

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: 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.

Step 2 Complete the **Service Request Form**

When completing the Service Request Form you will be asked to provide information primary contact at Southern Company.

Be sure to have the following information before moving forward with the process. You

1. The name of your Southern Company project manager (your primary contact at 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/C

[Click here to complete the Service Request Form.](#)

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.

Contract Company Name*	
COMPANY ABC	
Southern Company Affiliate*	Date*
Alabama Power	09/07/2016
Project Manager* (Contractor's primary contact at Southern Company):	
MARY BETH BROWN	
Project Manager Email*:	Project Manager Phone:
TEST@SOUTHERNCO.COM	
Does this Contract Worker require NERC/CIP access?*	Worker Classification*:
<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Contract Worker/Service Vendor
Following the requirements outlined in your contract with Southern Company, select screenings required below.	
Screen(s) Required*:	
Background Only	
<i>Note: Alcohol screen should only be conducted for random screening, post-accident or for cause situations.</i>	
Reason for screen(s)*:	
Initial	

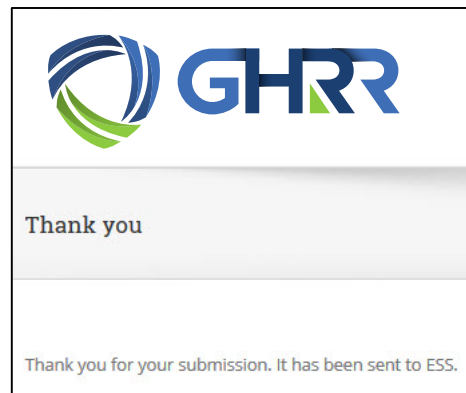
In the second section, you will be listing your company contact information. In the last section you will list the contractor's information. When listing the contractor to be screened, you can list multiple names on one request. YOU MUST LIST THEIR FIRST AND LAST NAME AND EMAIL ADDRESS.

Contractor Company Contact Information:	
Contractor Company Contact First Name*:	Contractor Company Contact Last Name*:
MARY BETH	BROWN
Contractor Company Contact Title:	Contractor Company Contact Email*:
	MBROWN@COMPANYABC.COM
Contractor Company Contact Phone:	Contractor Company Contact Fax:
Contractor Company Contact Tax ID*:	
123456789	
Contract Worker to be screened:	
Contract Worker to be screened* (please use worker's legal first and last name):	Contract Worker to be screened email*:
ROBERT BRYAN	RBRYAN@COMPANYABC.COM
	The e-mail address entered is invalid.
Additional contract workers to be screened (one contract worker and email per line):	
BENJAMIN FRANKLIN - BFRANKLIN@COMPANYABC.COM ABRAHAM LINCOLN - ALINCOLN@COMPANYABC.COM GEORGE WASHINGTON - GWASHINGTON@COMPANYABC.COM	

Once all information has been entered, enter the “form security” code then click Send.

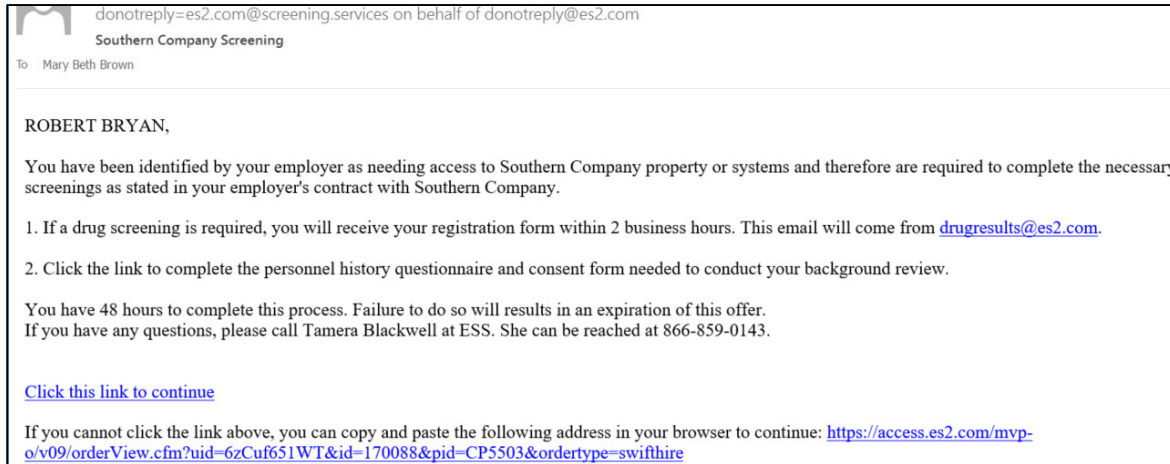
Form security:
VDQY

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@ghrr.com.

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



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 wmsupport@avetta.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 GHRR Client Care at 866.859.0143