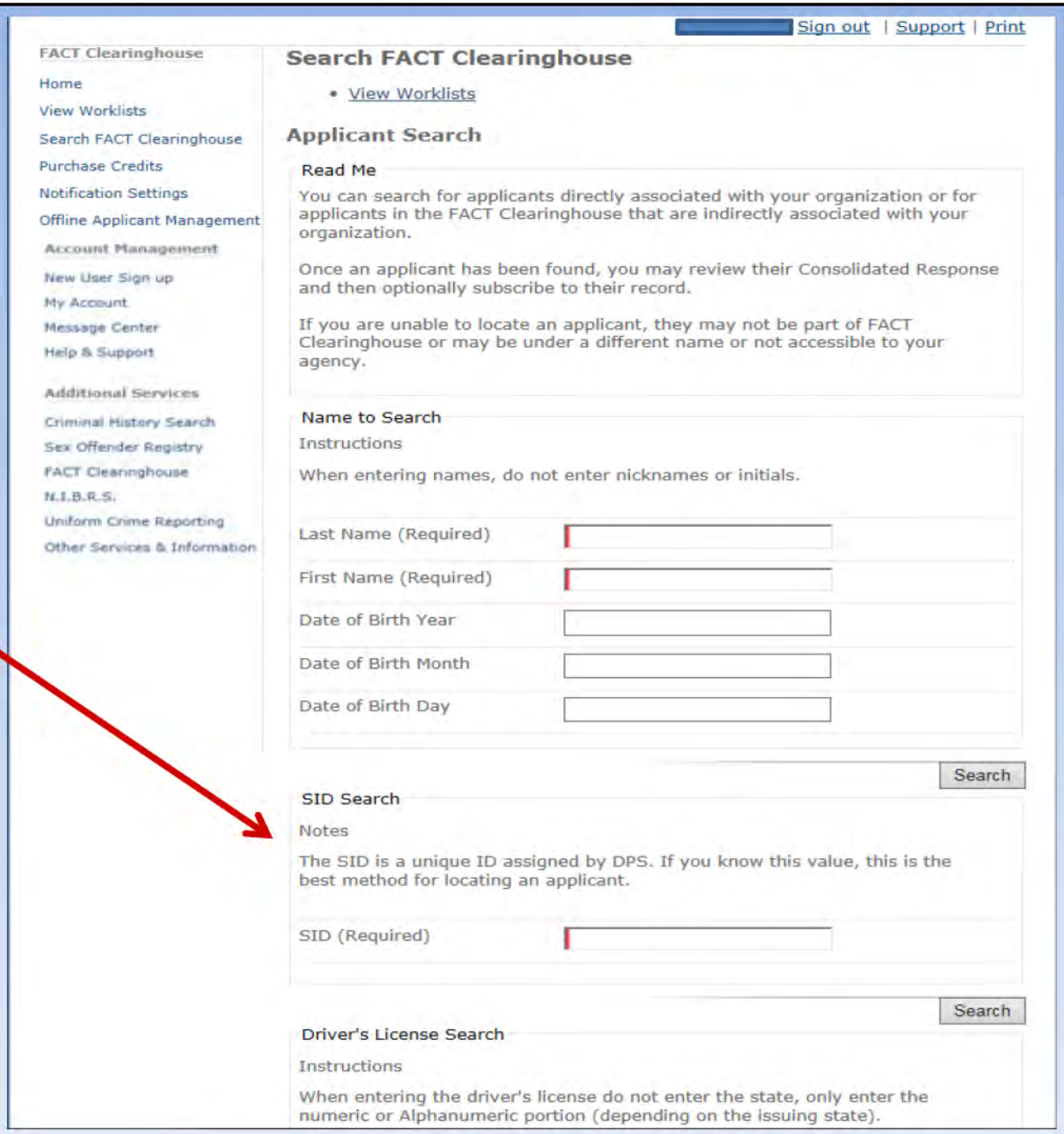
When you log into the new FACT Clearinghouse, you will notice that things have moved around a little, and we've added some new options.

The Search FACT Clearinghouse screen has changed.

The alternate search methods are now on the same page below the name and DOB.

You can still search by SID, Driver's License and MNU/Subscription Key.

(Scroll down on website to view the remainder of the search fields)



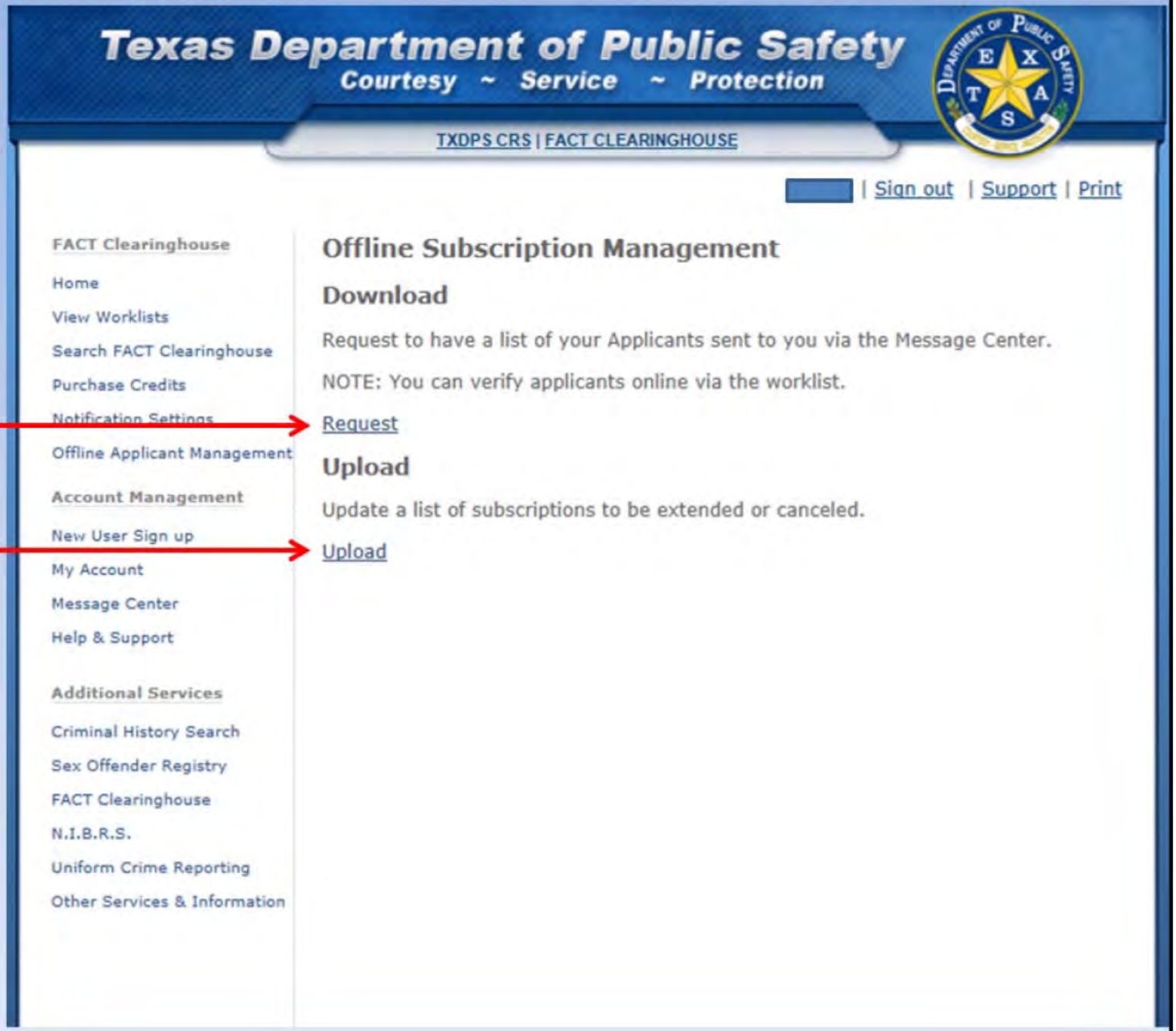
All actions can now be done from this section of the record. This is where you'll go to disable subscriptions.

The subscribing process has changed slightly. When you click “Subscribe to this record” you’ll be brought to the Manage Subscriptions screen. Here you can subscribe and unsubscribe to individuals in the clearinghouse.

One of the new options you'll notice is the Offline Applicant Management option.

Here you can request a list of your subscriptions in an XML file.

Here you can upload changes to the file.



Here's where you'll select which list you want. You can select 90 or 30 day verification lists. This would be the list of all records that need to be verified in the next 90 or 30 days in order to stay subscribed to them. You can also request a list of all active subscriptions.

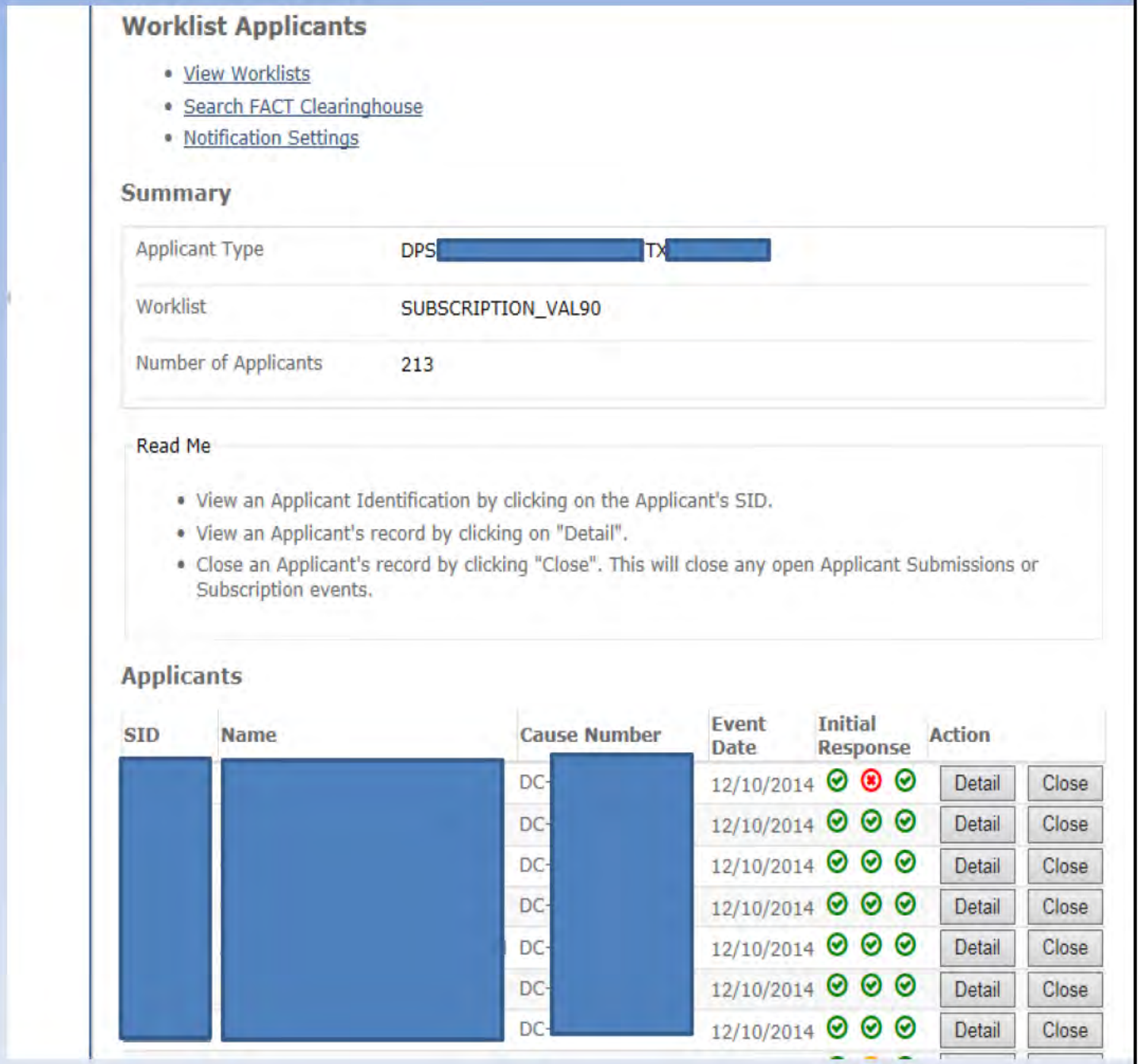
The lists will be sent to your message center.

You can make changes to your subscriptions with this file and then upload it to apply them. This includes validating (verifying) subscriptions, disabling subscriptions, and creating subscriptions.

The file format details for the upload file are lower on this page.

You will notice a new category in your worklist, SUBSCRIPTION_VAL 90. This is another location that will allow you to validate any subscriptions that will expire in the next 90 days.

The list displays everyone that will expire if not validated within the next 90 days. To extend the subscription you will need to choose the “detail” option and it will lead you to a different screen.



Worklist Applicants

- View Worklists
- Search FACT Clearinghouse
- Notification Settings

Summary

Applicant Type	DPS[redacted]TX[redacted]
Worklist	SUBSCRIPTION_VAL90
Number of Applicants	213

Read Me

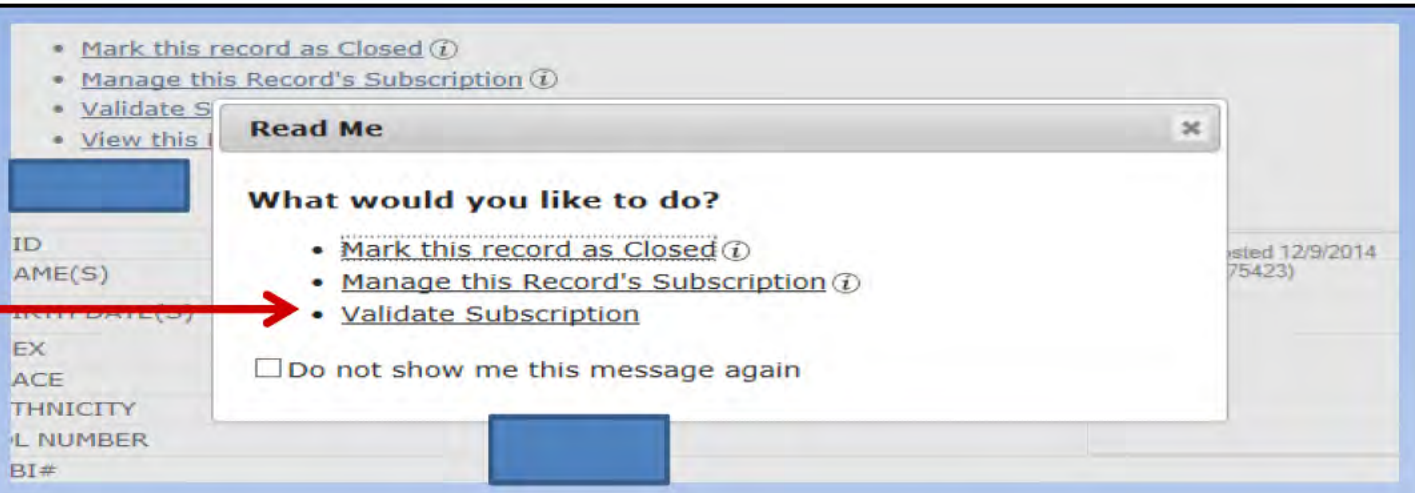
- View an Applicant Identification by clicking on the Applicant's SID.
- View an Applicant's record by clicking on "Detail".
- Close an Applicant's record by clicking "Close". This will close any open Applicant Submissions or Subscription events.

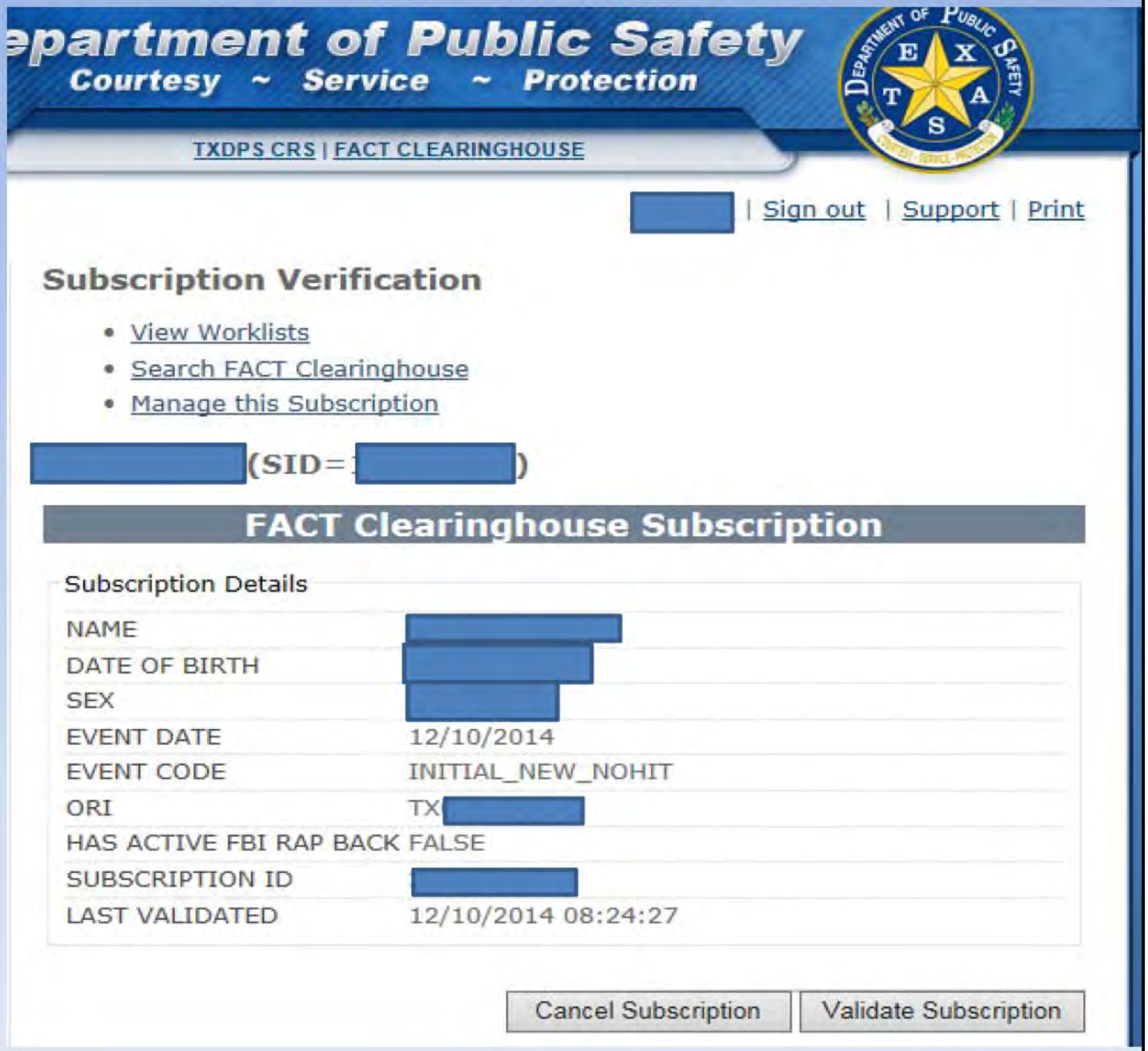
Applicants

SID	Name	Cause Number	Event Date	Initial Response	Action	
[redacted]	[redacted]	DC-[redacted]	12/10/2014	✓ ✗ ✓	Detail	Close
		DC-[redacted]	12/10/2014	✓ ✓ ✓	Detail	Close
		DC-[redacted]	12/10/2014	✓ ✓ ✓	Detail	Close
		DC-[redacted]	12/10/2014	✓ ✓ ✓	Detail	Close
		DC-[redacted]	12/10/2014	✓ ✓ ✓	Detail	Close
		DC-[redacted]	12/10/2014	✓ ✓ ✓	Detail	Close
		DC-[redacted]	12/10/2014	✓ ✓ ✓	Detail	Close

You can validate the subscription through the pop-up "Read Me" box.

("Read Me" Box includes other actions)



Or you can do it through the applicant detail page.

On this page you can choose to Cancel or Validate the subscription