Welcome to the Southern Company Contract Worker Screening Portal

In order to comply with requirements for workers providing services to Southern Company or its affiliates, follow the instructions below to begin the background review process for your employee(s).

The below information is accessible through the Southern Company Online Portal.

**STEP 1**: If you do not already have an account with Employment Screening Services (ESS), contact them at 866-859-0143 or results@es2.com to establish an account for processing orders. As part of the new account setup process, download the Southern Company Users Agreement and return to results@es2.com. ESS will confirm that your account is set up and send you user credentials and processing instructions.

If you already have an account set up with ESS, move to step 2.

**STEP 2**: Complete the Service Request Form

When completing the Service Request Form you will be asked to provide information about your company, your employee(s) and your primary contact at Southern Company.

Be sure to have the following information before moving forward with the process. You cannot proceed without this information:

1. The name of your Southern Company project manager (your primary contact at Southern Company), their email address and telephone number
2. The Southern Company affiliate for which you are performing the work
3. Ask your project manager if your employee(s) will be required to access NERC/CIP entities at Southern Company

Click the Service Request link located on the Southern Company Contractor portal page.
Complete all required fields and submit the service request form. In section one, you will enter the project information such as the Southern Company affiliate, Southern Company Project Manager, Worker Classification, and what screenings you are requesting.

In the second section, you will be listing your company contact information. In the last section you will list the contractor’s information. When listing the contractor to be screened, you can list multiple names on one request. YOU MUST LIST THEIR FIRST AND LAST NAME AND EMAIL ADDRESS.
Once all information has been entered, enter the “form security” code then click Send.

Once completed successfully, you will receive a confirmation screen.

STEP 3: When you have completed the Service Request form, your employee (s) will receive an email directing them to complete a personal history questionnaire and a consent form. Once the employee(s) completes this step, the screening process will begin. It is imperative your employee (s) responds to the email directive within 48 hours. This email will come from donotreply@es2.com.

Below is an example of the email that will be sent to your employee.

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ROBERT BRYAN,

You have been identified by your employer as needing access to Southern Company property or systems and therefore are required to complete the necessary screenings as stated in your employer's contract with Southern Company.

1. If a drug screening is required, you will receive your registration form within 2 business hours. This email will come from drugresults@es2.com.
2. Click the link to complete the personnel history questionnaire and consent form needed to conduct your background review.

You have 48 hours to complete this process. Failure to do so will result in an expiration of this offer.
If you have any questions, please call Tamara Blackwell at ESS. She can be reached at 866-859-0143.

Click this link to continue

If you cannot click the link above, you can copy and paste the following address in your browser to continue: https://access.es2.com/mvp-o/v09-orderView.cfm?uid=6zCwR851WTD&aid=170088&pvid=CP5503&ordertype=swifthire
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STEP 4: When the screening process is complete, the results will be assessed based on the Southern Company disqualification standards and a compliant or non-compliant notification will be issued. Your Southern Company project manager and you will receive the notification via email from email address SoCo@Browz.com.

Components of the standard Southern Company screening package are:

**Background Review:** Criminal history, social security number verification, Global Watch and driver’s license report. In addition, discretionary searches for employment, education and specialized professional certification of licenses can also be ordered.

**Drug Screen:** Standard 7 panel drug screen
Renewals and screens for post-accident, reasonable cause and random programs can also be ordered on this site.

If you have questions, please contact ESS Client Care at 866.859.0143