Bail Commissioner Application Process and Renewal Process

How to Use Upload Links to Submit Background Check Documents

 Once your application is completed and approved you will receive an email from a court employee with background check form attached. You will also receive an upload link email to upload your form once compete. This link will come from <u>noreply@teleporter01.org</u> and will be a live link for seven days. If you need more time, please email <u>BCApplication@courts.state.nh.us</u> indicating you need more time.

Thu 6/8/2023 12:43 PM noreply@teleporter01.org Teleporter Upload Access

To BC Application

🕦 If there are problems with how this message is displayed, click here to view it in a web browser.

EXTERNAL EMAIL WARNING! This email originated outside of the New Hampshire Judicial Branch network. Do not click on links or open attachments unless you recognize the target before you click. Do not enter your username and password on sites that you have reached through an email link. Forward suspicious and unexpected messages

Teleporter Upload Access

"Please upload your application, Description of Duties form, Background check form, and a copy of your Justice of the Peace certificate."

You have been granted access to upload a file to Teleporter. Click on the following link to login:

Login to Teleporter

This link is valid for 7 days.

Expires (UTC timezone): Thu, Jun 15, 2023 04:42PM Expires (US/Eastern timezone): Thu, Jun 15, 2023 12:42PM

2. Click Login to Teleporter



EXTERNAL EMAIL WARNING! This email originated outside of the New Hampshire Judicial Branch network. Do not click on links or open a the email. Mouse over links to confirm the target before you click. Do not enter your username and password on sites that you have reac messages to 'suspicious@courts.state.nh.us'.

Teleporter Upload Access

"Please upload your application, description of duties, and a copy of your Justice of the Peace certification."

You have been granted access to upload a file to Teleporter. Click on the following link to login:

Login to Teleporter

This link is valid for 7 days.

Expires (UTC timezone): Fri, Mar 24, 2023 02:49PM Expires (US/Eastern timezone): Fri, Mar 24, 2023 10:49AM

3. Click Email Login Pin



4. A login pin will be sent to your email address.

| င်္ခြူ Reply All ငြို့ Forward င်ခြံ IM | |
|--|----------|
| noreply@teleporter01.org | 10:58 AM |
| f If there are problems with how this message is displayed, click here to view it in a web browser. | |
| | ~ |
| EXTERNAL EMAIL WARNING! This email originated outside of the New Hampshire Judicial Branch network. Do not click on links or open attachments unless you recognize the sender and are expecting the email. Mouse over links to confirm the target before you click. Do not enter your username and password on sites that you have reached through an email link. Forward suspicious and unexpected messages to 'suspicious@courts.state.nh.us'. | ng :d |
| Your Requested Teleporter Login PIN: 088614 | |
| This PIN is good for 30 minutes, after which time you will need to request a new PIN. | |
| | |
| | |
| 5. Enter pin. Click Submit. | |
| | |
| | |
| Step 2: Enter PIN | |

A Login PIN has been sent to your email address on file and is good for 30 minutes. Please enter the PIN in the box below and click the submit button to access the upload area.

Resend Login PIN

6. Upload File will appear. Click Add and select your files.



7. Once files appear, click Upload.

| Step 3: Upload File | | × Done Uploading | | |
|--|-----------|------------------|--|--|
| Click Add files to browse files on your computer, or drag and drop files directly into the dialog box. | | | | |
| Completed files will be added to this Operation when processing is complete. | | | | |
| Select Files To Upload | | | | |
| +Add 1 Uploa | d | × Cancel | | |
| Background Check.pdf | 501.88 KB | × | | |
| Description of Duties.pdf | 501.87 KB | × | | |
| Copy of JP Certificate.pdf | 501.88 KB | × | | |
| Application Form.pdf | 501.88 KB | × | | |
| | | | | |

8. After clicking Upload, you should see green "Complete" messages indicating a successful upload.

a. Click Done Uploading.

| Step 3: Upload File | | × Done Uploading | | | |
|--|-----------|------------------|--|--|--|
| Click Add files to browse files on your computer, or drag and drop files directly into the dialog box. | | | | | |
| Completed files will be added to this Operation when processing is complete. | | | | | |
| Select Files To Upload | | | | | |
| +Add Lpload | | Clear X Cancel | | | |
| Background Check.pdf | 501.88 KB | Complete | | | |
| Description of Duties.pdf | 501.87 KB | Complete | | | |
| Copy of JP Certificate.pdf | 501.88 KB | Complete | | | |
| Application Form.pdf | 501.88 KB | Complete | | | |

9. Click Done.

| Are you Sure? | |
|--|--|
| Are you sure you want to end your session? You won't be able to upload any more files without logging in with a PIN again. You may use the link in your email until it expires to upload additional files. | |
| Cancel Done | |