

## Internet Access Background Verification

Thank you for your interest in **CBSS** Background Verification.

To demonstrate the ease and convenience of using our online ordering system, we would like you to take this opportunity to experience the system for yourself.

Background address: <u>www.2CBSS.com</u>

Click on the CLIETN LOGIN link on the top of our website. The next screen is a basic disclaimer, which will require you to *"accept"* the conditions. This will open up the secure site – you may be required to "OK" a security certificate.

You should now be on the WELCOME PAGE. You may want to bookmark or make this a 'favorite'.

## USER NAME: DEMOCB PASSWORD: 123456

MENU

- REQUESTS: Allows you to enter the subject's information and select your searches. If Criminal Court Search is selected, you will find basic instructions for this search at the bottom of the next screen. There are drop-down lists that offer additional court options. Also, look for the 'button' that will allow you to find a county if only the city or zip code is known.
- RESULTS: Displays a list of subjects, which can be sorted in various manners. Both partial and complete reports will be visible for you to review. The results are in pdf file format; therefore, what you see is what you get.
- STATUS A list of subjects, with comments, questions or concerns we would like you to review to expedite the searches.
  - \*\*This is ONLY a Demo login to give a potential client an idea what our system looks like. We cannot process an actual candidate/applicant under this LOGIN. \*\*This is only a Demo; therefore, all info entered will be deleted once 'submitted'.

## Thank you for considering CBSS to conduct your Employee Background Checks.

support@2cbss.com

