

Set forth below is guidance on navigating the steps to process a record from the New, Opened, Processed tabs.

Please note: Authorized Persons do not have to update applicant's employment status by using the New Opened, Processed tab.

Guidance on the updating the Employment Status is found on the following link:

<https://www.justicecenter.ny.gov/node/627>

When an AP logs onto the CBC system, they will see the Authorized Person Notices screen:

Authorized Person Notices		
New	Opened	Processed
User or Applicant No.	Waiver	AP Name

On the Authorized Person Notices screen, from the New tab, if you click on **User or Applicant No.** hyperlink:

User or Applicant No.	Waiver	AP Name	Applicant Last Name	Applicant First Name	Date Sent	Notice
2015144600-1		multiple Contacts	DOE	JANE	12/3/2015 7:32:19 AM	Application processed and not denied. No criminal history

You will get to following screen:

Application processed and not denied. No criminal history

Applicant	AP Name	Applica	Applican	Date Sent	Date Opened	Opened
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No.		nt Last Na me	t First Na me			By
2015144600-1	multiple Contacts	DOE	JANE	12/03/2015 07:32:19 AM	01/25/2016 07:35:02 PM	keatingde

Update Applicant

Return to Notices

Process Record

If you click **Update Applicant** button, it will go to a screen where you can update applicant:

Registration Source

morphotrust

Fingerprint Status

DCJS responded

TCN

Waiver

N

PROVIDER DETAILS

Click to View	Applicant Number	Provider ID	Provider Name	De
VIEW	2015144605-1	01160	NYS Justice Center for the Protection of People with Special Needs JC: No	

APPLICANT DETAILS

Provider Name

NYS Justice Center for the Protection of People with Special Needs

* Employment Status

Applied

Effective Date

12/2/2015

After selecting the appropriate **Employment Status** from the drop down menu and including the **Effective Date**, the Authorized Person should scroll down and click the **Update Applicant** button:

Update Applicant

When you do this, you will see:

Applicant record saved

Record saved for JANE DOE.
Applicant number 2015144600-1

Then, if you click on **Return to AP Notices**, that applicant's name will no longer appear in New tab, it will have moved to Opened tab.

In the Opened tab, if you click on the **Applicant or User No.** hyperlink, then click **Process Record**, the record will move from Opened to Processed.