

A Streamlined Screening Process



Applicant Submits



We Process



Review Results

Backgrounds Online is committed to offering efficient and comprehensive screening services. Our proprietary tools empower us to help ensure we have everything we need to quickly screen all of your applicants.

Start With an Applicant Submission

When you order a report, you can choose to enter the applicant's information yourself or ask them to submit it to us. By requesting each applicant to provide their own details, you can simplify and accelerate the process while saving time for your staff.

Select the option labeled **"The applicant will"** when ordering a report then enter the applicant's name, email and phone number. Next, we'll send your applicant an invitation to initiate their background check. They will have access to a secure site in which they will:

- Electronically sign required disclosure and authorization documents.
- Complete any state-specific forms.
- Submit the data we need to start screening.

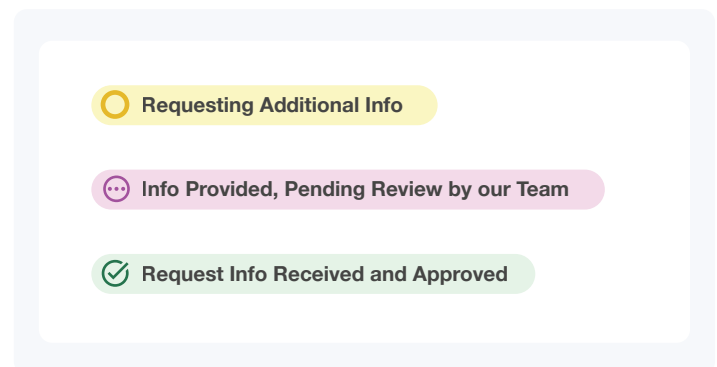
If Additional Actions Are Necessary

Sometimes, our team will need something more from your applicants. This can happen when:

- The data they provided is incorrect or must be verified.
- We must clarify a legal name, Social Security Number or other identifier.
- An additional form or document is required to conduct a specific search.
- Our team needs contact information for a former employer or educational facility.

Another benefit of asking the people you screen to submit their information directly is it gives us a line of communication to them. If at any point we need clarification or anything more from a candidate, we can reach them directly through the Applicant Portal.

The portal provides a secure, easy way for your applicant to upload documents, answer questions and communicate with our team. In addition to email notifications, applicants can also choose to receive text messages or phone calls, allowing us to quickly reach out without delaying the screening process. We'll send notifications that clearly state what's needed so they can respond accordingly, helping to keep everything on track.



 backgrounds online

Your Background Order on Heather Lee is Complete.

Dear Jason Borne,

The background check for **Heather Lee** has been completed.

We Keep You Informed

Most background checks take 3 to 5 business days, but sometimes things that are beyond our control can cause delays. Should this happen, we proactively update you so you may plan ahead and request changes if necessary. By having direct communication with your applicants, we can better estimate any possible slowdowns and keep you in the loop, so you always know what to expect.

Have Questions?

If you have questions about the benefits of our applicant tools or anything related to background screening, please contact us. Our friendly, knowledgeable team is ready to assist you Monday through Friday from 5am to 6pm PT. We're always happy to hear from you.