

# Background Screening Registration Guide

## Step 1.

Open your browser and go to [www.ncsrisk.org](http://www.ncsrisk.org)

Click FIRST-TIME REGISTRANT to begin.

## Step 2.

Click 'Begin the registration process.'

## Step 3.

From the dropdown, select 'Seventh-day Adventist Church' and click Select.

## Step 4.

Select 'WA – Washington' and click 'Select and Continue.'

## Step 5.

Select 'Washington Conference' and click 'Select and Continue.'

## Step 6.

When asked if you have previously registered, select 'No.'

## Step 7.

Create your User ID and Password, then click 'Continue.'

## Step 8.

Select 'Submit Background Check.'

## Step 9.

Select the boxes and enter your first name, last name and Social security number and select 'Submit Background Check.'

## You are done!

If any additional information is needed you will hear from the conference HR department

If you have any questions, please feel free to reach out to  
Heather Brueske at 253-681-6015 or at  
[heather.brueske@wc.npuc.org](mailto:heather.brueske@wc.npuc.org)