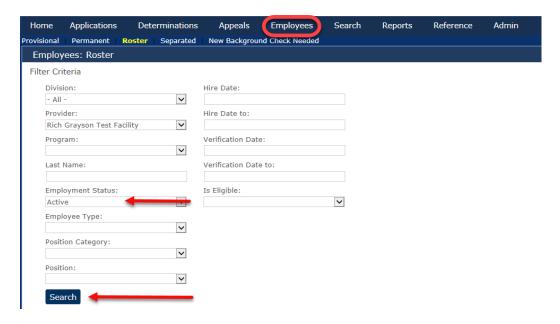
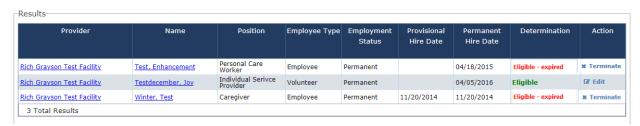
## Instructions on how to terminate expired applications in NABCS

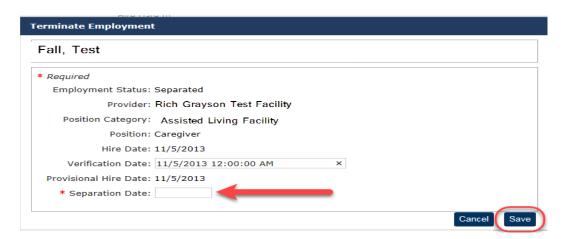
- 1. Access the provider roster by selecting Employees and then Roster.
- 2. Under Employment Status select -Active- from the drop down list and click Search.



3. Review the list for those individuals where the Determination is listed as Eligible-expired. Under the action column you will select Terminate.



4. A Terminate Employment Box will appear. Here you will enter the Separation Date and click Save.



5. Repeat steps 1-4 for all individuals whose background checks have expired.