



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

Electronic Account Application Process (EAAP)
Public User Guide

TRAINING GUIDE EAAP

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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.

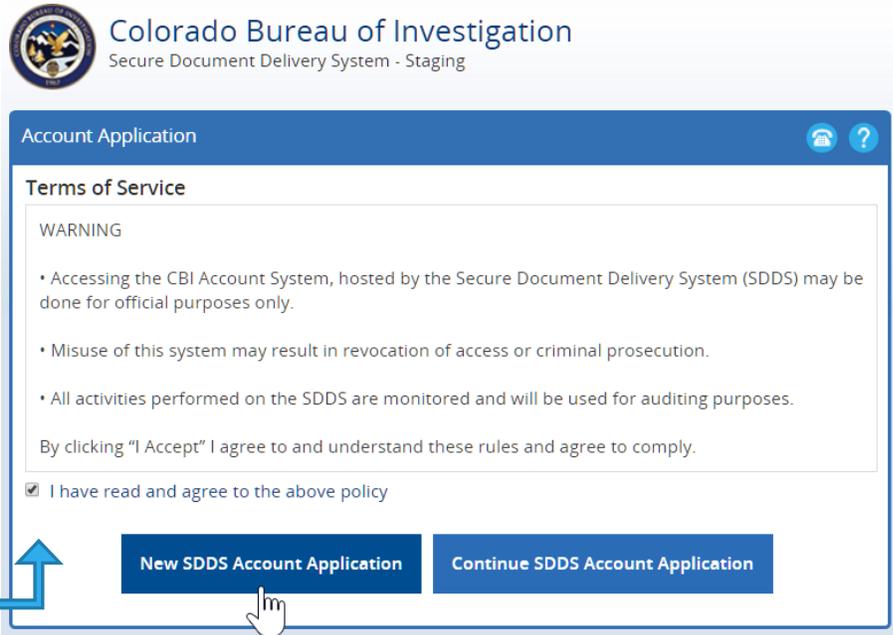
IMPORTANT NOTE about the data in this guide.

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 |
| | | | | | |
| | | | | | |
| | | | | | |

Electronic Account Application Process

| Steps | Screen Shot |
|---|--|
| | |
| <p>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.</p> <p>On the Account Application home screen, the user can choose</p> <p>New SDDS Account Application</p> <p>To complete a NEW Application</p> <p>Continue SDDS Account Application</p> <p>To Continue with an unfinished Application. (The email used for this application will be verified and an access code will be provided)</p> <p>To access the website click on https://cbisdds.state.co.us/AccountApplication/</p> <p>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"</p> |  <p>The screenshot shows the Colorado Bureau of Investigation (CBI) Secure Document Delivery System (SDDS) - Staging interface. At the top, there is a header with the CBI logo and the text "Colorado Bureau of Investigation Secure Document Delivery System - Staging". Below this is a blue navigation bar with the text "Account Application" and icons for a phone and help. The main content area is titled "Terms of Service" and contains a "WARNING" section with three bullet points: "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.", and "All activities performed on the SDDS are monitored and will be used for auditing purposes." Below the warning is a statement: "By clicking 'I Accept' I agree to and understand these rules and agree to comply." There is a checked checkbox next to the text "I have read and agree to the above policy". At the bottom of the form are two blue buttons: "New SDDS Account Application" and "Continue SDDS Account Application". A blue arrow points from the text in the 'Steps' column to the checkbox in the screenshot.</p> |
| <h2>Account Categories</h2> | |
| | <p>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.</p> <p>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</p> |

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](#)

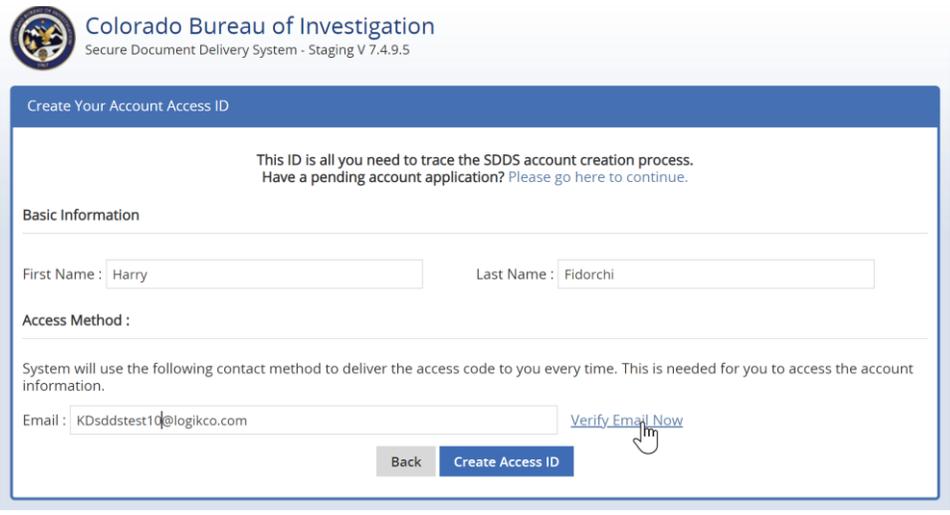
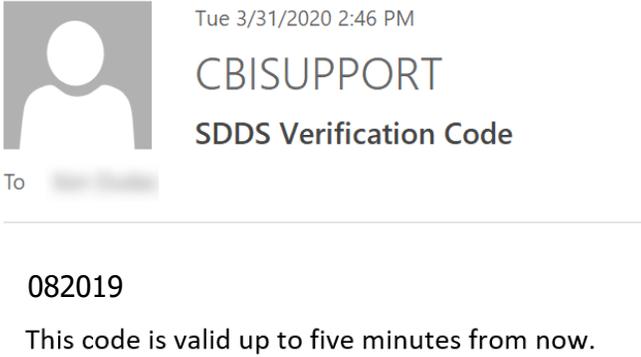
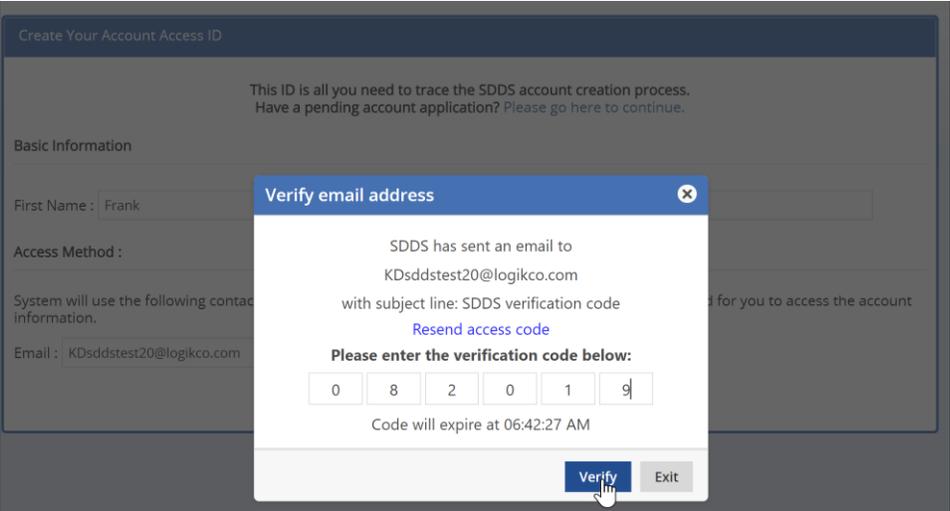
Account Application >> Account Type

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](#)

| Steps | Screen Shot |
|--|--|
| <p>2)</p> <p>In order to process your Account Application some basic information is required to create an Access ID</p> <p>The applicant's email address will be verified, and a code will be provided to continue.</p> <p>Click the hyperlink to verify the email address.</p> |  |
| <p>3)</p> <p>Your email notification will provide the temporary access code needed to continue your application.</p> <p>[Note: check spam and junk folders if not in your inbox]</p> |  |
| <p>4)</p> <p>Enter the code you received and click on the  button.</p> |  |

| Steps | Screen Shot |
|-------|-------------|
|-------|-------------|

5)

Click on

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.

Steps

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

The screenshot shows the 'Regular Account Detail' form. At the top, there are radio buttons for agency type: State Agency, Federal Agency, Licensed Childcare Agency (selected), and Other. Below that are radio buttons for account type: CABS Account and Non-CABS Account (selected). The form includes sections for Billing Information, Account Contacts / Administrators (Account Contact, Billing Contact, SDDS Administrator, and Audit Administrator), and a section for background checks. At the bottom right, the 'Validator' button is highlighted with a red circle.

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**

The screenshot shows the 'Regular Account Detail' form with a green success message at the top: 'Account details updated successfully.' A red arrow points to this message. The form content is identical to the previous screenshot, but the 'Validator' button at the bottom right is now highlighted with a blue box.

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.]



Welcome to Secure Document Delivery System - SDDS Account Application Process

*AGENCY/ORGANIZATION INFORMATION :

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

Regular Account Application

Acknowledgement

Ready to Submit Application

Communication Logs with CBI

| Date | Subject | From | Action |
|--------------------|---------|------|--------|
| 0 - 0 of 0 records | | | |

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

Acknowledgement

1 / 9

COLORADO
Department of Public Safety
Division of Information Systems

User Agreement for CBI-CIS Systems Access for Non-Criminal Justice Agency

1. Purpose
The purpose of this User Agreement is to outline the responsibilities of the Colorado Bureau of Investigation (CBI) in relation to the operating agency of the Colorado Crime Information Center (CCIC) Computer and Criminal History Database (CCHD) and the Secure Document Delivery System (SDDS) Criminal Justice Information System. These systems are collectively referred to as the CBI-CIS systems. The CR agrees to furnish to the Non-Criminal Justice Agency (NCJA), hereafter called the Agency, criminal justice information through the CBI-CIS System subject to the provisions contained herein. The scope of this User Agreement also extends to the distribution of Incident submissions to the CBI.

1.1 Policy
This CR is the CBI Systems Agency (CSA) for the State of Colorado. Pursuant to the User Agreement between the CR and the State Bureau of Investigation (SBI) Criminal Justice Information System (CJIS) Division, the CR adopts the FBI CJIS policies - including but not limited to the CBI Security Policy - on the Internet for all Colorado CBI Systems. Additionally, all operating policies, manuals, and procedures specific to CBI-CIS and SDDS are incorporated by reference. It is the CR policy that all data contained within the CBI-CIS and SDDS computer systems are considered Criminal Justice Information (CJI) and may be accessed and/or disseminated as specifically prescribed and authorized by Colorado law.

This CR maintains and operates the CBI-CIS computer system under shared management pursuant to this User Agreement. CBI-CIS issues CJI and generates information from the National Crime Information Center (NCIC) and other law enforcement databases. CBI-CIS is a federal agency (contractor) that is designated for each Agency, and is responsible for their Agency's use, security, and personnel who operate CBI-CIS systems. All users will generate accounts with Colorado and report the CBI-CIS User Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Colorado. This User Agreement shall be governed by the agreement which requires a new version of this agreement produced by the CR and signed by all parties.

1.2 Governing Standards
The Agency and its users, users, and ability of CJI following the requirements within the

I certify that I have read and agree to comply with the above document

Agency Head Terminal Agency Coordinator (TAC) Local Agency Security Officer (LASO)

| Related Name | Title | Date |
|--------------|-------|------------|
| | | 12/16/2021 |

Draw Signature Upload Signature
Draw your signature using your mouse

Authorized Signature

Close Save Validator

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

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**

Regular Account Application

Acknowledgement

Ready to Submit Application

Communication Logs with CBI + New Message

| Date | Subject | From | Action |
|--------------------|---------|------|--------|
| 0 - 0 of 0 records | | | |

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.

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**

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)

Account Application Detail - **Draft**

Regular Account Application

Acknowledgement

Ready to Submit Application

Communication Logs with CBI + New Message

| Date | Subject | From | Action |
|--------------------|---------|------|--------|
| 0 - 0 of 0 records | | | |

Steps

2)

The current status of your submission is **Draft**. Click on

Ready to Submit Application

when ready.

Screen Shot

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**

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)

Account Application Detail - **Draft**

Regular Account Application

Acknowledgement

Ready to Submit Application

Communication Logs with CBI + New Message

| Date | Subject | From | Action |
|--------------------|---------|------|--------|
| 0 - 0 of 0 records | | | |

3)

A Confirmation dialogue box will appear asking "Are you sure..."

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**

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
- FBI background response will be
- Fee = \$39.50; \$24.00 (Transfer if

Account Application Detail -

Regular Account Application

Acknowledgement

Ready to Submit Application

Confirmation

Are you sure you want to submit application ?

Yes No + New Message

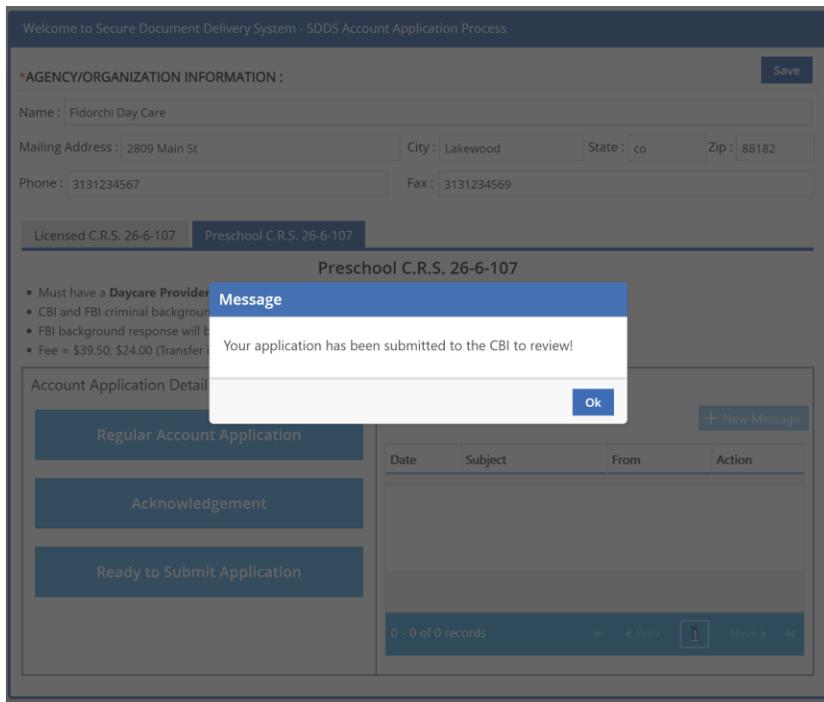
| Date | Subject | From | Action |
|--------------------|---------|------|--------|
| 0 - 0 of 0 records | | | |

Steps

Screen Shot

4)

Notification that your Application was successfully submitted for review.

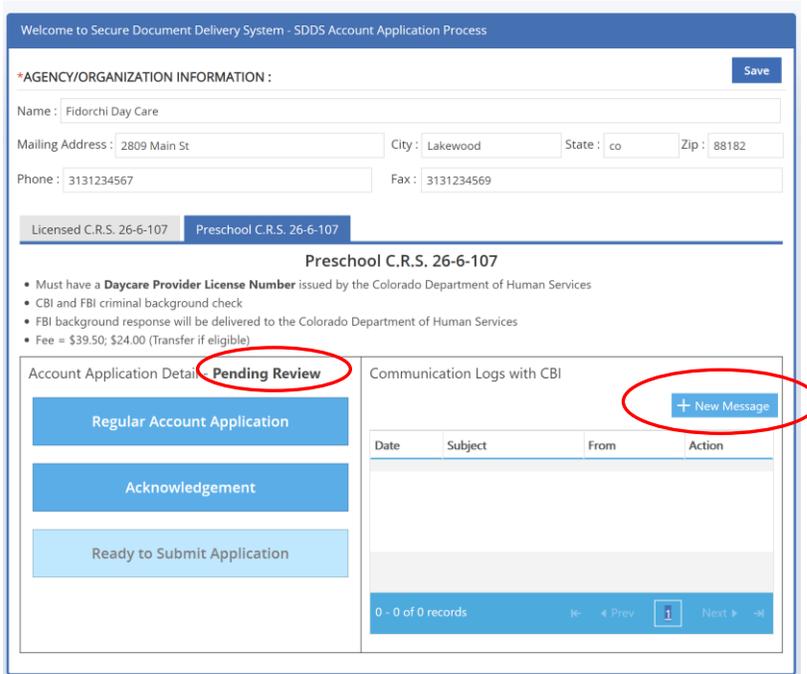


5)

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](#)

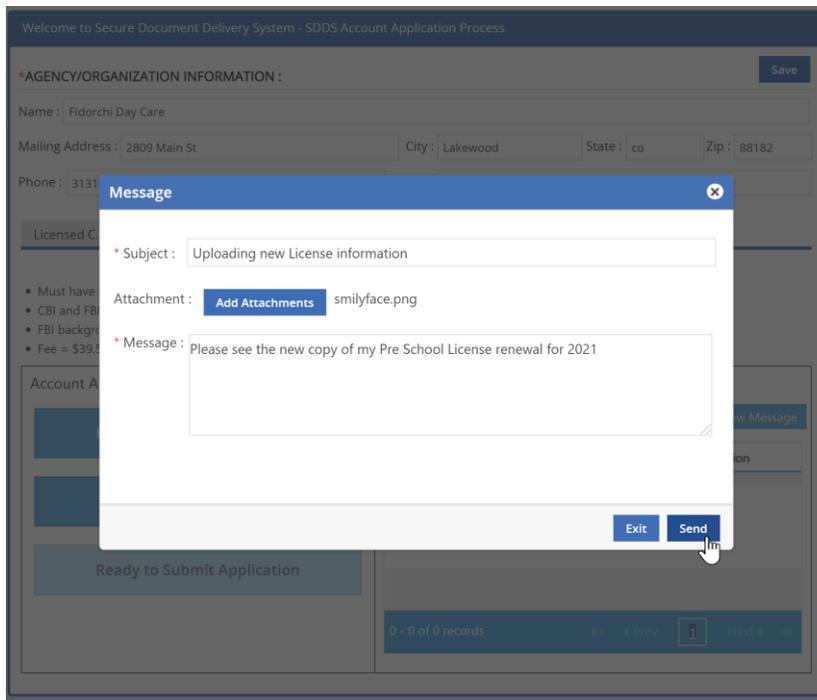


Steps

Screen Shot

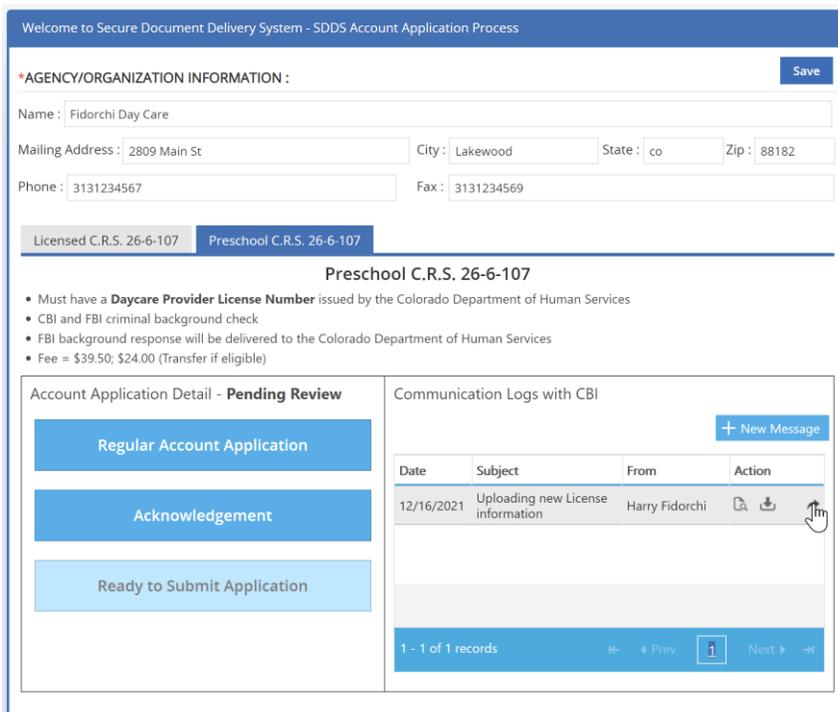
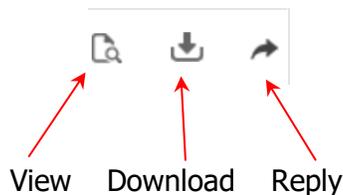
6)

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.



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