

BACKGROUND CHECK PROCEDURE

STEP 1.

www.cogicgensec.com

-Each individual must create an account in the Church Of God In Christ Assessments, Records, and Credentials (ARC) system.

*If the individual was previously using a COGIC ICAS account, they can log in with that same user ID and password.

**Once the account has been created/logged in, the individual must contact their Jurisdictional Secretary so that their account can be activated

STEP 2

-When the user's account has been activated, they can log into the ARC system. On their account profile page, there will be a folder icon that says "Background Check". The user should click this, complete the online form, and submit the information.

*Each user must have a credit/bank card for payment

**Their submission will be sent to:

■ DATA FACTS

P.O. Box 4276
Cordova, TN 38088
Contact: Ann Easton
901-685-7599(ofc)
800-785-5013(fax)
AnnE@datafacts.com

The individual will receive confirmation via mail, and a copy of their results will be submitted to COGIC Headquarters Security.