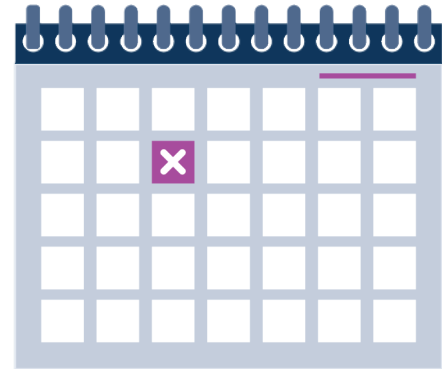


## Are You Screening Annually?

As we near the end of Q4, it's the perfect time to consider the benefits of annual screenings for your organization. Annual screenings play a vital role in ensuring the safety and integrity of your workplace.



### Why Screen Annually?

Many companies opt for annual employee screenings, either aligned with the seasons or tied to each team member's work anniversary. These yearly background checks help you stay informed about any new criminal records that might impact an employee's eligibility for continued employment. It's a crucial part of the due diligence process and, more importantly, contributes to maintaining a safe and secure work environment.

Much can change in a year - from legal troubles to licensing issues. By screening everyone annually, you're taking a simple yet effective step to mitigate risks and assure your staff that safety and compliance are top priorities.

### Screenings Might be Required

Does your business undergo an annual SOC 2 or similar audits? If so, you may have an obligation to conduct annual screenings.

Certain industries have specific requirements for annual screenings. To see if this applies to your business, it's a good idea to consult with your legal counsel.



### The Annual Screening Dashboard

Ready to get started? Our user-friendly dashboard simplifies the entire process.

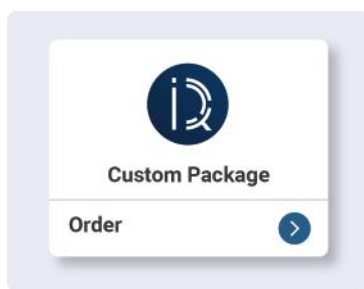
Once an initial background is completed, the person can easily be added to the Annual Screening Dashboard. You may customize screening packages for each person, and we'll take care of the rest, automatically initiating the screening process on your behalf.

To make sure the process remains on track, you'll receive an email notifying you about the upcoming screenings for your staff each month. If someone is no longer with the company, a single click removes them from the dashboard. Those ready for screening will receive a personalized email with a secure link to authorize the background check.

## Need to Make a Change?

If an employee changes positions within your organization, updates their contact information, or experiences other alterations, you can easily update their profile within the Annual Screening Dashboard. Just click on their name, make the necessary adjustments, and save.

You can also customize the screening date or frequency for each individual based on your organization's needs.



## Customized Packages

When you're ready to kick off the screening process, don't hesitate to reach out to your dedicated account manager. They'll work with you to tailor screening packages perfectly suited for any role. While you won't need to reconfirm employment or educational history, you can schedule yearly screenings for:

- Criminal records searches
- Sex offender searches
- Motor Vehicle Record searches
- Drug tests

### Need Assistance?

We're here to help! Our friendly and experienced team is always ready to assist you. If you have questions or require any support, please don't hesitate to contact us. Our team is available Monday through Friday from 5am to 6pm PT.