TRAINING

GUIDE

EAAP

Colorado Bureau of Investigation (CBI)
Secured Document Delivery System (SDDS)

**Electronic Account Application Process (EAAP)
Public User Guide**

Table of Contents

INTRODUCTION

The purpose of this manual is to instruct potential Secure Document Delivery System (SDDS) Account Owners on the process to request their own SDDS Account electronically. The Account Types fall under seven (7) different categories: Childcare, Education (K-12), NCPA/VCA VECHS, Municipal/County Entity, Private Security Officer, Public Search, and Vendor Management Program (VCP). The applicant will select the category and sub-category that best fit their organization type and needs.
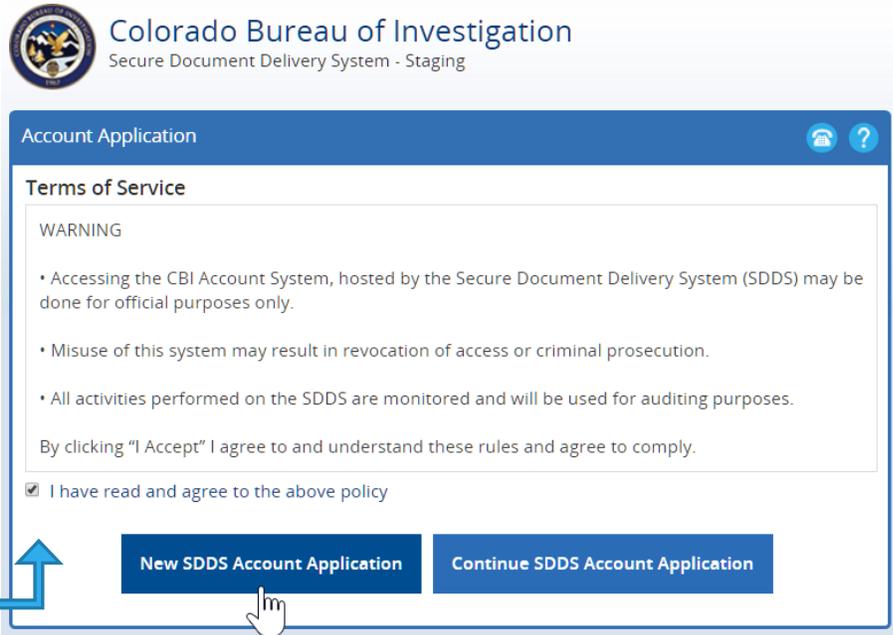
IMPORTANT NOTE about the data in this guide.

The screen shots of the data entry forms used in this application contain fictional names and false contact information and is intended for demonstration purposes only.

VERSION HISTORY

Version #	Implemented By	Last Revision Date	Approved By	Approval Date	Reason for Update
1.0	LogiKCo	12/3/2021	CBI Administration	12/6/2021	Initial Publication

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Electronic Account Application Process

Steps	Screen Shot

The Account Types fall under seven (7) different categories. The applicant will select the category and sub-category that best fit their organization type and needs. The example illustrated below only covers the Childcare application for training purposes, but the procedure is identical regardless of the selected Account Type.

On the Account Application home screen, the user can choose

New SDDS Account Application

To complete a NEW Application

Continue SDDS Account Application

To Continue with an unfinished Application. (The email used for this application will be verified and an access code will be provided)

To access the website click on https://cbisdds.state.co.us/AccountApplication/

Read and acknowledge the Terms of Service and click on the check box located next to the phrase, "I have read and agree to the above policy

Colorado Bureau of Investigation
Secure Document Delivery System - Staging

Account Application

Terms of Service

WARNING

• Accessing the CBI Account System, hosted by the Secure Document Delivery System (SDDS) may be done for official purposes only.

• Misuse of this system may result in revocation of access or criminal prosecution.

• All activities performed on the SDDS are monitored and will be used for auditing purposes.

By clicking "I Accept" I agree to and understand these rules and agree to comply.

☑ I have read and agree to the above policy

New SDDS Account Application   **Continue SDDS Account Application**

Account Categories

Account Types are divided into seven (7) categories. The user must pick the category that best fits their organizational type. The example shown in this training aid is for a childcare organization, however the process is exactly the same for any of the 7 categories.

If you are unsure of what category your organization would fall under, please contact the SDDS team at this email address cdps_sddssupport@state.co.us

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Steps	Screen Shot

1.0 Childcare (example)

Start the process by choosing **Childcare** from the category menu then click [Next]

Colorado Bureau of Investigation
Secure Document Delivery System - Staging

Account Application » Account Type

Information & Instructions

This website will be used to establish an account with the Colorado Bureau of Investigation (CBI). The primary purpose for utilizing this account will be to obtain criminal history records and/or important communications electronically through our Secure Document Delivery System (SDDS). If approved, an account number will be assigned and provided to you by the CBI. It is essential that this account number be used when fingerprints are submitted to the CBI for processing.

Account types have been divided into seven (7) categories. Please pick the category that best describes your profession.

- Childcare
- Education (K-12)
- NCPA/VCA VECHS Program
- Municipal/County Entity (Regulated or Licensed by)
- Vendor Management Program (VCP)
- Private Security Officer (PSO)
- Public Search

[Next]

1.1 Licensed C.R.S. 26-6-107 (example)

1)

Please read the bullet list of requirements before you proceed. Select all that apply to your account type.

The example shown in this guide are selections made for a Licensed Preschool Childcare Organization.
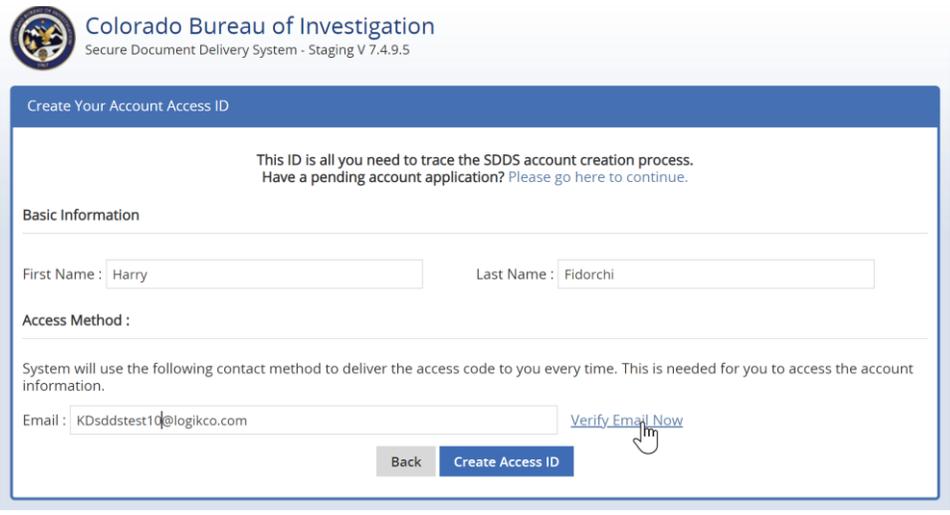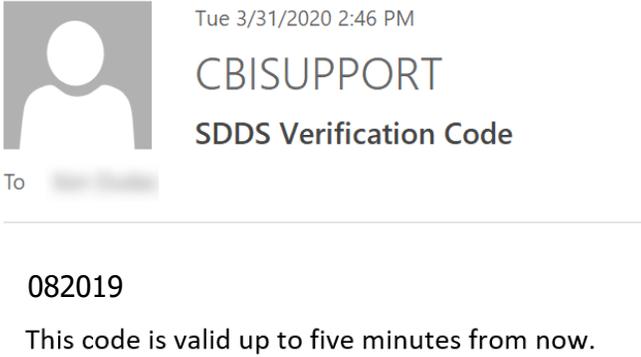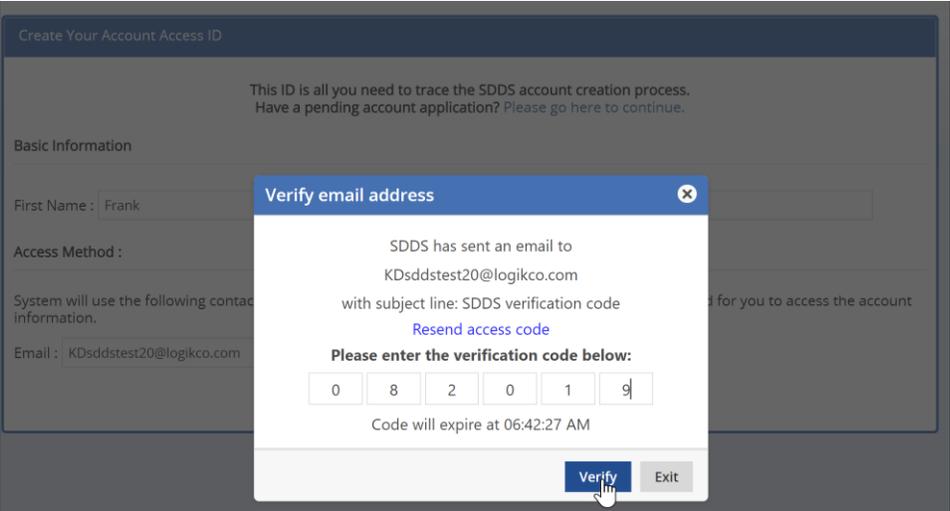
Click [Next]

Account Application » Account Type

Childcare Account

Please pick the following that best describes your profession:

☑ Licensed C.R.S. 26-6-107
- Including Fostercare, Kinship, Camps and Adoptions
- Must have a **Daycare Provider License Number** issued by the Colorado Department of Human Services
- CBI and FBI criminal background check
- FBI background response will be delivered to the Colorado Department of Human Services
- Fee = $39.50; $24.00 (Transfer if eligible)

☐ NCPA/VCA VECHS
- Unsupervised access to children, the elderly, individuals with disabilities or at-risk population
- Working within a school environment
- Authorized recipient (AR) is a public, private, for profit, or non-profit entity operating within the State of Colorado with a physical operating address in Colorado
- **Not a licensed** daycare facility by the Colorado Department of Human Services
- Applies to both agencies employees or volunteers
- CBI and FBI criminal background check
- Fee = $39.50 (Paid employee); $33.50 (Un-paid volunteer)
- To set up account must have at least 5 employees/volunteers

☑ Preschool C.R.S. 26-6-107
- Must have a **Daycare Provider License Number** issued by the Colorado Department of Human Services
- CBI and FBI criminal background check
- FBI background response will be delivered to the Colorado Department of Human Services
- Fee = $39.50; $24.00 (Transfer if eligible)

[Back] [Next]

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Steps	Screen Shot
2) In order to process your Account Application some basic information is required to create an **Access ID** The applicant's email address will be verified, and a code will be provided to continue. Click the hyperlink to verify the email address.	**Colorado Bureau of Investigation** Secure Document Delivery System - Staging V 7.4.9.5 **Create Your Account Access ID** This ID is all you need to trace the SDDS account creation process. Have a pending account application? Please go here to continue. **Basic Information** First Name : Harry Last Name : Fidorchi **Access Method :** System will use the following contact method to deliver the access code to you every time. This is needed for you to access the account information. Email : KDsddstest10@logikco.com Verify Email Now Back Create Access ID
3) Your email notification will provide the temporary access code needed to continue your application. [Note: check spam and junk folders if not in your inbox]	Tue 3/31/2020 2:46 PM **CBISUPPORT** **SDDS Verification Code** To 082019 This code is valid up to five minutes from now.
4) Enter the code you received and click on the [Verify] button.	**Create Your Account Access ID** This ID is all you need to trace the SDDS account creation process. Have a pending account application? Please go here to continue. **Basic Information** First Name : Frank **Access Method :** System will use the following contact information. Email : KDsddstest20@logikco.com **Verify email address** ✕ SDDS has sent an email to KDsddstest20@logikco.com with subject line: SDDS verification code Resend access code **Please enter the verification code below:** 0 8 2 0 1 9 Code will expire at 06:42:27 AM Verify Exit

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Steps	Screen Shot

5)

Click on **Create Access ID**

Colorado Bureau of Investigation
Secure Document Delivery System - Staging V 7.4.9.2

Create Your Account Access ID

This ID is all you need to trace the SDDS account creation process.
Have a pending account application? Please go here to continue.

Basic Information

First Name : Harry   Last Name : Fidorchi

Access Method :

System will use the following contact method to deliver the access code to you every time. This is needed for you to access the account information.

Email : kdsddstest5@logikco.com ✓

Back   Create Access ID

6)

This will be your home screen when logging in to this service.

Enter all * required Agency or Organization information and click **Save**

The Account Application Detail home screen will guide the user to the required forms to review, sign and upload within each available Tab.

One tab will be created for every application type selected in the previous screen. Read the information section for minimum requirements and fill out the application forms within each tabbed section.

Click on the top button to get started. **Regular Account Application**

When your entries are verified The **Acknowledgement** button will be activated for you to continue.

Welcome to Secure Document Delivery System - SDDS Account Application Process

*AGENCY/ORGANIZATION INFORMATION :   Save

Name : Fidorchi Day Care

Mailing Address : 2809 Main St   City : Lakewood   State : co   Zip : 88182

Phone : 3131234567   Fax : 3131234569

[Licensed C.R.S. 26-6-107] [Preschool C.R.S. 26-6-107]

Licensed C.R.S. 26-6-107

- Including Fostercare, Kinship, Camps and Adoptions
- Must have a **Daycare Provider License Number** issued by the Colorado Department of Human Services
- CBI and FBI criminal background check
- FBI background response will be delivered to the Colorado Department of Human Services
- Fee = $39.50; $24.00 (Transfer if eligible)

Account Application Detail - **Draft**   Communication Logs with CBI

Regular Account Application   + New Message

Acknowledgement   Date   Subject   From   Action

Ready to Submit Application

The message board becomes available after the application is submitted

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Steps	Screen Shot
7) **Regular Account Application** The application form for Regular Account Detail is presented to the user to fill out all required fields. Note: The **Validator** button is there to assure you have not missed any required information before moving on to the next section. The example shown here is a successful entry. If there were any missing data items the validation message would point them out to the applicant.	 *(Screen shot of Regular Account Detail form with fields filled in; Validator button circled at bottom)*
8) The Validator will prompt you with a status message. The user must resolve all information requirements before clicking on **Save Account Detail** Then click on **Close**	 *(Screen shot of Regular Account Detail form showing "Account details updated successfully." message at top, with red arrow pointing to it)*

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Steps	Screen Shot
9) After saving the account detail information the user will be brought back to the Account Application Detail section to complete the next step. [Notice the button is now available to get to the acknowledgement form.] **Acknowledgement**	
10) Carefully read and accept the User Agreement and **assure all signature tabs are completed**. You can sign the form with your mouse or upload a valid signature file. Click on **Validator** to be sure Click on **Save** before you **Close** Click on **Close** when done	

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Steps	Screen Shot
11) The user will be guided back to the main page to select the next Tab if applicable. Same process used here on this tab, to fill out all information and validate before proceeding. **IMPORTANT:** The user must complete the information successfully on ALL available tabs before submitting the application for review	

1.2 Preschool C.R.S. 26-6-107 (example)

1) On the [Preschool C.R.S. 26-6-107] tab the user would follow the same steps to finish the forms, supply the authorization signatures and finally submit the applications to CBI.	

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Steps	Screen Shot
2) The current status of your submission is **Draft.** Click on **Ready to Submit Application** when ready.	
3) A Confirmation dialogue box will appear asking "Are you sure…"	

SDDS Electronic Account Application Process - Public User Guide

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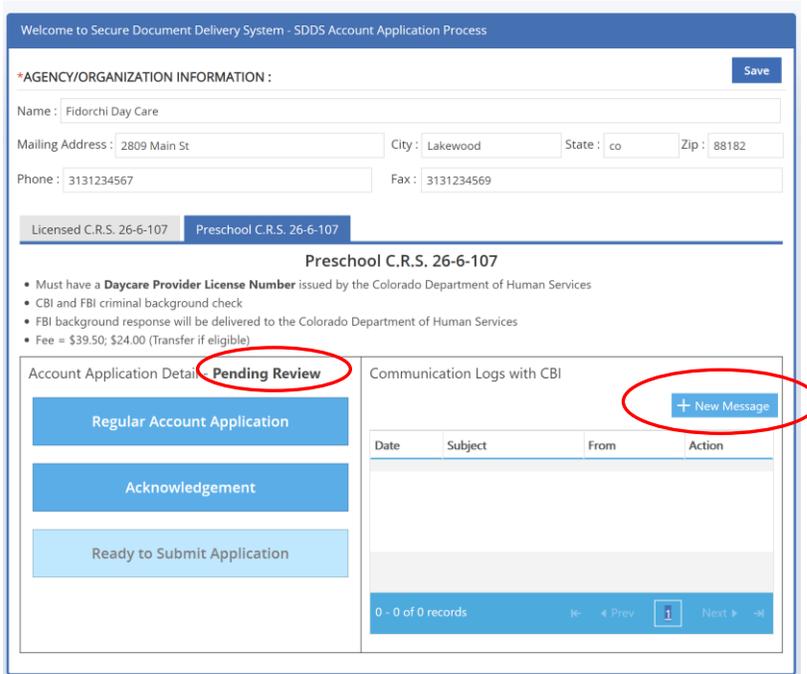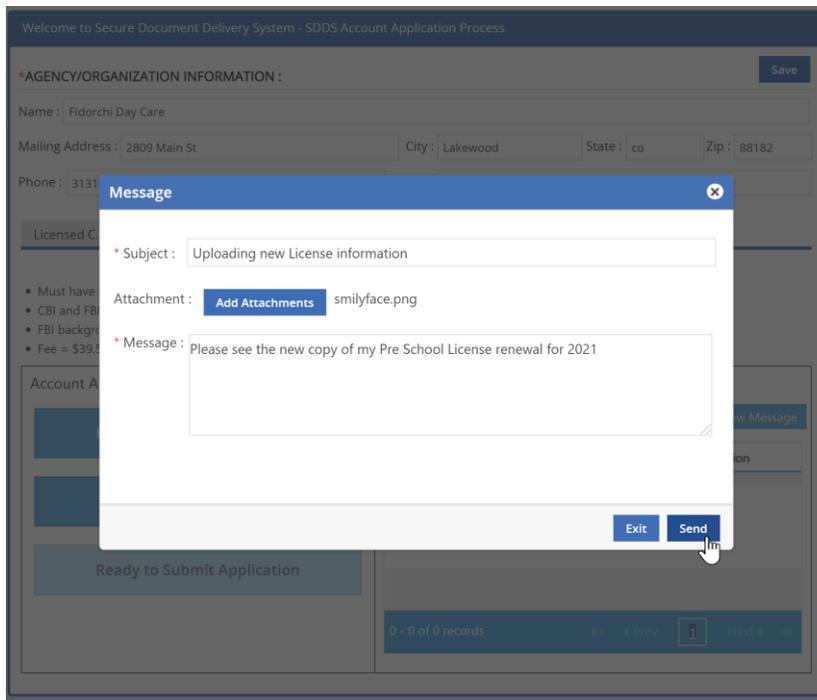| Steps	Screen Shot
4) Notification that your Application was successfully submitted for review.	
5) The user can log out from here and wait for the email information package to confirm their account creation. Notice the status of the application has changed to **Pending Review**. The user can log back in any time after submission to use the Message Board. Ask a question or provide updated information to the CBI reviewer while processing is underway. Click on + New Message	
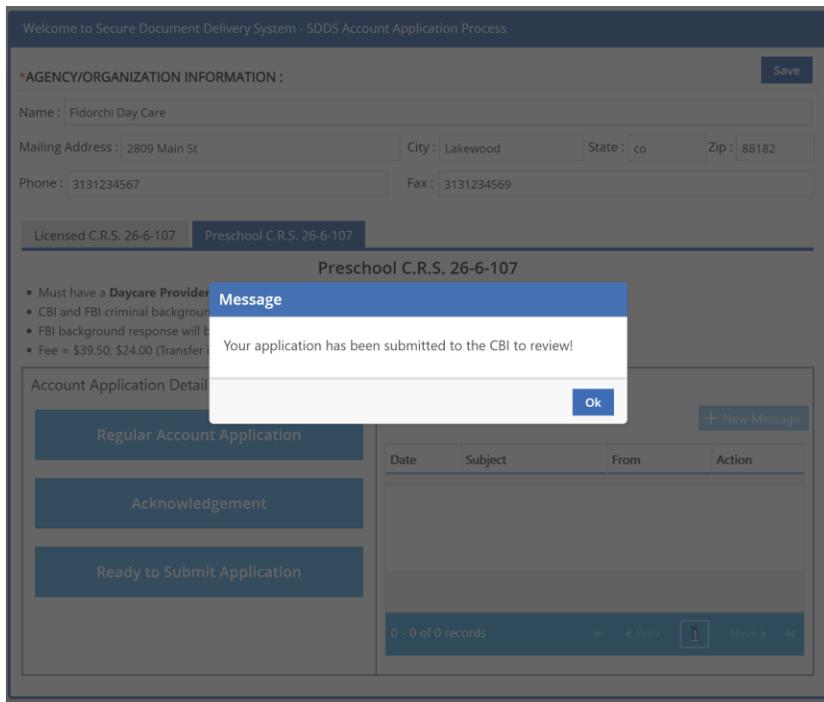
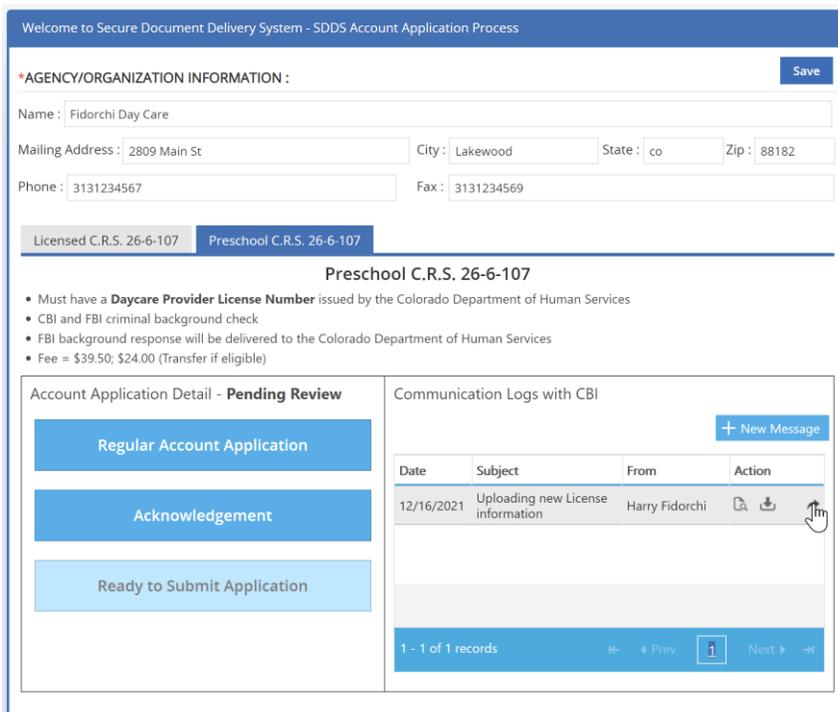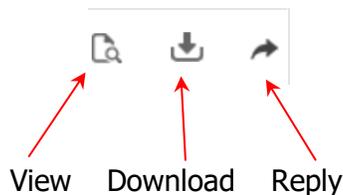LOGIKCO

Steps	Screen Shot
6) The Message Board is simple to use by adding the subject of the message, upload electronic attachments if you need to and provide a brief message for the CBI reviewer.	
7) All messages will show in the grid as you communicate with CBI using the Message Board. The user can click on the **Action Icons** to View and Reply. View Download Reply	

A successfully submitted and approved application will receive a welcome packet via email from CBI SDDS Support

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