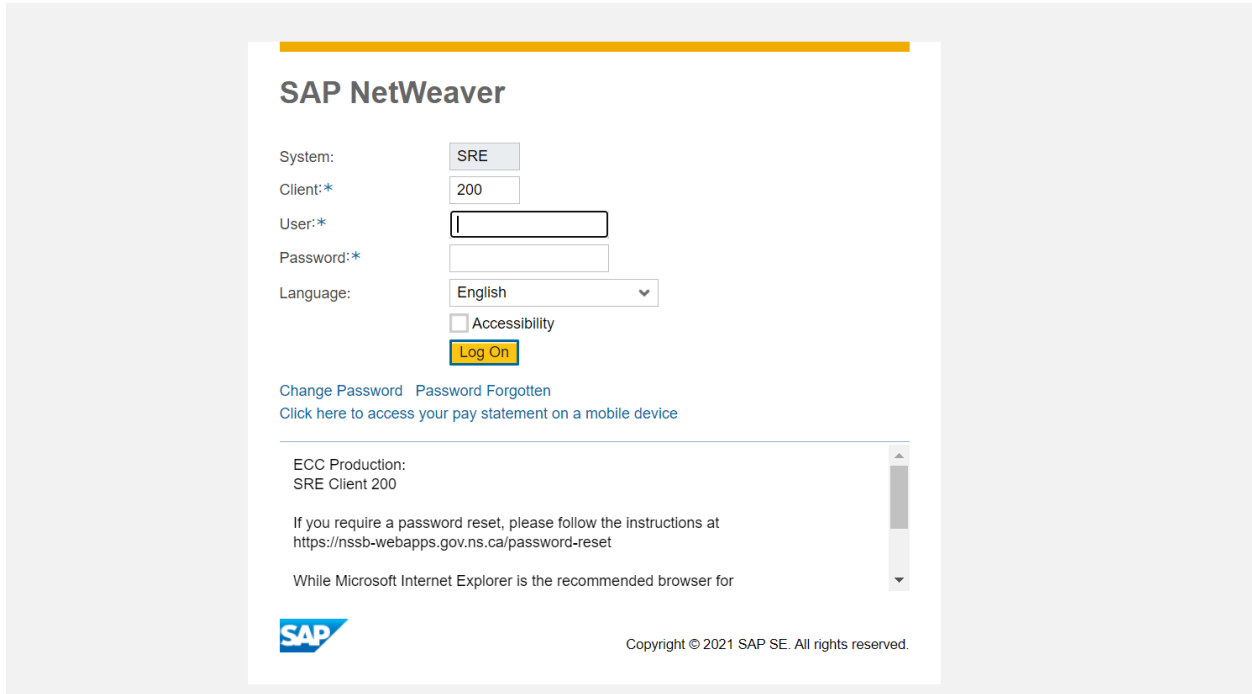


Declaration Instructions – Conviction(s) to Declare

To complete your declaration when you have a conviction(s) to declare, please follow the steps below.

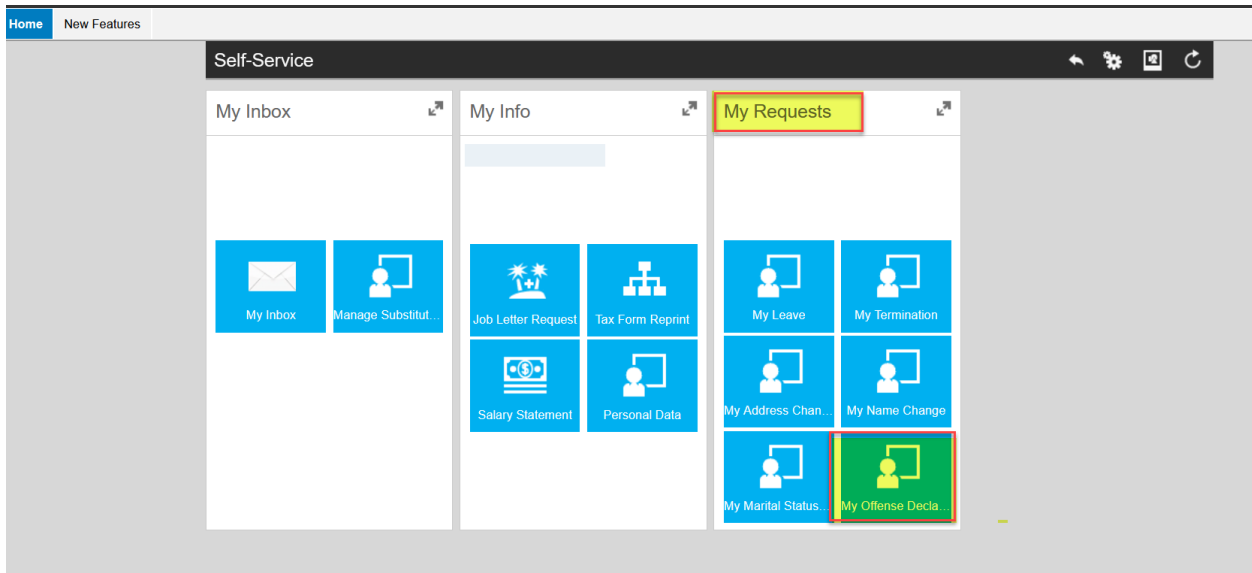
Step 1: Log into the ESS Portal (where you check your pay statements)

<https://nssb-webapps.gov.ns.ca/nwbc>




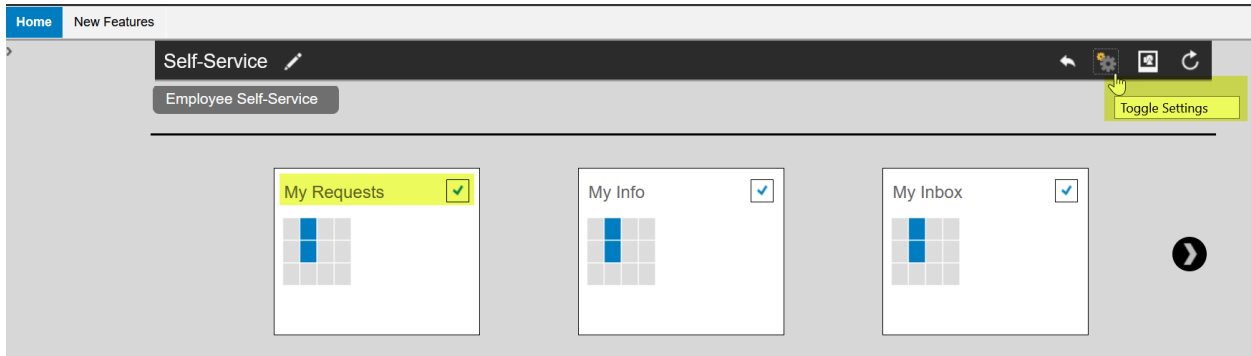
The screenshot shows the SAP NetWeaver login interface. At the top, it says "SAP NetWeaver". Below that, there are input fields for "System:" (SRE), "Client:*" (200), "User:*" (empty), and "Password:*" (empty). There is also a "Language:" dropdown menu set to "English" and an "Accessibility" checkbox. A "Log On" button is highlighted in yellow. Below the login fields, there are links for "Change Password" and "Password Forgotten", and a link to "Click here to access your pay statement on a mobile device". At the bottom, there is a scrollable area containing "ECC Production: SRE Client 200", a password reset instruction with a URL, and a note about the recommended browser. The SAP logo and copyright information are at the very bottom.

Step 2: On the “My Requests” tab you must select “My Offense Declaration”.

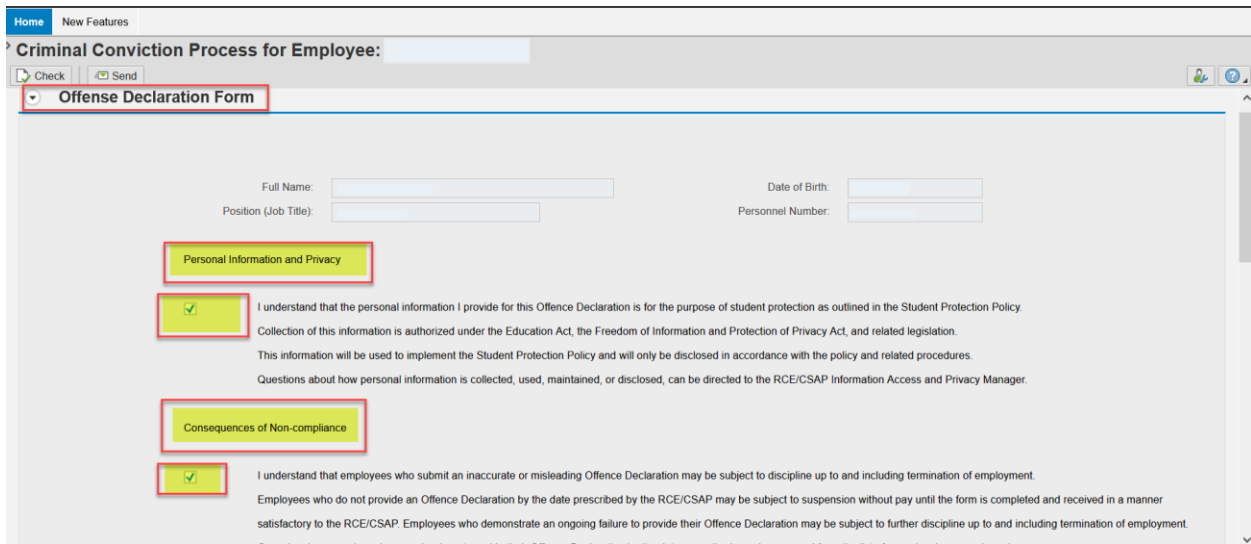


The screenshot shows the SAP Self-Service portal. At the top, there are tabs for "Home" and "New Features". Below that, there is a "Self-Service" header with navigation icons. The main content area is divided into three columns: "My Inbox", "My Info", and "My Requests". The "My Requests" tab is highlighted with a red box. Under "My Requests", there are several blue buttons: "My Leave", "My Termination", "My Address Chan...", "My Name Change", "My Marital Status", and "My Offense Decla...". The "My Offense Decla..." button is highlighted with a green box and a red border.

If you don't see the "My Requests" tab, click on the  (Toggle Settings) icon and click on the box for the my "My Requests" tab.



Step 3: The "Offence Declaration Form" will be displayed. You must click on the boxes to confirm you accept the mandatory "Personal Information and Privacy" & "Consequences of Non-compliance" Statements.



Step 4: To declare your conviction information click on the **'Conviction'** button. You must fill all the fields (Conviction Date, Court Location, Conviction & Section of Criminal Code) in the **"Offence Declaration Form"**.

If you have more than three (3) convictions to declare, you must include the information in the **"Additional comments"** section.

Criminal Conviction Process for Employee:

Check Send

I DECLARE that: (check one)

No Conviction
I have no convictions under the Criminal Code of Canada or the Controlled Substances Act, up to and including the date of this declaration, for which a record suspension has not been granted.

Conviction
I have been convicted of the following offences under the Criminal Code of Canada or the Controlled Substances Act for which a record suspension has not been granted.

List of Offences (Use additional comments section if necessary)

1. Conviction Date: 09.01.2021
Court Location: Halifax
Conviction: Criminal conviction
Section of Criminal Code:

Additional Comments:
Test conviction

Step 5: You must select the mandatory check box at the bottom of the **"Offence Declaration Form"** (I acknowledge the data entered on this offense declaration form is accurate and true). Click on **"Check"** (if you have missed any fields, you will be prompted to complete it).

Home New Features

Criminal Conviction Process for Employee:

Check Send

Review Without Errors

Conviction: OVER SPEED
Section of Criminal Code:

2. Conviction Date:
Court Location:
Conviction:
Section of Criminal Code:

3. Conviction Date:
Court Location:
Conviction:
Section of Criminal Code:

Additional Comments:
TEST CONVICTION

I acknowledge the data entered on this offense declaration form is accurate and true.

Step 6: Click on “Send” to submit the “Offence Declaration Form”.

Home New Features

Criminal Conviction Process for Employee:

Check Send

Review Without Errors

Conviction: OVER SPEED Section of Criminal Code:

2. Conviction Date: Court Location: Conviction: Section of Criminal Code:

3. Conviction Date: Court Location: Conviction: Section of Criminal Code:

Additional Comments:
TEST CONVICTION

I acknowledge the data entered on this offense declaration form is accurate and true.

Step 7: You will receive a reference number to confirm your declaration has been submitted.

Home New Features

Step Completed

Data sent (process reference number: 00000003509)