



# MISSISSIPPI STATE DEPARTMENT OF HEALTH

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## **SAFER Introduction and Login Information**

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Provider User Guide  
Version 01  
11/2/2023

# Introduction

This guide introduces you to the features of the Mississippi Screening Assurance For Employee Enrollment & Registries background check system (SAFER), and provides detailed instructions for using the system.

SAFER is a web-based application that has been developed to assist long term care (LTC) providers perform registry checks and process fingerprint-based background checks for employment applicants in an efficient and effective manner. Facilities are referred to as a Provider in the SAFER system. SAFER also helps providers store applicant and employee records and print forms associated with pre-employment checks.

The following capabilities are available to providers on this easy-to-use, automated system:

- Manage user accounts
- Update your provider contact information
- Add new applicants
  - Interface with fingerprint and criminal history.
  - Pay for background checks.
  - Add Prepaid funds
  - Manage Roster
  - Print forms
- Track applicant fingerprinting
- Upload associated documents
- Track applications at various stages
- Enter employment information (for both provisional and permanent employment)
- Maintain employees roster using Provisional, Permanent, and Separated Employment
- Verify employment of permanent employees
- Generate provider reports

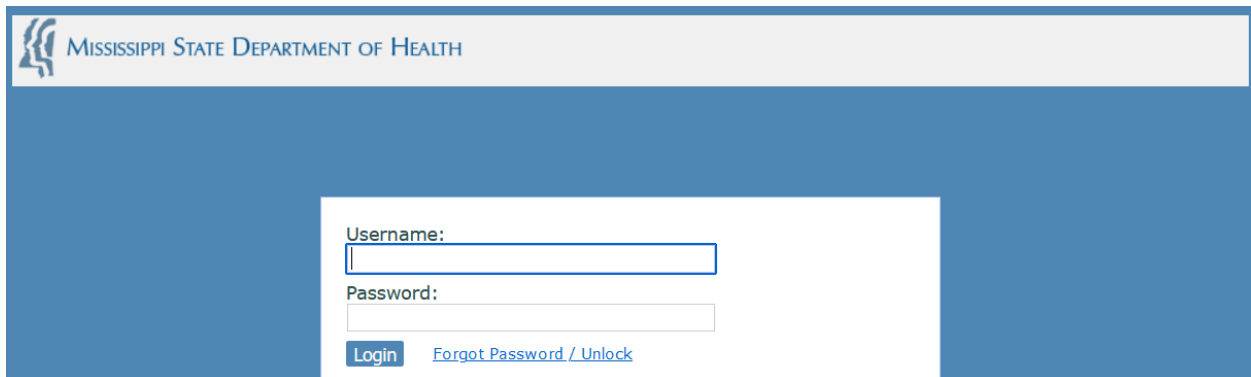
# Accessing the Background Check System

You will need to use an update-to-date browser to access the SAFER background check system. Older browser versions are not supported and may not run properly on your computer.

To access the system:

1. Enter your **Username** and **Password** and click the **Login** button.

Your System Administrator will assign your **Username** and provide it to you. You will receive your initial system-generated **Password** via email.

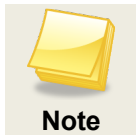


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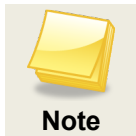
Username:

Password:

[Login](#) [Forgot Password / Unlock](#)



Your **Username** is not case sensitive; your **Password** is case sensitive; therefore, take caution when typing in your **Password**.



If you are using cut and paste to insert your system generated **Password**, please ensure that you do not include any spaces before or after the **Password**. If you incorrectly enter your **Password** more than three times, you will be locked out of SAFER and will need to contact support to unlock your login account.

2. If you are logging into the system for the first time, you will be prompted to accept the **End User License Agreement** for the system.

MISSISSIPPI STATE DEPARTMENT OF HEALTH Logout

End User License Agreement

**Terms and Conditions**

WARNING: This Mississippi State Department of Health background check system is for official use by authorized users only and is subject to being monitored and/or restricted at any time. You and your facility are entirely responsible for maintaining and confidentiality of all usernames and passwords associated with your facility. Usernames and passwords are NOT to be shared at any time. If an employee is no longer authorized due to change in employment status, role assignment or job function, access must be disabled immediately for that user. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. To enter this website please click on the following "I Accept" button to indicate that you accept and understand the conditions and restrictions detailed above.

I accept the Terms and Conditions of the End User License Agreement

Print Cancel Submit

3. When logging in for the first time you will also be prompted to change your **Password** and to select at least one **Security Question** and provide an answer to it.

Change My Password

\* Current Password:

\* New Password:

\* Confirm New Password:

Cancel Submit

Password Rules

- Must be 8 - 30 characters.
- One or more uppercase letters.
- One or more lowercase letters.
- One or more numbers.
- One or more special characters.
- Cannot reuse prior passwords.
- Cannot contain a '<' or '>'.

Change Security Questions

Security Questions

Select a question below and/or edit the question text

\* Security Question 1:

\* Security Answer 1:

\* Confirm Security Answer 1:

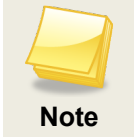
Select a question below and/or edit the question text

\* Security Question 2:

\* Security Answer 2:

\* Confirm Security Answer 2:

Cancel Submit



Answers to **Security Questions** are not case sensitive.

4. Once logged in the **Home** page will display.

Important Messages will be displayed on the Home page.

Welcome to MS BCS!

Request New Record Check | Check Status / View Results | Current Employee Roster | Applicant Search | Payment Portal

**Important Messages**

- Sample MSDH Health Care Suitability and Waiver Letters  
[https://uat.safer.msdh.ms.gov/Documents/Sample\\_Waiver\\_Letter-HC.pdf](https://uat.safer.msdh.ms.gov/Documents/Sample_Waiver_Letter-HC.pdf)  
[https://uat.safer.msdh.ms.gov/Documents/Sample\\_Suitability\\_Letter-HC.pdf](https://uat.safer.msdh.ms.gov/Documents/Sample_Suitability_Letter-HC.pdf)
- Fingerprint Applicant Information form must be completed and either brought to the LiveScan appointment or mailed with fingerprint cards. Background check number is REQUIRED to process background check.
- Please include the Applicant Fingerprint Form when mailing in fingerprint cards. Provide two copies of the fingerprint cards. When mailing fingerprint cards, address as follows:  
MSDH Fingerprint Unit  
143B LeFierus Square  
Jackson, MS. 39211
- Some link or info about help docs, training or FAQ
- For fingerprinting questions, please contact a member of the fingerprint team at 601.364.1102 or [fingerprint@msdoh.onmicrosoft.com](mailto:fingerprint@msdoh.onmicrosoft.com).
- Please ensure facility contact information is up-to-date at all times.

There are buttons at the top that will take you to specific pages within SAFER, but can also be accessed from the menu at the top of the page.

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Home | Applications | Employees | Search | Reports | Reference | Admin

Welcome to MS BCS!

Check Status / View Results | Current Employee Roster | Applicant Search | Payment Portal

**Important Messages**

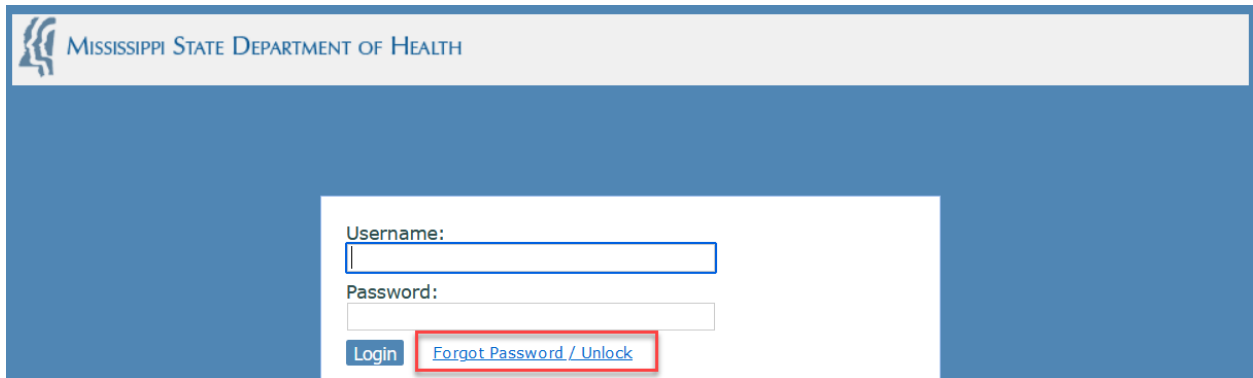
- Sample MSDH Health Care Suitability and Waiver Letters

# Resetting Your Password

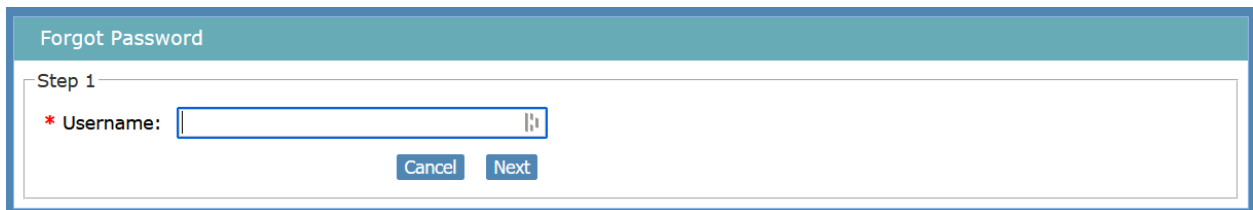
In the event that you forget your **Password**, you may request a new **Password**.

*If you have not logged into SAFER and answered your security questions, you will be unable to reset the password, please contact support for help resetting your account.*

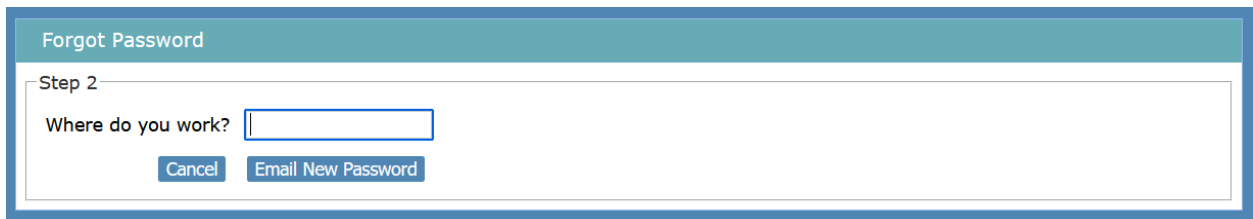
1. From the **Login** screen, click **Forgot Password**. The **Forgot Password** screen appears.



2. Enter your **Username**; then click **Next**.



3. You will be asked to answer a security question; then click **Email New Password**.



4. The **Login** screen appears with the message *Your password has been reset and emailed to [username@domain.com]*. You will receive a temporary **Password** and will be prompted to change it when you log into the system.