

Five Reasons To Use Our Applicant Self-Submittal Feature

When you run background checks, the applicant self-submittal option helps expedite your process. We added exciting new features that create an even better experience for you and your applicants.



1. Customize The Applicant Experience

Our self-submittal feature sends your applicant an invitation to authorize and initiate a background check. You can easily customize this email by logging in and clicking “Email Templates” from your dropdown menu. You’ll see options to add custom fields to the introduction, body or close of the template. They include:



Applicant Name: Display the recipient’s name within the background check invitation.

Custom Message: Create a short message for everyone you screen or personalize a message for each applicant.

Company Name: Insert the name of your organization for enhanced branding.

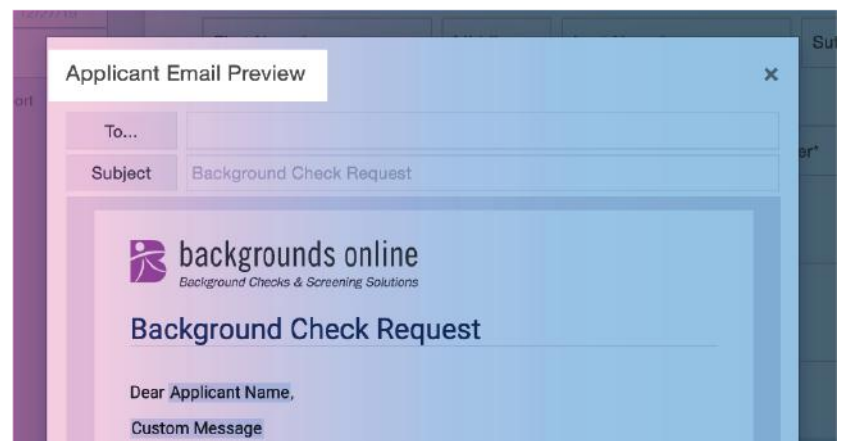
Expiration Date: Show the applicant when their background check invitation expires.

Order ID: Add this so your applicant can easily reference their background check.

Customize and save your template. The revised email will be sent whenever you use applicant self-submittal. If you want to revert to the original messaging, simply click our Default links.

2. Preview And Customize While Ordering

Before you send your applicant a background check request, you can preview the email they will receive. Click the Edit button to review, add or update messaging for any recipient. Once you’re satisfied, click the Submit button to instantly send an invitation.



3. Compliance And Dynamic State Notices

Before we can process a background check request, your applicant must review and consent to the necessary disclosure and authorization forms. Our self-submittal flow includes those documents along with any additional laws that must be provided based on the state where a person lives and works. This simplifies the process and enhances your compliance efforts.



4. Select An Expiration Date

Another new feature allows you to set an expiration date for each background check invitation. The recipient must provide authorization and the required personal data before their invite expires. If you don't want it to expire, simply leave the field blank.

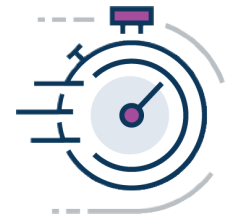
The date below is when the link in the email for this applicant expires. The applicant must click on and complete this background check request before the expiration date. **Please note: leave the "Link Expiration" field blank for this request to never expire.**

Link Expiration
01/22/20



5. Save Time And Reduce Errors

Our applicant self-submittal feature asks the people you screen to send their personal information directly to our system. That frees up your team from tedious data entry so they can focus on other essential projects. It also helps prevent errors because the applicant enters and reviews their own information. We'll receive the necessary information instantly so we can complete your orders in a timely manner.



Have questions about our applicant self-submittal flow or anything else related to background screening? Contact us for immediate assistance. Our team is highly trained and here for you Monday through Friday from 5am to 6pm PT.