Visual Compliance Procedure
Use the following procedure when creating HRMS assignments to Affiliate Titles to ensure they are not restricted from travel to this country under your department’s sponsorship.

Step 1: Obtain User Account and Login

Register a User account at: https://www.visualcompliance.com/usr. Then, confirm your registration from email notice sent to you.

Now login to Visual Compliance website to perform a search.

Step 2: Login to "RPS" section

From top navigation, choose RPS
Step 3: Perform Various Searches

Perform various searches to ensure that your candidate is not restricted from travel. Run the check twice using examples below for various search, including using searches for person name as well as with/without company (institutional name). Always include country of nationality for traveller.

Search 1: traveller's name and country, using fuzzy level 2.
Search 2: (if available to you)traveller's name (exactly as listed on passport) and country, using exact level.
Search 3: Institution name and country, using fuzzy level 2.

Choose Secure Screen button to complete each search (and view results)

Use Search Same Keywords Again button (right) to return to this search window and modify your search criteria.
Step 4: Save Copies of Your Results (for permanent record)

To maintain good internal records and "due diligence" in ensuring that your visitors are not blocked from travelling to the U.S. and since your office is sponsoring their visits, we recommend that you keep records for the specific searches and date you performed the visual compliance check.

Use the convenient "email" feature at bottom of results page to send to yourself the results of your search.

Step 5: Add document notes to HRMS assignment document

Now that you've performed the search, please document that the Visual Compliance step is complete in the HRMS document:

1) check the appropriate box on HRMS assignment document in Remarks/Miscellaneous section
2) add a **Document Note** stating who and on what date the Compliance step was completed.
example: - Visual Compliance check was completed on MM/DD/YY by LAJDW.