Bank of America Background Check Fingerprint Registration and Scheduling Quick Start Guide

Getting started is easy to do! You will be asked to complete the background check registration and consent form through the Application Station website and may need to schedule an appointment on the Fieldprint site.

Section I - Registration and Consent (Application Station):

To begin the registration process, please reference the email titled **Action required: Schedule and provide consent for fingerprinting with Bank of America**, which contains:

1. The link to log into the **Application Station website**, a secure site used by Bank of America to initiate the background check.
2. The **Application Station code** to begin the registration process.
3. The **Case Reference #** that you will need to access the site after you set up your username and password.

1. Access the Application Station website to begin the background check process.
2. Type the Application Station Code provided in the email into the field as shown below. Click **Proceed**.
3. Click **Sign Up Now**.
4. Acknowledge the Terms of Service.

5. Create your login credentials including a security question and answer. You will use these credentials each time you access this site, so please make note of your user name and password.  
   **Note:** The security question and answer allows you to authenticate yourself should you forget your user name or password and/or need to reset it.
6. Click **Sign In** to continue the registration process.

7. From the home page, enter the username and password you created. Click **Sign In**.
8. Refer back to the original email **Action required: Schedule and provide consent for fingerprinting with Bank of America** under Step 1 action item #2 to obtain the Case Reference #. Enter the number, your Last Name and click **Proceed**.  
**Note:** If you experience technical issues, click the **Help** button or call 1.888.291.1369, extension 2006.

9. Review the steps on the **How It Works** page and then click **Begin Process**.

10. Review each section. You will be asked to provide your consent on each page:
   a. Type your name.
   b. Check the **Agree** box.
   c. Click the **Click Here to Sign** button, use your mouse to sign in the text box, and then click **Apply Signature**.
   d. Click **Next**.
11. Next, you will be required to complete several sections of information related to the background check process. Required fields are noted by a red asterisk and must be completed to proceed to the next page. A green check mark icon will appear in the left hand pane next to each section once fully completed. Sections include:
   a. Personal Information
   b. Alias Names
   c. Address History, Education, Employment History (if applicable)
   d. Criminal Questions
   e. Complete (Review your content prior to submitting the form)
12. From the **Complete** page, you will be given an opportunity to review your application summary. Make any corrections or modifications necessary by using the **Change** hyperlink within each section. You will not be able to make edits to your application after you click **Submit**.

13. Click **Next**.

14. Provide your signature to certify you have provided true and complete information.

15. Click **Next**.

16. The “Final Submit” page will display. Click **Submit**. Once you do so you will no longer be able to edit the application.

17. Once you’re application has been submitted successfully, carefully review the onscreen message for next steps regarding scheduling an appointment.
Section II – Scheduling an appointment (FieldPrint):

After you complete the background check registration and consent form, you will be prompted to schedule appointments for fingerprinting, I-9 completion and/or to have your photo taken for your badge, if required. This section provides instructions to schedule an appointment. If an appointment is required, the link to the FieldPrint site and the appropriate FieldPrint code will be provided to you in the following ways:

1. Upon submitting your application on the Application Station website, the FieldPrint website and code will be displayed onscreen.
2. An email sent directly to you from BankofAmericaBackgroundCheck@bigreport.com.

If you are directed to schedule an appointment, click the hyperlink to access the FieldPrint scheduling website.

1. From the New Users/Sign Up section, enter the same email address you provided in the Application Station application form. This email address will be used to provide confirmation of your appointment.
2. Click Sign Up.
3. Create a password, security question and answer, and re-enter your email address.
4. Click Sign Up and Continue.
5. Type the Fieldprint Code provided in the email and/or on screen message.
6. Click Proceed.
7. Complete the Personal Information section.
8. Click Save and Continue.
9. Complete the Demographics section.
10. Click Save and Continue.
11. From the Schedule Your Visit page, select the most convenient location for your appointment by following these steps:
   a. Enter your home, work or other convenient address as indicated in the Find A Location section.
b. Click **Find**. A list of locations will appear.

c. Click **Schedule Appointment** next to the most convenient option.

   **Note**: Locations within a 45-mile radius of the zip code or address entered will display.

d. From the **Available Dates and Times** screen, enter or choose a date, then click **Get Available Times**.

e. Choose the best appointment date and time, and then click **Continue**.

f. Click **Schedule** to secure your selection.

12. You have now completed scheduling your fingerprint appointment. An appointment confirmation will appear onscreen. You will also receive an email confirmation with the appointment details.
Important: Prior to your appointment, please review the “What identification to bring” section located in the confirmation email. If you need to reschedule your appointment, follow these steps:

1. Log into the Fieldprint website and navigate back to the Schedule Your Visit page.
2. Click the Reschedule your Appointment button in the “Rescheduling or Cancelling your appointment” section at the bottom right side of the screen.
3. Select a new date and/or time for your appointment.

Note: You will not incur a charge or fee for rescheduling or cancelling an appointment.

If you experience any technical issues in scheduling an appointment, please contact FieldPrint Customer Service at 1.877.614.4362.