EBULK INFORMATION

SAFEGUARDING PARISH REPRESENTATIVE (ID VERIFIERS)

DIOCESE OF BRENTWOOD

After signing and returning the CSAS End User Agreement and the On-line Disclosures: Create Verifier Form, please send back to Cathedral House and keep a copy for your own records.

When you have been added to CSAS online disclosure, an activation email will be sent, this comes from CSAS Online Disclosure Systems. The email can take up to 24 hours to arrive after being initiated by the Safeguarding Office.

Please note that the email address that you use for online processing can **only** be used by yourself as the information is confidential.

When an applicant (parish volunteer) completes an application on Ebulk they will need to create a password and have their ID documents ready.

When this has been received you will need to:-

1. Open the email and click on the link
2. Create a password
3. Sign in by entering the Organisation Pin, email address and password
4. Always start on the Navigational Page, choose the Pin Number of the parish
5. Go to green Organisations button on right and select Create Online Applicant
6. Type in the applicants name and email address and click Create Applicant
7. To access Online Disclosures again you will need to login to <https://csas.onlinedisclosures.co.uk>;

The parish volunteer will then need to:-

1. Login and create a password, after being sent an activation email from you
2. Have their ID documents ready
3. Screens will then take the parish volunteer through an online version of the DBS form. Unless it is completed properly the screen will not move on.
4. Submit this information electronically to you
5. When the application has been submitted, the parish volunteer will receive a notice about the documents they selected to bring for you to see
6. Make an appointment with you from the list to verify their ID
7. The volunteer will then call you to arrange an appointment

To verify a volunteers ID:-

1. Sign in
2. You will land automatically on Applications tab
3. Then click on Awaiting verifications tab
4. Click on name of applicant that you wish to verify (make sure your screen is facing away from the volunteer so they cannot see the list)
5. If the applicant has supplied all the ID listed, click YES
6. This will take you to Step 1 ID Document Verification
7. For each ID you need to provide specific information. Enter the details requested for each ID
8. Click Accept This ID
9. Submit the application via the Ebulk system to the Safeguarding office
10. Post the Self Declaration and ID Verification to the Safeguarding office by recorded delivery
11. The application will then be countersigned and uploaded to the DBS and the result will be sent electronically via e-Bulk
12. Applicants will still receive a paper DBS certificate.