

# **Church Of God In Christ Inc.**

## **Office of the General Secretary**

**Bishop Joel H. Lyles, Jr., General Secretary**

### **Assessments Records and Credentialing (A.R.C.)**

#### **Online Background Check Process**

The ARC system can be access through URL <http://www.cogicgensec.com>. If you previously had an account in the ICAS system that you can use your existing account to access the area. If you do not have an account you will need to register for you new ARC ID. Follow instructions from step 1.

- 1. Request Account**
- 2. Input demographic information and user ID**
- 3. Wait for Jurisdictional Secretary to activate account**
- 4. Login with created account**
- 5. Select Back ground check**
- 6. Input required information for background check.**
- 7. Submit payment information**
- 8. Information is forward to background check company return to check status.**