HOW TO COMPLETE A DISCLOSURE APPLICATION (DBS) IN ATLANTIC DATA – OPTION 1

LOG IN TO COMPASS

Before you start:
- Select the right role from 'My Roles' box.
- Ensure you have the required information for the DBS check.
- If you have used the ID Checking Form please use Option 1.

1. Search for Member you wish to submit DBS check for. Go to their record.

2. Click on 'Disclosures' tab. Click 'Request Disclosure.' Atlantic Data website will open.

3. Log in to Atlantic Data and select 'Option 1'. Select applicant's ID documents.

4. Once you've selected the right amount of documents, click 'OK'. Then click 'Proceed'.

5. Enter the relevant information then click 'Proceed'. Enter the ID checker's details.

6. Select when the applicant will complete the rest of the application.

Later

Here and Now

7. If 'Later', follow instructions on screen to create an applicant login.

7. If 'Here & Now', follow on screen instructions to create applicant login. Applicant logs in.

8. Ask the applicant to fill in and check the application details, including a 5 year address history.

8. Email login to applicant to complete the process remotely.

COMPLETE

9. When they are happy with what's been entered, ask the applicant to click 'Submit'.

Remember:
- Log out of Atlantic Data, don't just close the browser.
- Click 'Close' on the popup box in Compass once you have finished.