Frequently Asked Questions - Using eBulkPlus

Is there a fee to be setup on Capita?

There is no fee to be set up on the system.

How do I pay?

We will invoice you at the beginning of each month.

What is an applicant manager?

An applicant manager can view all applications created under the organisation they have been created under. They can stipulate what ID has been seen in relation to an applicant and complete Section Y details. After an applicant's ID has been verified and Section Y completed an applicant manager has the authority to approve an application for countersigning.

What's an ID verifier?

An ID Checker can view all applications created under the organisation they have been created under. The ID Checker can stipulate what ID has been seen in relation to an applicant. The ID Checker will then need to advise an Applicant Manager within their organisation to complete the Section Y details and approve the application for countersigning.

Why haven't I received my login emails?
Please wait 24/48 hours from when you send the forms back to us. If it's been over this please call us on 01635 519033 or email recruitment@westberks.gov.uk

I've lost my login details

Please email recruitment@westberks.gov.uk and request your login details to be resent to you.

I've lost the link to the eBULK system

Please use this link to access the eBULK system
https://disclosure.capitarvs.co.uk/cheqs/