



February 1, 2012

## To All Webcheck Users

Your organization has more than likely been contacted by one of the certified vendors stating that BCI is phasing out the use of the Webcheck 4.0 System. Currently within the State of Ohio BCI accepts submissions from both Webcheck 4.0 (Ohio only background check) and National Webcheck (Ohio and Federal background checks) systems. **BCI is phasing out the use of the Webcheck 4.0 Systems only.** The last date we will accept transactions submitted from the **Webcheck 4.0 System is 12/31/2012.**

### *What does your organization need to do?*

If you are a current National Webcheck user you don't need to do anything. Your organization is submitting under the system BCI is going to keep accepting transactions from.

If you use the Webcheck 4.0 system then you need to upgrade to the National Webcheck System. You can find the information for the current certified vendors at the following link:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/WebCheck-Vendors>

When contacting a vendor please mention that you are a current Webcheck 4.0 user upgrading to the National Webcheck System. They will be able to set up your new system with your current Billing Code issued from the BCI Fiscal Department even if you are changing vendors. The vendor will schedule you in a mandatory training session. Guidelines for purchasing a National Webcheck System are outlined at the following link:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Purchasing-WebCheck-Equipment>

Any questions can be sent to [nationalwebcheck@ohioattorneygeneral.gov](mailto:nationalwebcheck@ohioattorneygeneral.gov) .

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