



## Hawaiian Electric Contractor Background Check Application Instructions

**Sponsors:** This document is to be sent to the contractor's employer for delivery to the contractor. The contractor shall use these instructions to log onto the BIS website, acknowledge the disclaimer, and enter their personal information.

You will receive an email from BIS confirming your individual contractors have submitted their personal information for the purposes of conducting a background check for access to HECO information, customers, and facilities.

Once you receive that email confirmation, you must log into the BIS system to approve the contractor and enter the charge number to be used for payment processing.

Instructions for logging into the BIS system to conduct sponsor tasks, refer to the "Training Guide for HECO Web Sponsor Portal" document in the IAM Forms and Training Library on Sharepoint, or contact the Security Division.

Link to Sponsor Training Guide for BIS:

<http://sharepoint/sites/forms/AccessFormTemplates/HECO%20-%20Training%20guide%20for%20BIS%20Background%20Check%20Portal.pdf>

**Training guide for HECO Web Application Portal - (APPLICANT)**

1. The information collected through this online application will be used to conduct a background check for security access with Hawaiian Electric Company (HECO). Please make sure you all \*required fields are filled out.
2. To Access the online application go to our website <https://ssl.bisi.com/heco/>
3. Login using the following credentials:
  - Username: heco
  - Password: aloha
  - Sponsor Full Name (i.e. John Smith)
  - Indicate if you are New Applicant or Renewing Badge:

**4. Subject Information Page**

This page will provide the screening company all information needed to begin the screening process. Please provide all pertinent information needed.

-Please note: \* - Required fields

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#### Subject Information

**Disclaimer:** All information requested in this application is pertinent and necessary. Not filling out all information can delay the hiring process.

**\* denotes required field**

Status: \*

Contractor/Vendor Name: \*

HECO work location: \*

Position: \*

Employer: \*

#### Personal Information

First Name \*

M.I.

Last Name \*

Maiden Name

AKAs (Any names used in the past, such as a maiden name, or any nicknames)

Date of Birth \* Month:   Day:   Year:

Gender: \*

SSN \*  -  -

Driver's License \*

Expiration Date \*

State of Issue \*    
If you selected Other, please enter it here:

#### Vehicle Information

Personal Vehicle Color: <input type="text"/>	Personal Vehicle Make: <input type="text"/>
Personal Vehicle Model: <input type="text"/>	Personal Vehicle Year: <input type="text"/>
Personal Vehicle License Number: <input type="text"/>	
Company Vehicle Color: <input type="text"/>	Company Vehicle Make: <input type="text"/>
Company Vehicle Model: <input type="text"/>	Company Vehicle Year: <input type="text"/>
Company Vehicle License Number: <input type="text"/>	

#### Personal Contact Information

Business Phone

Home Phone

Cell Phone

E-mail address

#### Emergency Contact Information

Emergency Contact: \*  Emergency Number: \*

**5. Address Information**

This page will provide the screening company all information needed to begin the screening process. Please provide all pertinent information needed.

-Please note: \* - Required fields

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### Address Information

Please provide your address information for the past 10 years or a minimum of 3 residences.

\* denotes required field

#### Current Address

Street\*  Apt

City\*

State\*  

If you selected Other, please enter location here:

Zip Code\*

From Date\*    (MM DD YYYY)

To Date\*    (MM DD YYYY)

#### Address 2

Street  Apt

City

State  

If you selected Other, please enter location here:

Zip Code

From Date    (MM DD YYYY)

To Date    (MM DD YYYY)

#### Address 3

Street  Apt

City

State  

If you selected Other, please enter location here:

Zip Code

From Date    (MM DD YYYY)

To Date    (MM DD YYYY)

6. Background Screening Authorization:

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#### BACKGROUND SCREENING AUTHORIZATION

I understand that Hawaiian Electric Company (HECO), as part of the security access screening process, will request an outside company, Background Information Services, Inc. (BIS), to conduct an investigation of my background. I authorize HECO and its agents to conduct a complete security access background check on me that may include the following: Criminal History Check, Social Security Number Verification, Consumer Credit Report, Education Verification and Employment Verification. I hereby authorize HECO and its agent, BIS, to order, prepare, report, obtain, and review any reports and investigative consumer reports about me for security access purposes at any time prior to or during my employment and without giving me any additional notice.

#### ELECTRONIC SIGNATURES

Electronic printed signatures (instead of handwritten signatures) are legal and accepted under the Uniform Commercial Code, as follows: "Any form of writing, stamping, or printing of a name, initials, or mark makes the instrument signed." I understand by typing my name and initials it acts as an original signature under the UCC sections 1-201:717.

**Thank you for submitting your application to HECO.**

Applicant Signature:

Date: