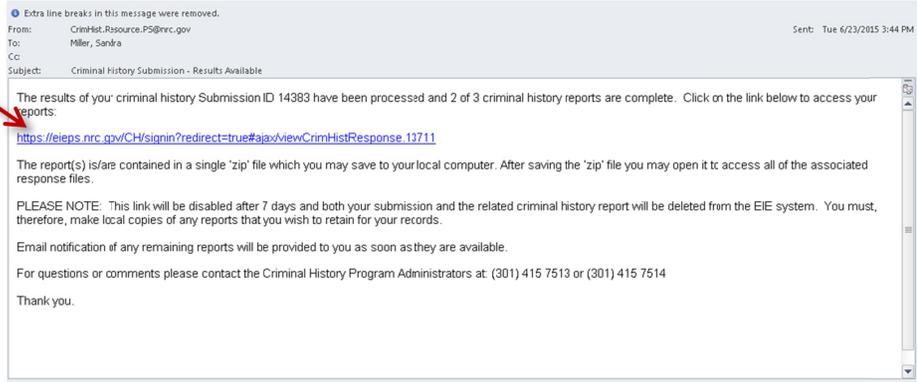
The screenshot shows the 'Criminal History Submission Received' page. The page features the EIE Criminal History logo and the United States Nuclear Regulatory Commission (U.S.NRC) logo. The navigation menu includes Home, My Profile, New Submission, Submission History, Contact NRC, Log Out, and Help. The main heading is 'Criminal History Submission Received'. The text reads: '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 indicates '© 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](mailto:CrimHist.Resource@nrc.gov) with the subject: **Criminal History Submission - Results Available.**

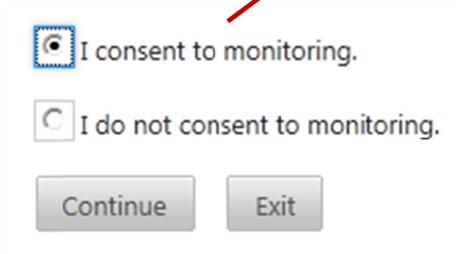
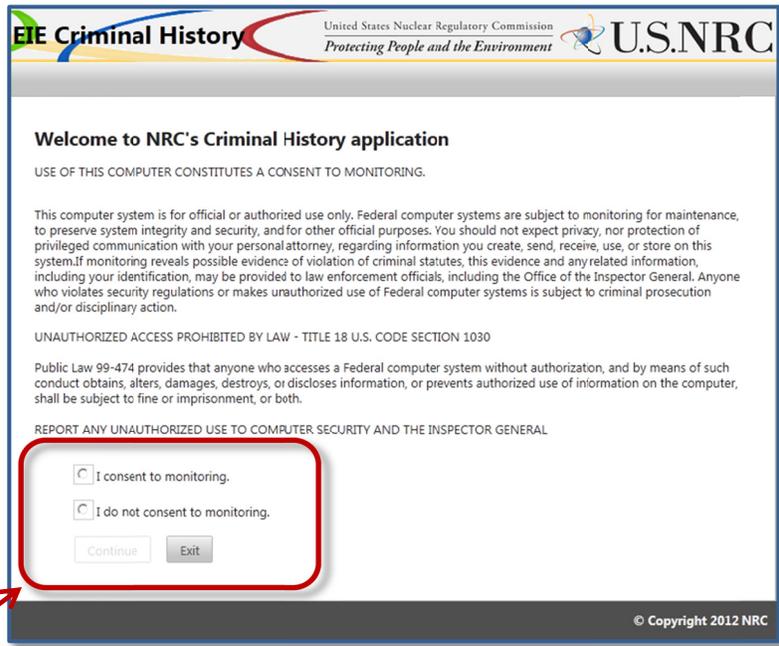
Select the link provided within the email message.



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.



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.

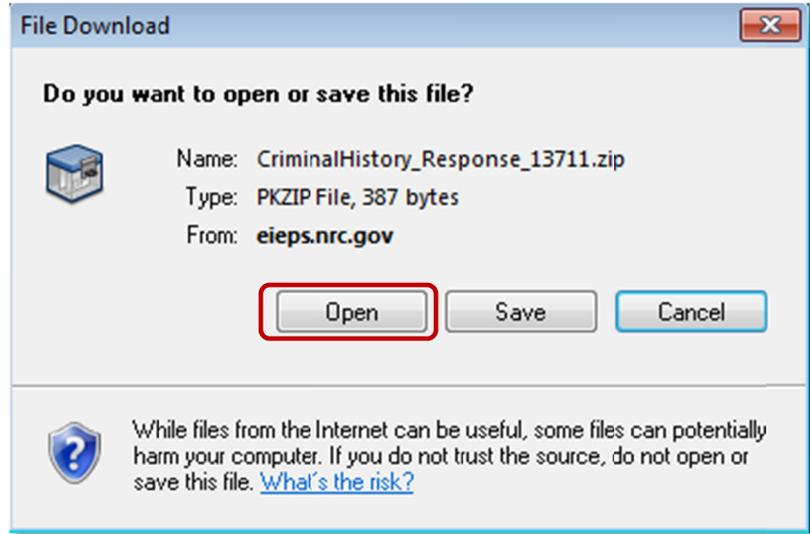
In the example to the right, two (2) files are attached to the response, while the remaining files will be sent at a later time.

The screenshot shows the "Criminal History Response" page. At the top, there is a header with the "EIE Criminal History" logo, the "United States Nuclear Regulatory Commission" text, and the "U.S.NRC" logo. Below the header is a navigation bar with links for "Home", "Modify", "Process", "User Page", "Reports", and "Log Out". The main content area is titled "Criminal History Response" and contains three sections: "Submission Identification", "Comments", and "Responses". The "Submission Identification" section includes fields for "Submitter Name" (Sandra Miller (affiliate)), "Email Address" (sandra.miller@nrc.gov), "Docket" (Dresden Exelon 5C-237), "Submission ID" (14383), and "Submission Title" (Test 2). The "Comments" section contains a text box with the message: "There are 2 files attached to this response. The remaining file(s) will be sent as soon as available." A red dashed box highlights this text, and a red arrow points from the text box in the callout above to this text. The "Responses" section contains a "Download Responses" button and the text "...Click to download responses (zip file)". At the bottom right, there is a copyright notice: "© Copyright 2012 NRC".

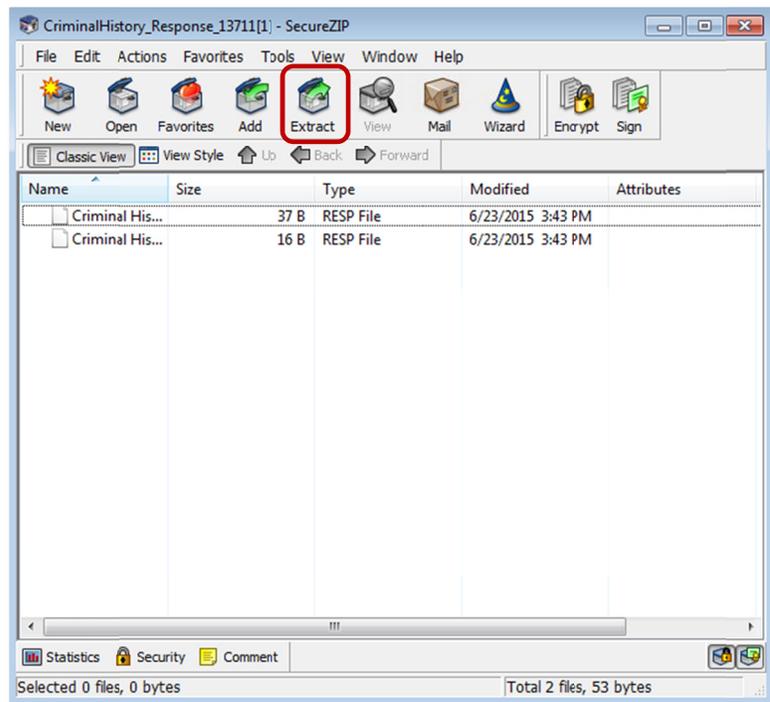
Select the **Download Responses** button.

This screenshot is identical to the one above, showing the "Criminal History Response" page. In this version, a red arrow points from the text "Select the Download Responses button." to the "Download Responses" button in the "Responses" section. The button is highlighted with a red rectangular box. The rest of the page content, including the header, navigation bar, and other sections, remains the same as in the previous screenshot.

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



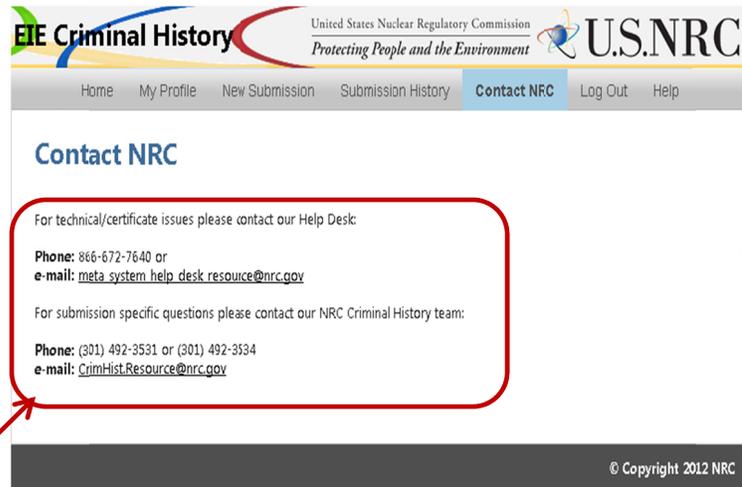
The files can be  
extracted from the Zip  
folder, by clicking on  
the **Extract** button,  
saved to a file  
location and opened.



### 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](mailto: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](mailto: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](mailto:CrimHist.Resource@NRC.gov) and the **Subject** field is populated with “NRC Criminal History Request”.

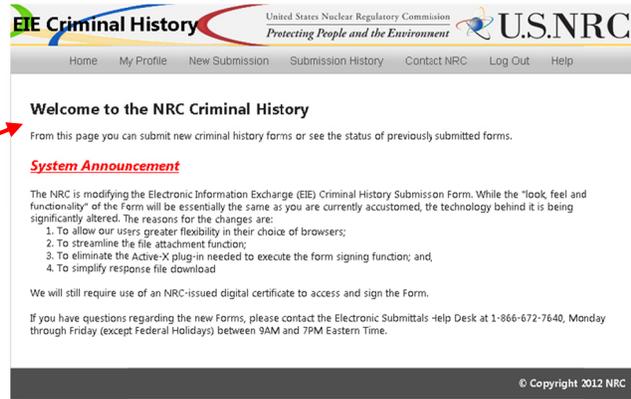
### 3.8 Logout



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.

