



# Applying for Screening

## Information for sole traders and self-employed people

### Contents

About DCSI Screening online .....	1
Registering as a sole trader or self-employed person .....	1
What do I need in order to register? .....	2
Start your registration .....	3
Email providing your log in details .....	4
Log into the system .....	4
Start a screening application .....	4
Editing application details .....	6
Instructions for completing an application (as the applicant) .....	7



### About DCSI Screening

**About screening:** Screening by the Department for Communities and Social Inclusion (DCSI) Screening Unit is conducted on behalf of organisations that are engaging people to work in an employment or volunteer role. Screening is a valuable tool for assessing the suitability of people to work in a role where they are required to work with vulnerable adults or children.

**When is screening required?** Sole traders or self-employed people who may be required to undergo screening when their role involves circumstances in which they are working with vulnerable adults or children, eg when contracted to work on particular types of work sites where vulnerable groups are present. In some cases, screening is a legislative requirement. Contractors or subcontractors providing services directly to government bodies under the auspices of a company, such as facilities management services, may be required to undergo screening.

**Register to apply for screening online:** All organisations, sole traders and self-employed must register with the Screening Unit to enable them to apply for screening online. Applying online is fast and easy and a hard copy form is no longer required.

**How will I be notified of the outcome?** A letter of clearance will be provided to successful applicants and this is valid for three years.

### Registering as a sole trader or self-employed person

As screening is an ‘employer-driven’ process, usually an employer initiates a screening application on behalf of the applicant. However, as a sole trader applying for screening by the DCSI Screening Unit, **effectively you are required to act as both the requesting organisation, and the applicant.**

The first step to enable you to submit an online screening application is to register as an organisation for the DCSI online screening system.

Please see overleaf for some useful guidelines as to how to register and apply for screening online.

## What do I need in order to register?

When registering and applying for screening as a sole trader, you are required to provide your:

- Name
- Australian Business Number (ABN)
- Business address and email address
- Role description (ie the applicant's role and responsibilities)

### Identity check

Your screening application involves an identity check.

Sole traders cannot verify their own identity - verification must be conducted online during the application process or by an independent party.

### Nominated Officers

During the online registration process, your sole trader business will need to enter in the name and contact details for the following 'nominated officers':

- **Site Administrator:** Has permissions/access to change anything in relation to the organisation registration. You can nominate more than one Site Administrator.
- **Authorised Officer:** Is authorised to receive important notifications during the screening process, if a notification is triggered as the application is processed and assessed.

You can also register the name and contact details for the following roles (if you require them):

- **Requesting Officer:** A screening system site user who can initiate individual screening applications as the requesting organisation's representative.
- **Verifying Officer:** Responsible for verifying the identity of an applicant. It should be noted that close relatives, eg spouses are not permitted to verify the applicant's identity documents.
- **Finance Officer:** Responsible for paying for an application before it is submitted.

More details about these roles and functions is provided in our information sheet, [Nominated Officer Roles](#), available from the DCSI website.

## Start your registration

To **start your registration**, go to [www.dcsiscreening.sa.gov.au](http://www.dcsiscreening.sa.gov.au).

For more information about organisation registration, please refer to our information sheet, [How to register your organisation](#), which is available from our website.

If you require further information or assistance, contact us by email: [DCSI.ScreeningOnline@sa.gov.au](mailto:DCSI.ScreeningOnline@sa.gov.au).

When you have successfully submitted your registration online, you will receive a confirmation email, which will look something like that pictured below:

**APPLICATION FOR ORGANISATION REGISTRATION - ACKNOWLEDGEMENT**

Thank you for your application to register  
SCREENING SERVICES PTY LTD

into the DCSI Screening Unit's on-line screening system.

Your application is currently being considered.

You will be advised in the near future of the next steps. In the meantime, please feel free to visit the Screening Unit's website for Screening news and information.

<http://www.dcsi.sa.gov.au/services/screening>

Yours sincerely,

The Screening Unit Online team will contact you if they have any questions or concerns about your registration.

Once successfully registered, you will receive a second email confirming this (see example below).

noreply@salesforce.com on behalf of DCSI Screening Unit <dcsi.screeningonline@sa.gov.au>

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Wed 18/11/2015 11:23 AM

To: Russel, Ben (DCSI)



**APPLICATION FOR ORGANISATION REGISTRATION- SUCCESSFUL**

You have successfully registered SCREENING SERVICES PTY LTD into the DCSI Screening Unit's on-line screening system.

**Reference Number** : AR01091

**Registered users:**

First Name	Last Name	Role(s)	Email
Example	Person	Site Administrator Authorised Officer Requesting Officer Verifying Officer Finance Officer	<a href="mailto:ben.russell@sa.gov.au">ben.russell@sa.gov.au</a> (Site Administrator)

Personal emails detailing **LOG IN** information will now be forwarded to all registered users for your organisation.

If you require further information, need any assistance or would like to provide us with feedback, please contact the Screening Unit at [noreply@sa.gov.au](mailto:noreply@sa.gov.au)

Thank you

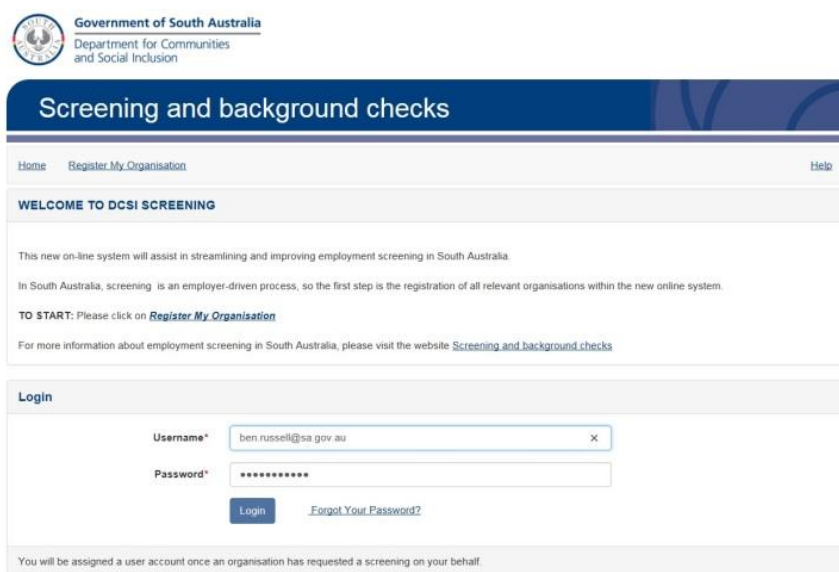
## Email providing your log in details

Once successfully registered, you will receive a third email, which contains your username and a temporary password, which you can use to log in to the online screening system.

Your username will usually be your email address, e.g. [john.brown@sa.gov.au](mailto:john.brown@sa.gov.au) and the password will be a randomly generated, temporary, one, e.g. SyuRx1qVM.

## Log into the system

Log in to the system at [www.dcsiscreening.sa.gov.au](http://www.dcsiscreening.sa.gov.au). The screen will look like this:



The screenshot shows the login page for the DCSI Screening and background checks system. At the top left is the Government of South Australia logo and the text 'Government of South Australia Department for Communities and Social Inclusion'. The main heading is 'Screening and background checks'. Below this is a navigation bar with 'Home', 'Register My Organisation', and 'Help' links. A 'WELCOME TO DCSI SCREENING' section contains introductory text and a 'TO START: Please click on Register My Organisation' instruction. The 'Login' section features a 'Username\*' field with 'ben.russell@sa.gov.au' and a 'Password\*' field with masked characters. There are 'Login' and 'Forgot Your Password?' buttons. A footer note states: 'You will be assigned a user account once an organisation has requested a screening on your behalf.'

Enter your username and password in the spaces provided.

You will be prompted to enter and confirm a password of your choice.

Then click on the 'Login' button to continue. The next screen that will appear is your organisation's front page. It is from here that you can initiate your screening application/s.

## Start a screening application

To apply online, as a sole trader or self-employed person, the two step process is as follows:

- **Initiate the application, as the organisation:** As the registered organisation, you will initiate an application for yourself, the applicant.
- **Complete the application, as the applicant:** Complete your application as the applicant, using the log in details received emails from the Screening Unit. Please ensure that you log in using the user name and password allocated to you as the applicant.

If you have can't remember which password to use, click 'Forgot your Password?'

**WELCOME TO DCSI SCREENING**

This new on-line system will assist in streamlining and improving employment screening in South Australia.

In South Australia, screening is an employer-driven process, so the first step is the registration of all relevant organisations within the new online system.

**TO START:** Please click on [Register My Organisation](#)

For more information about employment screening in South Australia, please visit the website [Screening and background checks](#)

**Login**

Username\*

Password\*

[Forgot Your Password?](#)

To start a new screening application, click on the 'New Application' button.

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Department for Communities and Social Inclusion

## Screening and background checks

[Home](#) [My Applications](#) [Payment History](#) [User Management](#) [SCREENING SERVICES PTY LTD - Example Person](#) [Organisation Details](#)

[Help](#) [Log out](#)

**Welcome to DCSI Screening**

Welcome to the DCSI Screening System

**Incomplete Applications**

No applications found

**Applications Awaiting Verification**

No applications found

Now fill in all the details marked with an asterisk (\*). An example of this screen is shown below.

**Single Name**

**First Name\***

**Last Name\***

**Email\***

**Confirm Email\***

**Date of Birth\***

**Proposed Start Date**

**Continuation of Work**

**Role Description\***

**Screening(s) Required\***

- Aged Care Sector Employment
- Child Related Employment
- Disability Services Employment
- General Employment Probity
- Vulnerable Person Related Employment


**Applicant Type\***

**Application fees to be paid by\***

Once you have entered all of the required details, click on 'Start Application' at the bottom of the screen.

## Editing application details

Once you have clicked on 'Start Application', you will be returned to the front page, and your new incomplete application will appear under the heading 'Incomplete Applications'. An example is shown below.


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 Department for Communities and Social Inclusion

**Screening and background checks**

[Home](#) [My Applications](#) [Payment History](#) [User Management](#) [SCREENING SERVICES PTY LTD - Example Person](#) [Organisation Details](#)

[Help](#) [Log out](#)

**Welcome to DCSI Screening**

Welcome to the DCSI Screening System

**Incomplete Applications**

Show  entries Search:

	Application Number	Screening Type	Applicant Name	Date of Birth	Requesting Officer	Application Initiation Date	Expiry Date	Activated
<input type="button" value="Delete"/>	AP002433	Child Related Employment	Sole Trader	1/01/1980	Example Person	18/11/2015 12:13 PM	18/12/2015	<input type="checkbox"/>

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Click on the Application Number (eg '[AP002433](#)' in this case).

This is a hyperlink that will take you to the application details. You can edit the details that are shown and save any changes, if you need to make adjustments.

**Note:** If you have made any adjustments to the application details, this will be notified by email to the 'applicant', requiring the applicant to log back in and update the sections which will have changed.

## Instructions for completing an application (as the applicant)

Once a screening application has been commenced and submitted to the DCSI Screening Unit by a registered organisation, the applicant is notified and provided with instructions for completing and submitting that application.

### New application email:

As a sole trader 'applicant', you will receive this email, which will look like the one shown below.

**NEW APPLICATION**

Dear Sole Trader

This is the first of two emails that you will receive from the DCSI Screening Unit.

SCREENING SERVICES PTY LTD has initiated a screening application for you.

Please use the following link to activate your account:

[Activate My Account](#)

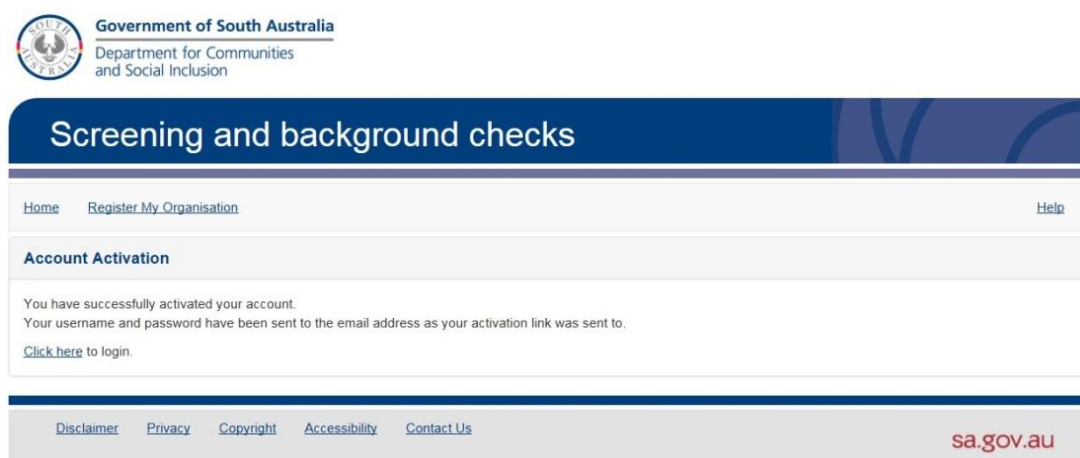
You will then receive a second email providing you with your personal account LOGIN details, username and password.

Please use this information to login to the system.

Once you have successfully logged in, you will then be asked to provide a new password of your own choice.

Thank you  
**Screening Unit** | Department for Communities & Social Inclusion | [noreply@sa.gov.au](mailto:noreply@sa.gov.au) | GPO Box 292 ADELAIDE 5001

You will note that a link is provided for you to 'activate' your account. When you click on the link, you will be directed to the DCSI Screening Unit online website, where you will see a confirmation that the account has been successfully activated, as shown below:



The screenshot shows the Government of South Australia Department for Communities and Social Inclusion website. The page title is "Screening and background checks". The navigation bar includes "Home", "Register My Organisation", and "Help". The main content area is titled "Account Activation" and contains the following text: "You have successfully activated your account. Your username and password have been sent to the email address as your activation link was sent to. [Click here](#) to login." The footer includes links for "Disclaimer", "Privacy", "Copyright", "Accessibility", and "Contact Us", along with the "sa.gov.au" logo.

You will note that this screen indicates that your user name and password have been sent to your applicant email address.

## Applicant log in details

You will receive a second email with your 'applicant' username and a temporary password, which you will use to log into the system as the applicant.

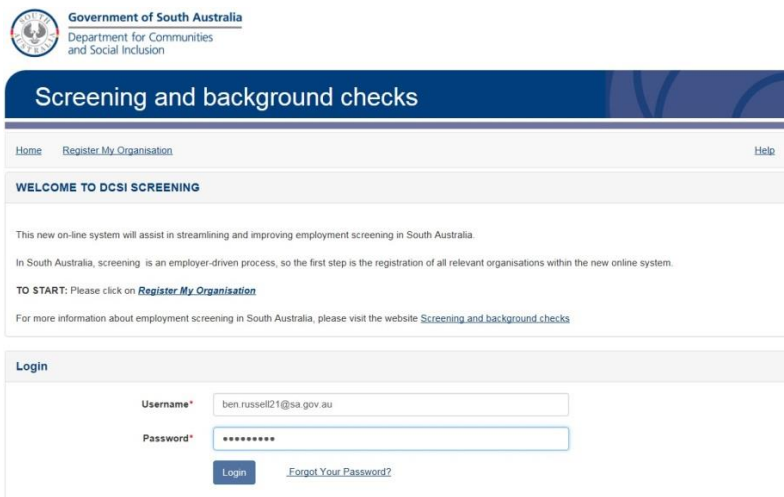
Your username will have a number at the end of it, as in the picture below, ie it will not be exactly the same as your organisation's email address (see example shown below).

Dear Sole Trader,  
Your DCSI Screening - login and password information is below.  
Thank you,  
DCSI Screening - Customer Support

Log in using:  
<https://www.dcsiscreening.sa.gov.au>

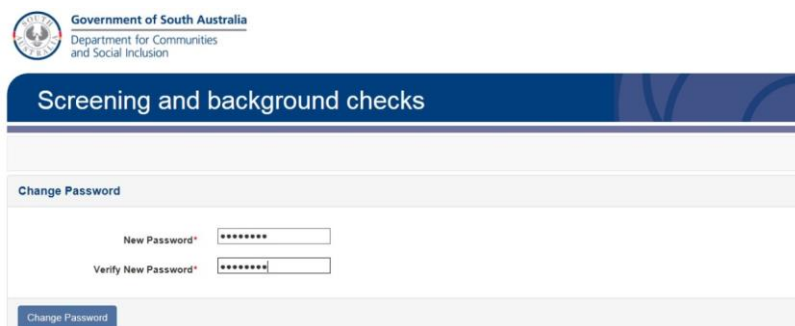
Username: ben.russell21@sa.gov.au  
Password: 0Uatpfplw

Next, go to [www.dcsiscreening.sa.gov.au](http://www.dcsiscreening.sa.gov.au) and log in to the home page using the applicant username and password.



The screenshot shows the 'Screening and background checks' website. At the top left is the Government of South Australia logo and text: 'Government of South Australia, Department for Communities and Social Inclusion'. The page title is 'Screening and background checks'. Below the title is a navigation bar with 'Home', 'Register My Organisation', and 'Help'. The main content area starts with 'WELCOME TO DCSI SCREENING' and a brief introduction. Below this is a 'Login' section with two input fields: 'Username\*' containing 'ben.russell21@sa.gov.au' and 'Password\*' containing '\*\*\*\*\*'. There are 'Login' and 'Forgot Your Password?' buttons.

You will be prompted to enter and confirm a new password of your choice. Once you have done this, click on 'Change Password' to continue.



The screenshot shows the 'Change Password' form on the same website. It features two input fields: 'New Password\*' and 'Verify New Password\*', both containing '\*\*\*\*\*'. A 'Change Password' button is located at the bottom left of the form area.

You will be directed to a screen which shows your application details.



Click on the application number which appears in the table as a hyperlink ([AP002433](#) in the example below).



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Department for Communities  
and Social Inclusion

## Screening and background checks

[Home](#)   [My Applications](#)   [Payment History](#)   [Sole Trader](#)
[Help](#)   [Log out](#)

**Welcome to DCSI Screening**

Welcome to the DCSI Screening System

**My Incomplete Applications**

Application Number	Screening Type	Applicant Name	Requesting Organisation / Officer	Application Initiation Date	Expiry Date	Activated
<a href="#">AP002433</a>	Child Related Employment	Sole Trader	SCREENING SERVICES PTY LTD	18/11/2015 12:13 PM		✓

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sa.gov.au

You will now see the online application form, which will look like the image below:



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Department for Communities  
and Social Inclusion

## Screening and background checks

[Home](#)   [My Applications](#)   [Payment History](#)   [Sole Trader](#)
[Help](#)   [Log out](#)

**A - Your personal details**

[B - Your previous and preferred names](#)

[C - Your current contact details](#)

[D - Your previous residential addresses](#)

[E - Employment / Placement / Volunteer Details](#)

[F - Declaration](#)

[G - Consent to obtain personal information](#)

[H - 100 Point Identification Check](#)

### Employment and Volunteer Screening Application

Application Number: AP002433

**A - Your personal details**

This screening application form is for completion by all paid employees, volunteer and students proposing to commence or continue work in the sector(s) preselected by your Requesting Organisation below. When completing the form, please record as much as detail as possible and check the accuracy and spelling of the information you provide.

You **MUST** complete all fields marked with an asterisk (\*).

Support information has been provided for most questions - to access this information, move your cursor over the question mark (?) in front of the relevant field.

Additional support from the Screening Unit may be accessed by clicking CONTACT US at the bottom of the page.

**Interpreting Assistance**

If you are from a culturally or linguistically diverse background and require assistance in completing this form, the DCSI Interpreting and Translating Centre may be able to assist you. Contact [itc@sa.gov.au](mailto:itc@sa.gov.au) or call 1800 280 203.

You can now commence filling out the details in the online application form.

For more information about completing and submitting your organisation registration, please refer to our information sheet, [How to register your organisation](#), which is available from our website.

If you assistance, email us at [DCSI.ScreeningOnline@sa.gov.au](mailto:DCSI.ScreeningOnline@sa.gov.au).

## Contacting the Screening Unit

**Telephone:** 1300 321 592

**Email:** [DCSI.ScreeningOnline@sa.gov.au](mailto:DCSI.ScreeningOnline@sa.gov.au)

**Website:** [www.dcsi.sa.gov.au/services/screening](http://www.dcsi.sa.gov.au/services/screening)

**Postal address:** Screening Unit, Department for Communities and Social Inclusion,  
GPO Box 292, ADELAIDE SA 5001