

LEAD™



Are you ready to *Take the LEAD!*™
and find the career awaiting you?



Applicant Registration Guide

www.leadprogram.us

LEAD™



Creating Your Account

WELCOME!

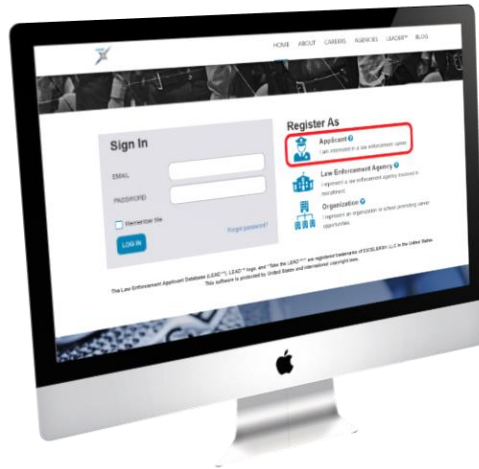
We're excited about your interest in a law enforcement career. As part of our partnering agencies' selection and hiring processes, they require you to register in the Law Enforcement Applicant Database (LEAD™) program to move forward.

Please follow the instructions in this guide to create your account. From there you may search for jobs and register with participating law enforcement agencies. We wish you success in your journey.

BROWSER TIP

LEAD™ is best viewed using the following up-to-date web browsers:

- ❖ Google Chrome
- ❖ Microsoft Edge
- ❖ Apple Safari



STEP 1

- Open your device's web browser and navigate to www.leadprogram.us.
- Once on the LEAD™ homepage, scroll to the **Register As** section and select **Applicant**.

STEP 2

- Complete all four required fields on the initial registration page. You must supply accurate identifying information about yourself.
- After completing all fields, confirm that the information you entered is correct, and then click the **Confirm** button.
- The program will verify that an account for you does not already exist and then direct you to the main registration page. **You may not create more than one applicant account in the LEAD™ program.**

* These fields are required

First Name: *

Last Name: *

Date of Birth: *

Last 4 Numbers of Your SSN: *

Confirm



COMMON APPLICANT PITFALLS

When applying with a law enforcement agency, it's important to avoid the biggest mistakes that many unsuccessful applicants make, which include:

- ❖ Waiting to the last minute to submit an application or other documents;
- ❖ Falsifying, omitting, or misrepresenting information supplied on hiring documents;
- ❖ Showing up late to hiring events (e.g., written tests, physical agility test, and interviews); and
- ❖ Not preparing for written testing (e.g., brushing up on math skills, spelling, grammar, and reading comprehension) or physical agility testing (e.g, getting in shape)

STEP 3

- Complete all fields on the main registration page, supplying accurate information about yourself (**Gender** and **Race/Ethnicity** fields are optional).
- Choose a strong password for your account, following the password requirements listed in the tooltip.
- You can choose to receive emailed job advertisements, if desired. This setting can be modified after registration.
- After completing all fields, confirm that the information you entered is correct. Once you register an account, you cannot edit the **Date of Birth**, **Last 4 Numbers of Your SSN**, or **Race/Ethnicity** fields.
- Carefully read and acknowledge the **Terms and Conditions** to register an account.
- Click the **Confirm** button.

The screenshot shows the registration form with the following fields and options:

- SSN: 5741
- Gender: Male
- Race/Ethnicity: Black or African American
- Highest Level of Education Achieved: Associate's Degree
- Foreign Language Proficiencies: Spanish
- Would you like to receive emailed job advertisements when they are posted?: Yes (selected), No
- Radius from Your Zip Code: Within 50 miles
- I have carefully read, understand, and agree to the Terms and Conditions outlined by EXCELEAS®, LLC: I Agree (selected), I Do Not Agree
- Confirm button



Creating Your Account

SUCCESSFUL APPLICANT TRAITS

Some of the most successful applicants with law enforcement agencies share many common traits, and your odds of getting hired will greatly improve if you follow these tips:

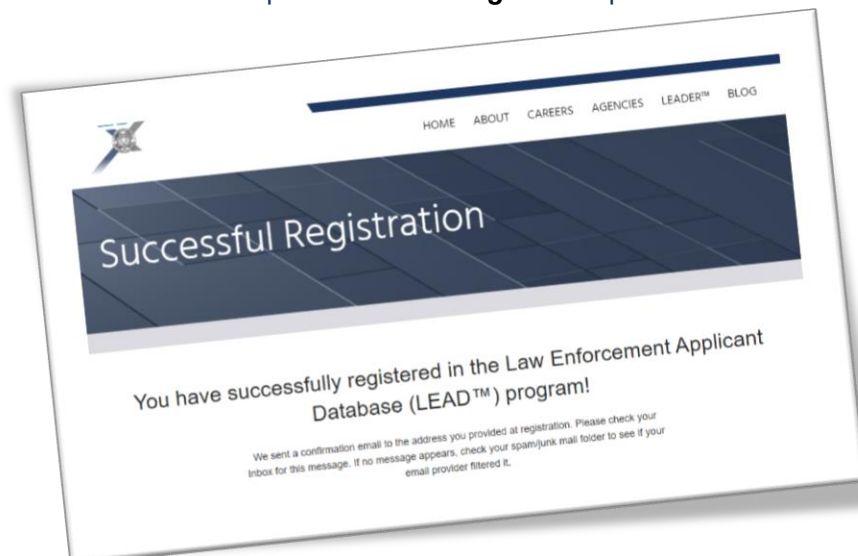
- ❖ Be honest in all aspects of the hiring process;
- ❖ Prepare yourself for some challenges, mentally and physically;
- ❖ Be punctual for all hiring events;
- ❖ Try to display confidence in your abilities;
- ❖ Dress appropriately for interviews;
- ❖ Attempt to address and rectify issues you feel may be of concern to an employer; and
- ❖ Be patient. The hiring process for law enforcement jobs is typically longer than most others. Hang in there!

STEP 4

- Carefully review the information listed in the confirmation box to ensure you have not made an error.
- If you discover any errors, click the **Edit** button and make any necessary changes.
- If you are satisfied with the information listed, click the **Confirm** button to register your LEAD™ account.

REGISTRATION SUCCESS!

If you followed the registration steps and received the screen pictured below, congratulations! You now have an applicant account registered in the LEAD™ program. To log in to your account, visit the LEAD™ homepage (www.leadprogram.us) and enter your email address and password in the **Sign In** box provided.



LEAD™



Registering With Agencies

CAREERS

See who's hiring. Visit the *Careers* section on LEAD™ to browse active job advertisements from participating law enforcement agencies.



www.leadprogram.us/careers

STEP 1

- Registering with law enforcement agencies in the LEAD™ program can be done from your account dashboard, by selecting the **Agency Registration** menu option, or through an agency's posted job advertisement in the **Careers** section on the site, by clicking the **Register Now!** option in the ad.
- You cannot register with an agency if their applicant registration period is closed. This can be

Applicant Dashboard

Menu Options

- HOME
- USER PROFILE
- AGENCY REGISTRATION**

Online Job Applications

| Agency | Date Modified | Deadline to Register | Status | Actions |
|-------------------------|---------------|----------------------|--------|---------|
| No applications on file | | | | |

Agencies Registered With

| Agency Name | Registration Date |
|---------------------|-------------------|
| No agencies on file | |

Anytown Police Department

Agency Type: Municipal Police Department (City)
Sworn Personnel Total: 1,548
Website: www.anytownpd.com
Headquarters Address: 123 Main Street, Anytown, Pennsylvania 15222
Agency Executive: John Smith, Chief of Police
Phone Number: (412) 555-1000

Notable Web Links:
[Join Anytown PD \(Official Recruitment Site\)](#)
[Anytown police praised for increased diversity in most recent hiring \(Anytown Journal\)](#)
[Anytown PD - Diversity and Inclusion Policy](#)

Police Officer - Recruit
End Date: March 15, 2021

Register Now!
I would like to register with this law enforcement agency.

JoinAnytownPD.com



Registering With Agencies

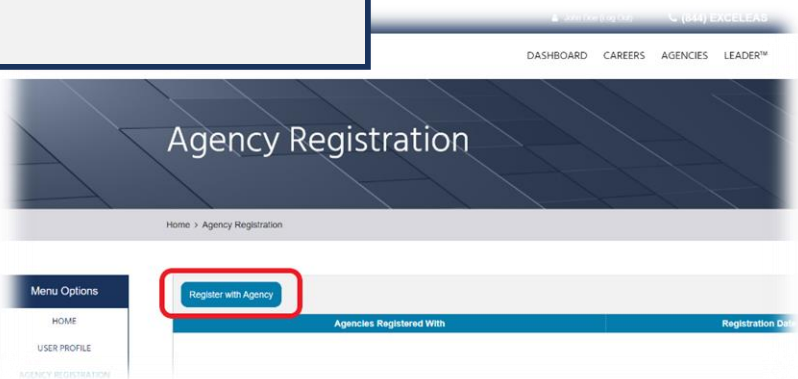
PROFILE VISIBILITY SETTINGS

Once you create an applicant account in LEAD™, you can allow law enforcement agencies in the program to discover your profile. Recruitment personnel from those agencies will have access to your phone number and email address, and may contact you with important information concerning upcoming hiring events.



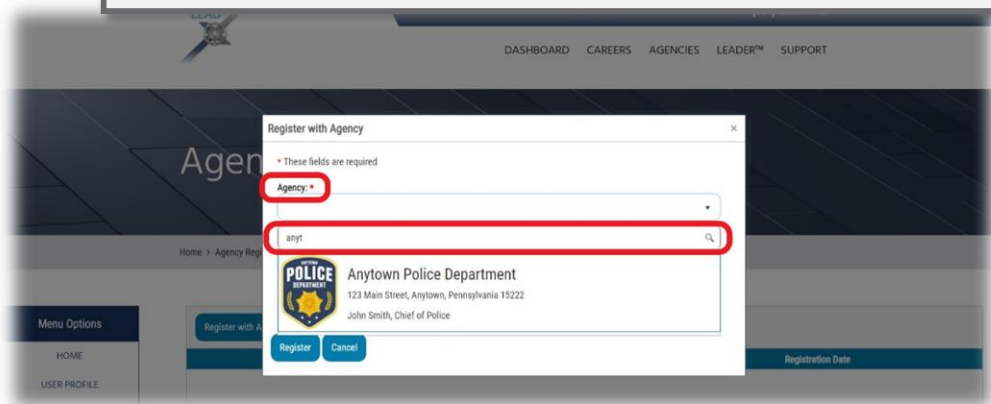
STEP 2

- When using the account dashboard registration method, click the **Register with Agency** button.



STEP 3

- When the **Register with Agency** pop-up box appears, click on the **Agency:** field and begin typing the name of the agency you intend to register with. A list of agencies will appear and you must select the agency you are applying with. (**Note:** When using the job advertisement **Register Now!** option, the agency's information will automatically populate.)





Registering With Agencies

JOB NOTIFICATIONS

You can set your *Job Notification Preferences* to receive emails whenever a law enforcement agency within your desired zip code radius posts an advertisement. Be the first to know when a new opportunity arises!



STEP 4

- Upon selecting the agency to register with, you must answer the survey question listed below.
- Carefully read and acknowledge the **Terms and Conditions**. If you do not agree, you will not be permitted to register with the agency.
- Click on the **Register** button if you are certain you intend to apply with the agency listed on the screen.

Register with Agency

* These fields are required

Agency: *

Anytown Police Department
123 Main Street, Anytown, Pennsylvania 15222
John Smith, Chief of Police

How did you learn of the agency's position? *

LEAD™ Job Notification Email

I have carefully read, understand, and agree to the Terms and Conditions outlined by EXCELEAS™, LLC * ?

I Agree I Do Not Agree

Register Cancel

STEP 5

- A **Confirm Registration** pop-up box will appear after clicking the **Register** button.
- It's important to verify the agency details before confirming your registration, to ensure you have selected the correct agency. If everything is correct, click on the **Yes** button to register with the agency.

Register with Agency

* These fields are required

Agency: *

Anytown Police Department
123 Main Street, Anytown, Pennsylvania 15222
John Smith, Chief of Police

How did you learn of the agency's position? *

LEAD™ Job Notification Email

I have carefully read, understand, and agree to the Terms and Conditions outlined by EXCELEAS™, LLC * ?

I Agree I Do Not Agree

Register Cancel

Confirm Registration

Are you sure you want to register with this law enforcement agency? Please verify that the agency details are correct, as some agencies share the same name but are located in different regions of the country.

Yes No



PROFILE UPDATES

Periodically, we ask that you verify the information in your *User Profile*, to ensure its accuracy, including your email address the program sends important notifications to. Please make any necessary changes to keep your profile information up-to-date.



UNIQUE AGENCY REGISTRATION REQUIREMENTS

1. Certain agencies charge a fee to take part in their hiring/selection process and have authorized LEAD™ to collect those fees from their applicants. If required to pay, the program will direct to PayPal® to complete the transaction when you submit the registration request.
2. An agency may choose to waive their fee for candidates that can prove they suffer from financial hardship. **DO NOT select Yes for this option unless you are certain you meet the requirements listed in the agency's job advertisement and can supply proof that you qualify.**
3. Some agencies use a third-party online application process to complete their hiring documents. If you see this message in red when registering, the program will direct you to the agency's third-party website immediately after you complete your registration with them. It's recommended that you disable your web browser's pop-up blocker settings when using LEAD™, or check your web browser's address bar for a notification that it blocked the website (with a link to access it).
4. An agency may also use a direct online application process with LEAD™. If so, the program will direct you to the agency's online application for employment when you complete your registration with them.

Register with Agency ×

Anytown Police Department

123 Main Street, Anytown, Pennsylvania 15222
John Smith, Chief of Police

* These fields are required

Agency Application/Testing Fee: ? \$25.00 1

Do you wish to claim financial hardship status? ? 2

Yes No

How did you learn of the agency's position? *

You are registering with a law enforcement agency that uses an outside online application process. To ensure routing to that site, following registration, temporarily disable your internet browser's pop-up blocker settings and check the browser address bar for the link to the blocked site. 3/4

I have carefully read, understand, and agree to the Terms and Conditions outlined by EXCELEAS™, LLC * ?

I Agree I Do Not Agree

Register
Cancel



Registering With Agencies

IN CLOSING

Finding the law enforcement job of your dreams won't happen overnight. It's important to understand that the hiring process for our nation's police and sheriffs' departments is one that is taken seriously. There is a lot involved and it may seem overwhelming if you're a first-time applicant, but be patient, be honest, and focus on achieving your goal. We wish you success in your search for a law enforcement career.



REGISTRATION SUCCESS!

If you followed the registration steps and received the screen pictured below, congratulations! You have successfully registered with a law enforcement agency in the LEAD™ program.

You will receive a confirmation email following your registration (*Registration with Law Enforcement Agency - LEAD™ Program*). **Do not delete this confirmation record!**

