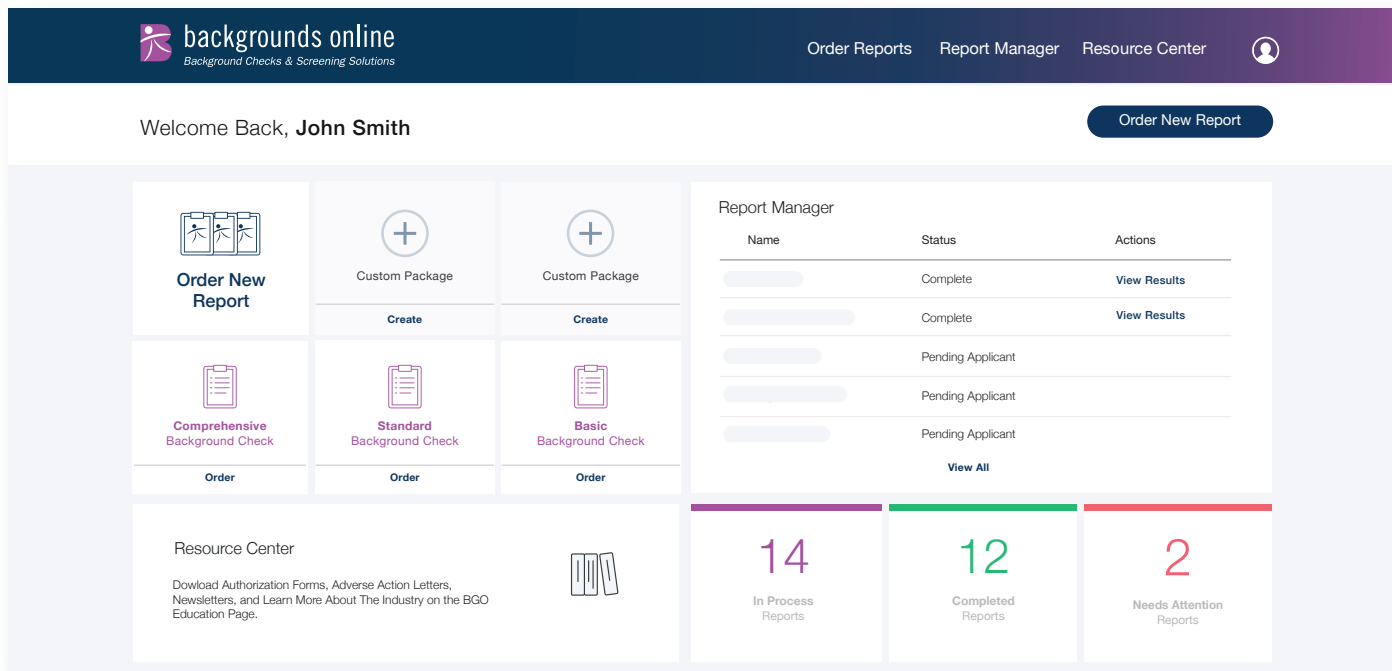



## Upcoming Enhancements To Your Account







Our team is working hard to create an even better experience for you while using our website. Here's a sneak peak at some changes we're launching the first week of February:



backgrounds online  
Background Checks & Screening Solutions

Order Reports Report Manager Resource Center 

Welcome Back, **John Smith** [Order New Report](#)


Order New Report	Custom Package	Custom Package
 <b>Order New Report</b>	 Custom Package <b>Create</b>	 Custom Package <b>Create</b>
 Comprehensive Background Check <b>Order</b>	 Standard Background Check <b>Order</b>	 Basic Background Check <b>Order</b>

Report Manager

Name	Status	Actions
██████████	Complete	<a href="#">View Results</a>
██████████	Complete	<a href="#">View Results</a>
██████████	Pending Applicant	
██████████	Pending Applicant	
██████████	Pending Applicant	

[View All](#)

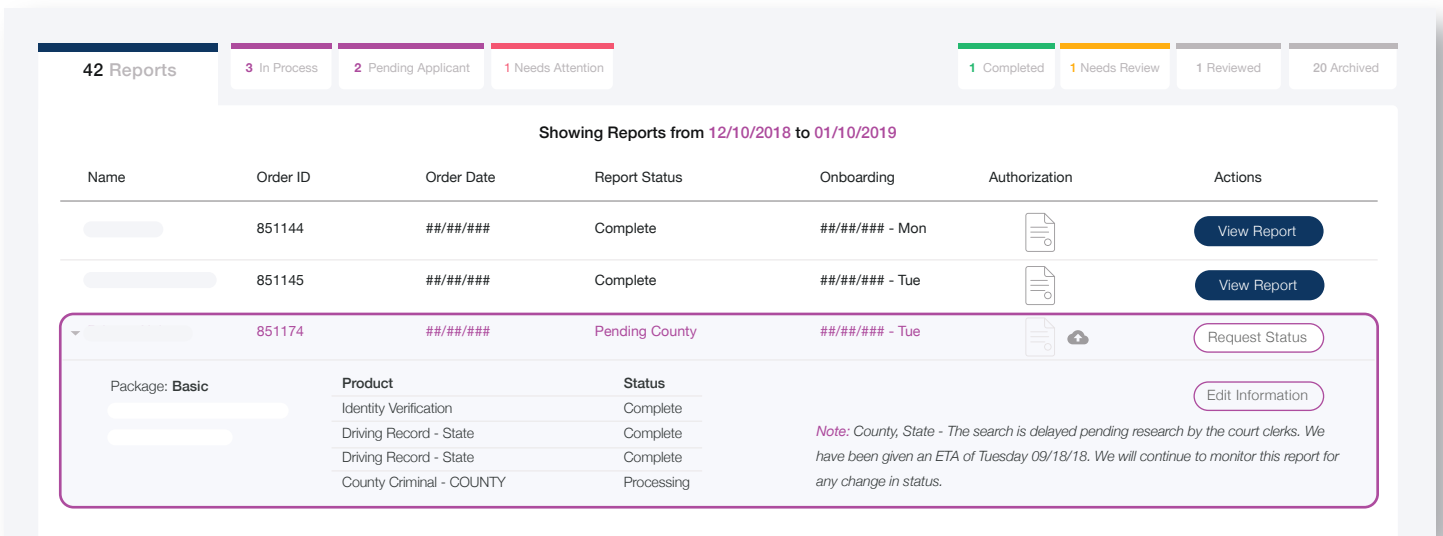
Resource Center  
Download Authorization Forms, Adverse Action Letters, Newsletters, and Learn More About The Industry on the BGO Education Page.

	<b>14</b> In Process Reports	<b>12</b> Completed Reports	<b>2</b> Needs Attention Reports
---	---------------------------------	--------------------------------	-------------------------------------

## Dashboard

We're updating the dashboard with a sleek new design and making it even easier to find everything you need quickly. The updated page will:

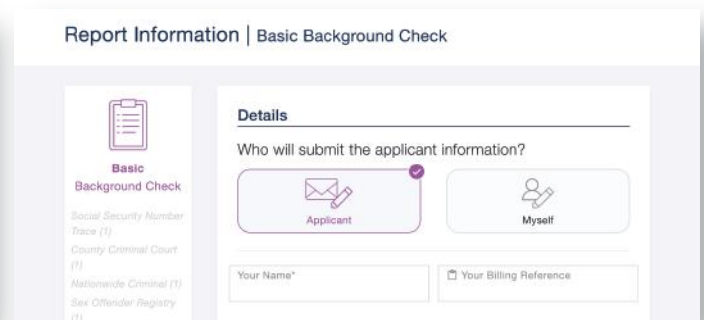
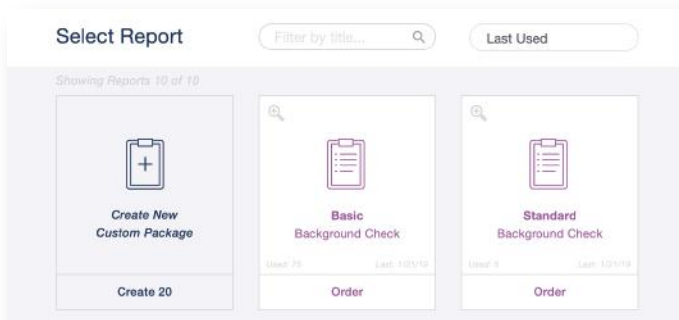
- Empower you to order your most commonly-run background checks right from the dash.
- Give you the option to create new custom packages that can be perfectly tailored for any position.
- Display details about your seven most recent orders and provide a convenient link so you can view all.
- Show you how many orders are in process, recently completed or in need of attention.
- Offer a quick link to our powerful Resource Center with sample compliance documents (authorization, disclosure, state notices and more) and links to see State Laws, Newsletters, our blog and other useful options.



## Report Manager

We're making several exciting changes – the new Report Manager will:

- Provide tabs for every recent report and orders that:
  - Require action from the applicant
  - Are in process
  - Need attention (additional action is required)
  - Are complete and ready to view
  - Need review by you or a colleague
  - Were reviewed by you or a colleague
- Display details about pending reports so you always know the status.
- Give you an easy option to upload or review authorization forms.
- Show 20 reports - with the option to see up to 100 per page.



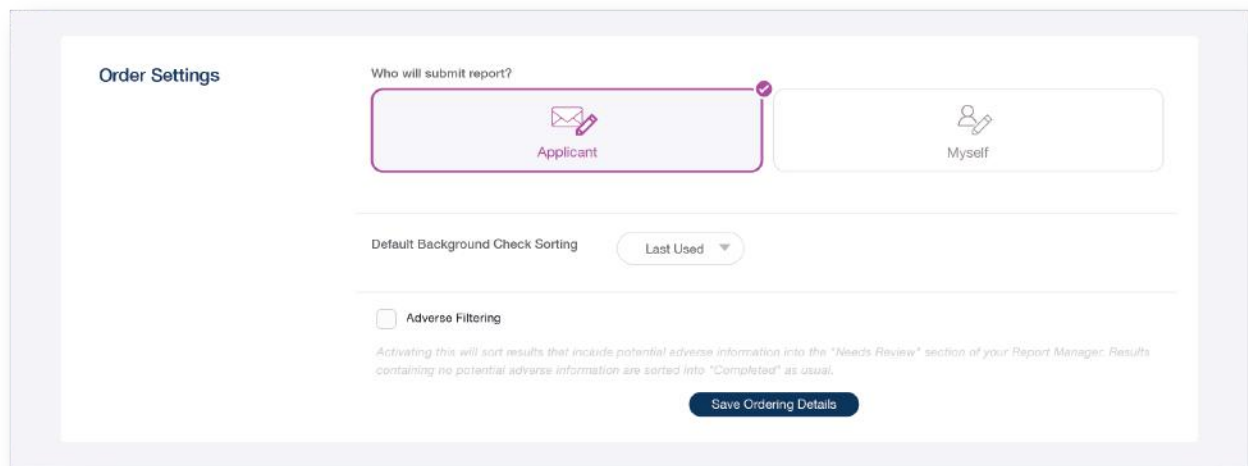
## Order Reports

Upcoming upgrades will:

- Give you quick links to order background checks.
- Include options to create new custom background checks, order single reports and use the Search field to instantly find anything you need.
- Offer an easy method to edit/update any background check package.

When ordering a background check, you will be able to:

- Edit the contents and save your changes as a new background check package.
- Take advantage of our Applicant Submit featured that:
  - Allows you to send customizable invites that ask applicants to submit their information to us.
  - Saves you time and prevents data entry errors.
  - Ensures your applicants see and approve all compliance documents like e-consent, disclosure, authorization and state notices.
  - Gives the person you're screening our contact information so they can connect with us.



## Settings

You'll be able to select your preferred setting for:

### ***Who Will Submit The Report:***

Use this to either always ask your applicants to provide the information we need to start their background check or to always submit it yourself.

### ***Sorting:***

Use the convenient dropdown to see your background check packages by the date last used, most commonly ordered or alphabetically.

### ***Report Filtering:***

This feature automatically places completed background checks that contain potentially adverse information into the "Needs Review" section of your Report Manager. Otherwise, they will be placed in the "Completed" section.

Use the icon at the top right of your account for additional links to change your account settings, review invoices and quickly find everything else you need.

## We'd Love Your Feedback

We're always happy to see your feedback, questions and comments. Let us know your thoughts and how we can help further improve your background screening process.

If you have questions about anything related to background screening, please contact us. Our highly trained team is here to assist you via phone, chat or email Monday through Friday from 5am to 6pm PT.