Nevada Automated Background Check System (NABS)

How-To Guide
Hire A New Employee:

1. Under the “Applications” Tab click “Add New”
2. Search For Existing Profile using the Social Security Number and the Employee’s Last Name

3. If an Existing Profile is found, click “Add New Application”

4. If an Existing Profile is not found, click “Add New Applicant”
5. Follow the prompts for adding/updating employee information.
6. Enter Identification information (i.e. Driver’s License or Government ID)
7. On the Consent page, Select “I agree” and upload the Consent and Release along with any Temporary or Permanent work Card
8. Continue to Payment page, enter payment information, and click submit.
9. Please note: We do not accept American Express or Cash as a form of payment.
Terminate An Employee:

1. Under the “Employees” Tab click “Roster”
2. Select the Provider Name and click “Search”
3. Under the Actions header click “Edit” next to the employee’s name you wish to terminate

4. Change the “Employment Status” to “separated” and enter the date under “Separation Date”

5. Click Save.
Completing a Batch Payment:

1. When submitting an application click “Batch Payment” on the payment screen
2. Under the “Applications Tab” click “Pending Payments”
3. Under the “Pay Now” header select the employees you wish to pay for
4. A total will appear and the bottom and “Pay by Credit Card” will be available
5. You will be redirected to the payment portal where you can complete the payment
Upload Employee Documents & Print Clearance Letters:

1. Under “Employees” tab select “Roster”
2. Under Employment Status select “All”

3. Click on the employee’s last name to bring up their Profile
4. Click on the “Documents Tab” to view all uploaded documents and then click on “Upload File” to add another.

5. This is also the page where you can print off Clearance Letters for the selected employee under Generated Forms, Letter, and Reports
Check Facility Roster:

1. Under “Employees” tab select “Roster”
2. Under Employment Status select “All”

3. Verify all employees listed
4. For an Excel Spreadsheet click “CSV File”
5. Click “Print” in order to provide a copy to your Surveyor