



Fieldprint and Truescreen Account Mapping Instructions

Created June 23, 2023

Produced and published at US taxpayer expense.

Overview

AmeriCorps' approved vendors, Fieldprint and Truescreen, may link ("map") prime grantee staff to their program's Fieldprint or Truescreen accounts for grant monitoring purposes. This allows prime grantee staff access to all checks conducted under the mapped accounts. Vendor account mapping may apply to state service commissions or direct grantees ("prime grantees") with subrecipients or operating sites ("programs") that conduct checks from their own vendor accounts. Prime grantees may contact chc@cns.gov with questions about vendor account mapping or to report delays during the process. Additional guidance for using Truescreen and Fieldprint is provided in the [Using AmeriCorps Approved Vendors Truescreen and Fieldprint Manual](#).

Programs must use a separate vendor account for each unique grant that will be mapped to a prime grantee for monitoring purposes. If the program uses one account for multiple AmeriCorps grants, linking the account with a prime grantee will result in the prime grantee having access to all checks done through that account. Prime grantees should not have access to checks under other grants. This means that programs need to create separate accounts for designated grants in order to be mapped.

Instructions

Prime Grantee Setup

Prime grantees must first establish monitoring users with each vendor before program accounts can be mapped. Prime grantees may email Truescreen (Mike, mcarnation@verticalscreen.com) and Fieldprint (customerservice@myfieldprint.com) to initiate this setup for the first time. The vendors will request user information, such as name and email address, of the prime grantee staff who will need monitoring access. Please allow three business days for the vendors to process the request. Please contact chc@cns.gov with any questions about prime grantee setup.

Once a prime grantee has established monitoring users with the vendors, they may direct programs to request mapping following the program instructions listed below.

Program Instructions - Fieldprint

Mapping may take place at new account setup, or existing accounts may be mapped after account setup.

New accounts: When a program [sets up a new Fieldprint account](#), after clicking "Sign up", the General Information page includes an optional dropdown field to select the "Prime Grantee for Account Mapping". This list includes prime grantees who have already been established in Fieldprint with monitoring users. Programs may select their prime grantee from the list and Fieldprint will map the account during setup. Program staff should inform their prime grantee contact that they selected mapping during new account setup.



Existing accounts: *Reminder: do not map an existing account if it has been used for other grants.* To map an existing account, program staff who are active Fieldprint users email customerservice@myfieldprint.com with the following information:

- **Program's Organization Name:**
- **Account "Client Number":** (always begins with "854-", can be obtained from your TCN Status Report or user agreement)
- **Prime Grantee to Map to:** (example: "Alabama Commission")

Program staff should 'cc' their prime grantee contact when emailing the vendors for mapping. Please allow three business days for Fieldprint to process the request.

Program Instructions - Truescreen

Mapping takes place after account set up. *Reminder: do not map an existing account if it has been used for other grants.* Program staff who are active Truescreen users request mapping by emailing Truescreen account manager, Mike, at mcarnation@verticalscreen.com with the following information:

- **Program's Organization Name:**
- **Account "Division Number":** (always begins with "947-", can be obtained from your CNCS Monitoring Report or user agreement)
- **Prime Grantee to Map to:** (example: "Georgia Commission")

Program staff should 'cc' their prime grantee contact when emailing the vendors for mapping. Please allow three business days for Truescreen to process the request.