

## Signing up for INA Subscription Account

If a provider has a current INA Subscription Account, they can send a request to Arkansas State Police to add “CHI – Child Care and CHW – Child Welfare” ORI’s to search under. Please email [stacy.dougherty@asp.arkansas.gov](mailto:stacy.dougherty@asp.arkansas.gov) or [cora.gentry@asp.arkansas.gov](mailto:cora.gentry@asp.arkansas.gov) at Arkansas State Police to request addition of ORI’s to current accounts. There is no need to apply for a new account.

Link to the sign up page:

<https://portal.arkansas.gov/pages/ina-account-services/>

### Sign Up for a Subscriber Account

An account with the Information Network of Arkansas (INA) is required to access services for background checks.

The annual subscription fee to the Information Network of Arkansas is \$150.00. This fee includes access for up to ten (10) users in your organization. An additional ten (10) users may be added for \$150.00 for a total subscription of \$300.00 per year.

Thereafter, the annual subscription renewal is \$150 (\$300 if up to 20 users) and will be billed automatically by the method indicated on the account activation form.

Acceptable subscription payment methods are checks, money orders, valid Visa, MasterCard or Discover credit cards or the electronic check option from approved financial institutions. Please call 501-324-8900 or 877-727-3468 for additional information.



1. Click “Sign Up Now”

If you already have an account, you will be able to login to manage your account on this page. This is also the page where you will be able to create an account to become a subscriber (right side of page).

<https://cdb-manager.ark.org/login>

INA Subscription Services

Home > Subscriber Login

Subscriber Services Portal

Log in to manage your INA subscriptions or Create an Account.

Current Subscriber

Username

Password

[Forgot password?](#)

LOGIN

Not a Subscriber?

[What services are available?](#)

CREATE ACCOUNT

2. Click on "Create Account"

Create Subscriber Account

Customer Information

Organization Name

Phone Number

Alternate Phone

Fax

Primary Contact

First Name

Last Name

Email

Primary Address

Address

Address 2

City State Zip

I am registering on behalf of a state agency or educational institution



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3. Complete all “Customer Information,” “Primary Contact,” and “Primary Address.” Then Click “Continue.”

## Create Subscriber Account

A subscription to the Information Network of Arkansas (INA) is necessary to access value added fee services. In order to subscribe you must complete all sections of this Service Agreement. Please read the INA Terms and Conditions before completing this subscription.

An initial setup fee of \$150 is required to subscribe. Thereafter, the annual subscription renewal is \$150 and will be billed to your account automatically. Monthly payment options include credit card, electronic check, or mailed invoice.

Certain INA services also have statutory and/or an INA transaction fee associated with them. Information on all fees is either provided in this Service Agreement or on the associated Internet pages. Please contact INA for additional information by email at [help@ina.ar.gov](mailto:help@ina.ar.gov).

## Choose Services

Driver or Motor Vehicle Services
Law & Justice Services
<p><b>Criminal Background Checks</b></p> <p><input type="checkbox"/> Available only to subscribers with <u>statutory rights</u> to access this information. Arkansas \$22.00 per search, \$11.00 for volunteer positions. National/FBI \$14.25 per search, \$12.25 for volunteer positions.</p> <p><b>Sex Offender Database Bulk Downloads</b></p> <p><input type="checkbox"/> Available only to subscribers. \$0.10 per record downloaded</p> <p><b>Inmate Database Bulk Downloads</b></p> <p><input type="checkbox"/> Available only to subscribers. \$0.10 per record downloaded</p>

4. Under “Choose Services” select “Criminal Background Checks” under the category of “Law & Justice Services”. Then click the “Continue” button at the bottom right part of the page.

## Create Subscriber Account

You may create up to 10 different logins for your subscription before another \$150 is added to the subscription. Enter a name and email address for each person you would like to create a login for then select the services they have access to.

### Add New Users

First Name  
John

Last Name  
Doe

Email  
john.doe@email.com

#### Manage User Access

Criminal Background Checks

SAVE

Users	Email Address	Access
 John Doe	john.doe@email.com	Criminal Background Checks

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5. When you create the subscriber account you may add up to ten (10) users. Add a name and email for each person you would like to add as a user and hit the "Save" button. When you have completed adding users click the "Continue" button.

## INA Subscription Services

Home > Create Account

### Background Check

Existing subscribers will have a link to download the new agreement within the Criminal Background Check application once the Arkansas State Police has added the ORI to your statute.

What services does your company provide?\*

On whom will these background checks be requested?\*

If you are a business, please enter your Arkansas Tax Identification number\*

One of following must apply to you before you may obtain an Arkansas Criminal History and/or National/FBI records.

6. Please complete the required information above and select

“CHI – Child Care” or “CHW – Child Welfare” from the list below that allows background checks to be completed.

CHI - Child Care

CHI Mandated by Arkansas Code §20-78-602 for background checks for child care facility owners, operators and employees under Arkansas Code §20-38-101 through 103.

CHW - Child Welfare

CHW Mandated in accordance with Arkansas Code §9-28-409 regarding child welfare agencies

7. Click “Continue” to move to summary page and complete user agreement. You will be able to download or view/print the form. Once the form is completed, you will be able to browse or drag and drop the form on the box. There is the ability to edit any information on this page.

## Review Subscriber Information

### Customer Information

**Phone Number**  
555-555-5555

**Alternate Phone**  
N/A

**Fax**  
N/A

### Primary Contact

**Organization Name**  
Test Inc

**First Name**  
Felix

**Last Name**  
Suen

**Email**  
felix.suen@ark.org

### Billing Address

**Address**  
123 Main

**Address Line 2**  
N/A

**City**  
Little Rock

**State**  
AR

**Zip**  
72201

### Services

Criminal Background Checks	<a href="#">Agreement</a>
Arkansas \$22.00 per search, \$11.00 for volunteer positions. National/FBI \$14.25 per search, \$12.25 for volunteer positions.	
<a href="#">Download</a>	Drag & Drop your files or <a href="#">Browse</a>
<a href="#">View / Print</a>	

At the bottom of the page you will see the user accounts created and the electronic signature.

## User Accounts



Users	Email Address	Access
Felix Suen	felix.suen@ark.org	Criminal Background Checks
Felix Suen	felix.suen@ark.org	Criminal Background Checks

## Electronic Signature

I have read and agree to the terms and conditions of the [Information Network of Arkansas Subscription Service Agreement](#) as presented. Please indicate your agreement to the above by entering your full name in the box below.

Electronic Signature - Full Name

CONTINUE

When you add the completed user agreement and sign the electronic signature, then you will click “Continue” to submit the application.

You will be able to check the status of your application by signing into the subscription portal.