

REGISTRATION INSTRUCTIONS FOR EAPPS

- 1) Go to www.eappsdb.com
- 2) Select organization: Archdiocese of Chicago
- 3) Click "register," and "New User Registration" page will come up
- 4) Primary Parish:
 - click "open the site search"
 - enter Lemont and "search"
 - select St. James--Archer
- 5) Access code: type the word "protection"
- 6) Choose Archdiocese of Chicago
- 7) Choose employee or volunteer
- 8) Create user ID and Password (write down and save for future access to your application)
- 9) Enter date of birth (twice)
- 10) Enter personal email (twice)
- 11) Click "Submit registration"
- 12) Once you have registered, you may complete the application for the background check.