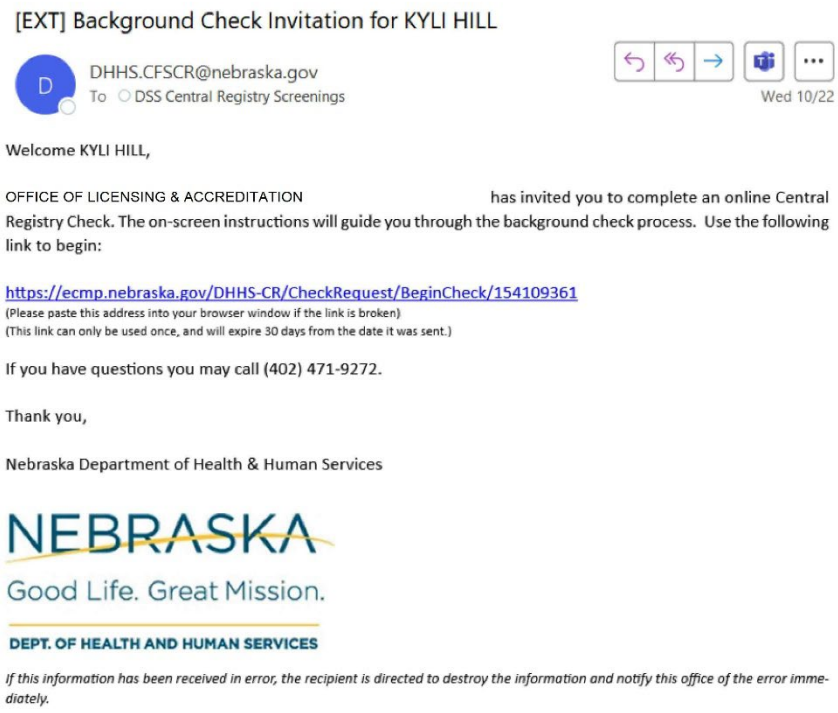
Nebraska Individual Submission Instructions

1. **Email Address Required:**
   Ensure the individual's personal email address is entered in the OLA MIS Portal background check request. OLA will facilitate registration for completion of the Nebraska Central Registry.

2. **Email Invitation:**
   The individual will receive an email from Nebraska DHHS containing a link to begin the Central Registry process. *(See example email below.)*



[EXT] Background Check Invitation for KYLI HILL

D DHHS.CFSCR@nebraska.gov
To DSS Central Registry Screenings
Wed 10/22

Welcome KYLI HILL,

OFFICE OF LICENSING & ACCREDITATION has invited you to complete an online Central Registry Check. The on-screen instructions will guide you through the background check process. Use the following link to begin:

https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginCheck/154109361
(Please paste this address into your browser window if the link is broken)
(This link can only be used once, and will expire 30 days from the date it was sent.)

If you have questions you may call (402) 471-9272.

Thank you,

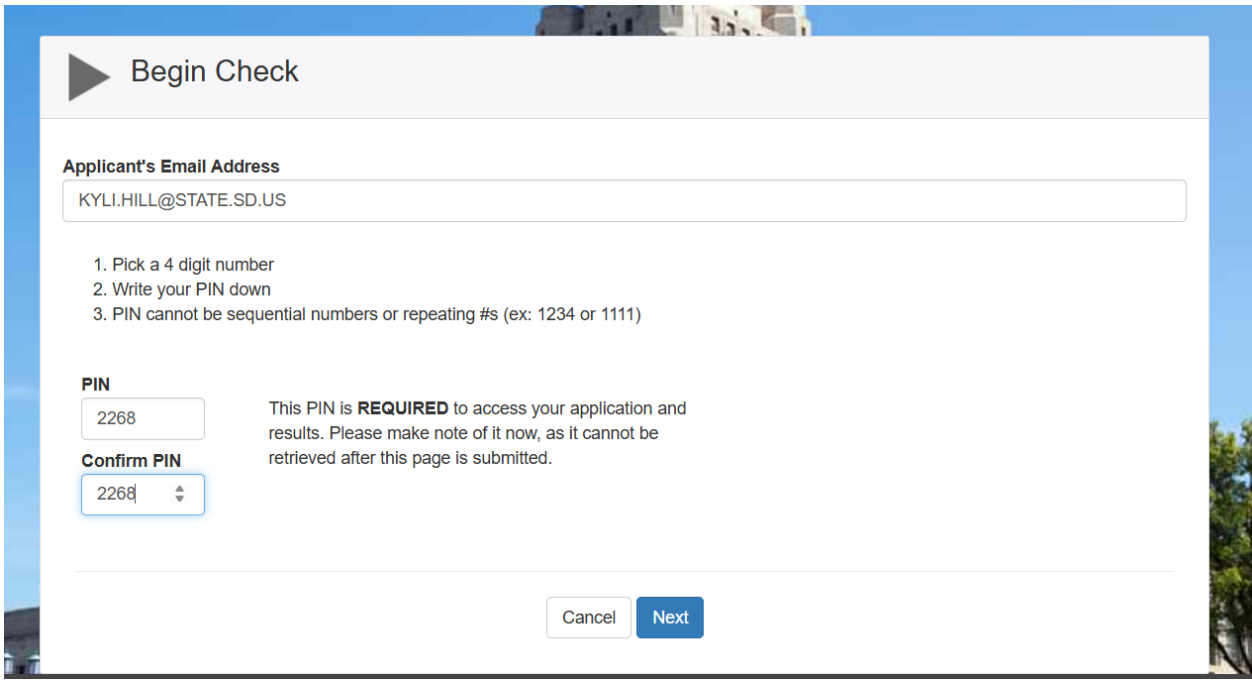
Nebraska Department of Health & Human Services

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DEPT. OF HEALTH AND HUMAN SERVICES

If this information has been received in error, the recipient is directed to destroy the information and notify this office of the error immediately.

3. **Accessing the Link:**
   The individual should click the link in the email to begin. Individual will click on the link.

4. **Account Setup:** *Screenshot provided below*
   - Enter the same personal email address that received the link.
   - Create and enter a 4-digit PIN (please remember this PIN).
   - Click Next to continue.

- 

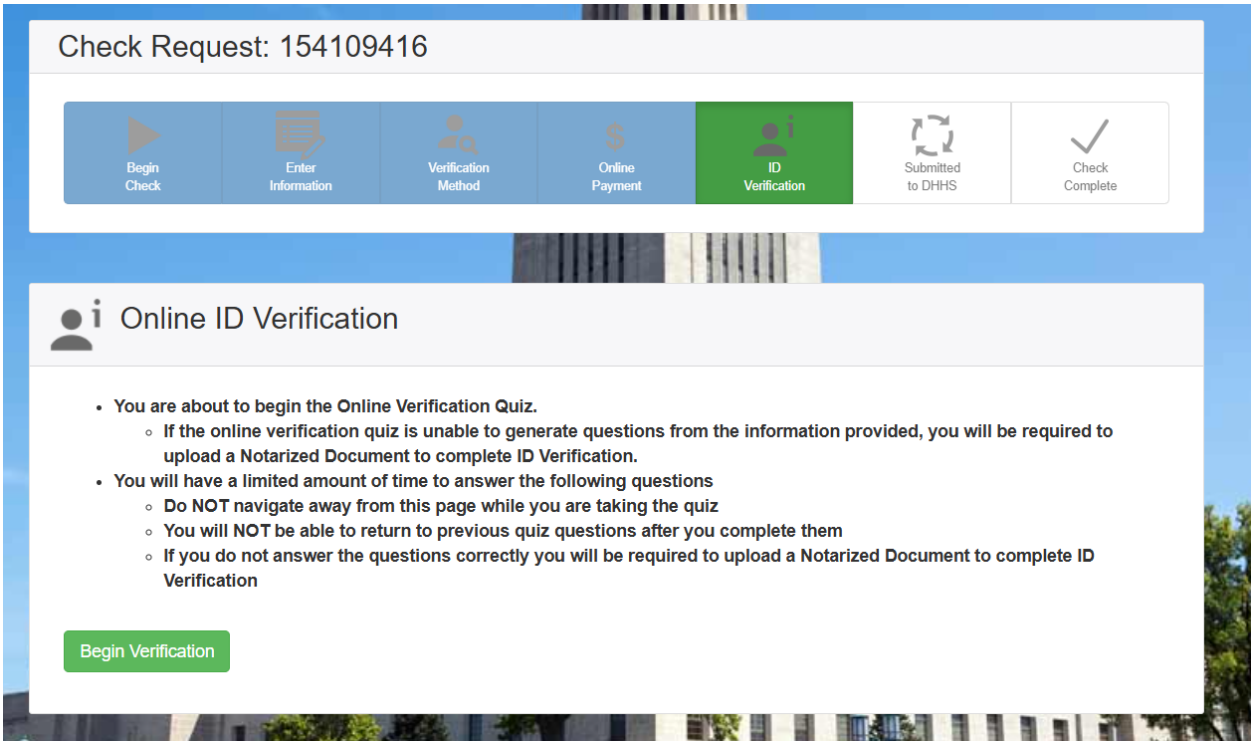
5. **Personal Information:**
   Enter all required personal information accurately.
   Note: Once submitted, you cannot return to this page to make corrections.

6. **Minors (Under Age 19):**
   When completing the online request, all minors will be automatically prompted to print and have their guardian complete a notary consent form.
   This step is required by Nebraska law and cannot be bypassed.

7. **Verification Method:**
   The individual will choose one of two verification options:
   - Online Verification Quiz, or
   - Upload a Notarized Form
     Click Next after making your selection.
     Notes:
     a. The verification quiz must be completed within a short time limit. If the quiz cannot be generated or completed, the system will prompt the user to upload a notarized form instead.
     b. Previous or outdated forms are not accepted. The individual must use the current form provided in the system.

8. **Payment Step:**
   The Online Payment tab is skipped automatically — no payment is required from the individual.

9. **ID Verification:**
   Refer to the verification method selected in Step 7.
   - If "Online Verification" was selected: The individual will begin the Online Verification Quiz (see screenshot below).
   - If "Upload Notarized Document" was selected: Upload the notarized form when prompted.
   - **Ensure the notary stamp is clearly visible before uploading.**



10. **Submission:**
    Once the ID verification is complete, submit the request to finalize the Nebraska background check process.

11. **Results:**
    Nebraska results are sent directly to the Office of Licensing & Accreditation (OLA). OLA will make the eligibility determination and notify the program via the OLA MIS Provider Portal.