

SWAC Account Basics

Summary

This *Customer Support Bulletin* describes how participating organizations can establish debit accounts to facilitate individuals' enrollment. It provides detailed instructions regarding the creation and initial setup of your organization's Main SWAC Account, as well as how to make deposits and view detailed account transaction histories online.



PLEASE NOTE: Additional SWAC Accounts can be established for specific subcontractors or projects, and even subcontractors working on projects. For more information regarding this topic, please refer to *Customer Support Bulletin: SWAC Accounts for Subcontractors and Projects*.

How to create and setup a SWAC Account for your organization

You may register and create a SWAC Account for your organization at any time; *for free*, by going to: <http://secureworker.com/apply-online.asp> selecting *Click Here to Register Your Organization*.

For your review, blank application forms are available in the "Form Downloads" section.

PLEASE NOTE: A Username and Password to SWAC's online systems is automatically provided to all organizations that register online. After submitting your *Organization Membership Application*, please check your email for this important document.

Dear Mr. Jones,

Thank you for registering DY Consultants as a member of the Secure Worker Access Consortium (SWAC), a trusted and growing community of skilled individuals and organizations. We proudly stand together ready to securely support our nation's sensitive facilities and critical infrastructures. Welcome to our team!

We are contacting you as the Designated Administrative Contact (DAC) for DY Consultants. Please read this email carefully because it contains important information about your role as DAC, managing your company's membership, and accessing your company's online account.

DY Consultants may authorize the entry of DY Consultants as a subcontractor of other companies. You will need to provide your Company Control Number list below in order to permit this affiliation.

Company Control Number: 1010-ZXBMTJ

DY Consultants may authorize and sponsor individuals who apply for SWAC membership. You will need to provide Master SWAC Account Number listed below prior to submitting applications for individual membership.

Master SWAC Account Number: SAM3436332X

This Master SWAC Account Number should **only** be given to individuals who are authorized to submit an application for your organization. Because this number can be used to automatically pay application and background screening fees, it must be guarded accordingly.

Overseeing financial transactions is part of your DAC responsibilities. Please note, SWAC does not offer credit terms on financial accounts. Therefore, funds must first be added via credit card before debit transactions can be made for individual membership applications and background screening fees.

To help you efficiently manage unique projects and/or subcontractors, you can create and manage additional accounts as well as access detailed account transaction records online. To login, simply go to: <https://swac.secureworker.com> and enter the following username and password:

Username: jones
Temporary Password: BlueCorn2

As DAC, you are automatically granted limited access to your organization's membership and payment account information online. However, in order to gain complete access to your organization's SWAC corporate and individual members' records, you or another designated representative must pass required background screening at the High level. This screening is administered by a certified, third-party background screening company.

More detailed application information, including *Frequently Asked Questions* and the *Background Screening Criteria* can be viewed and/or downloaded at <http://www.secureworker.com/default.asp>.

If you are in need of SWAC Customer Service, please call: 1-212-608-0855 and a SWAC Agent will assist you. We look forward to having you as a member of the SWAC team.

Thank you,
The Secure Worker Access Consortium

How to make deposits to your SWAC Account

You can deposit funds to your SWAC account at the end of the organization registration process (see above), or any time by logging into your SWAC account online.

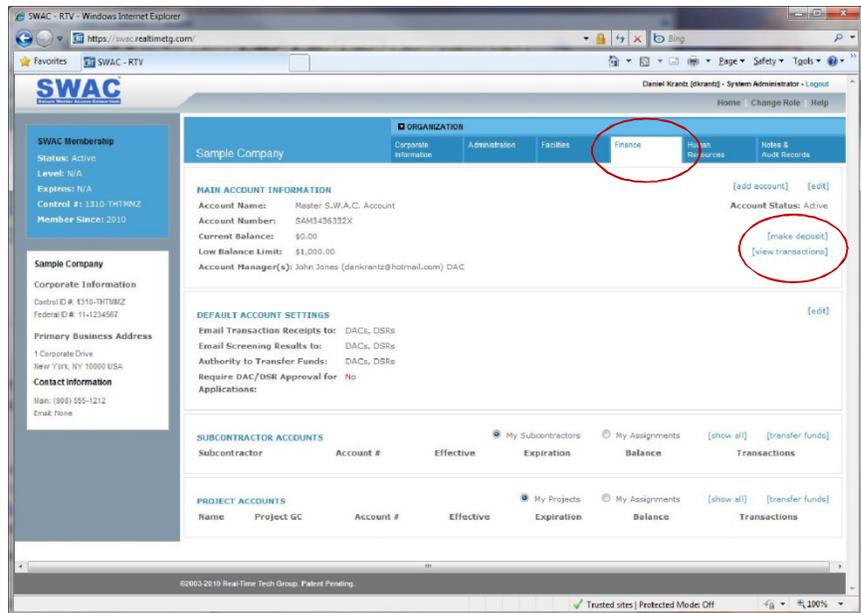
To deposit funds during the registration process, simply follow the instructions provided during **Step 5: SWAC Account Payment Information**, to deposit funds by check or credit card.

After your *Organization Membership Application* is completed and you have received the login information required to access SWAC’s online systems, you may make a deposit to your SWAC account at any time.

Simply login and search for your organization’s name. For help, please refer to *Customer Support Bulletin: System Access and Basic Navigation*.

After finding and selecting your organization from the search results, select the **Finance** tab in the navigation bar at the top of the page.

Then select “**make deposit**” as shown in the sample screen to the right.



How to view account transactions

To view detailed transaction history related to the main SWAC account, click the “**view transactions**” link located directly below the “**make deposit**” link.

For more information about transaction reporting required by various agencies (for example, Port Authority of NY & NJ, Metropolitan Transit Authority, or NJ Transit), please also refer to *Customer Support Bulletin: System Reporting*.