



# Protect My Ministry

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## Integrated Background Checks and Child Safety Training for Fellowship One

### Client Guide

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## Introduction

Background Check and Child Safety Training functionality has been included in the Fellowship One suite of applications. This allows users to submit and view Background Check requests and order Child Safety Training through Protect My Ministry.

## Setup

### ***Setup, Step 1: Initial Request***

Clients will need to open a support ticket with Fellowship One requesting Protect My Ministry as your background check vendor. The Fellowship One support team will initiate a procedure to enable background check functionality in the Fellowship One portal. Once it is complete, Fellowship One will notify you.

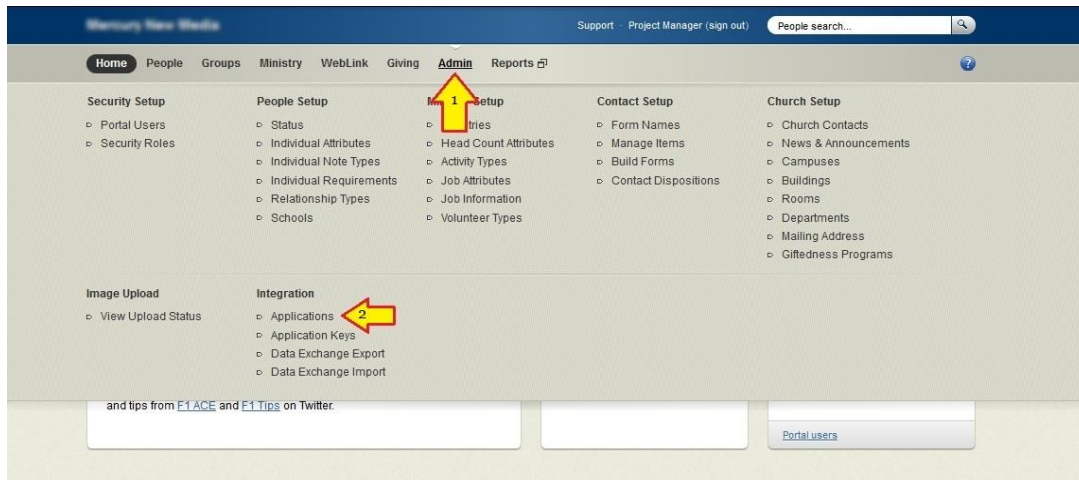
### ***Setup, Step 2: Log in to Fellowship One***

On the Fellowship One login page, enter your Username, Password, and Church Code, as you would normally log in to the system.

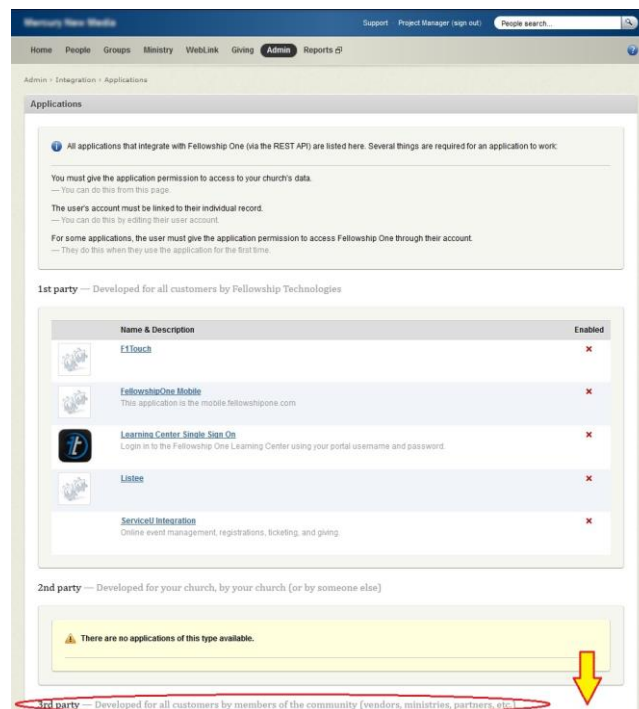


### Setup, Step 3: Add Protect My Ministry

1. Navigate to the **Admin** tab near the top of the page
2. Select **Applications** under the **Integration** column



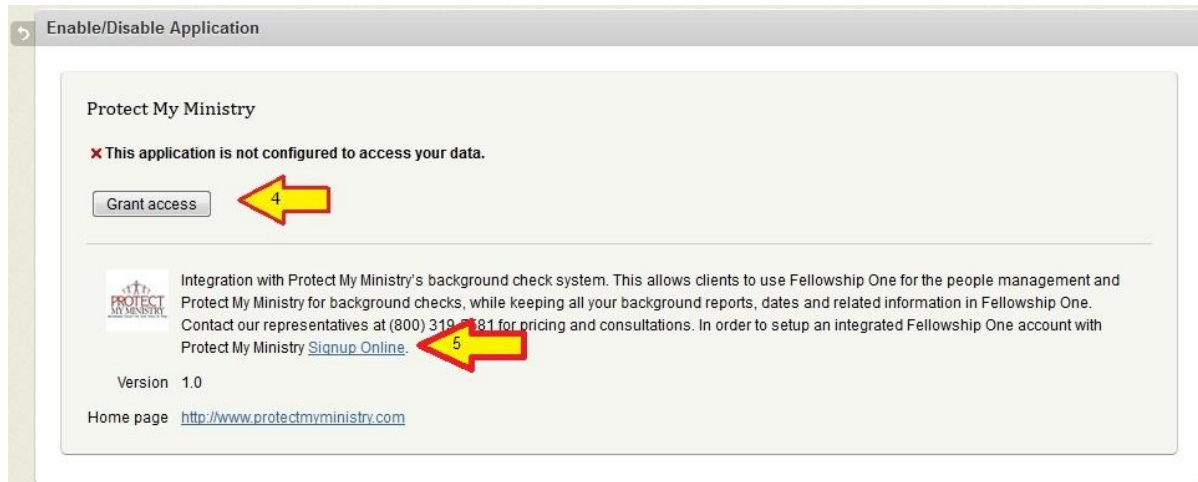
3. Inside the applications screen, scroll down to the 3<sup>rd</sup> Party applications and locate the **Protect My Ministry** application. Click on the link



#### **Protect My Ministry**

Integration with Protect My Ministry's background check system. This allows clients to use Fellowship One for the people management and Protect My Ministry for background checks, while keeping all your background reports, dates and related information in Fellowship One. Contact our representatives at (800) 319-5581 for pricing and consultations. In order to setup an integrated Fellowship One account with Protect My Ministry [Signup Online](#).

4. Click on the grant access button on the Protect My Ministry application.
5. Click on the Signup Online link at the end of the description to begin Protect My Ministry signup.



#### ***Setup, Step 4: Protect My Ministry Sign-Up***

1. Fill out your church's information on the signup page.



2. When you have completed the sign-up process, Protect My Ministry may contact you to verify information, collect any remaining needed information, and provide a user guide. You will also receive confirmation when your account is active and ready.

## Ordering Background Checks and Child Safety Training

### Ordering Background Checks and Child Safety Training, Step 1: Log in to Ministry Mobilizer

<https://www.mobilizemyministry.com/login/Login.aspx>

here.'"/>


### Ordering Background Checks and Child Safety Training, Step 2: New Order

1. In the menu on the left click on the **Background Checks** selection.
2. Click on **New order...** to initiate a new background check.

### ***Ordering Background Checks and Child Safety Training, Step 3: Import the Applicant***

1. Enter the name of the applicant you want to initiate the background check and click **Search**. *The first time you use the system you will get a screen asking for authentication. This is a one-time occurrence.*


Home  
Log Off - f1user  
To Do (0)  
Web Inquiries (0)  
Pipeline (0)  
Background Checks (0)  
New Order...  
Pending (0)  
Complete (0)  
Due for rescreen (0)  
Rescreened (0)  
Archive (0)  
Training (0)

 **MINISTRY MOBILIZER**

**Create New - Import Fellowship One People**

To begin importing names Authenticate Now. This is a one-time authentication process.  
[Authenticate Now](#)

Home  
Log Off - f1user  
To Do  
Web Inquiries  
Pipeline  
Background Checks (0)  
New Order...  
Pending (0)  
Complete (0)  
Due for rescreen (0)  
Rescreened (0)  
Archive (0)  
Training (0)  
Settings  
Reports

 **MINISTRY MOBILIZER**

**Create New - Import Fellowship One People**

Enter the name of the applicant and click search.

Last Name:  First Name:



2. Locate your applicant and click "Import."

The screenshot shows the MINISTRY MOBILIZER interface. On the left is a navigation menu with options like Home, Log Off - Fluster, To Do, Web Inquiries, Pipeline, Background Checks (0), New Order..., Pending (0), Complete (0), Due for rescreen (0), Rescreened (0), Archive (0), Training (0), Settings, and Reports. The main content area is titled 'Create New - Import Fellowship One People'. It includes a search bar with 'Last Name: Smith' and 'First Name: John'. Below this is a table with columns: First, Last, Email, Address, City, State, Zip, and Import. The table contains one row with the following data: John, Smith, nobody@nowhere.huh, 18946 N Dale Mabry Hwy, Lutz, FL, 33548-4964. A yellow arrow points to the 'Import' button in the last column of the table.

3. Enter missing information. You will need to enter SSN manually as this data is not able to be stored in Fellowship One's databases for import. When finished and ready to order your background check, click "Submit."
- If you are a bundle 2 or higher client and do not have all required information, when you have filled in the First Name, Last Name, and Email, you will be presented the option to send a link to the applicant that will direct them to your opportunity page to fill out their information.

If you intend to order Child Safety Training for this applicant, you must enter an email address on this screen.

The screenshot shows the 'New Applicant Detail' form. It contains the following fields and options:

- Position:
- Date:
- First Name:  \*
- Middle Name:
- Last Name:  \*
- Other Names Used: ☐ (mothers' maiden name required for Puerto Rico searches)
- Social Security:  \*
- D.O.B.:  \*
- Gender:  \*
- Ethnicity:
- Phone:
- Drivers License:
- DL State:  (required if Drivers License is filled in)
- Email:  (required for Child Safety Training)
- Street:
- City:
- State:  \*
- Zip Code:

At the bottom of the form are two buttons: 'Submit' and 'Send Link To Applicant'.



### ***Ordering Background Checks and Child Safety Training, Step 4: Order Services***

1. Select the desired package/services you require, as well as Child Safety Training if desired, and click “Next.”

The screenshot shows the 'MINISTRY MOBILIZER' interface. On the left is a blue sidebar menu with the following items: Home, Log Off - f1user, To Do (with a checkmark), Web Inquiries (with a checkmark), Pipeline (with a checkmark), Background Checks (0) (with a checkmark), Training (10) (with a checkmark), Settings (with a checkmark), Reports (with a checkmark), and Imports (with a checkmark). The main content area has a light blue header with the 'MINISTRY MOBILIZER' logo. Below the header is a section titled 'Order Background Check'. This section contains the following fields: 'Name' with the value 'System Analyst'; 'Billing Ref' with a dropdown menu showing '[None]'; 'Package' with three radio button options: 'A La Carte', 'BASIC', and 'PLUS'. Under the 'A la Carte' section, there is a list of checkboxes for various search types: National Criminal Database Search, Criminal Search (County or Statewide), MVR Driving History Search, SSN Verification & Address History, Credit History, Education Verification, Employment Verification, National Sex Offender Registry, and Child Abuse Registry Search. Below this list is a checkbox for 'Search AKA (Maiden Name):' with the text '(Additional Charges Apply--Applies to all Court Searches)'. Below the 'Order Background Check' section is another section titled 'Order and Email Invite for Training'. This section contains a checkbox for 'Child Safety Training' with the text '(Free with background check)'. At the bottom of the form is a blue button labeled 'Next >'.

- If ordering a BASIC package, you will see the order summary screen.
- If ordering a PLUS package, you will then select either a statewide search or county search. The system will walk you through the steps to find the county or state you wish to have searched. There is also a look-up tool, if you do not know the county.
- The county/state will automatically populate from the address provided for your applicant. You may use that information, add additional counties or states to search, or delete that search and add a different county or state to search.

Home  
Log Off - f1user  
To Do  
Web Inquiries  
Pipeline  
Background Checks (0)  
Training (10)  
Settings  
Reports  
Imports

**MINISTRY MOBILIZER**

### Criminal Search

Search Type      State      County

No searches have been created yet.

Note: In order to use Puerto Rico in a criminal search, you must include applicant's mother's maiden name in the "Other Names Used" field in the applicant's data.

Choose a search type: ☐ Statewide ☒ County

State: FL  
County: Hillsborough      [Use this County](#)

If you need a more advanced County Search, [click here](#) to search by city and state, or zip code.

[Previous](#)      [Next](#)

2. Review the summary of your order, make sure applicant information is correct, as well as the searches you are ordering.

Home  
Log Off - f1user  
To Do  
Web Inquiries  
Pipeline  
Background Checks (0)  
Training (10)  
Settings  
Reports  
Imports

**MINISTRY MOBILIZER**

### Summary

**For the following Applicants:**

| First  | Last    | Date of Birth | Social Security Number |
|--------|---------|---------------|------------------------|
| System | Analyst | 12/21/2012    | 518-64-1584            |

**You are about to order the following services:**

Package: BASIC

Services:

- National Criminal Database Search
- SSN Verification & Address History
- National Sex Offender Registry Search

Training: Child Safety Training

[Previous](#)      [Submit For Background Check](#)      If you ordered a Statewide, County, and/or MVR search, additional fees may apply. [Please review the current mandatory court fee lists.](#)

3. A confirmation page will display when your background check and you will receive an email confirmation.

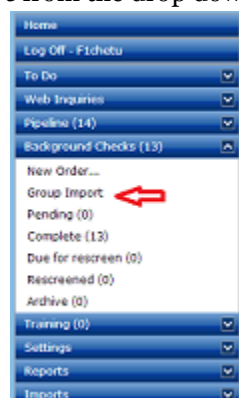
## Group Import of Applicants

### Group Import of Applicants, Step1:

<https://www.mobilizemyministry.com/login/Login.aspx>

### Group Import of Applicants, Step 2: Import Group

1. In the menu on the left, click on **Background Checks**.
2. Select **Group Import** from the drop down menu.





### Group Import:

Fellowship One Group Import feature is to facilitate importing applicants based on Fellowship One Groups.

|                      |                                       |                                |
|----------------------|---------------------------------------|--------------------------------|
| <input type="text"/> | <input type="button" value="Search"/> |                                |
| Group ID             | Group Name                            |                                |
| 1364033              | Group Z                               | <a href="#">Get Applicants</a> |

### Group Import of Applicants, Step 3 : Select applicants

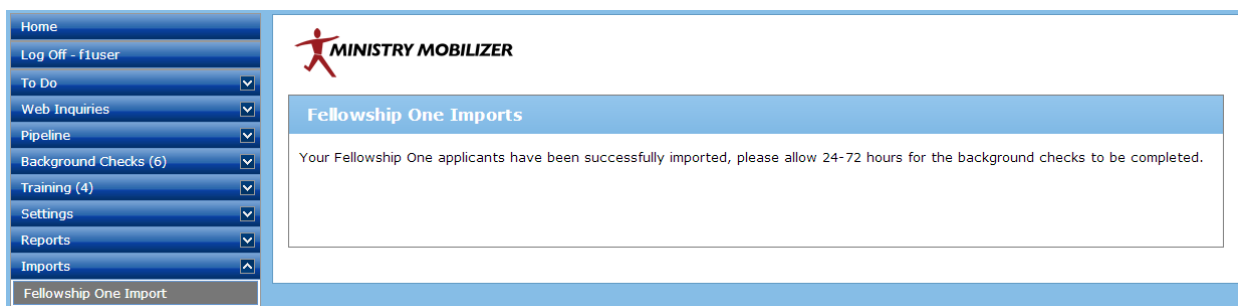
3. Click on **Get Applicants** of the group you wish to import. The import feature will find all applicants from that group in your Fellowship One account that have not already been imported to Ministry Mobilizer.
4. Ensure all applicants that you wish to have imported have all necessary information. This information can be edited by clicking on Edit in the far left column for each applicant.
5. You will need to add the applicants SSN and any other information that you do not already have saved in Fellowship One for each applicant.
6. You will need to select which package that you would like ordered for each applicant as well as a billing reference if desired.
7. When finished updating information for an applicant, click on *Update* in the **Edit Column**.

| Fellowship One Imports               |            |             |            |                    |               |                        |        |           |                      |
|--------------------------------------|------------|-------------|------------|--------------------|---------------|------------------------|--------|-----------|----------------------|
| <input type="checkbox"/> Edit column | First Name | Middle Name | Last Name  | Previous Last Name | Date of Birth | Social Security Number | Gender | Ethnicity | Street               |
| <input type="checkbox"/> Edit        | Angel      |             | Flintstone |                    | 12/12/2012    |                        | Male   |           | 14499 N Dale Mabry   |
| <input type="checkbox"/> Edit        | Jacob      |             | Angel      |                    | 5/22/1996     |                        | Male   |           | 6363 N State Hwy 161 |
| <input type="checkbox"/> Edit        | John       |             | Angel      |                    | 8/12/1968     |                        | Male   |           | 6363 N State Hwy 161 |
| <input type="checkbox"/> Edit        | Michael    |             | Angel      |                    | 4/7/2000      |                        | Male   |           | 6363 N State Hwy 161 |
| <input type="checkbox"/> Edit        | Patricia   |             | Angel      |                    | 11/16/1969    |                        | Female |           | 6363 N State Hwy 161 |
| <input type="checkbox"/> Update      |            |             | Manager    |                    |               |                        |        |           |                      |
| <input type="checkbox"/> Edit        | System     |             | Analyst    |                    | 7/11/2013     |                        |        |           | 14499 N Dale Mabry   |

8. When finished editing/updating the applicants you wish to import, select the checkboxes next to all applicants (or use the select all box at the top of the applicants selection column) that you wish to have imported. When all applicants are selected, click on the ***Import Selected Applicants*** button to import.

| Fellowship One Imports                                    |            |             |            |                    |               |                        |        |           |                        |        |       |            |
|---|------------|-------------|------------|--------------------|---------------|------------------------|--------|-----------|------------------------|--------|-------|------------|
| <input type="checkbox"/> Edit column                      | First Name | Middle Name | Last Name  | Previous Last Name | Date of Birth | Social Security Number | Gender | Ethnicity | Street                 | City   | State | Zip        |
| <input checked="" type="checkbox"/> Edit                  | Fred       |             | Flintstone |                    | 12/12/2012    |                        | Male   |           | 14499 N Dale Mabry Hwy | Tampa  | FL    | 33618-2071 |
| <input type="checkbox"/> Edit                             | Jacob      |             | Angel      |                    | 5/22/1996     |                        | Male   |           | 6363 N State Hwy 161   | Irving | TX    | 75038      |
| <input type="checkbox"/> Edit                             | John       |             | Angel      |                    | 8/12/1968     |                        | Male   |           | 6363 N State Hwy 161   | Irving | TX    | 75038      |
| <input type="checkbox"/> Edit                             | Michael    |             | Angel      |                    | 4/7/2000      |                        | Male   |           | 6363 N State Hwy 161   | Irving | TX    | 75038      |
| <input type="checkbox"/> Edit                             | Patricia   |             | Angel      |                    | 11/16/1969    |                        | Female |           | 6363 N State Hwy 161   | Irving | TX    | 75038      |
| <input checked="" type="checkbox"/> Edit                  | Project    |             | Manager    |                    |               |                        |        |           |                        |        |       |            |
| <input checked="" type="checkbox"/> Edit                  | System     |             | Analyst    |                    | 7/11/2013     |                        |        |           | 14499 N Dale Mabry Hwy | Tampa  | FL    | 33618-2071 |
| <input type="button" value="Import Selected Applicants"/> |            |             |            |                    |               |                        |        |           |                        |        |       |            |

9. Upon successful import of applicants, you will be presented with a confirmation page. Please be aware that it may take 24-72 hours for your requests to process.





### ***Due for Rescreen Option***

If you would like the system to keep track of when your applicants are due to be rescreened, go to the Additional Settings in Settings. You can choose to rescreen applicants every year, two years or more depending on your preference.


Home

Log Off - Test Acct

To Do 

Web Inquiries 

Pipeline 

Background Checks (504) 

New Order...

Group Import

Pending (0)


Complete (504)


Due for rescreen (502)


Rescreened (0)

Archive (0)

Training (0) 

Settings 

Reports 

Imports 

ACTIONS

Select an item in the grid for menu items to be shown here.



Then check all applicants you wish to rescreen. \*Note by selecting more than one applicant, you will be required to order the same background package for each of them. If the applicants require different packages to be ordered, you will need to select one applicant at a time and choose the package.

Once you have selected the package, you will be presented a summary page of your order. You can then click on the “Submit for Background Check” button.

Once the background screen results are completed, your applicant’s profile will be updated and they will no longer show in the Due for Rescreen category.



## Viewing Results from Fellowship One

### *Viewing Results from Fellowship One, Step 1: Log in to Fellowship One*

On the Fellowship One login page, enter your Username, Password, and Church Code, as you would normally log in to the system.

The screenshot shows the Fellowship One login page. The main header area contains the Fellowship One logo (a blue circle with a white '1' inside) and the text 'Fellowship One' in a large, bold, blue font. Below the logo, a dark banner reads 'YOU WERE CALLED TO SERVE PEOPLE NOT SOFTWARE'. To the right of the logo is a 'Sign in' form with fields for 'Username', 'Password', and 'Church code', and a 'Sign in' button. The footer is divided into three columns: 'Fellowship One' with links to 'Fellowship One', 'Fellowship One API', 'Fellowship Technologies', and 'Active Network'; 'Contact us' with address, office, and sales phone numbers; and 'Support' with business and premier support hours, a phone number, and a support resources link.

| Fellowship One  | Contact us   | Support  |
|---|--|--|
| <a href="#">Fellowship One</a><br><a href="#">Fellowship One API</a><br><a href="#">Fellowship Technologies</a><br><a href="#">Active Network</a> | 6363 N State Highway 161<br>Suite 200<br>Irving, TX 75038 USA<br><br>Office: 469-442-0100<br>Sales: 877-318-5669 | <b>Business Hours:</b><br>7:00 AM - 7:00 PM CST (M-F)<br><br><b>Premier Support Hours:</b><br>6:00 AM - 10:00 PM CST (Everyday)<br><br>866-383-2437<br><a href="#">Support Resources</a><br><a href="mailto:support@fellowshiptech.com">support@fellowshiptech.com</a> |


### *Viewing Results from Fellowship One, Step 2: Locate the Report for Your Applicant*

1. Locate your applicant within the Fellowship One application.

2. On the Individual Detail screen, scroll down to the Requirements Section.

Click on the document icon to view the report.

Individual Detail



Head

▼ Involvement — showing 6 months

Nicholas has no attendance or assignments in a 6 month range.  
You can...

[Create a participant assignment](#)

[Create a staffing assignment](#)

View all [Attendance, Assignments](#)

• Staffing • Participant

▼ Groups

Nicholas doesn't belong to any groups.

▼ Notes — all 0 +

Nicholas doesn't have any notes. You can [add one](#) now.

▼ Contact Items — all 0 +

Nicholas doesn't have any contact items. You can [add one](#) now.




[View all contact items](#)

▼ Attributes 0 +

Nicholas doesn't have any attributes. You can [add one](#) now.

▼ Requirements 14 +

Background Checks

|                           |           |                 |   |                      |   |
|---------------------------|-----------|-----------------|---|----------------------|---|
| PMM Background Check      | 8/14/2012 | Project Manager | Pending   | <a href="#">Edit</a> |  |
| PMM Child Safety Training | Today     | Project Manager |  Completed | <a href="#">Edit</a> |  |

Actions

[View the household](#)

[Add an individual](#)

[Edit privacy settings](#)

► Household members 1

Nicholas's information [Edit](#)

Status Member

D.O.B. 5/23/1982 (30 yrs.)

Marital status Married

[Show additional info](#)

Phone, Email, Web [Edit](#)

Household

1234567890 Home ★

Last updated: 7/6/2012

[test@test.com](#) Email ★

Last updated: 7/6/2012

Addresses

Household

Primary ✓ [Edit](#)

2902 Busch Lake Blvd

Tampa, FL 33614-1859

[map](#)

Last Updated: 7/6/2012

Nicholas Dorrough

Business ✓ [Edit](#)

2902 Busch Lake Blvd

Tampa, FL 33614-1859

[map](#)

Last Updated: 9/7/2012

[+ Add another](#)

People Lists

## Viewing Results from Fellowship One: Explanation of Terms

In the Background Check screen, you will see 5 columns:

Background Checks

Created date \* 7/10/2012 to 7/24/2012 Request status Requirement Requirement status Search

| Name  | Tracking Number | Requirement          | Request Status                      | Requirement Status |
|---|-----------------|----------------------|-------------------------------------|--------------------|
| <a href="#">Test Testing</a><br>Submitted by Project Manager on 7/23/2012 at 11:51 AM | 1017053         | PMM Background Check | Technical Failure<br>SSN is missing | Pending            |
| <a href="#">John J. Smith</a><br>Submitted by Project Manager on 7/23/2012 at 3:29 PM | 1017675         | PMM Background Check | Completed                           | Completed          |

1 2 3 4 5 out of 2

1. This is your link to the applicant's profile.
2. This is your order number.
3. This is for identification of Protect My Ministry Background Checks or Child Safety Training.
4. This is the status of your order.
  - Ordered – Background Check or Child Safety Training has been submitted and is processing.
  - Completed – Background or Child Safety Training Check is ready for viewing.
  - Technical Failure – There is an error in the background check results. Please contact Protect My Ministry.
5. This will display the report status.
  - Pending – Background Check is processing.
  - Completed – Background Check is complete with no alerts.
  - Conditional – Background Check is complete with alerts.

## Viewing Results from Ministry Mobilizer, Step 1: Log in to Ministry Mobilizer

<https://www.mobilizemyministry.com/login/Login.aspx>

**MINISTRY MOBILIZER**

Username:   
Password:   
  
[Forgot Username/Password](#)

[Contact Us](#) [Bookmark Page](#)

**PROTECT MY MINISTRY**  
BACKGROUND CHECKS FOR YOUR PEACE OF MIND.

Welcome to Protect My Ministry

From this application you will be able to order background checks for your applicants and volunteers as well as track reports status. You will also be able to order Child Safety Training and track the status of training. You can return to Protect My Ministry by clicking the banner above.

**NEW lost username and password retrieval process**

- Click on "Forgot Username/Password"
- Enter your first name, last name, and the email address that you have associated with your user account
- Check your inbox for your username and password

**Customer Service Hours of Operation:**

- Monday - Friday: 8:30 AM - 5:30 PM EST

**Upcoming Office Closures:**

- 22-25 December, 2012 - Christmas
- 1 January, 2013 - New Years
- 21 January, 2013 - Martin Luther King Jr's Birthday

**Security:**

Ministry Mobilizer is secure. Both the login page and online application are protected by Go Daddy Secure Certificate Authority with 128-bit encryption. The connection is encrypted using AES\_128\_CBC, with SHA1 for message authentication and RSA as the key exchange mechanism.

For best results, we recommend using Google Chrome. You can download Google Chrome [here](#).

## Viewing Results from Ministry Mobilizer, Step 2: Locate the Report for Your Applicant

Using the Background Checks List:

1. Under the Background Checks or Training tab, select Complete.
2. The first column on the grid is Report, when the screening is complete, a GREEN C will display. Click on the "C" to view the background report or Child Safety Training certificate.

**MINISTRY MOBILIZER**

**Training: Complete**

Click on the **C** to view the completed certificate for that person.

Name:  Department:

| Status | First    | Last      | Department | Requested  |
|--------|----------|-----------|------------|------------|
| C      | Nick     | Dorrough  | None       | 02/08/2013 |
| C      | Test     | Testerson | None       | 02/07/2013 |
| C      | John     | Smith     | None       | 02/07/2013 |
| C      | Test     | Test      | None       | 02/04/2013 |
| C      | Test     | Test      | None       | 02/04/2013 |
| C      | Test     | Test      | None       | 02/04/2013 |
| C      | Michael  | Brooks    | None       | 02/01/2013 |
| C      | John     | Smith     | None       | 01/30/2013 |
| C      | Priority | Research  | None       | 01/03/2013 |
| C      | Test     | Test      | None       | 01/03/2013 |

Page size: 10