

## CHRIS App Instructions

1. Login to the Applications Portal <https://dbhddapps.dbhdd.ga.gov/DBHDDAppsUser/> using the username and password you created. If you forgot your password, click the forgot password link.

DBHDD Applications Portal (TRAINING WEBSITE)

DBHDD

Home

Register Log in

User Name

Password

[Forgot Password / Need help?](#)

2. Click the blue word CHRIS in the middle of the screen to enter CHRIS. If CHRIS does not open in a new window, you may need to allow pop-ups for the site.

DBHDD Applications Portal (TRAINING WEBSITE)

DBHDD

Home Help

Welcome, Melissa.Test2@dbhdd.ga.gov My Profile Log out

Welcome to DBHDD Applications Portal

Application	Description	Status
CHRIS	Criminal History Record Information System	Approved

Click the link below to request access to an applications:  
[New Application Registration](#)

This System is used to access DBHDD Web Applications.

Make sure **pop-ups** are allowed by following these steps:

1. For Google Chrome:

- Open Chrome
- At the top right, click the ellipsis
- Select Settings
- Go to Privacy and security
- Select Site settings
- Select Pop-ups and redirects
- Change the setting to allowed or add the Image site to the Allow list

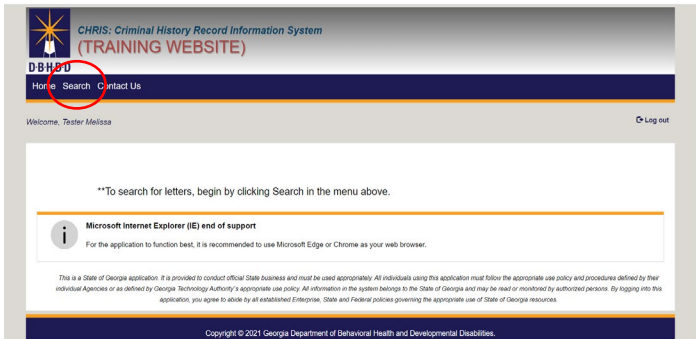
2. For Microsoft Edge:

- Open Edge
- At the top right, click the ellipsis (...)
- Select settings
- Select Cookies and site permissions
- Select Pop-ups and redirects
- Add the Image site to the Allow list

3. Safari

- Make sure Safari security settings are turned on, particularly Block Pop-ups—for pop-up windows—and the Fraudulent Website Warning.
- On your iPhone, iPad, or iPod touch, go to Settings > Safari and turn on Block Pop-ups and Fraudulent Website Warning.
- On your Mac, you can find these options in Safari > Preferences. The Websites tab includes [options to block some or all pop-up windows](#), and you can turn on fraudulent site warnings in the Security tab.

- Click Search at the top left side in the dark blue row.



- You can search by Registration ID/Order Number, First Name, and/or Last Name. Enter the search criteria and click search.

Gemalto used Registration ID's and Fieldprint uses Order Numbers – you can search by either one in that field.

You can also search by the applicant's name.

- Results will display under Reg ID's List by the Created Date. If you search by name, and the applicant has more than one Eligibility Letter, you will see them all listed by the date created. ***It is very important that you download the correct letter.***

In the example below, applicant has a letter from 6/30/2021 and one from 5/4/2023. If their hire date is 5/15/2023, you need the 5/4/2023 letter.

REG ID'S List							
Created date	Inquiry ID	First Name	Last Name	Provider	Contingent	Provider PDF	Contingent PDF
05/04/2023 11:27 AM	129	test	Crab	ABILITIES DISCOVERED, INC.			
06/30/2021 08:17 AM	49	test	Crab	ABILITIES DISCOVERED, INC.			

If you need assistance with the CHRIS Application, please email [dbhdd-crs@dbhdd.ga.gov](mailto:dbhdd-crs@dbhdd.ga.gov).