Selection.com
Directions for completing the three-year recheck

1) The first thing you will do is create a File Folder on your computer. I recommend you call it SelectionCom. In this folder, you will electronically save your batch uploads. The batch uploads are the Excel spreadsheets with the names of the people you are rechecking.

2) The Office of Child and Youth Protection (OCYP) will email you a User Name and a Password. Your User Name will begin with CAM102#00 followed by the three digits you use on the Disclosure and Release Form. If you do not know your user name and password contact OCYP.

3) Before you send a batch upload for a three-year recheck, you will have to import the "Upload File Template." This process is described in the next three steps.

4) Log onto https://fx2.fastraxselect.com Once you are in the site, make it a favorite.

5) Click on the red "Client Login" button.

6) Enter User Name and Password. Click on "Login".

7) Your location number will appear in a box on the left. To the right there is a circle that says "Employees/Volunteers". Click on the circle to select it. "Download File Template" now appears.

8) Click on "Download File Template". An Excel spreadsheet will drop down to the bottom of your screen. Click on it to open it. It is in "Protected View." Click on "Enable Editing." Now SAVE AS "NewTemplate" into your SelectionCom File Folder that you created in Step 1 above. At this point delete any previous template you might have.

9) When you are going to create a batch upload to do a recheck, go into your File Folder in your computer and open "NewTemplate". Input your data.
   a. Social security numbers. Enter without dashes. The template will automatically put the dashes in. Enter like this: 123456789.
   b. DOB must be in this format: mm/dd/yyyy. For example: 10/29/1990 or 01/02/1989.
   c. In the Control Code column, enter "volunteer" or "employee" as applicable to the individual.

October 2021

10) As you are entering your data, save it into your <u>SelectionCom</u> File Folder (that you created in #1 above). Save it as the Month and Year. For example, May2015 or October2015.

11) When you are ready to <u>send</u> your batch upload to Selection.Com,
   a. Log onto https://fx2.fastraxselect.com
   b. Click on the red "Client Login" button and log in using your UserName and Password.
   c. Click on the "Batch Upload" tab. Your location number will appear in the box on the left.
   d. Click on the circle under "Report."
   e. Click on "Choose File". This will browse for documents. Go to your <u>SelectionCom</u> File Folder and double-click on the Excel spreadsheet you just completed. The name of your file will appear next to the "Choose File" button. Click on the blue "Upload" button. Now click on the red "Submit" button. Both of these clicks are necessary. Because you are on the Selection.Com website, this process is safe, secure and protects the individuals' social security numbers and other personal data.

12) You are now done!

Other activity on the Selection.com website

The other tab next to "Batch Upload" is "View Reports". If you click on "View Reports" you can now view the history of reports that you have made. You can sort by name or by date range. You cannot see the results. Wait at least 8 hours after you submit a batch upload to see if it is in process with Selection.com.

Results, or clearance letters, will be sent to you from the Office of Child & Youth Protection along with your invoice which you submit to your business manager.

If you lose either your User Name or Password, contact the Office of Child and Youth Protection. 856-583-2874 or Jason.Rocks@camdendiocese.org