

United States
Nuclear Regulatory Commission



NRC Criminal History EIE Instructional Guide

Licensee Quick Start Guide

Office of the Chief Information Officer

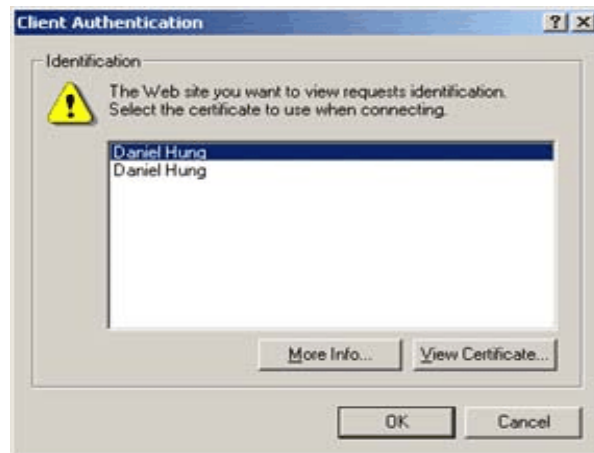
July 31, 2002

Step 1: Submit Fingerprints to EIE

To submit fingerprint files to the Criminal History EIE system, use your browser to access the following URL:

<https://eie.nrc.gov/cgi-bin/bcgate.exe?form=eieform/bcg-submit.xfd>
(This URL will be accessible from the NRC EIE Home Page)

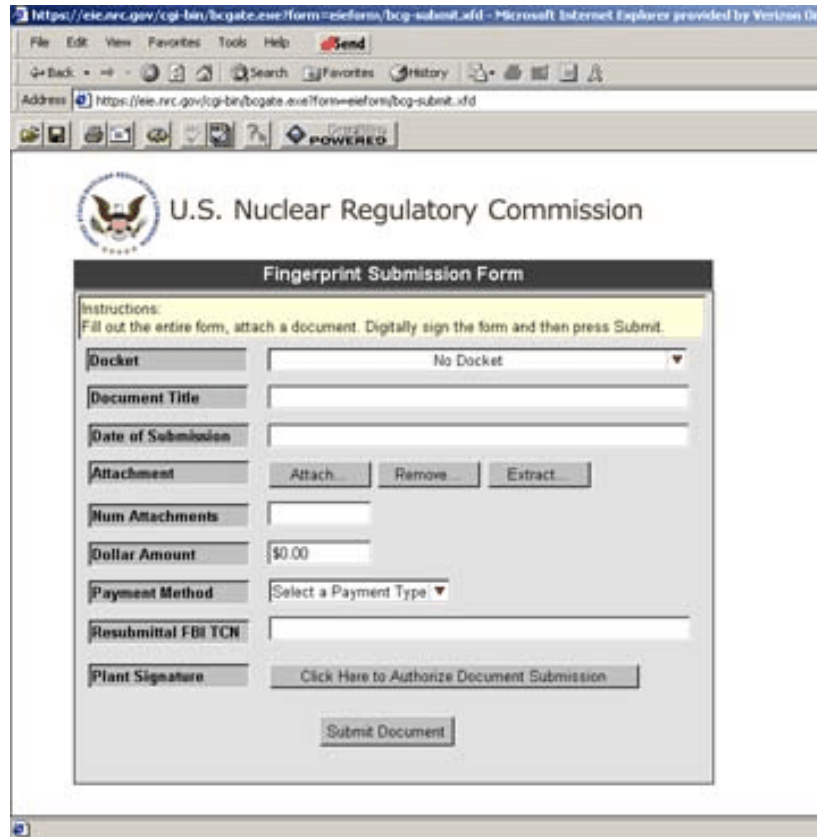
Select your NRC issued certificate in the Select Certificate window and click on the **Continue** button.



The Password Entry dialog appears (Netscape users only). Enter your password for the Certificate Database and click the OK button. You will be prompted to re-enter it for confirmation; click the OK button again.

[Screen shot not available]

A Security Information screen now appears, click on the **Continue** button. The PureEdge InternetForms viewer is loaded and the **Fingerprint Submission Form** is now displayed.

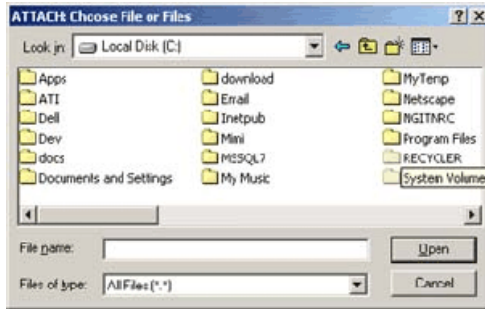


The screenshot shows a web browser window displaying the U.S. Nuclear Regulatory Commission's Fingerprint Submission Form. The browser's address bar shows the URL: https://iec.nrc.gov/cgi-bin/bogate.exe?form=efefom/bog-submit_xfd. The form is titled "Fingerprint Submission Form" and includes the following fields and buttons:

- Instructions:** Fill out the entire form, attach a document. Digitally sign the form and then press Submit.
- Docket:** A dropdown menu currently set to "No Docket".
- Document Title:** A text input field.
- Date of Submission:** A text input field.
- Attachment:** A section containing "Attach...", "Remove...", and "Extract..." buttons.
- Num Attachments:** A text input field.
- Dollar Amount:** A text input field currently showing "\$0.00".
- Payment Method:** A dropdown menu set to "Select a Payment Type".
- Resubmittal FBI TCN:** A text input field.
- Plant Signature:** A button labeled "Click Here to Authorize Document Submission".
- Submit Document:** A large button at the bottom of the form.

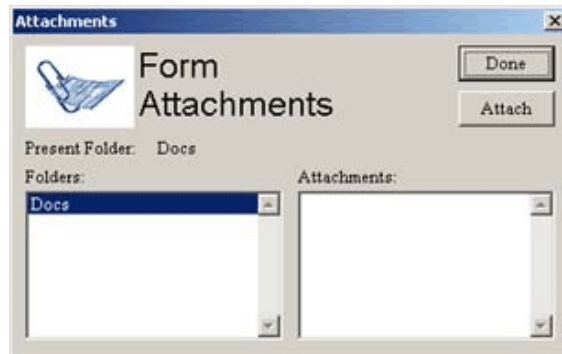
On the form, fill out all fields including **Document Title**, **Date of Submission**, **Num Attachments**, **Payment Method**, and **Resubmittal FBI TCN** (if this is a re-submittal). The **Dollar Amount** field will be automatically calculated as \$24 per attachment for new submittals. If the submission is a re-submittal due to errors, override the **Dollar Amount** to reflect \$0.00.

Enclose fingerprint data files by clicking on the **Attach** button. The Enclose File dialog now appears.

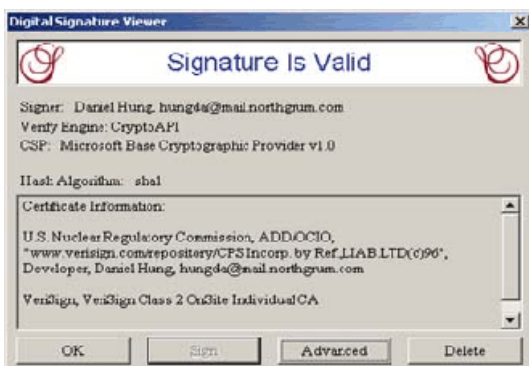


Navigate to the drive and/or folder where the fingerprint file to be submitted resides and choose the file.

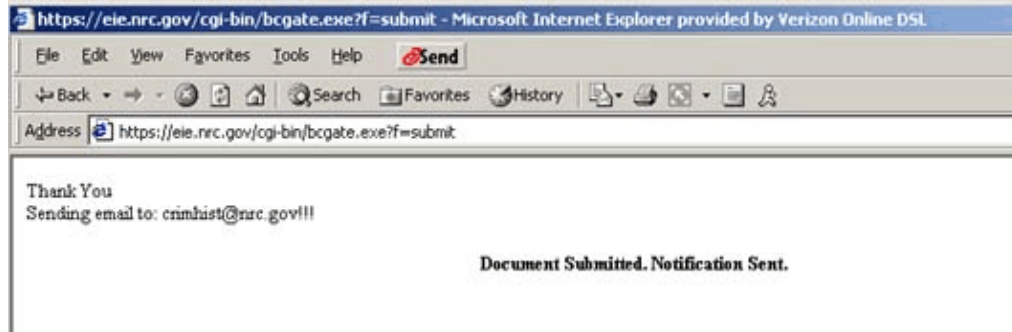
Select the file and click on the **Open** button. The file is added to the Enclosures window on the right side of the Enclosures dialog. When you finish attaching documents, click on the **Done** button to close the Enclosures dialog.



Sign the form by clicking on the button labeled **Click Here to Authorize Document Submission**. The Digital Signature Viewer dialog appears displaying the caption “No Signature.” Click on the **Sign** button. (Netscape users will need to enter their password). When the signature information is displayed, click on the **OK** button to sign the form.



After signing the form, press the **Submit Document** button to send the entire form and attachments to the Criminal History EIE System. The cursor changes to a black and white color wheel as the Internet connection is attempted. Depending on the speed of your Internet connection and the size of the file, this may take approximately 4-6 minutes.



Once the connection is established and the upload is complete, the browser displays a window that states "Document Submitted. Notification Sent". The NRC Security Office will receive an email notification that you have made a submission.

Step 2: Retrieve FBI Response

Once the NRC Security office has forwarded your submission to the FBI and received results of the background check, they will submit the entire set of FBI response files into the Criminal History EIE system. This will automatically notify the original fingerprint submitter via email that an FBI response is available.

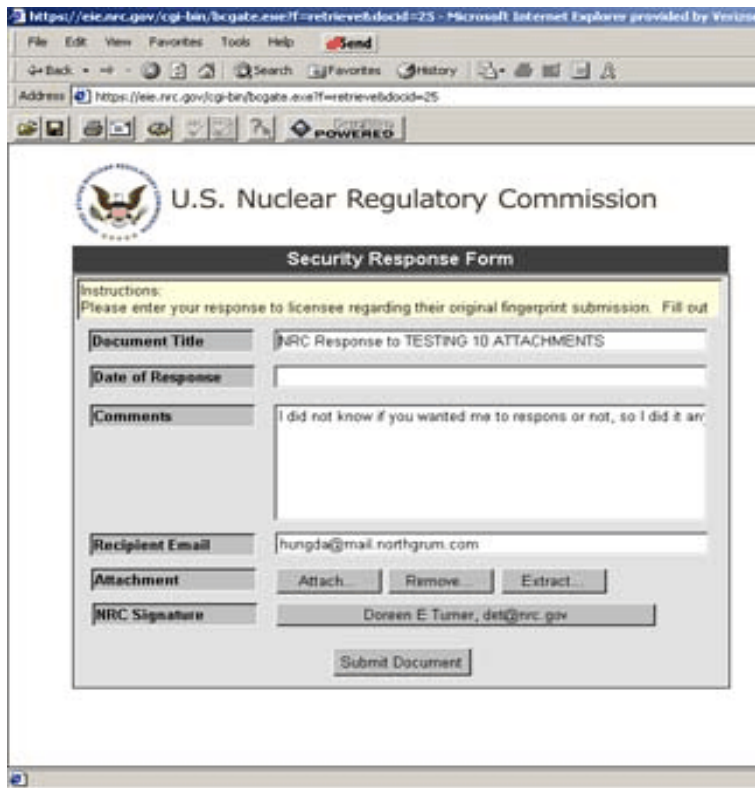
Note: It is requested that each licensee establish an email group for the primary fingerprint submitter and establish email rules to ensure that backup personnel receive notification of the availability of FBI response files.

The email notification will contain a URL in the following form:

<https://eie.nrc.gov/cgi-bin/bcgate.exe?f=retrieve&docid=X>.

Upon receiving this email notification, click on the URL in the email message (or copy and paste it to your browser if you have problems clicking on it). Your browser will then be directed directly to the Security Response Form where you can extract the FBI response files. You will be prompted to present your Digital Certificate in order to access the page. *One important thing to note is that nobody EXCEPT the original fingerprint submitter (and NRC administrators) will be able to access this specific FBI response. This means that you must use the same Digital Certificate that you used to submit the fingerprints in order to retrieve the FBI response. This behavior is meant to prevent EIE users from viewing each others*

NOTE: NRC is working to implement a structure that will enable several individuals associated with a licensee group to retrieve responses that are designated for that particular group.



The screenshot shows a web browser window displaying the U.S. Nuclear Regulatory Commission's Security Response Form. The browser's address bar shows the URL: <https://eie.nrc.gov/cgi-bin/bcgate.exe?f=retrieve&docid=25>. The form is titled "Security Response Form" and includes the following fields and instructions:

- Instructions:** Please enter your response to licensee regarding their original fingerprint submission. Fill out
- Document Title:** NRC Response to TESTING 10 ATTACHMENTS
- Date of Response:** (Empty field)
- Comments:** I did not know if you wanted me to respond or not, so I did it anyway.
- Recipient Email:** hungda@mail.northgrum.com
- Attachment:** Attach, Remove, Extract (Buttons)
- NRC Signature:** Doreen E Turner, det@nrc.gov
- Submit Document:** (Button)

Click on the **Extract** button to retrieve the FBI response files. After doing this, you will be presented with a standard File-Save dialog window. Simply navigate to the hard-drive location in which you want to store the FBI response files.



Once the FBI attachments have been extracted to your hard-drive, you can load them using your FBI-compliant application that you would normally use to view them.