BACKGROUNDS ONLINE NEWSLETTERS

The essential first steps to background screening are obtaining documented permission and requesting the background check by entering the candidate's information into our system. One of our goals is to always work towards simplifying the screening process for our clients, and with that in mind, we've managed to truly streamline both of those initial steps with our Applicant Self-Submittal feature. Not only does this feature save you the time required to obtain authorization and handle data entry, it centralizes both pieces of required information into your Backgrounds Online Report Manager.

What is it?

Applicant Self-Submittal is a customized token system designed and created by our in-house development team to help increase the efficiency of your screening procedure. It utilizes your desired background screening package to generate a unique link that walks your candidate through digitally signing an authorization form and entering the information required for our team to conduct the background check.

How do you use it?

Select your desired background screening package, then look for the first step labeled "Select a User" when placing the order. Choose the "Applicant will submit the report" option to update the required fields. Then, simply enter your name and your applicant's name/email address to dispatch a custom email to your candidate requesting that they submit their background check (particularly useful if you're a corporate branch handling screening requests for remote locations). Our team will notify you via email once the results are complete.

How does your applicant use it?

Your applicant will receive a customizable email that dynamically provides your company's name which informs them that you've requested their background check. The email contains a unique link that walks them through signing a digital release form and asks them for the info we need. This portion of the process is quick and simple for the recipient, and even has a mobile interface for added convenience.
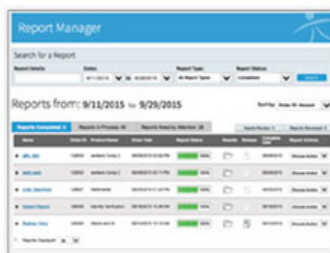
How do you recieve the results?

You'll receive an email notification once the results are ready for review, just like when you order via the traditional method. You can also check status, save the digital release and review/sort the final results right from your Report Manager.

As always, our knowledgeable team at Backgrounds Online is available to assist with any questions you may have, or if you'd like a quick walkthrough of this incredibly useful feature. Contact our staff today for more information.

Backgrounds Online
1915 21st St. • Sacramento, CA 95811 • 1-800-838-4804
support@backgroundsonline.com • www.backgroundsonline.com

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