

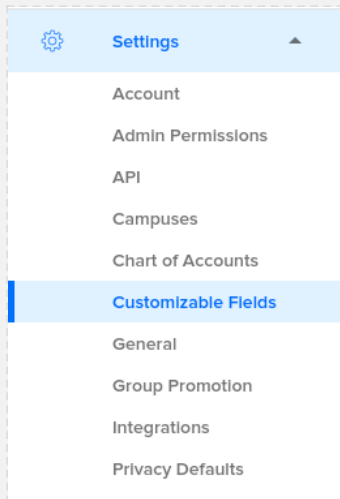
How can YOUR CHURCH get connected to CCB?



Connecting with SecureSearch using the API

To get connected with SecureSearch, you need to create a few custom fields. Please follow these steps to get it ready (*inside your CCB configuration*):

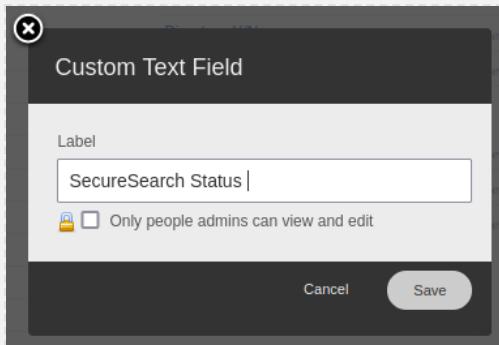
1 - Click at "Settings" > "Customizable Fields" (*at the bottom left side*) > "Other Custom Label Fields" tab



2 - Click at "Add another text field..."

Add another text field...

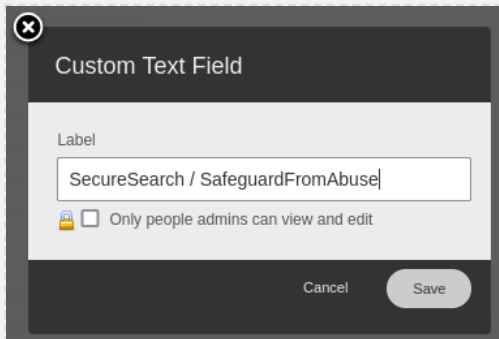
3 - Fill with the following data and click at "Save" (*this field will be used to display all the Background Check information*)



4 - Click again at "Add another text field..."

[Add another text field...](#)

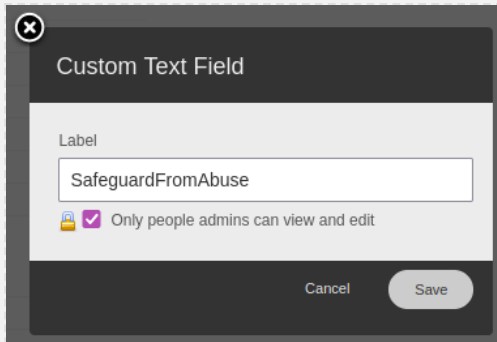
5 - Fill with the following data and click at "Save" (*this field will be used to add a unique and secure link to SecureSearch - change the label to "SecureSearch" only, if you are not getting "SafeguardFromAbuse" enabled*)







6 - Click again at "Add another text field..." (*if getting "SafeguardFromAbuse" enabled*)

[Add another text field...](#)

7 - Fill with the following data and click at "Save" (*this field will be used to display all the information about the SafeguardFromAbuse courses*)



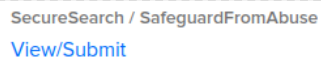
8 - Please confirm if you can see all the following fields:

| | | |
|--|--------|---|
| SafeguardFromAbuse  | In Use |  |
| SecureSearch / SafeguardFromAbuse | In Use |  |
| SecureSearch Status | |  |

□ Checking the installation

Once you create all the custom fields, please contact SecureSearch for finishing your integration. As soon as you have a confirmation that all the configuration was created (*all members synced*), you should see the following SECTION at the member's page > "Custom Fields" TAB (e.g.: https://CHURCH_SUBDOMAIN.ccbchurch.com/goto/individuals/MEMBER_ID):

1 - A link to start running "Background Checks" or to start a "SafeguardFromAbuse Course"



2 - Other sections will be shown (*automatically*) as soon as a Background Check or a SafeguardFromAbuse request is submitted for that member