Candidates - How To Pay Online and Submit Your DBS Application

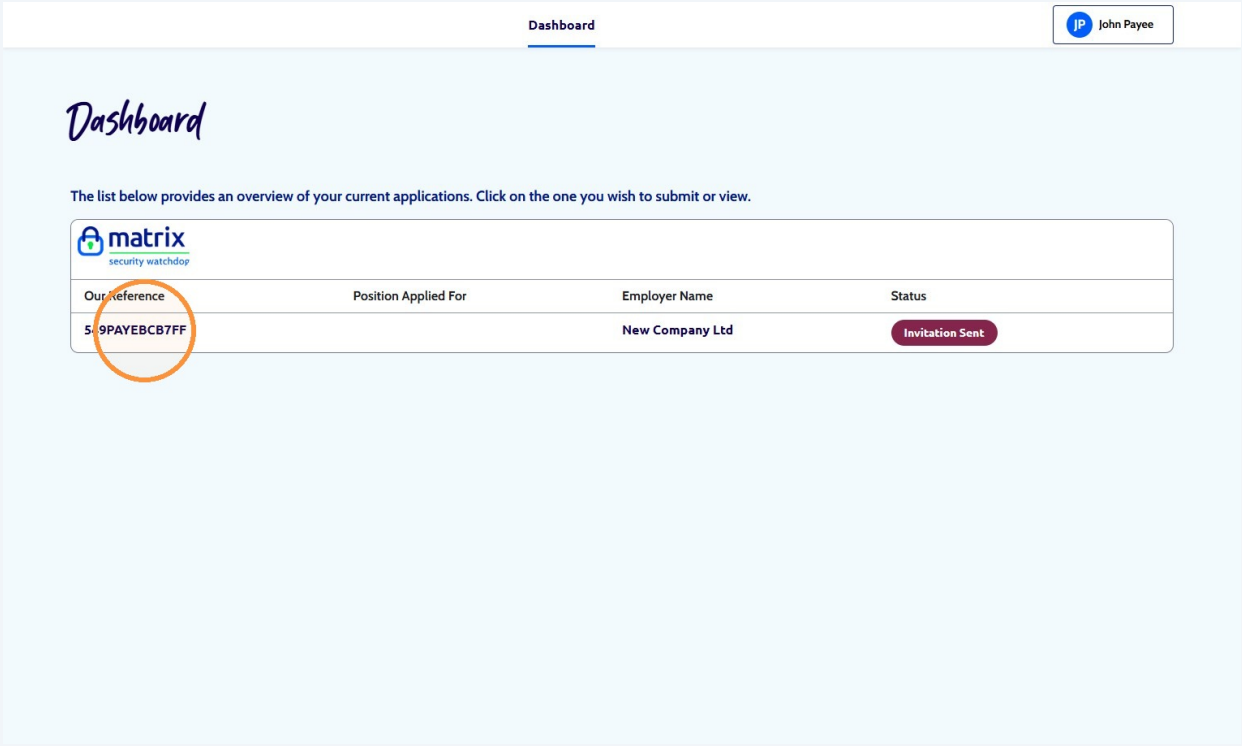
Follow this guide to successfully navigate the candidate screening dashboard and finalize your application. This walkthrough covers all necessary personal details, document acknowledgments, and payment steps to ensure your submission is complete.

1 You will receive an email from the platform informing you that you are required to submit a DBS application.

If this is the first time using our platform, you will be required to create a password for your user account before you can proceed.

Click the 'Start Your Application' link in the email to get started

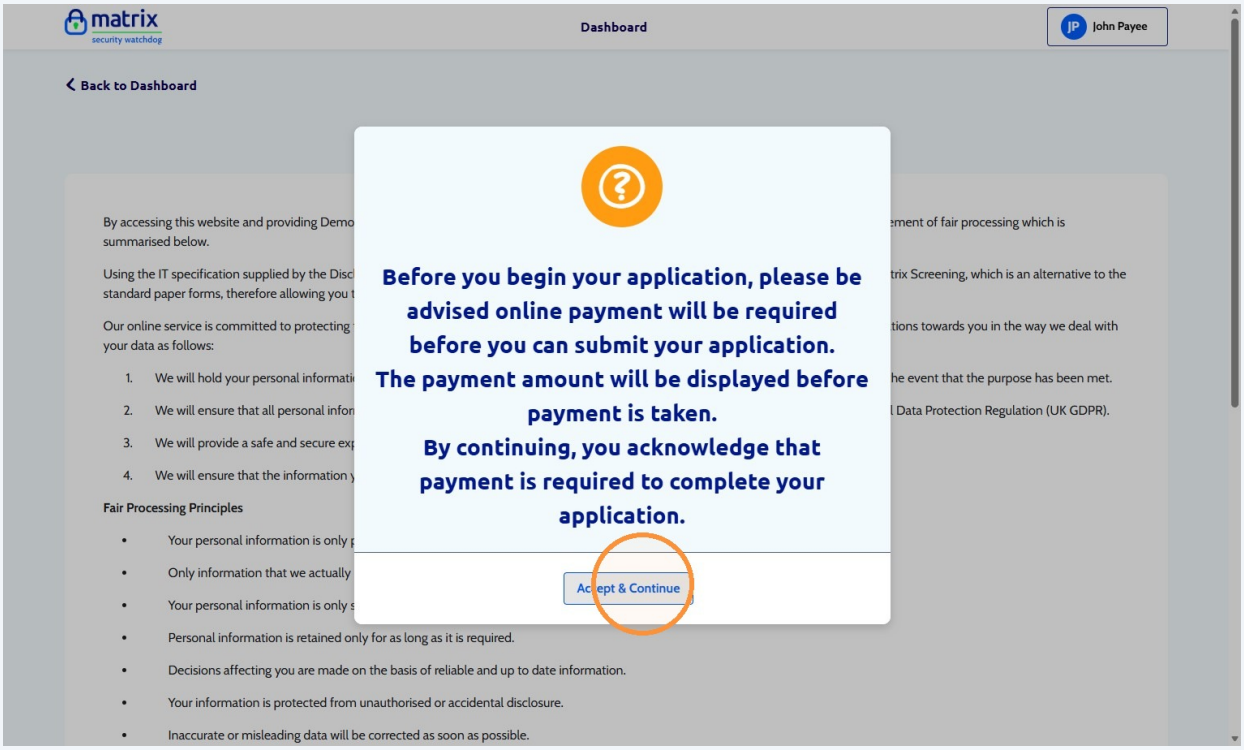
2 You can click anywhere in the application line on the dashboard to open and start your application



Application Consent

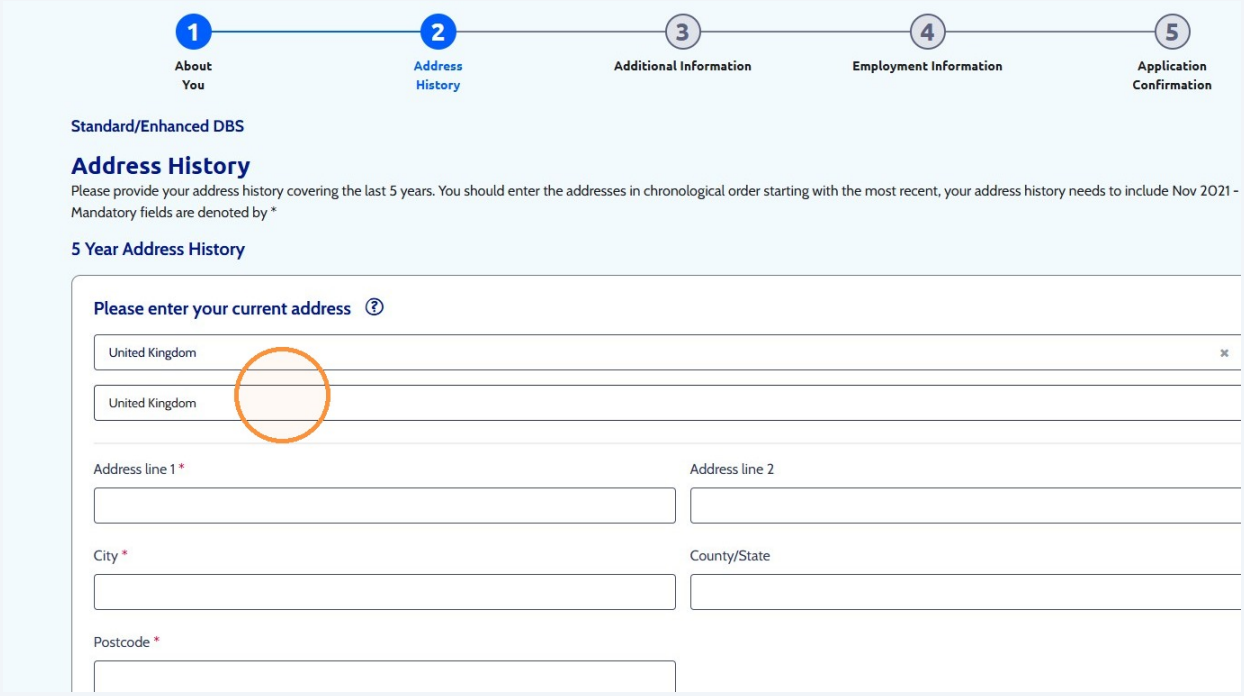
3 You will be advised at the beginning of the process that you are required to pay online as part of submitting this application

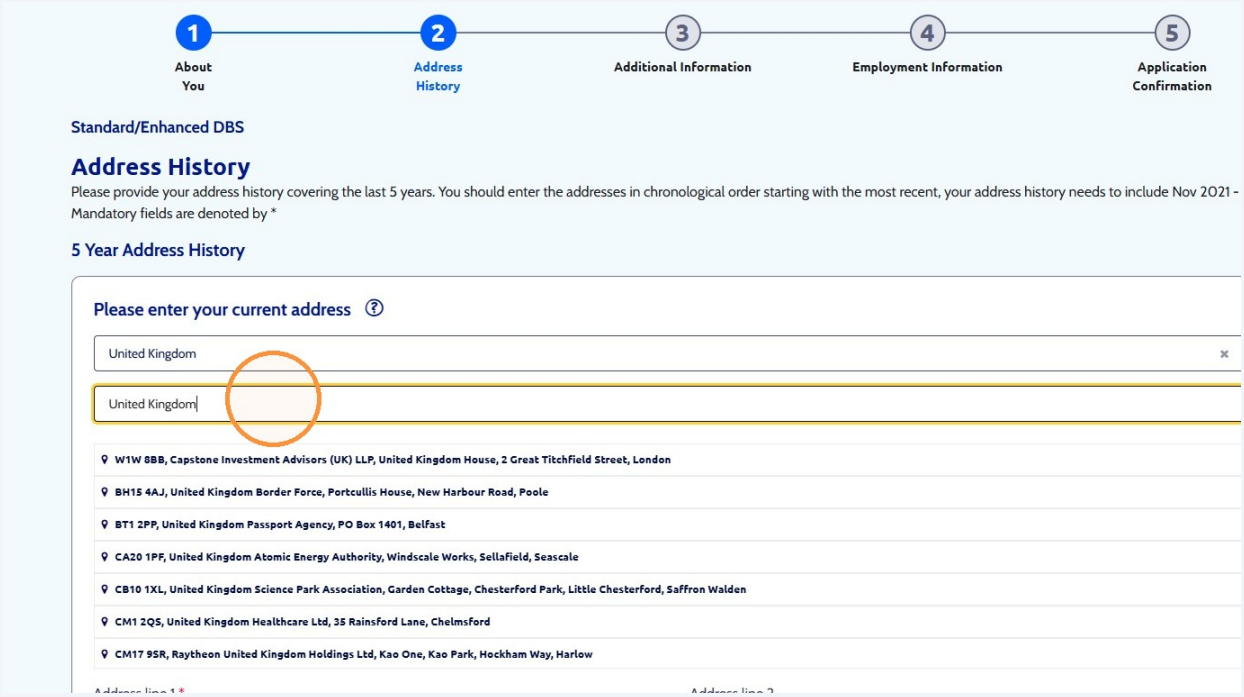
Click **Accept & Continue** to acknowledge this and continue

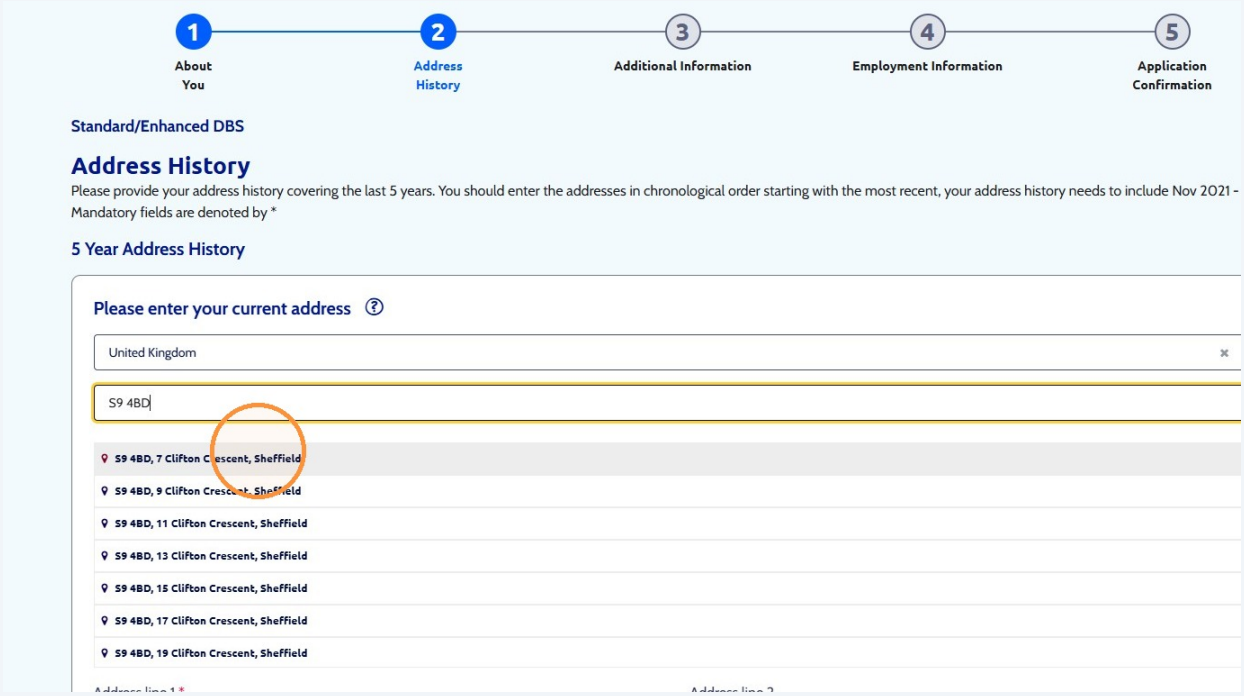


Personal Details

4 Search for and select the current address using the address lookup.


1
About You
2
Address History
3
Additional Information
4
Employment Information
5
Application Confirmation
Standard/Enhanced DBS
Address History
Please provide your address history covering the last 5 years. You should enter the addresses in chronological order starting with the most recent, your address history needs to include Nov 2021 -
Mandatory fields are denoted by *
5 Year Address History
Please enter your current address
United Kingdom
United Kingdom
Address line 1 *
Address line 2
City *
County/State
Postcode *

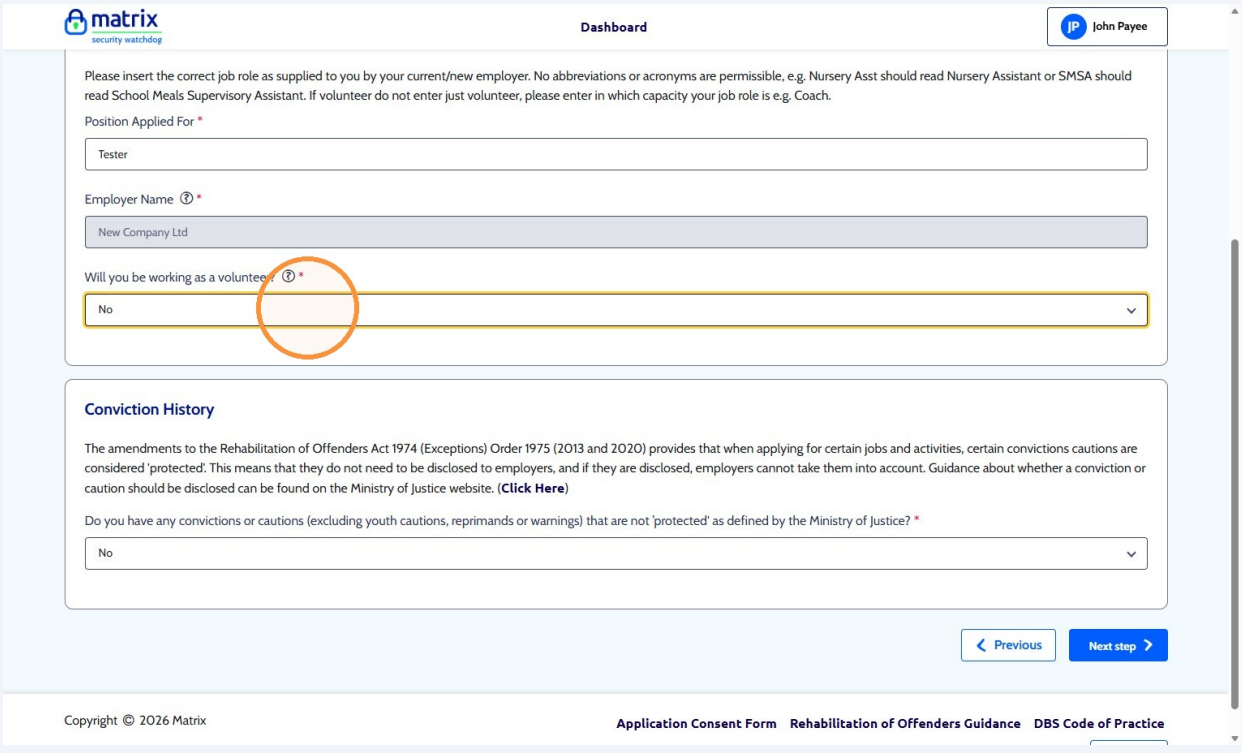

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About You
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Please provide your address history covering the last 5 years. You should enter the addresses in chronological order starting with the most recent, your address history needs to include Nov 2021 -
Mandatory fields are denoted by *
5 Year Address History
Please enter your current address
United Kingdom
United Kingdom
W1W 8BB, Capstone Investment Advisors (UK) LLP, United Kingdom House, 2 Great Titchfield Street, London
BH15 4AJ, United Kingdom Border Force, Portcullis House, New Harbour Road, Poole
BT1 2PP, United Kingdom Passport Agency, PO Box 1401, Belfast
CA20 1PF, United Kingdom Atomic Energy Authority, Windscale Works, Sellafield, Seascale
CB10 1XL, United Kingdom Science Park Association, Garden Cottage, Chesterford Park, Little Chesterford, Saffron Walden
CM1 2QS, United Kingdom Healthcare Ltd, 35 Rainsford Lane, Chelmsford
CM17 9SR, Raytheon United Kingdom Holdings Ltd, Kao One, Kao Park, Hockham Way, Harlow



Additional Information

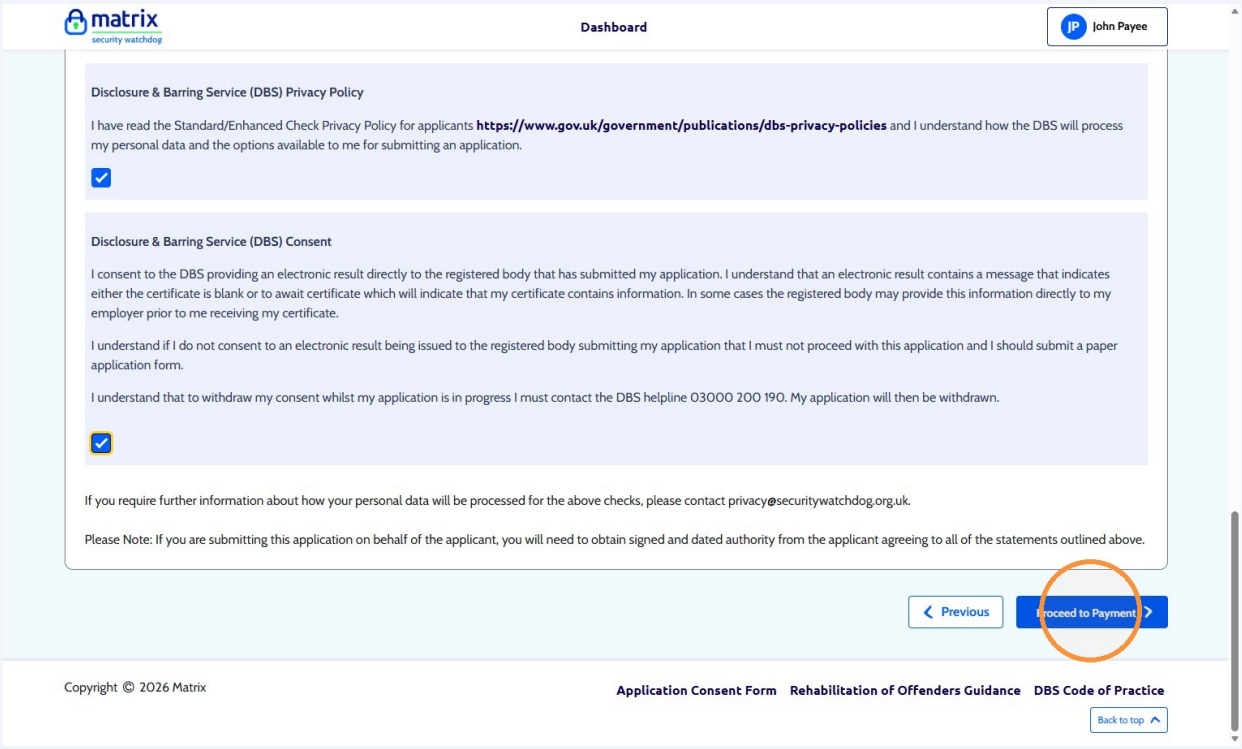
5 If you are submitting a Standard or Enhanced DBS application, you will be required to confirm if you are a volunteer or not as part of the application.

Depending on how your Organisation is configured, this may already be prepopulated for you and cannot be amended

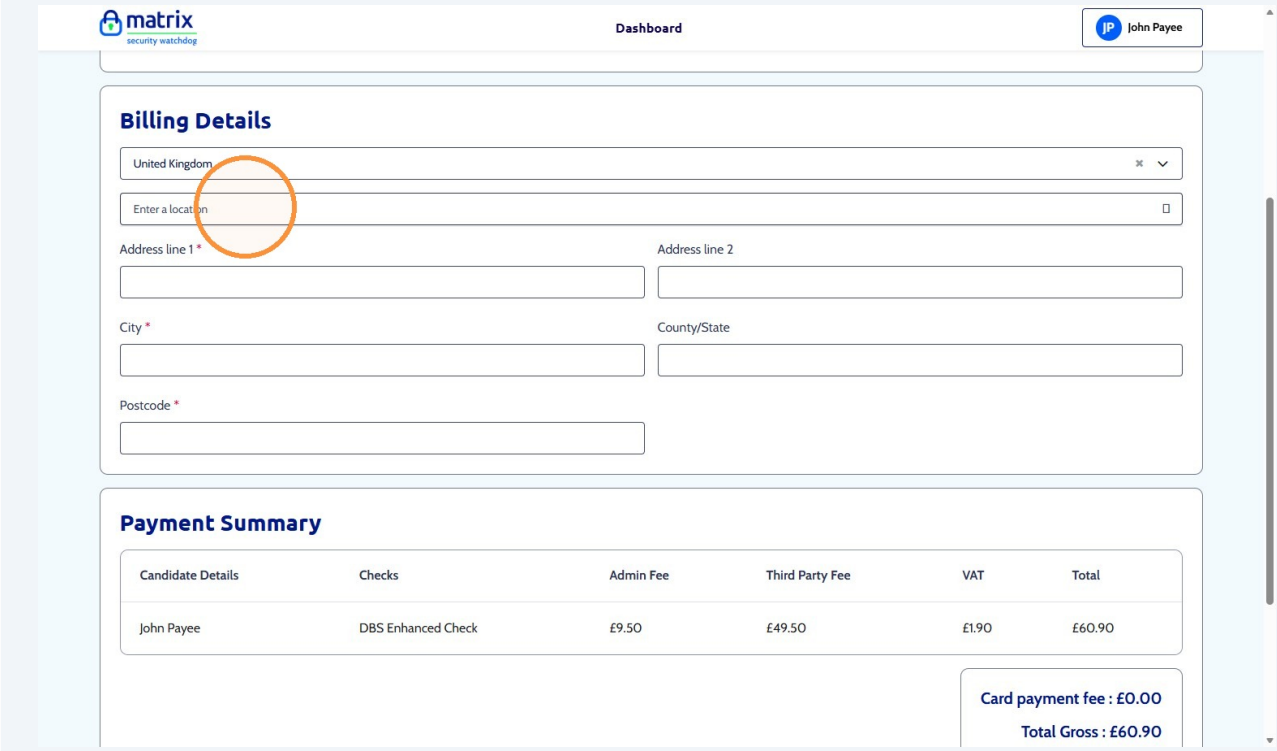


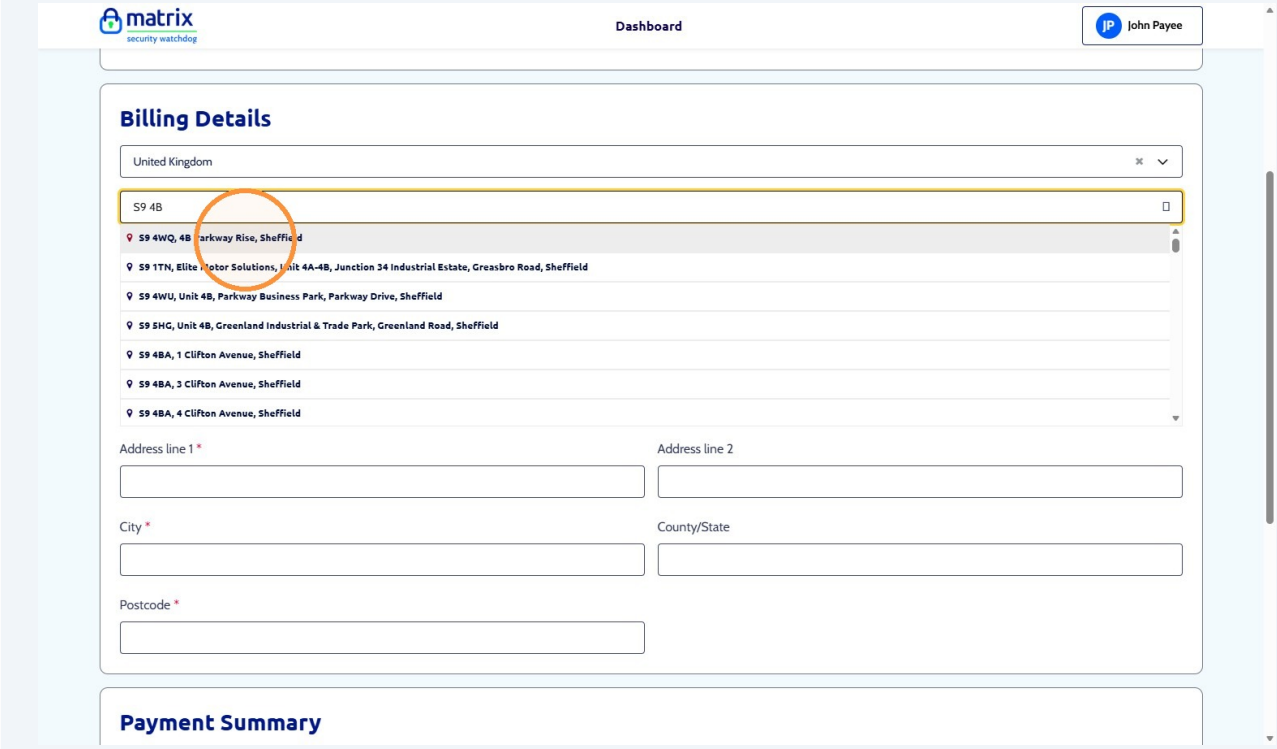
Consent and Payment

6 Once you have submitted all your personal details and given consent, please click **Proceed to Payment**

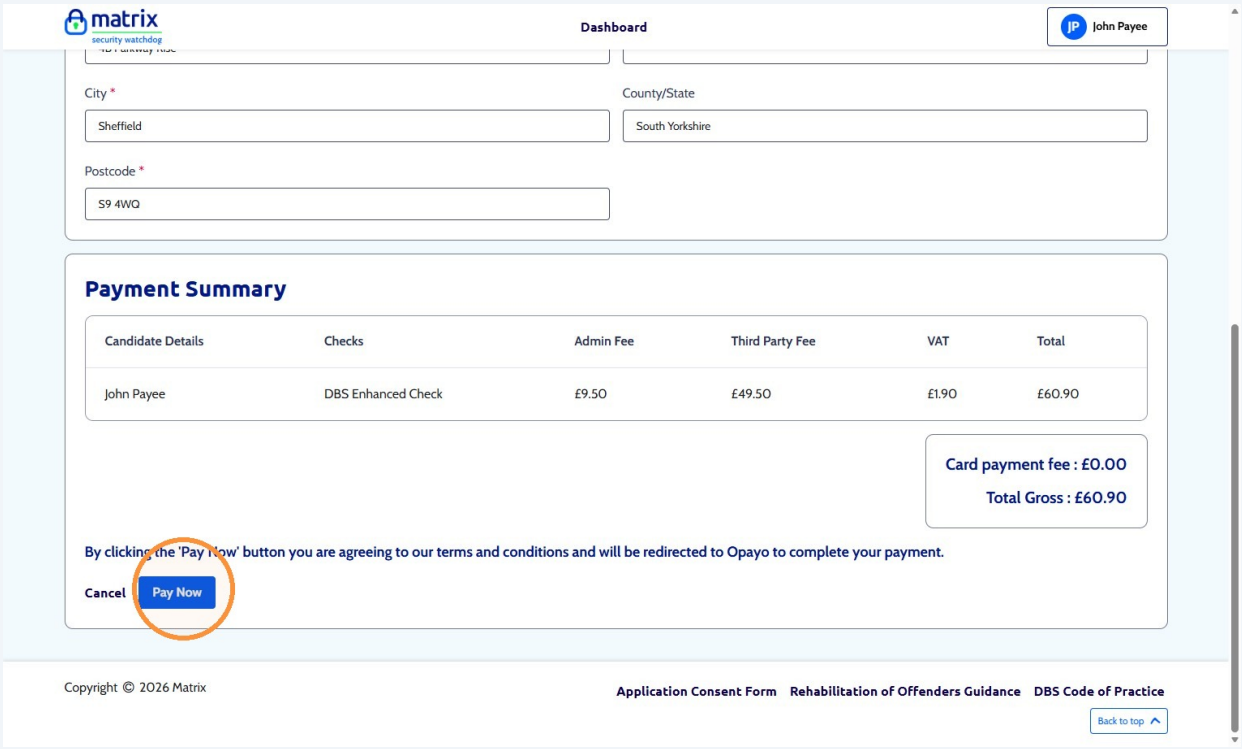


7 Enter the billing details associated to the card you will be paying with


matrix
security watchdog
Dashboard
JP John Payee
Billing Details
United Kingdom
Enter a location
Address line 1 *
Address line 2
City *
County/State
Postcode *
Payment Summary
Candidate Details
Checks
Admin Fee
Third Party Fee
VAT
Total
John Payee
DBS Enhanced Check
£9.50
£49.50
£1.90
£60.90
Card payment fee : £0.00
Total Gross : £60.90

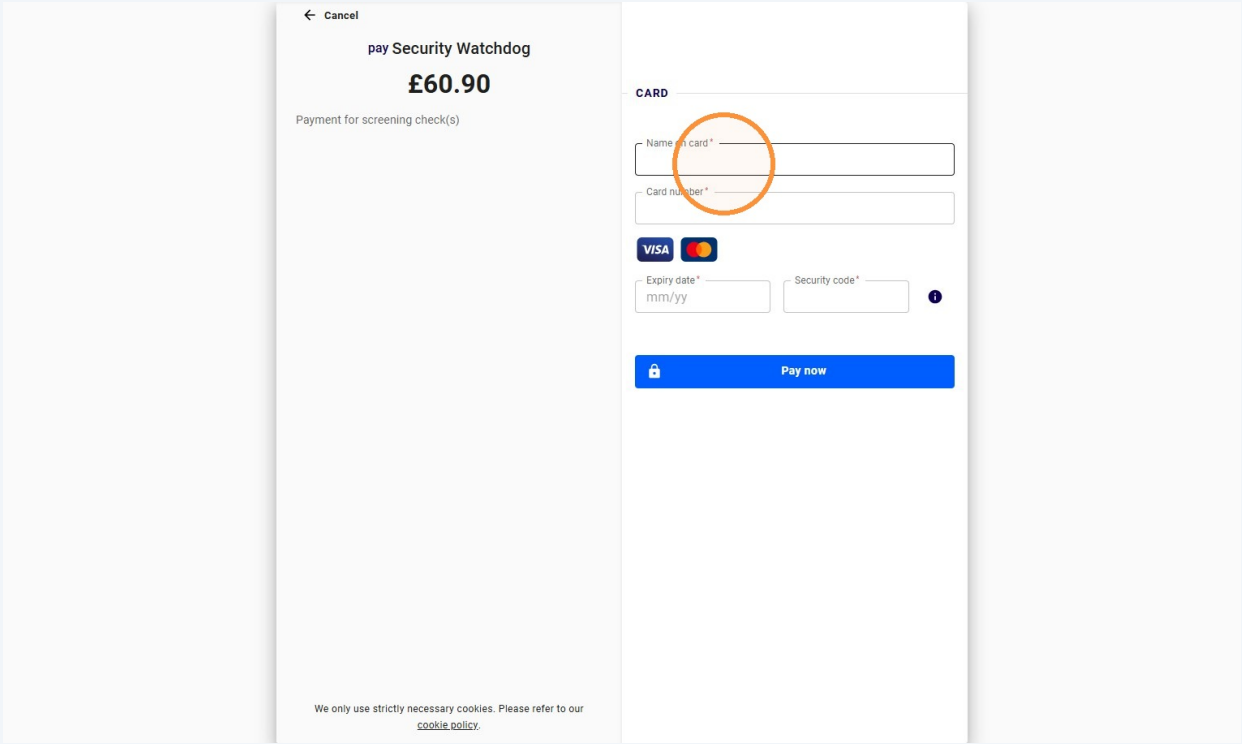

matrix
security watchdog
Dashboard
JP John Payee
Billing Details
United Kingdom
S9 4B
S9 4WQ, 4B Parkway Rise, Sheffield
S9 1TN, Elite Motor Solutions, Unit 4A-4B, Junction 34 Industrial Estate, Greasbro Road, Sheffield
S9 4WU, Unit 4B, Parkway Business Park, Parkway Drive, Sheffield
S9 5HG, Unit 4B, Greenland Industrial & Trade Park, Greenland Road, Sheffield
S9 4BA, 1 Clifton Avenue, Sheffield
S9 4BA, 3 Clifton Avenue, Sheffield
S9 4BA, 4 Clifton Avenue, Sheffield
Address line 1 *
Address line 2
City *
County/State
Postcode *
Payment Summary

8 Click **Pay Now**

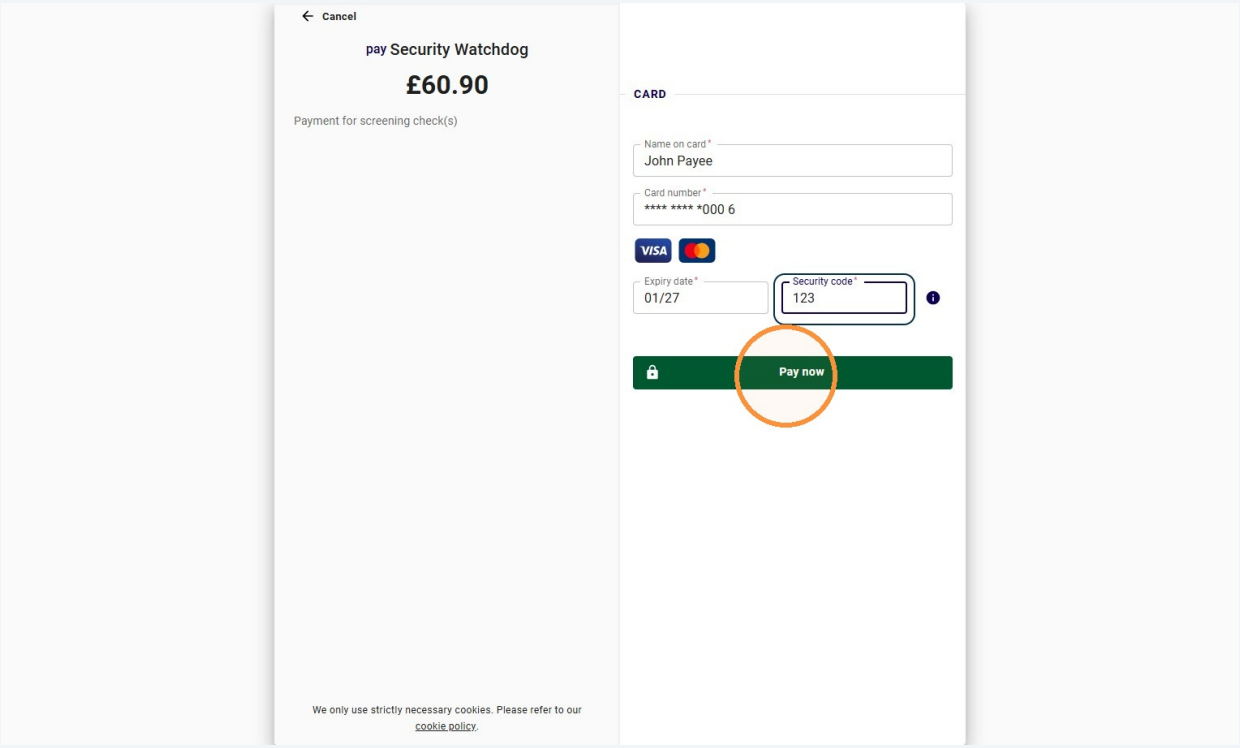


9 You will now be redirected to our online payment provider to make a payment.

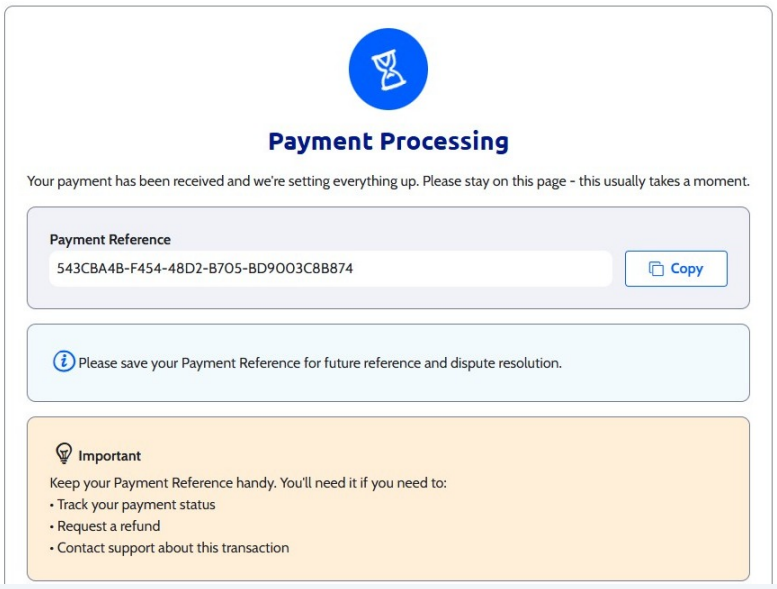
Enter your name and card details



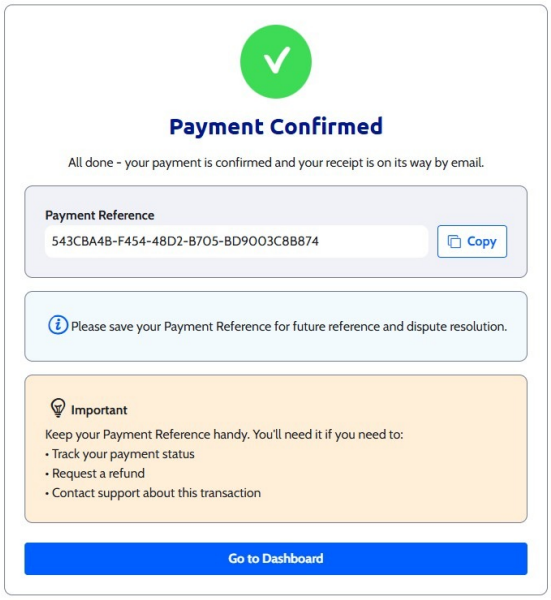
10 Click **Pay now**



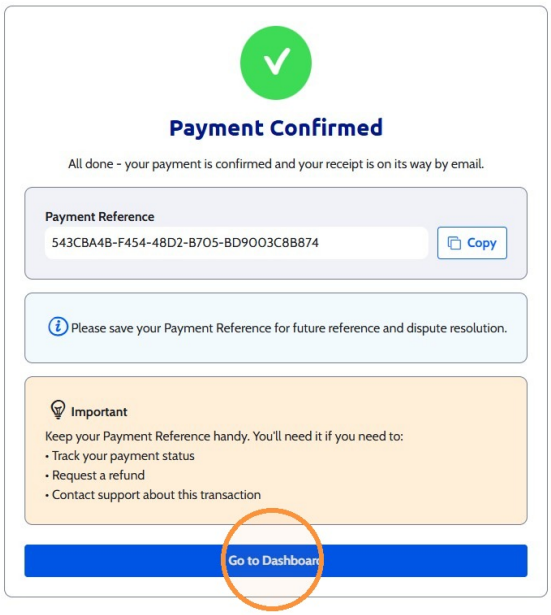
11 You will now be redirected back to Matrix Screening whilst your payment is being processed



12 Once your payment has been processed, you will receive a 'Payment Confirmed' message

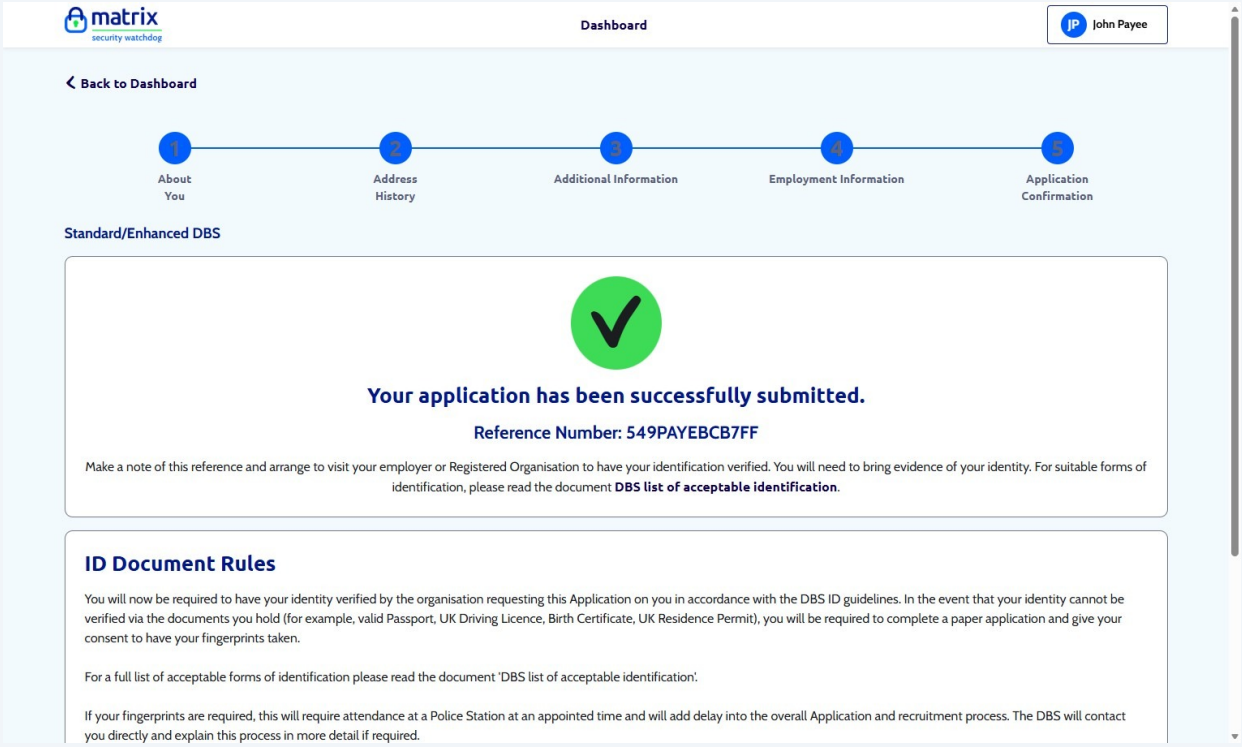


13 Click **Go to Dashboard**



14 A thank you message will be displayed providing you with your unique reference number.

You will also receive an automated email with instructions on what you need to do next in the DBS process



15 A full guide to logging in and submitting your DBS application can be found here if required