

Registration

1. To register for Fraud-Net, go to the website www.fraud-net.com. The Fraud-Net login page will appear in your browser window (shown at right).
2. On the left hand side of your screen, click on "New users register here."
3. Fill in all the required fields. If your institution/ agency is not listed in the drop down menu, click the link that reads " Please click here to request that your institution be added to the list" and fill out the required fields. Your institution request will be sent to the site administrator for approval.
4. Read and accept the disclaimer at the bottom of the page. Click the "SUBMIT" button.
5. An automatic email will be sent with a link for you to click on. Doing so will submit final approval for your registration.
6. When approved for Fraud-Net, a second email with your login info will be sent.



Viewing an Alert

When a new alert is posted in your area, you will receive an email from Fraud-Net informing you of the recent submittal. To view the alert, follow these instructions:

1. Login to Fraud-Net and click on the forum that you would like to read the alerts for, (e.g. Nationwide Alerts, Oregon Statewide Alerts, Eastern Oregon, Northwest Oregon, Southwest Oregon, Robbery Alerts, etc.) as shown at left.

Forum - (click here to view region map)
Nationwide Alerts
Oregon Statewide Alerts
Eastern Oregon
Northwest Oregon
Southwest Oregon
Robbery Alerts



2. Select the subject of the alert that you want to read.
3. Click on the title of the alert you want to read. The alert will then be posted on your screen. By scrolling down the screen you may read the entire alert and click on any attachments or images that have been included.

Receiving Alerts

In order to receive alert notifications via email, you must be subscribed to the alert thread. To subscribe to alert threads, follow these instructions:

1. Login to Fraud-Net and click on the forum that you would like to subscribe to the alerts for, (e.g. Nationwide Alerts, Oregon Statewide Alerts, Eastern Oregon, Northwest Oregon, Southwest Oregon, Robbery Alerts, etc.) as shown at above left.

2. A yellow light bulb (as shown at right) indicates that you are subscribed to the alert thread.
3. A white light bulb indicates that you are not subscribed to the alert thread. To subscribe to it, simply click on the light bulb, upon which it will turn yellow. Follow this procedure for each alert thread you'd like to receive alerts on.

Threads	
	Nationwide Fraud Alerts
	Counterfeit Cashiers Checks

View Alerts from Other States

To read alerts from another state, you must first request permission from the desired state. To request access, follow these instructions:

1. Click on the "STATES" link in the top menu bar.



2. In the right-hand column, titled "Available States" (shown at right), choose the desired state by clicking on the **+** icon.
3. The state will appear in the "Awaiting Authorization" column until the system administrator from that state approves or denies your request.
4. Once the state administrator approves your request, the state name will appear in the left column titled "Your Authorized States".
5. To read alerts from the state you were approved for, position your mouse over the "STATES" menu bar (as shown at top). A drop down menu will appear containing your authorized states.
6. Simply click on the desired state and wait for your screen to refresh.

+/-	Available States	URL
+	Arizona	
+	Colorado	
+	Florida	

OCC Special Alerts Now Available on Fraud-Net

These alerts are directly uploaded into a new thread under the Nationwide Forum. To view, click on "Nationwide Alerts" at the homepage. Then click on "OCC Special Alerts".

Questions?

There are several resources for answering your Fraud-Net questions.

Click

Try Fraud-Net's extensive Help Menu, located on the right-hand side of the top navigation menu.

Here you can search a variety of topics or download the complete User Manual.

Contact

Oregon's Site Administrator:
Andee Rose
(503) 581-3522
arose@banc-source.com

Fraud-Net Tech Support
1-866-437-2830
techsupport@fraud-net.com

Posting an Alert

FAQs

Who should post?

Individuals with first-hand knowledge.

Fraud-Net allows the institution/agency's primary contact/administrator to designate individuals authorized to post information. In addition, the institution/agency can authorize individuals to access the information on a "read only" basis."

When should postings be made?

Sooner rather than later.

Postings regarding criminal activity should be made as soon as possible. One of the key features of Fraud-Net is the ability to share information almost instantly. This is particularly true for instances where multiple check frauds are occurring in a region and might be prevented by knowledge of the perpetrators.

What should be posted?

Just the facts please.


Reliable, accurate information is the heart of Fraud-Net. A posting which accurately describes fraudulent transactions, identifies possible suspects, clearly designates the use of aliases, or modes of operation are critical. Before postings are broadcast on Fraud-Net, they must be approved by both the primary contact/administrator at the institution/agency and the state site administrator.

To post an alert, follow these instructions:

1. From the home page, click the forum in which the alert will be posted.
2. Next, select the thread/subject of your alert.
3. On the right-hand side of your screen, click "POST NEW ALERT" (as shown at right).



Posting an Alert (continued)

4. A form will appear on the screen. Fill in the fields as complete as possible, making sure to fill in all the required fields as indicated by the red dot . 
5. When the form is filled out, select "PROCEED TO NEXT STEP" at the bottom of the screen. Follow the on-screen instructions and press "FINISH" at the end of the process to submit your alert.
6. Your alert will be posted as soon as approval is received from administrators.

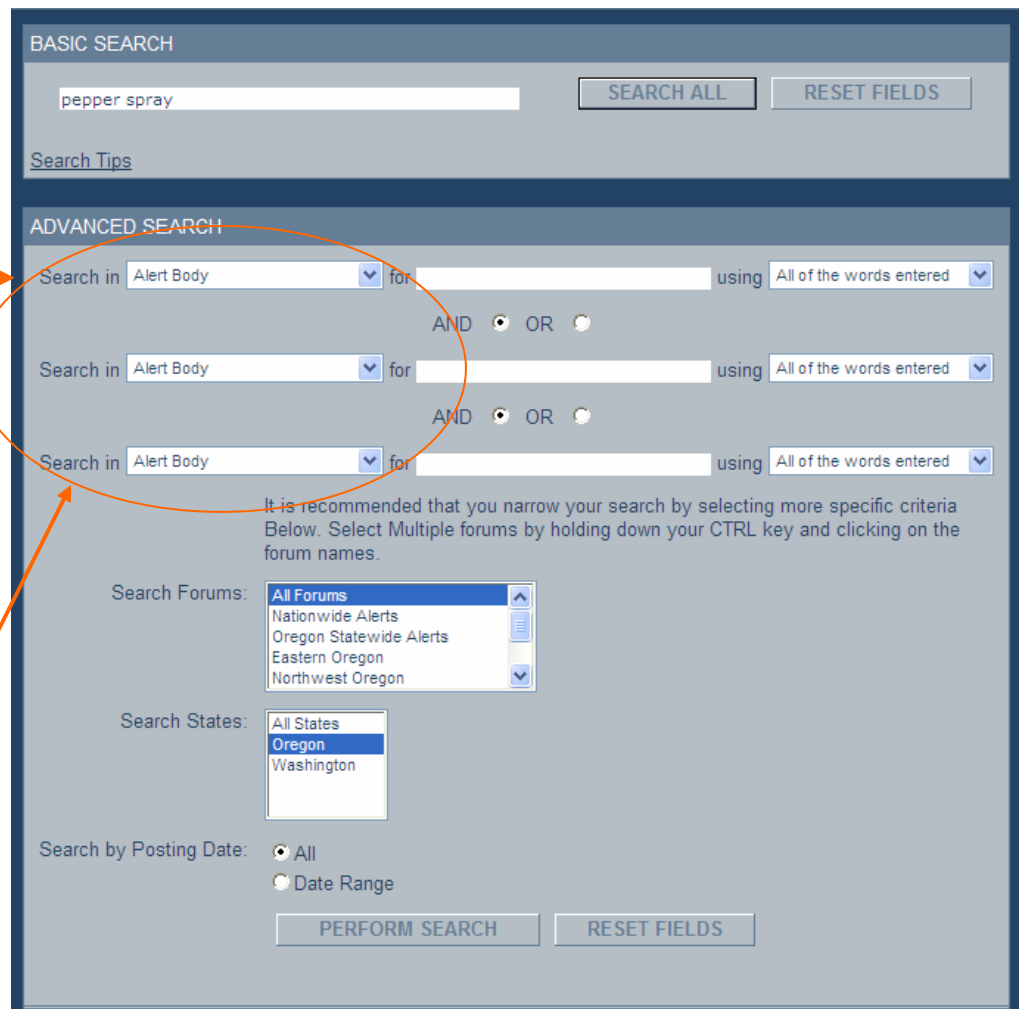
Searching Alerts

Fraud-Net allows you to search alert messages, fraud photos and robbery photos. To search messages, follow these instructions:

1. Click or mouse over "SEARCH" in the top navigation menu, then select "Search Messages".
2. A search form appears, allowing for a "BASIC SEARCH" or "ADVANCED SEARCH". Which one you choose to use will depend on how much information you have to search on and/or how narrow you want your search results.
3. To perform a basic search, just enter the keyword or key phrase and click "SEARCH ALL". Your available results will appear shortly.
4. To perform an advanced search, first select an alert field from the drop down list.
5. Input your keyword or key phrase into the box after "for".
6. Complete the form on the screen by selecting your choices from the remaining drop down lists.
7. When finished, click on "PERFORM SEARCH" at the bottom of the page. A list of alerts meeting your search criteria will be displayed.

Quick Tip!

You may choose up to three fields to search alert fields. This will help yield more specific and relevant search results.



We hope this quick start guide will provide you with the tools you need to start using Fraud-Net—and feel comfortable doing so. If you should ever have any questions, please don't hesitate to contact the site administrator or tech support.

Your participation in Fraud-Net is vital to its success.