Kentucky Applicant Processing

Upcoming Enrollment Services Information

New Items For Review:

- **Authorized User & Background Check Results Viewing**

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Kentucky UEP – FlexCheck System

- Automated Results Processing
  - Programmatic review and processing of fingerprint search results
  - Approximately 80% historically with automatic clearance
  - Results e-mail and/or paper letter results produced automatically
  - State and FBI results delivered in one result notice
- Admin Web Portal
  - Secure and encrypted access for authorized recipients
  - FBI compliant two-factor authentication
  - Access to complete transaction status and applicant information
  - Access level control for optional record results viewing
  - Variety of applicant and transaction searches available
  - Data export to Microsoft Excel
  - Web Portal reduces calls from authorized recipients

Kentucky UEP – FlexCheck System – Web Portal Login (example)

Welcome to the Pennsylvania Safe Check (PASafeCheck) Website! By logging in you are acknowledging you are an authorized recipient of criminal record check results processed by your organization through the PASafeCheck system.

User Name*

Password*

Using your PA SafeCheck Token, please fill in the value located in square C 1

C 1:

Login   Reset Password

WARNING: Access to this system is restricted to users authorized by Pennsylvania Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.

- Authorized agency personnel will receive a User Name and Password for accessing the FlexCheck system via the web portal login

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Kentucky UEP – FlexCheck System – Web Portal Search Options

- Applicants can be searched using the Generic Search Criteria option, or records can be pulled up using the applicants UEID, Full Social Security Number, or Transaction Number. Agencies can also view status of applicants who were Recently Completed or Pending Transactions via the tab on the left of the screen

Kentucky UEP – FlexCheck System – Web Portal Search Options

- Records will populate based on search criteria

Kentucky UEP – FlexCheck System – Web Portal Applicant Transaction Detail

- Applicant Information will populate, as well as providing viewable documents pertaining to their results.

Kentucky UEP – FlexCheck System – Web Portal Applicant Transaction Detail

- Result letters are viewable and printable (if allowed for your agency)