

**Issue:** When you login to BRC Manager, a red message shows saying that “Your reviewer’s privileges expired on (date)”. You already filled in the documents necessary to renew the Access as Reviewer. After login into BRC Manager, the Home screen welcomes you as a Reviewer but you don’t have access to review the BRC Results.

**Steps to follow:** Click on View Your Licensee’s Reviewers. A screen will be displayed with the names of the Reviewers or Licensee/Reviewers for your organization

Name	Reviewer Type	Valid Start Date	Valid End Date	Status
L	Licensee/Reviewer	4/25/2011	4/25/2014	Active
We	Reviewer with Authority	2/26/2008	2/26/2011	Expired
W	Reviewer with Authority	3/23/2011	3/23/2014	Active
W	Reviewer with Access	4/30/2009	4/30/2012	Active
W	Reviewer with Access	3/23/2011	3/23/2014	Active

After confirming that your name has an active status, click on the **Home** tab. Click on **Request Access as a Reviewer**

**Home**    **BRC Request**    **BRC Results & Report**    **Employment Decision**    **User Administration**    **Logout**

**Hello M (Reviewer)**

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care's Background Record Check (BRC) Manager application.

**Your BRC Dashboard**

Here is the status of your licensee's BRC requests:

- [0 BRC requests being processed by EEC](#)
- [1 BRC requests completed in the last 10 days](#)
- [1 BRC requests completed in the last 75 days](#)
- [0 new users registered in the last 30 days](#)
- **Your reviewer privileges expired on 02/26/2011**
- [You have 0 new messages](#)

**Process Background Record Checks**

- ▶ [Submit BRC Request](#)  
Create a new background request for your licensee
- ▶ [View Pending and Completed BRC Requests](#)  
View a list of previously submitted BRC requests
- ▶ [Record Employment Decisions](#)  
Track the history of BRC requests for your employees
- ▶ [View Employee Listing](#)  
View the BRC history of your employees

**Forms and Reports**

- ▶ [Print BRC Consent Form](#)  
View/Print the applicant's consent form to do a BRC
- ▶ [Generate BRC Request History Report](#)  
View/Print reports of the BRC request history

**User Administration**

- ▶ [Manage Your User Account](#)  
Change the settings for your BRC Manager user account
- ▶ [Request Access as a Reviewer](#) ← **Red Arrow**  
Request approval to serve as a reviewer for your licensee
- ▶ [View Your Licensee's Reviewers](#)  
View a list of the reviewers for your licensee
- ▶ [Manage Your Licensee's Users](#)  
View and manage the user accounts for your licensee

Scroll down on the Request Reviewer Privileges page and fill in the Date of Birth and the SSN (or the last four digits). Click on **Submit Reviewer Request**. You will be all set to Review the BRC Requests.

**Home**    **BRC Request**    **BRC Results & Report**    **Employment Decision**    **User Administration**    **Logout**

**Request Reviewer Privileges**

**Important information regarding your authorization to process BRC requests:**

Your 'Reviewer with Authority' privileges started on **02/26/2008** and will expire on **02/26/2011**. You must renew your reviewer status three months prior to the expiration date. To renew your status print and complete the reviewer BRC application form below and submit it to your EEC regional office.

[Download BRC Reviewer form](#)

Furthermore, in addition to the requirement that your reviewer status is renewed at least every three years; the authorized BRC Licensee for your agency must renew his or her licensee/reviewer status at least every three years. To renew their status they must complete the licensee-applicant BRC form.

[Download the Licensee-Applicant BRC form](#)

Please note: a licensee is the person responsible for the administration of the program or facility and who is duly authorized agent of the EEC licensed agency. For example, the Executive Director, CEO, owner, etc. (These examples are not all inclusive).

For a list of current BRC licensee/reviewers and BRC reviewers and their authorization expiration dates, please go to [Licensee Reviewer List](#).

**Important:** Once you receive the BRC (CORI & DCF) approval results in the mail you must update your online account by completing the fields below and clicking the "submit reviewer request" button.

**Licensed Umbrella Agency Name:** Castle Square Tenants Organization,Inc

Please note that \* indicate all required fields.

**Reviewer's Name:** Matthew Lane

**\*Date of Birth:**

**\*SSN:**  Enter Full 9 digits OR Last 4 digits

**NOTE:** The Reviewer's Name must match with the name on the EEC Single Sign In Profile. To double check, click on Edit Profile on the Access Your EEC Applications screen.

**Access Your EEC Applications**  
Click the link below to access your EEC applications. You can manage your account by using the functions at the bottom of this page.

- [Professional Qualifications Registry](#)
- [Professional Certification \(TQ\)](#)
- [Background Record Check \(BRC\) Manager](#)

[Add/Remove Applications](#) [Edit Profile](#) [Change Password](#)

**Update Your Profile**  
Update your information below and click 'Submit' to save your changes. Please note that all fields marked with \* are required.

**Security Information**

Security Phrase \*

Security Question \*

Security Answer \*

Day of Birth \*  Ex: If your date of birth is June 30, 1980 enter 30

**Contact information**

First Name \*

Last Name \*

Gender \*