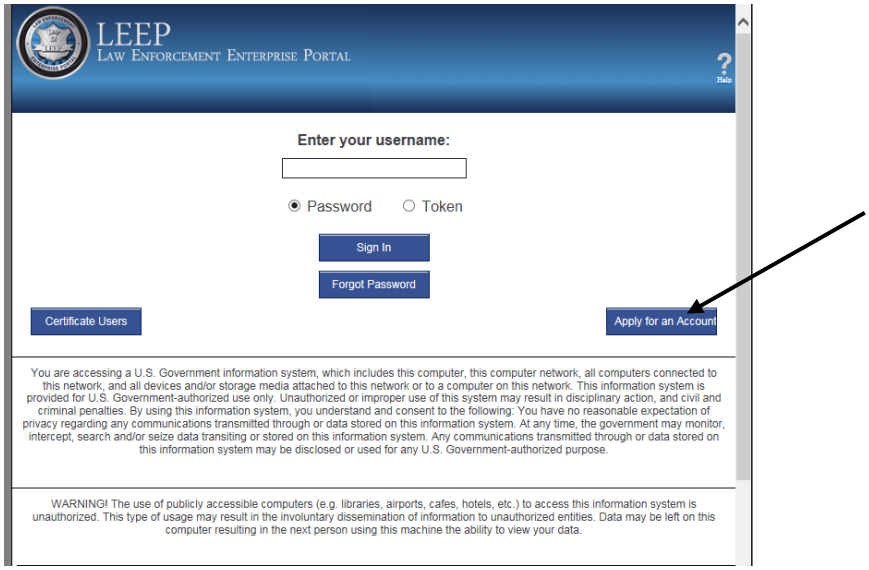
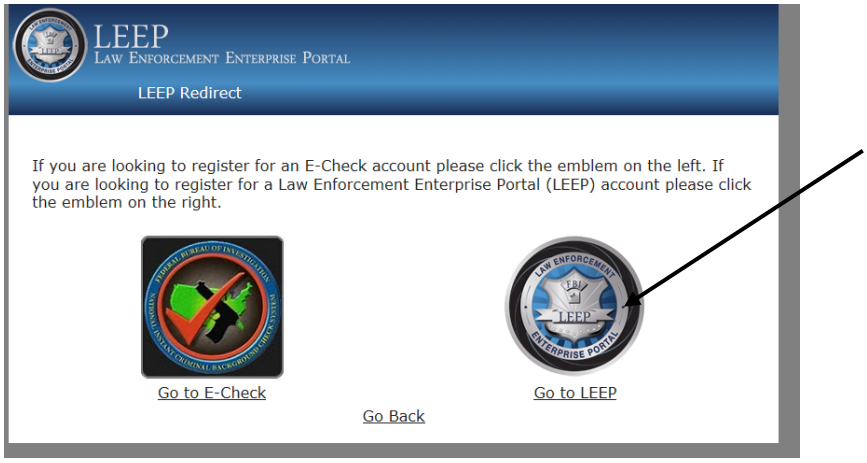
Law Enforcement Enterprise Portal

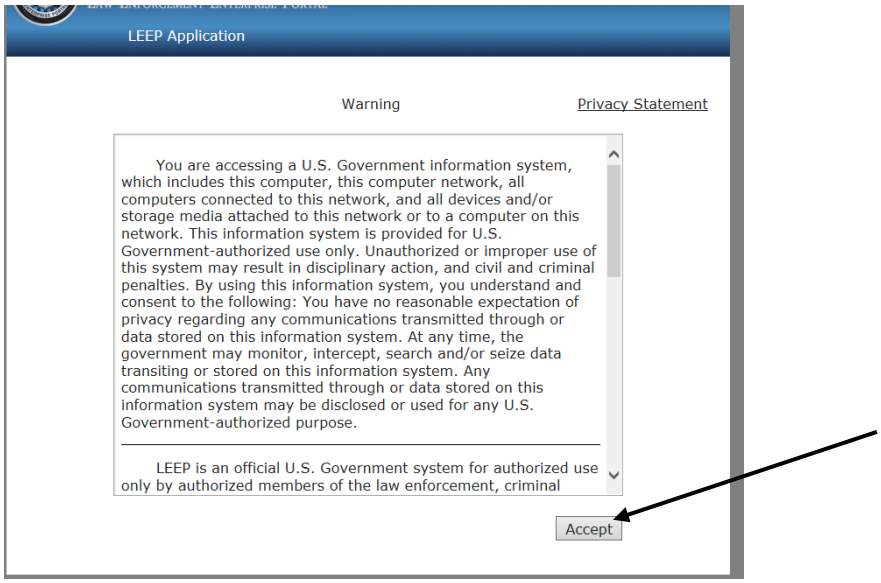
1: Go to www.cjis.gov and click on Apply for an Account button.



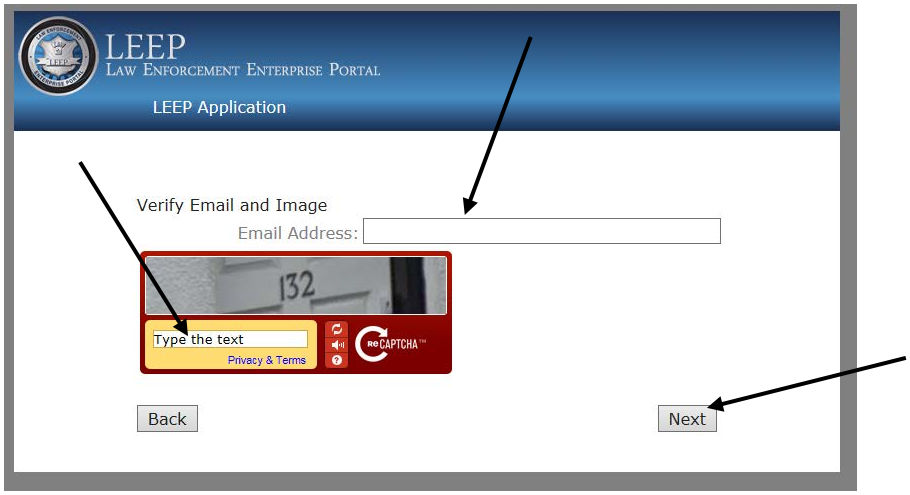
2: Click on the Icon above the Go to LEEP link on the right side.



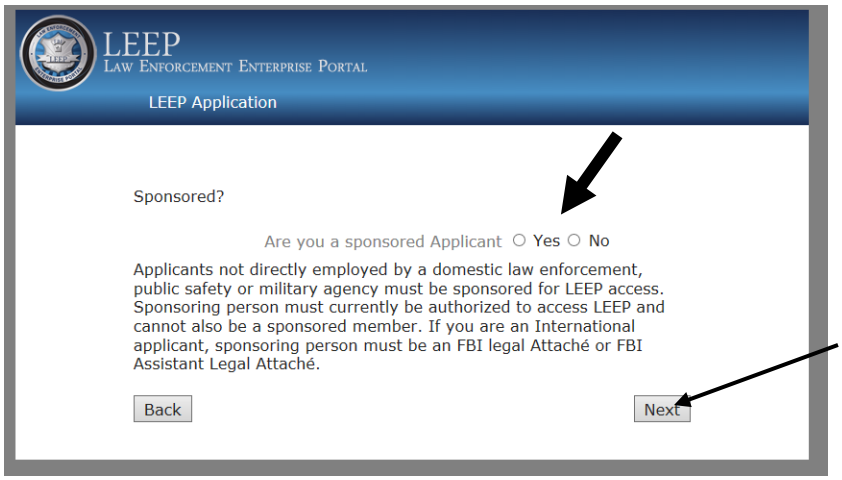
3: Read the warning statement and then click the Accept button.



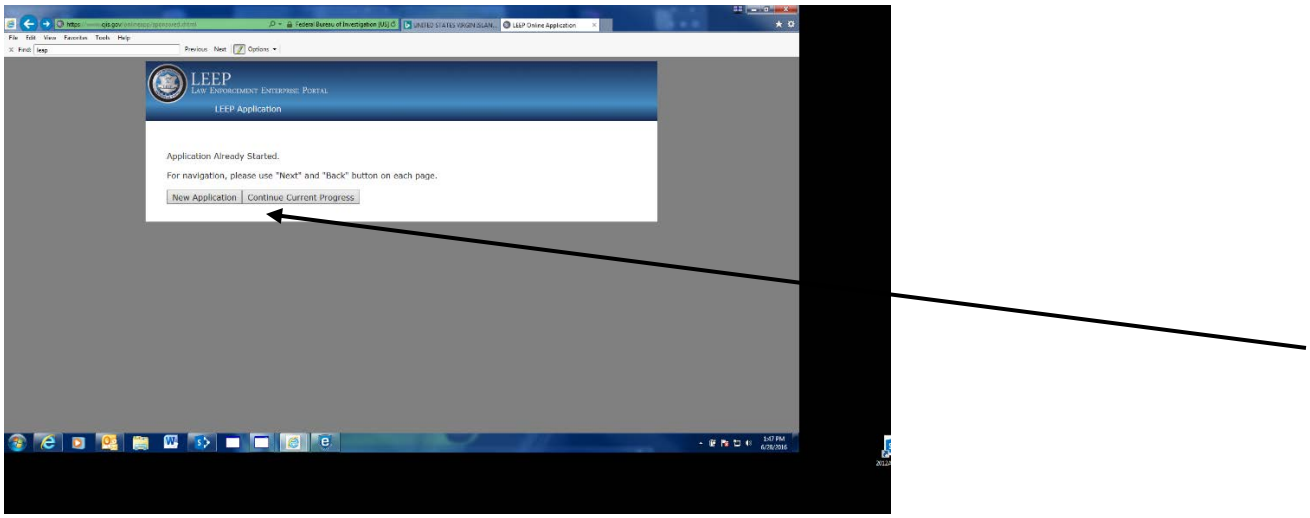
4: Verify your email address and image and then enter the displayed numbers and click the Next button.



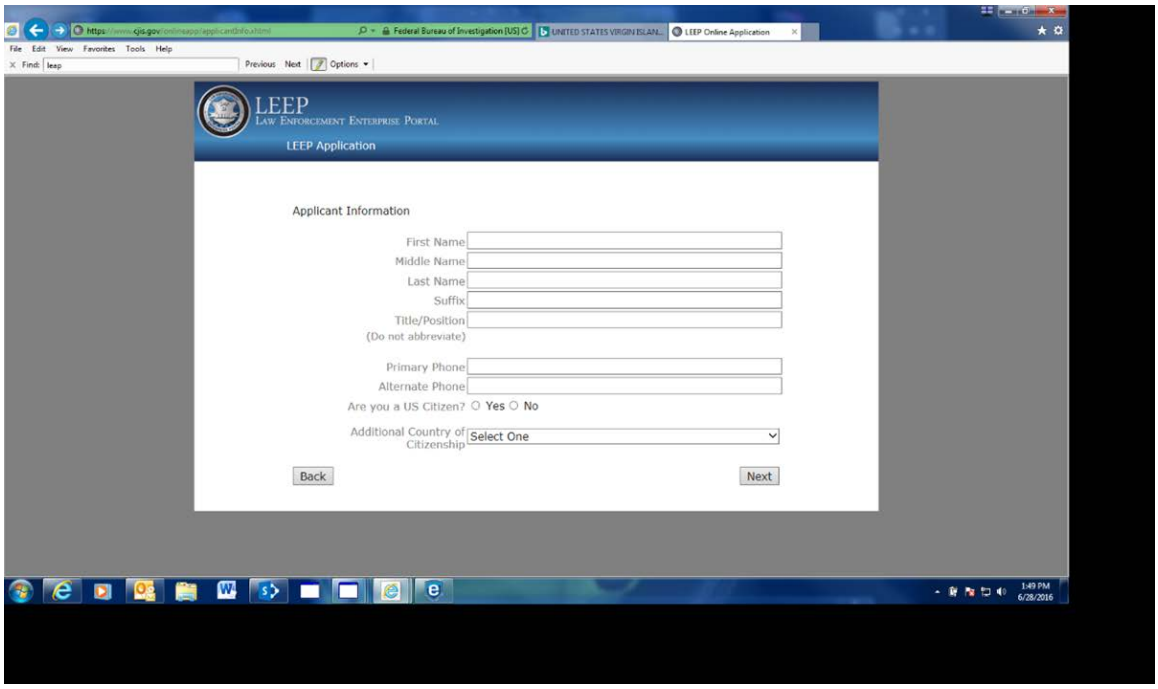
5: Please mark the appropriate button concerning "sponsored" applicants.



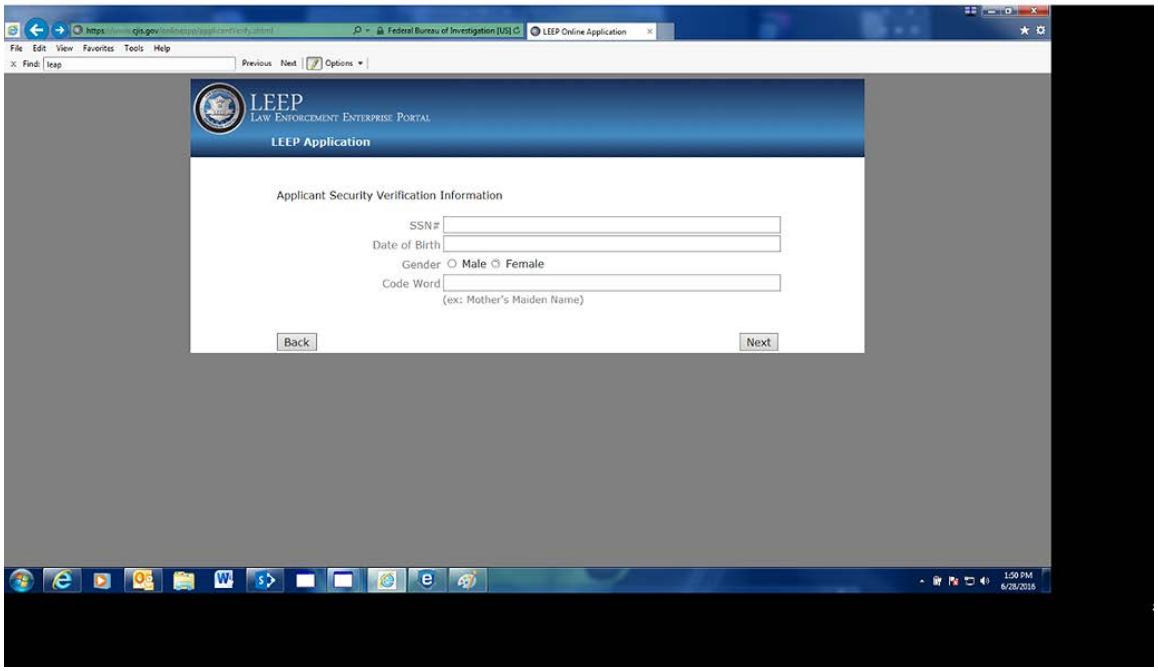
6: You will receive the following screen to continue the application process.



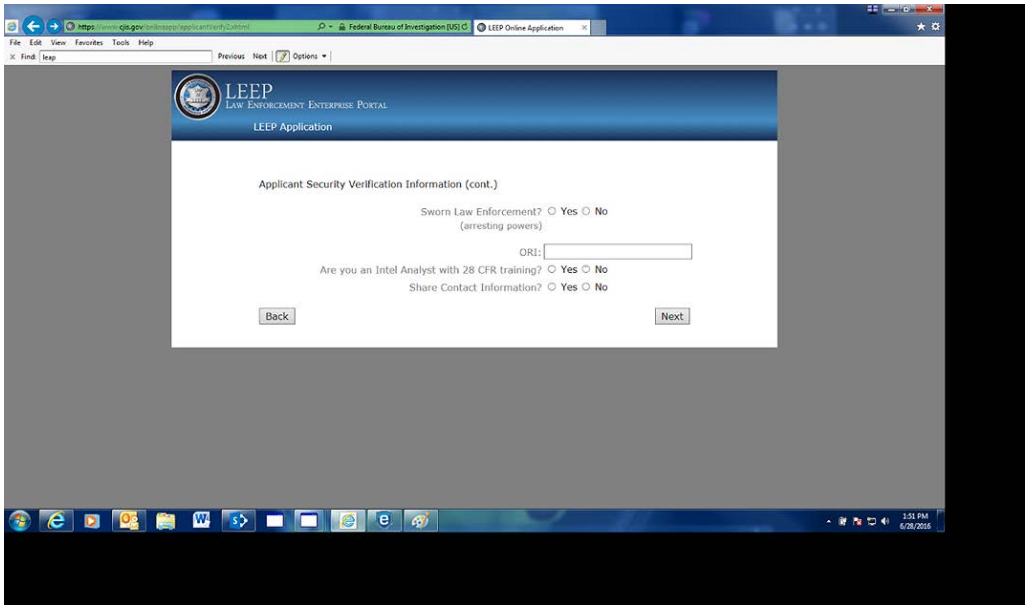
7: Complete the requested information on the next screen and click Next.



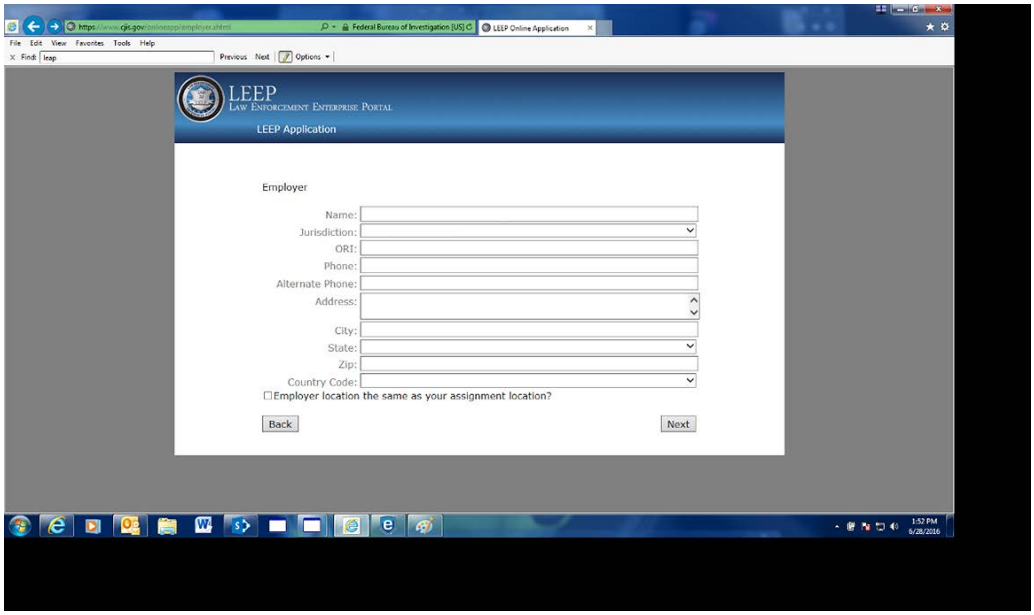
8: Complete the requested information on the next screen and click Next.



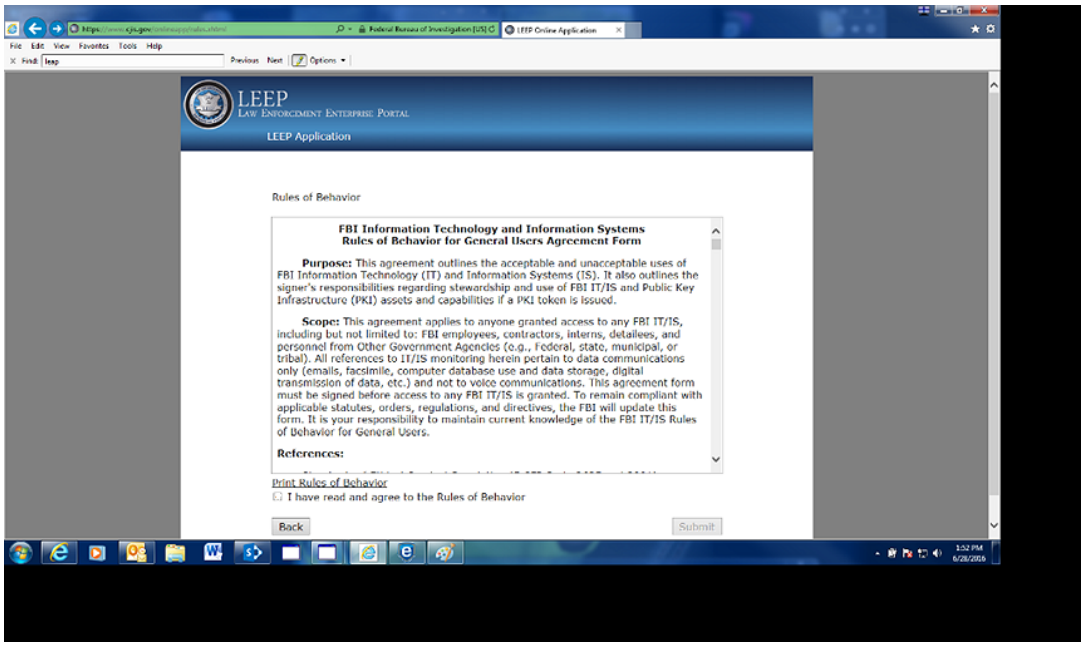
9: Enter the requested information on the next screen and click Next.



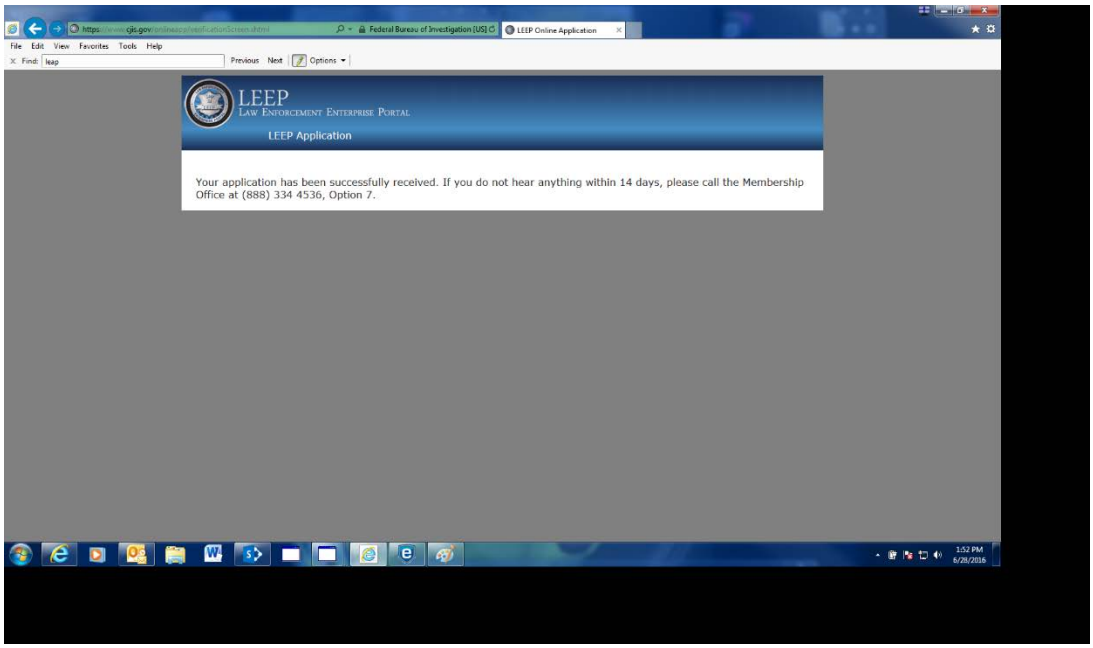
10: Enter your agency information and click Next.



11: Read and acknowledge the Rules of Behavior.



12.: You should receive a message that your application has been successfully received.



13: You will receive information from the FBI on activating your LEEP account.

14: Click on Print icon in the bottom right corner. Print your certificate and scan and send to Jackie.Vandercook@tn.gov or fax them to her attention to (615) 744-4555.