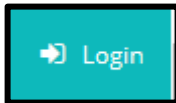
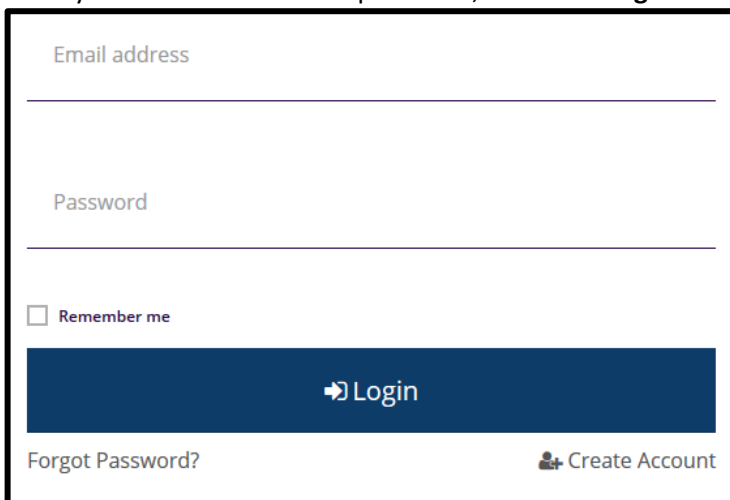


HOW TO VERIFY STAFF'S EMPLOYMENT

1. Go to www.papdregistry.org.
2. Click **Login** in the top right corner.



3. Enter your email address and password, then click **Login**.

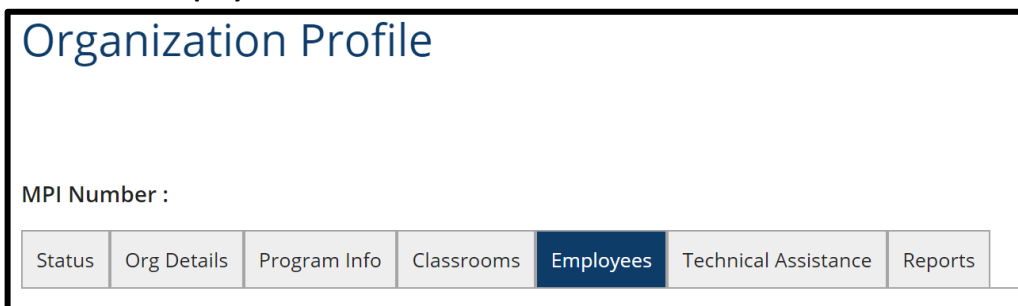


A login form with the following elements: an "Email address" input field, a "Password" input field, a "Remember me" checkbox, a dark blue "Login" button with a white right-pointing arrow icon, a "Forgot Password?" link, and a "Create Account" link with a plus icon.

4. Click on your organization name listed under your name in the upper right context menu.



5. Click on the **Employees** tab.



6. You will see a list of your employees. Click on the **Update** tab for each employee to verify employment.

Registered Employees

The following list of employees has been gathered by the Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Current Employees ▾

<u>ID</u>	<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Membership</u>	<u>Current Status</u>	<u>Status</u>
						Self Reported
						Update

7. Enter the start date of the employee.

If the employee is no longer employed at your organization, click *This individual is no longer employed* and add the end date.

Click on the **status drop down** and click **Verified by Program**.

Click **Save Changes**.

Update Employment Record
X

Group Supervisor/Teacher

This individual is currently employed

Start Date

8/18/2014

This individual is no longer employed

End Date

Status

Verified by Program ▾

Save Changes