



TruView BSI, LLC  
NYPASCREEN PLATFORM  
TRAINING GUIDE

for

NEW YORK POWER AUTHORITY  
Review Profile &  
Sergeant Profile Users



CREATED ON: October 1, 2015

LATEST REVISION: November 13, 2019

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## INTRODUCTION

### About this document

This document is designed as a training and reference tool for users of TruView's NYPAScreen platform for background screening. This document is broken up into two sections:

- **Review and Sergeant Profile Users**
- **Contractors / Applicants**

Each section includes information on how to access the site, as well as how to complete functions within each party's respective portal.

### NYPAScreen Platform

TruView designed the NYPAScreen platform to maximize technical efficiency on behalf of the platform users, while ensuring the human element of analysis and review are still conducted on all backgrounds.

Contractors are provided a link, allowing them to submit their own information into the system and authorize the background check through an electronic signature process. All other mandatory NYPA documents are signed through this process as well. Contractors have an opportunity to review and print all required legal documents. A copy is sent to the email address entered by the Contractor as well for their own records.

Permission controls within NYPAScreen ensure that only authorized personnel can view reports or make changes to final result decisions. Upon completion of a background, authorized NYPA users can adjudicate the results and determine an access decision. This decision is viewable by authorized security personnel and system users, who can see the decision, but not the actual background, ensuring the confidentiality of the subject.

Background reports are archived permanently in the system, ensuring access months or years in the future when a review is required.

### Assistance

TruView has assigned a dedicated research analyst team to assist NYPA users if any difficulty arises from using the platform. Contact information for TruView's team is included below:

**Edward Moloney**

Team Leader – Research

631-227-3171

[emoloney@truviewbsi.com](mailto:emoloney@truviewbsi.com)

**Beatriz Hernandez**

Lead Research Analyst

917-776-5973

[bhernandez@truviewbsi.com](mailto:bhernandez@truviewbsi.com)

Further, TruView has also established a hotline to provide assistance to Contractor applicants via TruView's toll free line at 800.924.2366. NYPA Security personnel should encourage Contractor applicants to use this toll-free line if they encounter problems navigating the platform.

## **Review and Sergeant Profile Users**

## Review and Sergeant Profile Users

### Initiating a New Background Request for a Contractor

NYPA Corporate Security has chosen to use site links to allow new Contractors to submit their information for a background check without Site Sergeants setting up an initial profile for each individual.

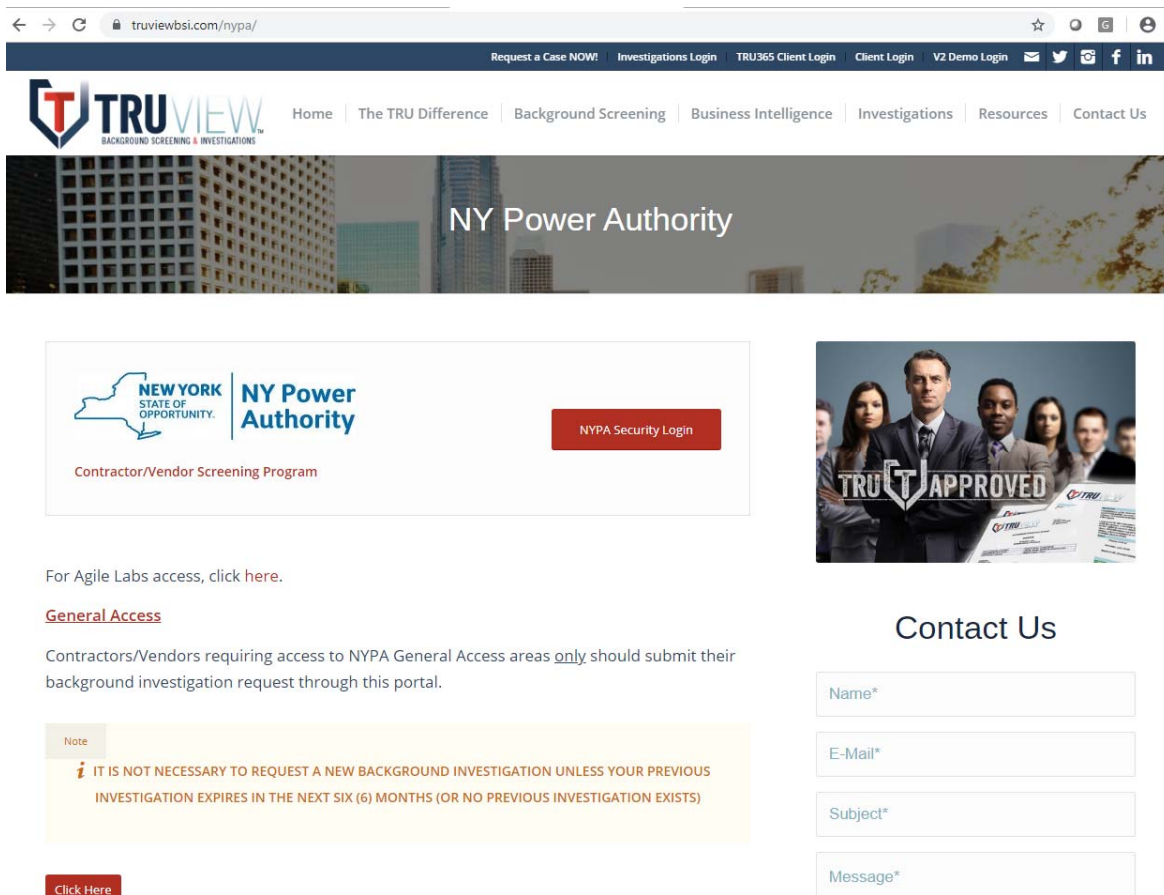
NYPA Security should provide new Contractors with the link below and instruct the Contractor to go to the link and follow all applicable instructions. Site Sergeants should direct Contractors to the Primary NYPA Link Page first. Direct Access links will be provided for direct access and as a redundant measure if Contractor has an issue accessing the primary page.

Users can check on the progress of the new Contractor's background using the steps described in the next section "View the Status of a Contractor's Background."

### Background Screening Links:

#### TruView Primary NYPA Link Page (to Choose Either CIP or General Access Link):

<http://truviewbsi.com/nypa/>



Request a Case NOW! | Investigations Login | TRU365 Client Login | Client Login | V2 Demo Login | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

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**NY Power Authority**

**NEW YORK**  
STATE OF OPPORTUNITY  
**NY Power Authority**

Contractor/Vendor Screening Program

NYPA Security Login

TRUVIEW APPROVED

For Agile Labs access, click [here](#).

**General Access**

Contractors/Vendors requiring access to NYPA General Access areas only should submit their background investigation request through this portal.

**Note**  
IT IS NOT NECESSARY TO REQUEST A NEW BACKGROUND INVESTIGATION UNLESS YOUR PREVIOUS INVESTIGATION EXPIRES IN THE NEXT SIX (6) MONTHS (OR NO PREVIOUS INVESTIGATION EXISTS)

[Click Here](#)

**Contact Us**

Name\*

E-Mail\*

Subject\*

Message\*

**PLEASE NOTE:**

**General Access:** Contractors requiring access to NYPA General Access areas only should submit their background investigation request through the General Access link provided on the Primary NYPA Link Page.

**General Access**

Contractors/Vendors requiring access to NYPA General Access areas only should submit their background investigation request through this portal.

Note



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A red arrow pointing from the left margin towards the 'Click Here' button.

[Click Here](#)

**NERC-CIP for Physical Security Perimeter or Remote System Access:** Contractors requiring access to General Access areas and NERC-CIP Physical Security Perimeters or Remote System Access are required to complete NERC-CIP Cyber Security Training. The required NERC-CIP Cyber Security Training takes approximately thirty (30) minutes. Contractors required to take the NERC-CIP Cyber Security Training should submit their background investigation request through the NERC-CIP link provided on the Primary NYPA Link Page.

**NERC-CIP (Physical Security Perimeter or Remote System Access)**

The required NERC-CIP Cyber Security Training, which must be completed in a single session, takes approximately one (1) hour. Please note that you cannot begin the background screening process until completion of the entire video. If you plan to attend training or have attended training on-site, please use the [General Access Link](#) to submit your background.

Contractors/Vendors requiring access to General Access areas and NERC-CIP Physical Security Perimeters or Remote System Access are required to complete NERC-CIP Cyber Security Training. Contractors/Vendors required to take the NERC-CIP Cyber Security Training should submit their background investigation request through this portal.

Note

 IT IS NOT NECESSARY TO REQUEST A NEW BACKGROUND INVESTIGATION UNLESS YOUR PREVIOUS INVESTIGATION EXPIRES IN THE NEXT SIX (6) MONTHS (OR NO PREVIOUS INVESTIGATION EXISTS)

[Click Here](#)

## Access to the NYPASCREEN Portal

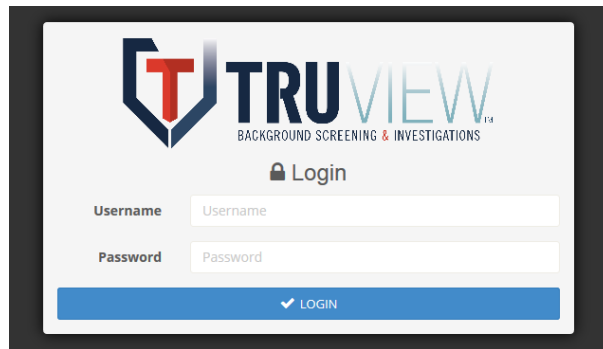
### Obtaining a Username/Password

TruView has created a New User Request Form that may be used to request user credentials. Prior to logging into the NYPAScreen platform for the first time, users are emailed their username and password from their assigned TruView Team Leader. Passwords must be changed upon the first login.

In the event the user forgets his or her password, they should email the TruView Helpdesk at [help@TruViewbsi.com](mailto:help@TruViewbsi.com) to have their password reset. The new, temporary password is sent to the email assigned to the user in NYPAScreen.

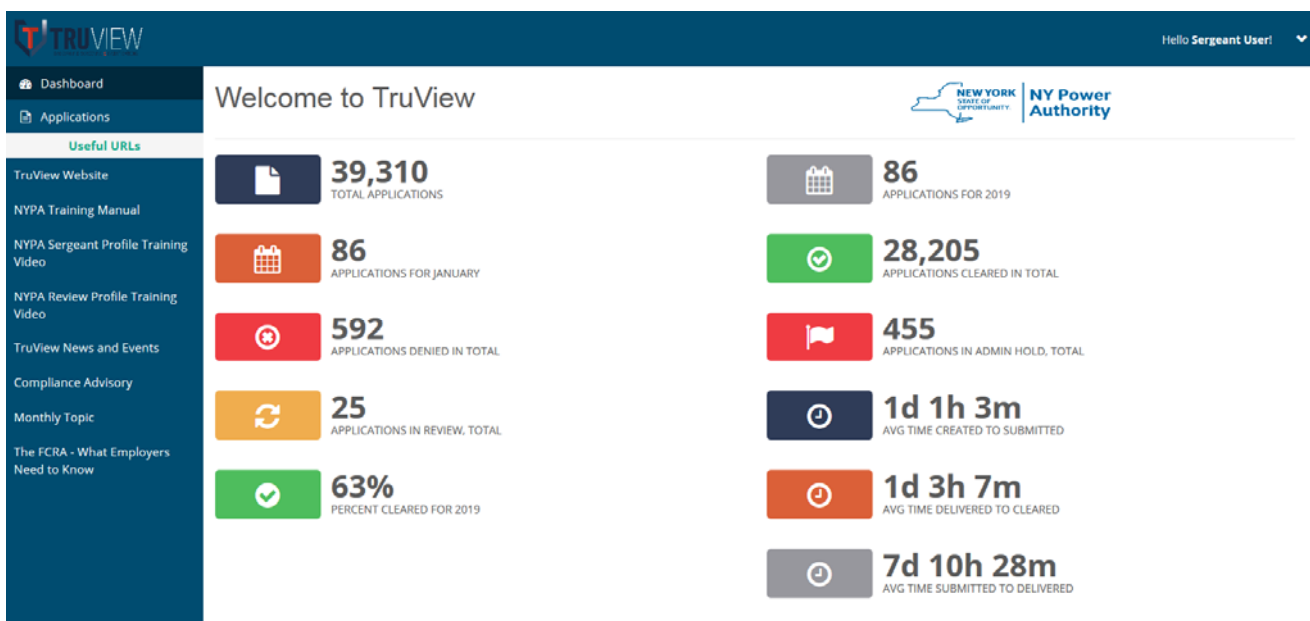
### Logging into NYPAScreen

Go to TruView's platform at <https://portal.nypa.summitscreen.com/>. Enter your username/password.



The image shows a login form for TruView. At the top is the TruView logo with the tagline 'BACKGROUND SCREENING & INVESTIGATIONS'. Below the logo is a 'Login' button with a lock icon. Underneath are two input fields: 'Username' and 'Password'. At the bottom is a blue button with a checkmark and the text 'LOGIN'.

After logging into the site, users are greeted with the NYPAScreen dashboard. This page contains a summary of all applications in the system, with useful metrics categorized by the final status of an investigation. Additionally, information regarding court access updates, background screening news and legal updates, as well as frequently referenced documents is available.

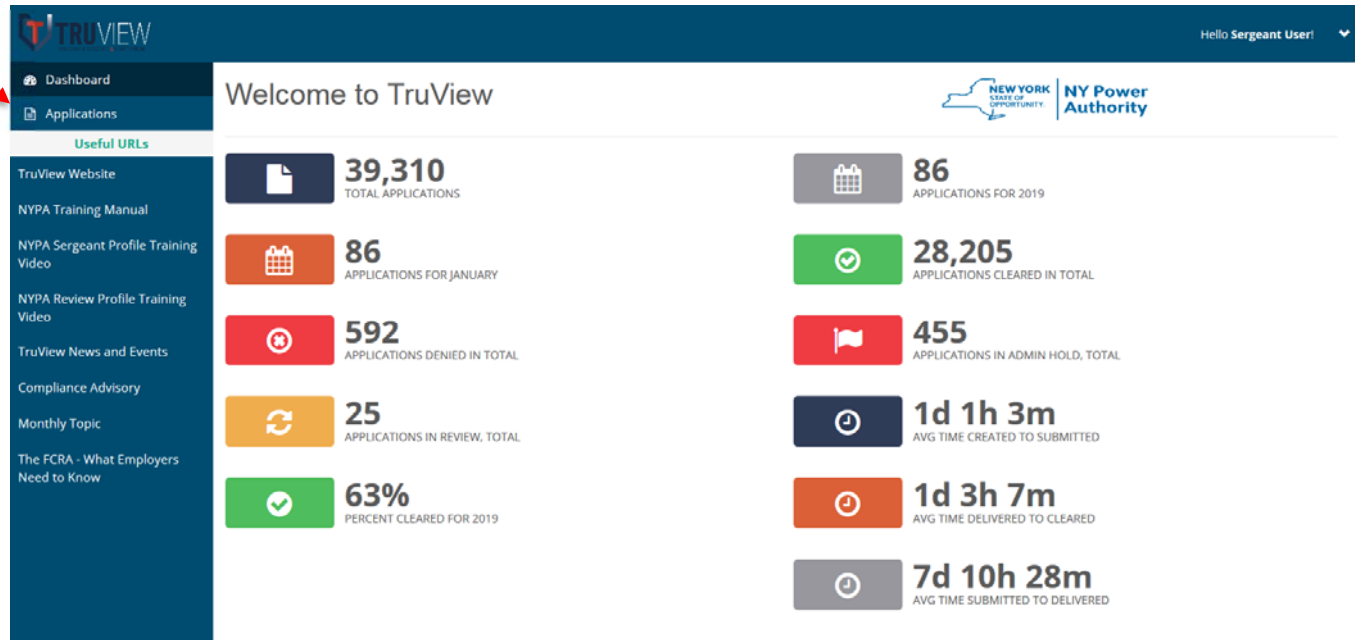




## View the Status of a Contractor's Background

### Applications Link

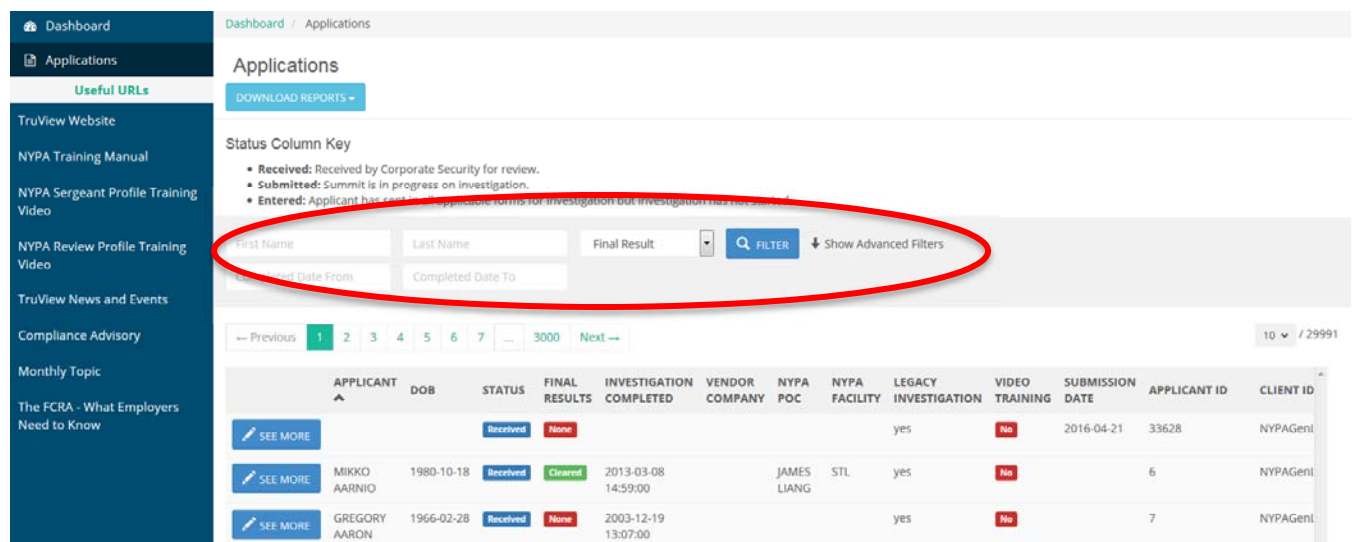
Click on the “Applications” link on the left side of the screen.



The screenshot shows the TruView dashboard. On the left sidebar, the 'Applications' link is highlighted with a red arrow. The main content area displays a 'Welcome to TruView' message and several statistics:

- 39,310** TOTAL APPLICATIONS
- 86** APPLICATIONS FOR JANUARY
- 592** APPLICATIONS DENIED IN TOTAL
- 25** APPLICATIONS IN REVIEW, TOTAL
- 63%** PERCENT CLEARED FOR 2019
- 86** APPLICATIONS FOR 2019
- 28,205** APPLICATIONS CLEARED IN TOTAL
- 455** APPLICATIONS IN ADMIN HOLD, TOTAL
- 1d 1h 3m** AVG TIME CREATED TO SUBMITTED
- 1d 3h 7m** AVG TIME DELIVERED TO CLEARED
- 7d 10h 28m** AVG TIME SUBMITTED TO DELIVERED

On the next page, a few basic filters appear (Applicant Name, Final Result, and two Date of Completion fields), which can be used to locate the relevant Contractor information.



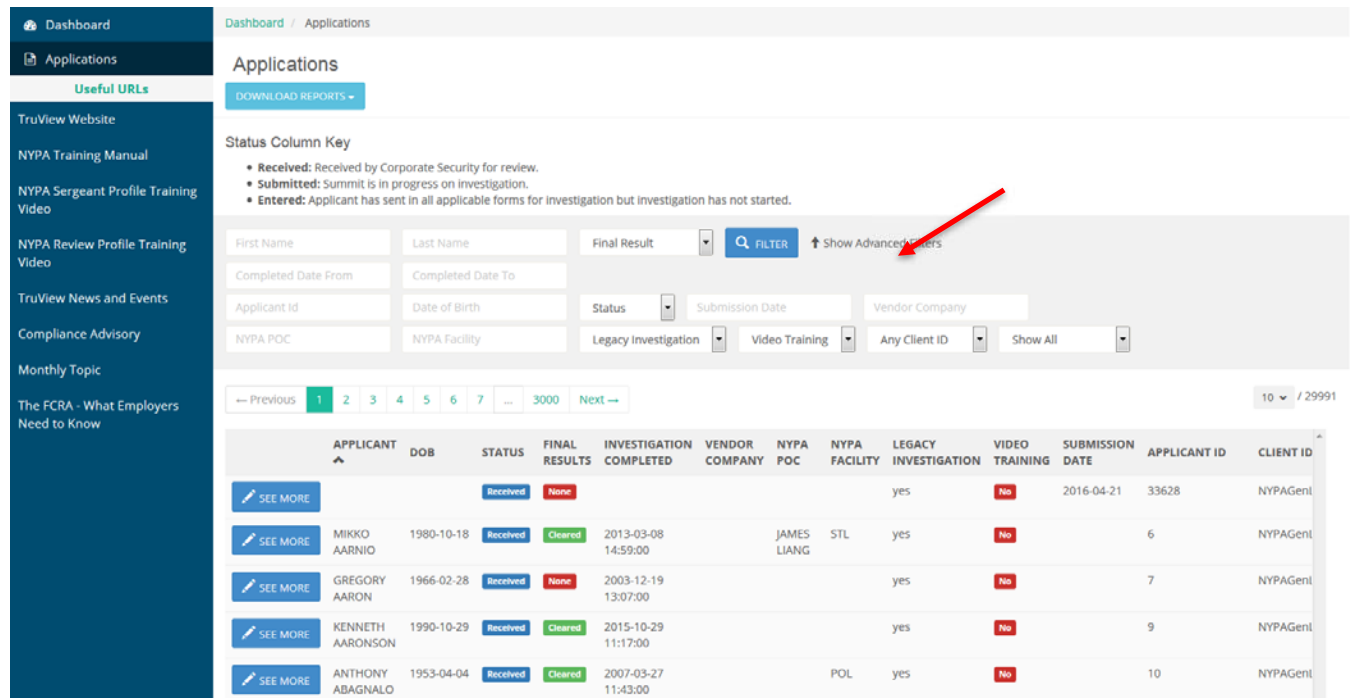
The screenshot shows the 'Applications' page. The left sidebar is the same as the previous screenshot. The main content area includes a 'Status Column Key' and a filter section. The filter section is circled in red and contains the following fields:

- First Name
- Last Name
- Final Result (dropdown menu)
- Completed Date From
- Completed Date To
- Filter button (magnifying glass icon)
- Show Advanced Filters button (downward arrow icon)

Below the filters is a table of contractor information:

APPLICANT	DOB	STATUS	FINAL RESULTS	INVESTIGATION COMPLETED	VENDOR COMPANY	NYPA POC	NYPA FACILITY	LEGACY INVESTIGATION	VIDEO TRAINING	SUBMISSION DATE	APPLICANT ID	CLIENT ID
<a href="#">SEE MORE</a>		Received	None					yes	No	2016-04-21	33628	NYPAGent
<a href="#">SEE MORE</a>	MIKKO AARNIO	Received	Cleared	2013-03-08 14:59:00	JAMES LIANG	STL	yes	yes	No		6	NYPAGent
<a href="#">SEE MORE</a>	GREGORY AARON	Received	None	2003-12-19 13:07:00				yes	No		7	NYPAGent

Click on “Show Advanced Filters” to allow for filtering by Applicant ID, Date of Birth, Status, Submission Date, Vendor Company, NYPA POC, NYPA Facility, Legacy Investigation (i.e., imported from previous background screening vendor) and if the NERC-Required training for Physical Security Perimeter or Remote System Access has been completed. Each column can be sorted by ascending or descending simply by clicking once on the column header. NOTE: Only one column can be sorted at a time.



The screenshot shows the 'Applications' dashboard. On the left is a sidebar with navigation links. The main content area includes a 'Status Column Key' and a search/filter section. A red arrow points to the 'Show Advanced Filters' link in the filter section.

**Status Column Key**

- **Received:** Received by Corporate Security for review.
- **Submitted:** Summit is in progress on investigation.
- **Entered:** Applicant has sent in all applicable forms for investigation but investigation has not started.

**Filter Section:**

First Name, Last Name, Final Result, **Filter**, **Show Advanced Filters** (highlighted with a red arrow)

Completed Date From, Completed Date To

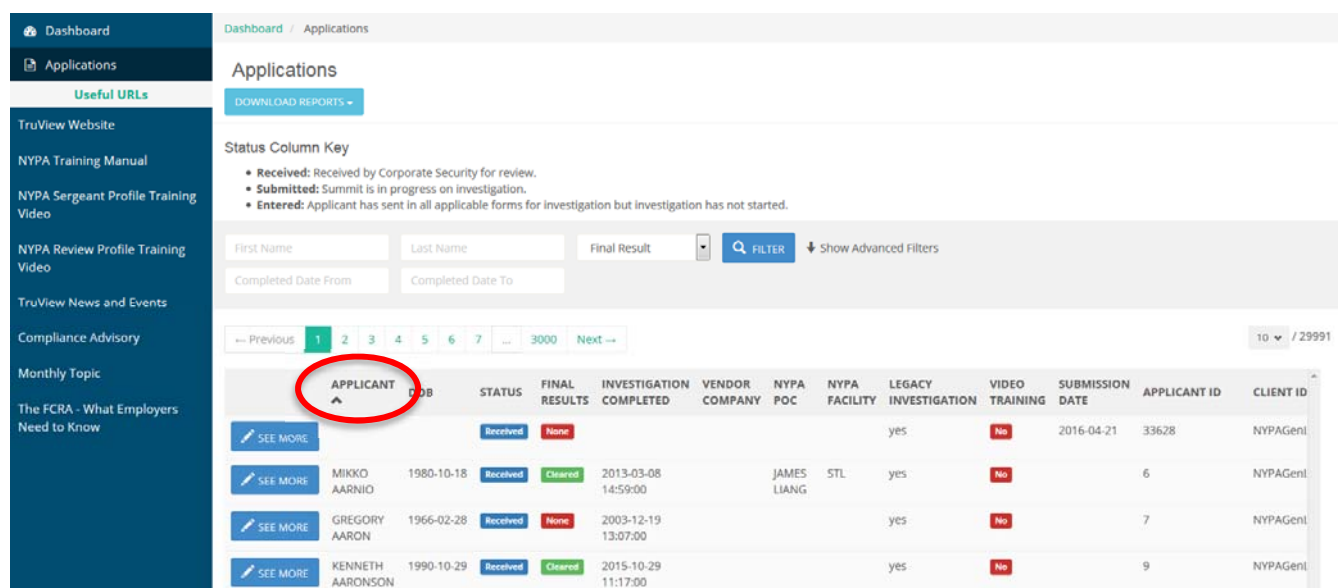
Applicant ID, Date of Birth, Status, Submission Date, Vendor Company

NYPA POC, NYPA Facility, Legacy Investigation, Video Training, Any Client ID, Show All

**Table:**

APPLICANT	DOB	STATUS	FINAL RESULTS	INVESTIGATION COMPLETED	VENDOR COMPANY	NYPA POC	NYPA FACILITY	LEGACY INVESTIGATION	VIDEO TRAINING	SUBMISSION DATE	APPLICANT ID	CLIENT ID
<a href="#">SEE MORE</a>		Received	None					yes	No	2016-04-21	33628	NYPAgent
<a href="#">SEE MORE</a>	MIKKO AARNIO	Received	Cleared	2013-03-08 14:59:00		JAMES LIANG	STL	yes	No		6	NYPAgent
<a href="#">SEE MORE</a>	GREGORY AARON	Received	None	2003-12-19 13:07:00				yes	No		7	NYPAgent
<a href="#">SEE MORE</a>	KENNETH AARONSON	Received	Cleared	2015-10-29 11:17:00				yes	No		9	NYPAgent
<a href="#">SEE MORE</a>	ANTHONY ABAGNALO	Received	Cleared	2007-03-27 11:43:00			POL	yes	No		10	NYPAgent

The data in the “Status” column informs the User of where in the process the background report stands. Users can filter by “Status” using the filter options under “Advanced Filters.”



The screenshot shows the same 'Applications' dashboard. In this view, the 'APPLICANT' column header in the table is circled in red.

**Status Column Key**

- **Received:** Received by Corporate Security for review.
- **Submitted:** Summit is in progress on investigation.
- **Entered:** Applicant has sent in all applicable forms for investigation but investigation has not started.

**Filter Section:**

First Name, Last Name, Final Result, **Filter**, **Show Advanced Filters**

Completed Date From, Completed Date To

Applicant ID, Date of Birth, Status, Submission Date, Vendor Company

NYPA POC, NYPA Facility, Legacy Investigation, Video Training, Any Client ID, Show All

**Table:**

APPLICANT	DOB	STATUS	FINAL RESULTS	INVESTIGATION COMPLETED	VENDOR COMPANY	NYPA POC	NYPA FACILITY	LEGACY INVESTIGATION	VIDEO TRAINING	SUBMISSION DATE	APPLICANT ID	CLIENT ID
<a href="#">SEE MORE</a>		Received	None					yes	No	2016-04-21	33628	NYPAgent
<a href="#">SEE MORE</a>	MIKKO AARNIO	Received	Cleared	2013-03-08 14:59:00		JAMES LIANG	STL	yes	No		6	NYPAgent
<a href="#">SEE MORE</a>	GREGORY AARON	Received	None	2003-12-19 13:07:00				yes	No		7	NYPAgent
<a href="#">SEE MORE</a>	KENNETH AARONSON	Received	Cleared	2015-10-29 11:17:00				yes	No		9	NYPAgent

The following definitions are used for NYPA under Status:

- Entered**            Applicant has sent in all applicable forms for investigation, but investigation has not started.
- Submitted**        TruView is in progress on investigation.
- Received**         Received by Corporate Security for review and adjudication.

When the status reads Submitted, the Contractor has completed their paperwork, NYPA Corporate Security has provided authorization for TruView to proceed, and the background investigation is underway by TruView research analysts.

The screenshot shows a web browser window with a table of applicant data. The table has columns for Applicant ID, Applicant Name, DOB, Status, Final Results, Submission Date, Investigation Completed Date, Vendor Company, NYPA POC, NYPA Facility, Legacy Investigation, and VIDI TRA. The 'Submitted' status is highlighted with a red circle in the first row.

	APPLICANT ID	APPLICANT	DOB	STATUS	FINAL RESULTS	SUBMISSION DATE	INVESTIGATION COMPLETED DATE	VENDOR COMPANY	NYPA POC	NYPA FACILITY	LEGACY INVESTIGATION	VIDI TRA
<a href="#">SEE MORE</a>	201602260000009	dasd dasd	2010-02-09	Submitted		2016-02-26		dsadsad	asdasd	NIA	no	No
<a href="#">SEE MORE</a>	201602250000002	Kevin M Hanson	1970-02-05	Submitted		2016-02-25		General Electric	Charlie Jones	NIA,CEC,POL	no	No
<a href="#">SEE MORE</a>	201602250000001	Kevin Hayes	1990-02-07	Submitted		2016-02-25		General Electric	Lisa Tester	NIA,BG	no	No
<a href="#">SEE MORE</a>	201602220000002	michael willi	2016-02-16	Submitted		2016-02-22		copmany	nyppa pcoc	NIA,CEC	no	No
<a href="#">SEE MORE</a>	201602150000005	Nicholas M Auletta	2016-02-01	Submitted		2016-02-15		ABC	Charlie Jones	NIA,BG	no	No
<a href="#">SEE MORE</a>	201602100000004	Michael Williams	2016-02-24	Submitted		2016-02-10		Test	POC	NIA	no	No
<a href="#">SEE MORE</a>	201602080000004	Nicholas M Auletta	1980-02-12	Entered		2016-02-08		Summit	Charlie Johnston	NIA	no	No
<a href="#">SEE MORE</a>	111	Michael Williams	2016-01-06			2016-01-29		Company	POC	STL,CEC,BG	no	No
<a href="#">SEE MORE</a>	222	Michael Real Williams	2016-01-27			2016-01-29		My Company	NYPA POC	NIA,BG,WPO	no	No

A name in Received status indicates the background investigation has been completed by TruView, and the final report issued to NYPA Corporate Security.

Once a report is in status as “Received,” NYPA Corporate Security adjudicates the results. Their determination can be viewed under the “Final Results” column. If the result in the “Final Results” column is “In Review” next to a specific individual, NYPA Corporate Security has not reviewed the final report, the investigation is still considered “In Progress” and the Contractor is not cleared for access until the adjudication takes place.

Dashboard / Applications

## Applications

DOWNLOAD REPORTS ▾

**Status Column Key**

- **Received:** Received by Corporate Security for review.
- **Submitted:** Submit is in progress on investigation.
- **Entered:** Applicant has sent in all applicable forms for investigation but investigation has not started.

First Name Last Name In Review FILTER CLEAR FILTERS Show Advanced Filters

Completed Date From Completed Date To

Applicant Id Date of Birth Received Submission Date Vendor Company

NYPA POC NYPA Facility Legacy Investigation Video Training Any Client ID Show All

← Previous 1 2 3 Next → 10 / 24

	APPLICANT	DOB	STATUS	FINAL RESULTS	INVESTIGATION COMPLETED	VENDOR COMPANY	NYPA POC	NYPA FACILITY	LEGACY INVESTIGATION	VIDEO TRAINING	SUBMISSION DATE	APPLICANT ID
SEE MORE	Merle E Ashton	1954-11-12	Received	In Review	2019-01-15 10:08:48	www.relaytech.com dba Merle E Ashton	Sean Koetzner	BG	no	No	2019-01-10	201901102
SEE MORE	John Clifford Blake	1963-08-09	Received	In Review	2019-01-09 12:42:36	TRC solutions	Mike Burke	WPO	no	No	2019-01-04	201901042
SEE MORE	Kevin Brosnan	1990-06-19	Received	In Review	2019-01-15 10:11:28	Fresh Meadow Power, LLC.	Chris Guinn	POL	no	Yes	2019-01-10	201901102
SEE MORE	Vineeth Chandrasekharan Nair	1989-01-20	Received	In Review	2019-01-14 14:07:06	Cognizant Technology solutions	Steven Damsky	WPO	no	No	2018-12-19	201901032
SEE MORE	Jennifer Constanza	1992-12-27	Received	In Review	2019-01-14 14:16:31	PA Consulting	Steven Damsky	WPO	no	No	2019-01-09	201901092

NOTE: If the result shows as blank or “None” this is likely due to the data available at the time of data import from the previous background screening vendor – if there is a question, please contact Corporate Security.

Please reference the following key to match Meets Requirements definitions with previously utilized NYPA Security terms for Contractor access.

Cleared	Contractor is cleared for unescorted access to NYPA facilities
In Review	NYPA is reviewing background results and/or may have requested additional information from the Contractor prior to a decision. Contractor is not cleared until resolved.
Denied or Denied X-Files or ADMINHOLD or Cleared-Expired	Contractor does not meet standards for unescorted/cleared access to NYPA facilities. Final Result is indicated in BOLD RED font within Comments section for any Denied, X-Files, ADMIN HOLD, Cleared – Expired or Legacy Investigation. Cleared-Expired will appear when the current date is <u>greater</u> than three (3) years from the investigation Completed Date.

To access an individual's details, simply enter the Contractor's last name in the "Applicant Name" field and click the blue "Filter" button.

Dashboard / Applications

## Applications

[DOWNLOAD REPORTS +](#)

**Status Column Key**

- Received:** Received by Corporate Security for review.
- Submitted:** Summit is in progress on investigation.
- Entered:** Applicant has sent in all applicable forms for investigation but investigation has not started.

First Name Last Name In Review [FILTER](#) [CLEAR FILTERS](#) [Show Advanced Filters](#)

Completed Date From Completed Date To

Applicant Id Date of Birth Received Submission Date Vendor Company

NYPA POC NYPA Facility Legacy Investigation Video Training Any Client ID Show All

← Previous 1 2 3 Next → 10 / 24

	APPLICANT	DOB	STATUS	FINAL RESULTS	INVESTIGATION COMPLETED	VENDOR COMPANY	NYPA POC	NYPA FACILITY	LEGACY INVESTIGATION	VIDEO TRAINING	SUBMISSION DATE	APPLICANT ID
<a href="#">SEE MORE</a>	Merle E Ashton	1954-11-12	Received	In Review	2019-01-15 10:08:48	www.relaytech.com dba Merle E Ashton	Sean Koetzner	BG	no	No	2019-01-10	201901102
<a href="#">SEE MORE</a>	John Clifford Blake	1963-08-09	Received	In Review	2019-01-09 12:42:36	TRC solutions	Mike Burke	WPO	no	No	2019-01-04	201901042
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<a href="#">SEE MORE</a>	Vineeth Chandrasekharan Nair	1989-01-20	Received	In Review	2019-01-14 14:07:06	Cognizant Technology solutions	Steven Damsky	WPO	no	No	2018-12-19	201901032
<a href="#">SEE MORE</a>	Jennifer Constanza	1992-12-27	Received	In Review	2019-01-14 14:16:31	PA Consulting	Steven Damsky	WPO	no	No	2019-01-09	201901092

Click on the blue "See More" button to view further details. Here you will also be able to view the status of the investigation and the "Final Results" assigned by Corporate Security.

TRUVIEW

Hello Sergeant User!

Dashboard / Applications / Merle Ashton

## View Application

Status: **Received**

Final Result: **In Review**

Forms Other Applications

Report Forms

[General Access Guidelines: Download Signed Document](#)  
[View As Webpage](#)

Corporate Website • Privacy Policy • Forms & Handouts

You may also be able to view and print a copy of the e-signed General Access Guidelines on the "Forms" tab (Sergeant and Corporate Security profiles only), as well as view if the Contractor has been the subject of any previous investigations via the "Other Applications" tab (Sergeant and Corporate Security profiles only).

## REPORT FUNCTIONS

### Downloading NYPAScreen Reports

The NYPAScreen platform is built with three reports available to the Sergeant Profile. These three reports are listed below and are available in PDF form:

- Denied List Report
  - List includes all contractors on the Denied List as of the date and timestamp
- Three (3) Year Valid Report
  - List includes all Contractors with a valid background within three years of the Investigation Completed Date of their prior background
- One (1) Year Valid Report
  - List includes all Contractors with a valid background within one year of the Investigation Completed Date of their prior background

Lists can be downloaded via the dropdown menu under the “Download Reports” button, as pictured below:

The screenshot shows the TruView web application interface. The user is logged in as Nicholas Auletta. The main navigation menu on the left includes Dashboard, Applications, and Useful URLs. The 'Applications' section is active, displaying a dropdown menu for 'DOWNLOAD REPORTS'. This menu lists three report types: 'Denied List Report' (last export: 2019-11-13 19:00:26), 'Three (3) Year Valid Report' (last export: 2019-11-13 19:01:55), and 'One (1) Year Valid Report' (last export: 2019-11-13 19:00:43). Each report type has a corresponding 'DOWNLOAD [REPORT TYPE] (PDF)' button. Below the dropdown, there is a search filter section with a 'None' dropdown, a 'FILTER' button, and a 'Show Advanced Filters' link. A table of applications is visible at the bottom, with columns for APPLICANT, DOB, STATUS, FINAL RESULTS, INVESTIGATION COMPLETED, VENDOR COMPANY, NYPA POC, NYPA FACILITY, LEGACY INVESTIGATION, and VIDEO TRAINING. The table shows a single row with values: Received, None, yes, and No.

## **Contractors / Applicants**

## Contractors / Applicants

### Accessing the NYPAScreen Portal

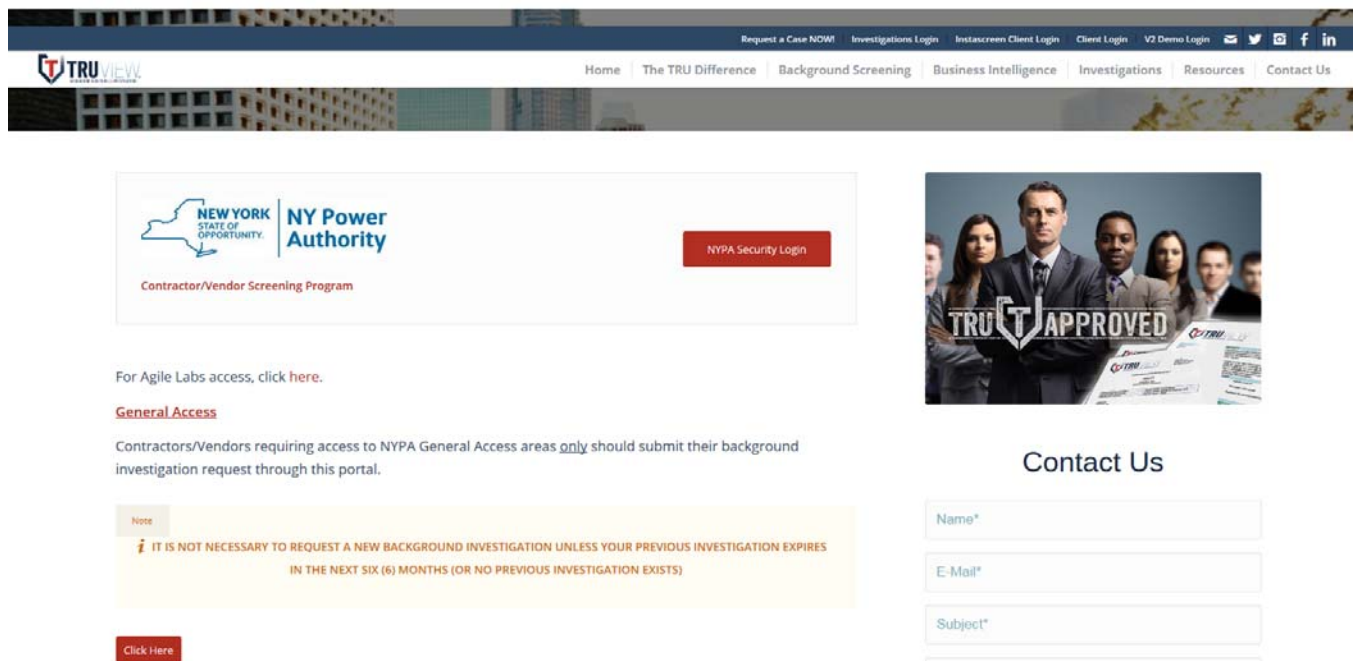
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Site Sergeants should provide new Contractors with the link below and instruct the Contractor to go to the link and follow all applicable instructions. Site Sergeants should direct Contractors to the Primary NYPA Link Page first. The Contractor should enter the link into their web browser, and then proceed to follow the instructions on the webpage.

### Background Screening Links:

TruView Primary NYPA Link Page (to Choose Either CIP or General Access Link):

<http://truviewbsi.com/nypa/>



Request a Case NOW! | Investigations Login | InstantScreen Client Login | Client Login | V2 Demo Login | [Home](#) | [The TRU Difference](#) | [Background Screening](#) | [Business Intelligence](#) | [Investigations](#) | [Resources](#) | [Contact Us](#)

**NEW YORK STATE OF OPPORTUNITY** | **NY Power Authority**

Contractor/Vendor Screening Program

[NYPA Security Login](#)

For Agile Labs access, click [here](#).

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[Click Here](#)

**TRUVIEW APPROVED**

**Contact Us**

Name\*

E-Mail\*

Subject\*



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[Click Here](#)

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#### NERC-CIP (Physical Security Perimeter or Remote System Access)

The required NERC-CIP Cyber Security Training, which must be completed in a single session, takes approximately one (1) hour. Please note that you cannot begin the background screening process until completion of the entire video. If you plan to attend training or have attended training on-site, please use the General Access Link to submit your background.

Contractors/Vendors requiring access to General Access areas and NERC-CIP Physical Security Perimeters or Remote System Access are required to complete NERC-CIP Cyber Security Training. Contractors/Vendors required to take the NERC-CIP Cyber Security Training should submit their background investigation request through this portal.

Note

**i IT IS NOT NECESSARY TO REQUEST A NEW BACKGROUND INVESTIGATION UNLESS YOUR PREVIOUS INVESTIGATION EXPIRES IN THE NEXT SIX (6) MONTHS (OR NO PREVIOUS INVESTIGATION EXISTS)**

[Click Here](#)

## Complete Required Information

After logging into the site, the Contractor can read through their notification and authorization to conduct a background check.

The Contractor is provided TruView's contact information and is provided the opportunity to read and print their Rights under the Fair Credit Reporting Act (FCRA), as well as the New York Correction Law (if applicable).



TruView  
25 Newbridge Road  
Suite 210  
Hicksville, NY 11801  
PH: 800-924-2366

### Background Screening Authorization and Instructions

In connection with my request for an independent contractor assignment at NYPA, I understand that a consumer report, as that term is defined in the Federal Fair Credit Reporting Act as amended ("FCRA"), 15 U.S.C. 1681 et seq. and applicable state law, may be obtained by NYPA from a consumer reporting agency. You must provide authorization for this background check to be conducted. This will be done via an electronic signature.

I hereby authorize NYPA now, or at any time while I am an independent contractor at NYPA, to obtain a consumer report on me that is limited to a fifteen (15) year criminal background check and verification of my identity through a Social Security number trace. I further understand that, upon my written request, I will be given the name and address of each consumer reporting agency from which a consumer report or investigative consumer report may have been obtained, and, if an investigative consumer report has been obtained, a description of the nature and scope of the investigation. I understand that I may obtain additional information concerning the report by contacting the consumer reporting agency.

The report will be prepared by:

Truview BSL LLC  
25 Newbridge Road  
Suite 210  
Hicksville, NY 11801  
PH: 800-924-2366

TruView's Privacy Policy can be viewed [HERE](#).

This investigation will be conducted in compliance with federal law, which provides specific protection to you, as stated in the following document: Summary of Your Rights Under the Fair Credit Reporting Act prepared pursuant to 15 U.S.C. Section 1681-1681u.

[Click here now to review your rights under the FCRA](#)

For New York Applicants Only:

[Click here now to review New York Correction Law Article 23-A](#)

If you are unwilling to submit to this investigation, close this form now and do not proceed.

If you wish to proceed with the investigation, please click "Next".

Next

This same authorization is required to be electronically signed by the Contractor later in the process.

If entering through the NERC-CIP portal, the provided instructions notify the Contractor to view the NYPA NERC CIP Cyber Security Training video. NOTE: The video MUST be viewed in its entirety and cannot be fast forwarded.




If you are unwilling to submit to this investigation, close this form now and do not proceed.

If you wish to proceed with the investigation, please click "Next":

Contractors entering both the General Access portal and NERC-CIP portal, are required to enter vital information for TruView to conduct the background investigation. The Contractor enters all required information requested, including their Name, Address, Social Security Number, Date of Birth, Email, and Phone Number. Please note that all text in Red are Required Fields. The Contractor selects the "Continue" button to proceed to the next step.

## Step 1: Enter Personal Details

On the Personal Details page, Contractors are reminded, in bright red text, to insert their home address and NOT their work address. Addresses in the United States, Canada, and international are accepted on the form. After clicking “Continue” on the bottom right hand of the page, the Contractor is taken to the Appendix D – Attachment 8.1 page. A screenshot of the Personal Details page is depicted on the next page.



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1

2

3

4

5

Personal Details

Appendix D – Attachment 8.1

Review

Documents

Submit Application

First Name \*

Lisa

Middle Initial

If none, leave blank

Last Name \*

Test

Alias First Name

Please list any aliases, maiden names, or other legal names used. You can add multiple aliases by clicking "Add Alias"

Alias Middle Initial

Alias Last Name

Additional Aliases

Add Additional Alias

Phone Number \*


(516) 222-2222

Email \*

contractor@gmail.com

## Step 2: Enter Appendix D – Attachment 8.1 details

Within the Appendix D – Attachment 8.1 page, Contractors are prompted to enter their Company Name, NYPA Point of Contact, NYPA Point of Contact Email, NYPA Facility, Country of Citizenship, SSN (or SIN for Canadian Citizens, or international equivalent for Foreign Nationals), and the Applicable Package. Please note that Contracts are provided clear and explicit instructions on their Point of Contact. The page reads, “YOUR POINT OF CONTACT (POC) IS A NEW YORK POWER AUTHORITY EMPLOYEE LISTED ON YOUR COMPANY’S CONTRACT WITH NYPA. INVALID OR INCORRECT POC INFORMATION WILL RESULT IN DELAYS PROCESSING YOUR BACKGROUND.” Further, the form forces Contractors to enter an @nypa.gov email address for their NYPA Point of Contact Email.



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Personal Details
Appendix D – Attachment 8.1
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**Your Company Name \***

**NYPA Point of Contact**

**YOUR POINT OF CONTACT (POC) IS A NEW YORK POWER AUTHORITY EMPLOYEE LISTED ON YOUR COMPANY'S CONTRACT WITH NYPA. INVALID OR INCORRECT POC INFORMATION WILL RESULT IN DELAYS PROCESSING YOUR BACKGROUND. \***

First and Last Name Required

**NYPA Point of Contact Email \***




**NYPA Facility (Please check only those that apply) \***


- ☐ NIA Niagara (Lewiston / Buffalo)
- ☐ STL St Lawrence/FDS (Massena)
- ☐ CEC Clark Energy Ctr (Utica)
- ☐ BG Blenheim-Gilboa (Gilboa)
- ☐ POL Astoria (Astoria / Flynn / Brentwood / SCPPs)
- ☐ WPO Headquarters (White Plains / Albany)

### Step 3: Review Data & Certify Accuracy:

On Tab 3 of the NYPAScreen platform, the Contractor can review all entered data before submitting and continuing to the next page where all mandatory documents are signed. At this stage, Contractors can edit information that was incorrectly placed into the fields. The platform has a security feature that requires the Contractor wait 15 seconds before pressing the Continue button to ensure the button was not inadvertently pressed and information was accurately reviewed. Once the Contractor presses the Continue button to move forward, the information is considered final inside the platform.



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Review Data

If any of the below information is wrong, please click on the large circle 1 if it pertains to your Personal Details or on the large circle 2 if it pertains to your company and access details. You will be directed back to that particular page to correct the data entered and then must re-click "Continue" to move back through the process.

**First Name:** Lisa

**Middle Initial:**

**Last Name:** Test

**Alias First Name:**

**Alias Middle Initial:**

**Alias Last Name:**

**Additional Aliases:**

**Phone Number:** (516) 222-2222

**Email:** contractor@gmail.com

**Date of Birth:** 08-19-1965

**Street Address:** 123 Main St.

**City:** New York

**State or Province:** NY

**Zip Code:** 10034

## Steps 4 & 5: Authorize the Background & Sign all Mandatory Documents

The Contractor completes all mandatory NYPA documents using an Electronic Signature provided through TruView's Adobe eSign document link. Each form is completed one at a time. After clicking on the gold "Sign Document" link, an eSign document appears. The Contractor should read the document and follow the instructions, which appear as yellow tabs on the left side of the document.

Adobe Sign

Alternative actions ▾

Please sign: Authorization Form

Next required field 2

**NEW YORK**  
STATE OF  
OPPORTUNITY

**NY Power  
Authority**

**Disclosure and Authorization Form**

In connection with my request for an independent contractor assignment at NYPA, I understand that a consumer report, as that term is defined in the Federal Fair Credit Reporting Act as amended ("FCRA"), 15 U.S.C. 1681 et seq. and applicable state law, may be obtained by NYPA from a consumer reporting agency. You must provide authorization for this background check to be conducted. This will be done via an electronic signature.

I hereby authorize NYPA now, or at any time while I am an independent contractor at NYPA, to obtain a consumer report on me that is limited to a fifteen (15) year criminal background check and verification of my identity through a Social Security number trace.

I further understand that, upon my written request, I will be given the name and address of each consumer reporting agency from which a consumer report or investigative consumer report may have been obtained, and, if an investigative consumer report has been obtained, a description of the nature and scope of the investigation. I understand that I may obtain additional information concerning the report by contacting the consumer reporting agency.

The report will be prepared by:

**TruView BSI, LLC**  
25 Newbridge Road  
Hicksville, NY 11801  
Phone: 888.869.8444

Click here to view TruView's [Privacy Policy](#)

This investigation will be conducted in compliance with federal law, which provides specific protection to you, as stated in the following document: Summary of Your Rights Under the Fair Credit Reporting Act prepared pursuant to 15 U.S.C. Section 1681-1681u.

Click here to view the document "[Summary of Your Rights Under the Fair Credit Reporting Act](#)."

Language English US ▾

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Clicking directly on the yellow tab on the form leads the Contractor to the next area to select or sign. Any items with a \* are mandatory.

CLICK HERE TO VIEW TRUVIEW'S [Privacy Policy](#)

This investigation will be conducted in compliance with federal law, which provides specific protection to you, as stated in the following document: Summary of Your Rights Under the Fair Credit Reporting Act prepared pursuant to 15 U.S.C. Section 1681-1681u.

Click here to view the document "[Summary of Your Rights Under the Fair Credit Reporting Act](#)."

☒ ALL Applicants: I agree that I have been provided with and have read a copy of the Summary of Your Rights Under the Fair Credit Reporting Act.

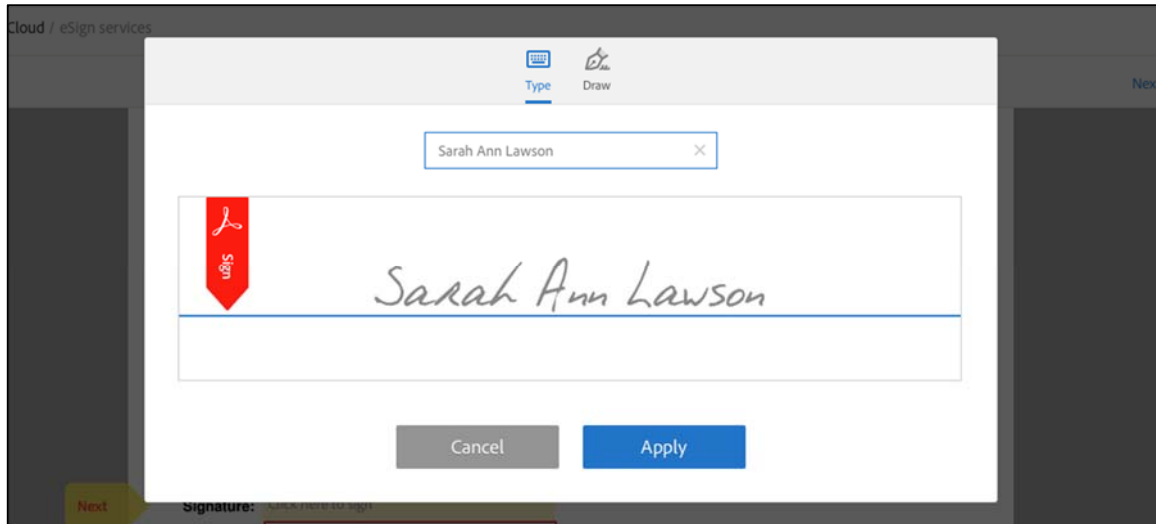
☒ NY Applicants Only: I agree that I have been provided with and have read a copy of New York Correction Law, Article 23-A. [Click here to view Article 23-A](#).

☐ CA, MN, OK Residents Only: Yes, I wish to receive a copy of any report obtained pursuant to this release.

Signature: [Click here to sign](#)

Email:

At the bottom of the document, the Contractor is directed to insert their name, either by typing or drawing their signature with the mouse.



The document then appears with the signature in place, the Contractor's email, and all applicable boxes selected. At this point, the Contractor selects "Click to Sign" at the bottom of the page. The document is now signed, and a copy is sent to the email entered by the Contractor, as well as to TruView.

I hereby authorize NYPA now, or at any time while I am an independent contractor at NYPA, to obtain a consumer report on me that is limited to a fifteen (15) year criminal background check and verification of my identity through a Social Security number trace.

Adobe Sign

Iterative actions ▾

Please sign: Authorization Form

The report will be prepared by:

**TruView BSI, LLC**  
 25 Newbridge Road  
 Hicksville, NY 11801  
 Phone: 888.869.8444

Click here to view TruView's [Privacy Policy](#)


This investigation will be conducted in compliance with federal law, which provides specific protection to you, as stated in the following document: Summary of Your Rights Under the Fair Credit Reporting Act prepared pursuant to 15 U.S.C. Section 1681-1681u.

Click here to view the document "[Summary of Your Rights Under the Fair Credit Reporting Act](#)."

☒ ALL Applicants: I agree that I have been provided with and have read a copy of the Summary of Your Rights Under the Fair Credit Reporting Act.

☒ NY Applicants Only: I agree that I have been provided with and have read a copy of New York Correction Law, Article 23-A. [Click here to view Article 23-A](#)

☐ CA, MN, OK Residents Only: Yes, I wish to receive a copy of any report obtained pursuant to this release.

Signature: 


Email:

I agree to the [Terms of Use and Consumer Disclosure](#) of this document


[Click to Sign](#)



The Contractor is returned to the NYPAScreen page, where the document appears as “Signed” in the queue. The Contractor should then click on the remaining documents and complete the same process.



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[Personal Details](#)
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### Sign Required Documents

- STEP 1:** You must provide authorization for this background check to be conducted. This will be done via an electronic signature. Click the **"Sign Document"** button to the right of **Authorization Form** row below in **Yellow**, which will take you to sign the release form. Follow the yellow prompt arrow. A copy of all signed documents will be sent to your email. You will be returned to this screen after signing each document.
- STEP 2:** You must sign the NYPA Contractor Certification, certifying that you understand your responsibilities as an independent contractor for NYPA. Click the **"Sign Document"** button to the right of **Contractor Certification** row below in **Yellow**. Follow the prompts.
- STEP 3:** You must read and sign the NYPA General Access Guidelines, certifying that you understand your responsibilities as an independent contractor for NYPA. Click the **"Sign Document"** button to the right of **General Access Guidelines** row below in **Yellow**. Follow the prompts.
- STEP 4:** Upon return to this screen, select **CONTINUE** to complete the process. **NOTE: All required documents must be signed in order for these links to appear.**


Authorization Form	<a href="#" style="background-color: #28a745; color: white; padding: 5px 10px; text-decoration: none;">View Signed Document</a>
Certification	<a href="#" style="background-color: #28a745; color: white; padding: 5px 10px; text-decoration: none;">View Signed Document</a>
General Access Guidelines	<a href="#" style="background-color: #28a745; color: white; padding: 5px 10px; text-decoration: none;">View Signed Document</a>

[Continue](#)


Once all documents are signed all links are updated to “View Signed Document.” The Contractor can click on the link to print or save a copy of the signed document (an e-mail with a copy of the document will also be sent to the e-mail address the Contractor entered in Personal Details).

## Step 5: Submit Application

To submit the application, the Contractor should click on the blue “Submit Application” button.



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[Personal Details](#)
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### Submit Application

I hereby certify that all statements I have made in connection with this request are true and that I have not withheld any pertinent information. I understand that any falsification or willful misrepresentation can result in denial of access to NYPA facilities and premises and possible reimbursement to NYPA for any and all costs associated with conducting the background screening process. If you agree, please click Submit Application.

Submit Application

The Contractor’s process is complete once the following notification appears:



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25 Newbridge Road  
Suite 210  
Hicksville, NY 11801  
PH:800-924-2366

## Success!