

Placing Orders

Data Entry Order

General Instructions on how to enter a Background Search

Data Entry Order

Enter Username and Password

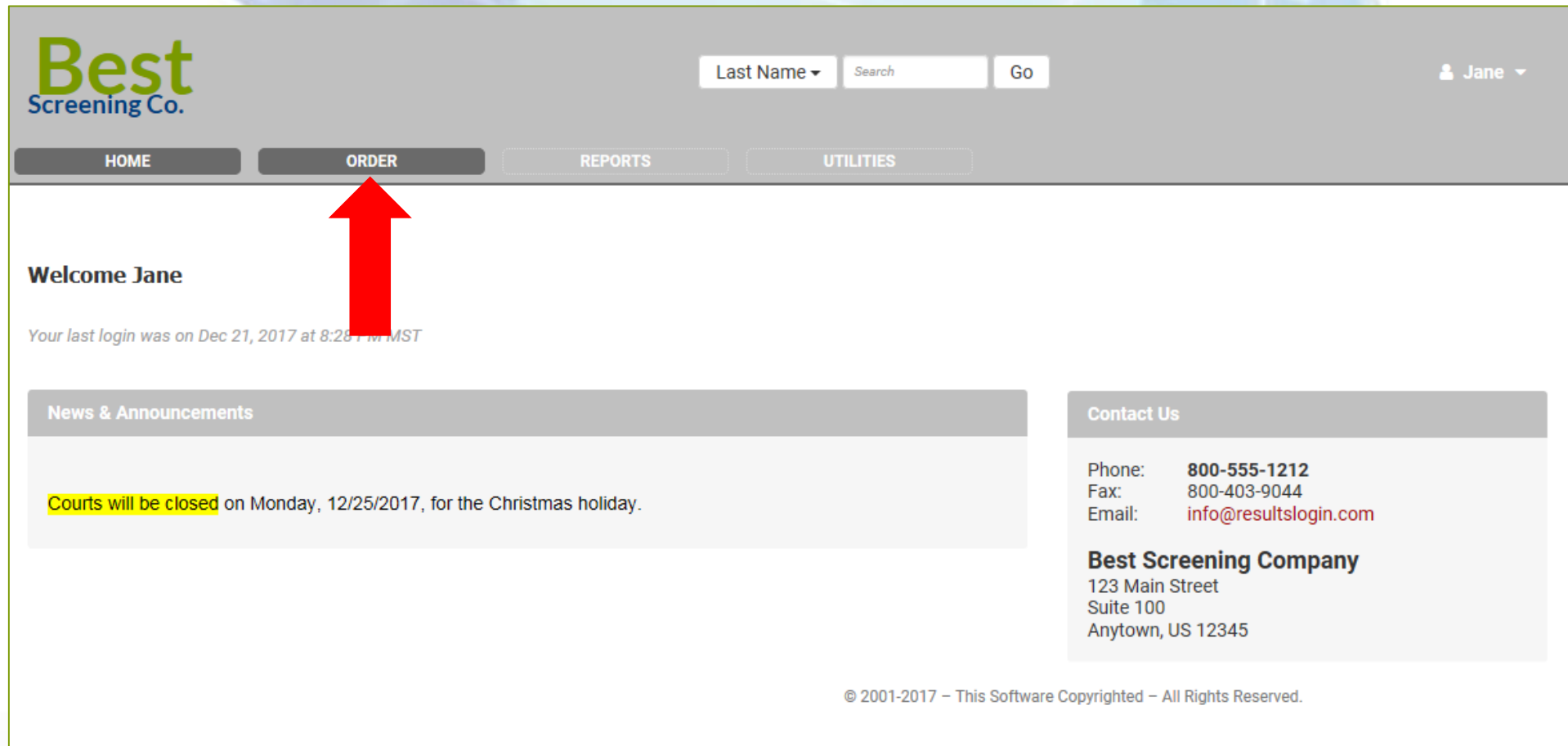


Username:	Forgot Username?
<input type="text"/>	
Password:	Forgot Password?
<input type="password"/>	
<input type="button" value="Login"/>	

NOTICE: The use of this system is restricted. Only authorized users may access this system. All Access to this system is logged and regularly monitored for computer security purposes. Any unauthorized access to this system is prohibited and is subject to criminal and civil penalties under Federal Laws including, but not limited to, the Computer Fraud and Abuse Act and the National Information Infrastructure Protection Act.

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Click 'Order'.



The screenshot shows the user interface of the Best Screening Co. website. At the top left is the logo "Best Screening Co." in green and blue. To the right of the logo is a search bar with a "Last Name" dropdown, a "Search" input field, and a "Go" button. Further right is a user profile icon labeled "Jane" with a dropdown arrow. Below the search bar is a navigation menu with four buttons: "HOME", "ORDER", "REPORTS", and "UTILITIES". A large red arrow points directly to the "ORDER" button. Below the navigation menu, the main content area displays a welcome message: "Welcome Jane" followed by "Your last login was on Dec 21, 2017 at 8:28 PM MST". There are two sidebars. The left sidebar is titled "News & Announcements" and contains a yellow-highlighted text box that reads "Courts will be closed on Monday, 12/25/2017, for the Christmas holiday." The right sidebar is titled "Contact Us" and lists contact information: Phone: 800-555-1212, Fax: 800-403-9044, and Email: info@resultslogin.com. Below the contact information is the company name "Best Screening Company" and its address: 123 Main Street, Suite 100, Anytown, US 12345. At the bottom center of the page is a copyright notice: "© 2001-2017 – This Software Copyrighted – All Rights Reserved."

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If you have multiple packages configured, choose the appropriate package.

The screenshot displays the user interface for 'Best Screening Co.'. At the top left is the company logo. To the right is a search bar with a 'Last Name' dropdown, a 'Search' input field, and a 'Go' button. Further right is a user profile dropdown for 'Jane'. Below the search bar is a navigation menu with buttons for 'HOME', 'ORDER' (which is active), 'REPORTS', and 'UTILITIES'. On the left side, there is a sidebar menu under the 'ORDER' heading, listing 'New Order', 'Batch Order', 'Draft Orders' (with a count of 0), 'Applicant Pending' (with a count of 0), 'Applicant Ready' (with a count of 0), and 'XML Ready' (with a count of 0). The main content area is titled 'Select Product for Order' and shows two product options: 'ENTRY LEVEL' and 'SENIOR LEVEL'. Each option has an 'Order →' button. A red rounded rectangle highlights these two options. The text 'ABC Company' is visible in the top right corner of the main content area.

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On the next screen, select the appropriate searches. Depending on your account configuration, default searches may be pre-checked for you.

Select Searches for Order

Identity Development


Person Search

SSN Trace

Investigative

County Criminal Records Search

Statewide Criminal Records Search

At the bottom of the screen, click  to continue.

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Next, enter the applicant's information. Fields marked with an * are required.

Any data entered in the 'Reference' will be displayed on your invoice.

Reference:	Position/Title:	Proposed Salary:	Job Location:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/> ▾		
Applicant Info					
Please provide the applicant's legal name as shown on a driver's license or other government issued identification.					
* Last Name:	* First Name:	Middle Name:	Generation:	* SSN:	* DOB:
<input type="text" value="KLEEN"/>	<input type="text" value="JOE"/>	<input type="text"/>	<input type="text" value="-"/> ▾	<input type="text" value="111-22-3333"/>	<input type="text" value="JAN 1, 1970"/>
Phone Number:	E-mail Address:	Driver License No.:	DL State:	Sex:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/> ▾	<input type="text" value="-"/> ▾	
<input type="text" value="+ Former Name/Alias"/>					

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After all required information has been entered, you will see the Order Summary screen (see next slide). On this screen you may:

- Edit applicant information
- Upload the applicant's signed authorization form (optional)
- Enter any notes or special instructions in the 'Order Entry Notes' field
- Check a box if the applicant has requested a copy of their report (all authorization forms are required to have this option for CA, MN, or OK applicants)
- Save the order as a Draft if you are not ready to submit yet
- Cancel or Complete the order

Applicant:  To edit information

JOE KLEEN
(111-22-3333, 01/01/1970)

Current Address: 

132 MAIN STREET
PROSPER, TX 75078

Search Summary for Entry Level

Report Summary

KLEEN, JOE

Person Search

Person Search - SSN Trace

County Criminal Records Search

Criminal Database Search

Authorization: None Attached

Select authorization file to attach to Order:

Upload File

Browse...

— or —

Drag File

Drop Zone

Order Entry Notes

For notes or special instructions

Consumer has requested a copy of their report; please send it to them.

To provide applicant with copy of report

Save Draft

Cancel

Complete Order →

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After submitting the order, you will be immediately directed to the Results screen where the pending report will be displayed.

At this point you may log out, or click on 'Order' on the top toolbar to place another order. When results are complete, you will be notified via email.

Report Results - #1203 - KLEEN, JOE **ABC Company**
Jane Smith

[View](#) [Print](#) [+ Add to Order](#) [? Request Help](#) [New Order ▾](#)

Order Details ▾ Pending

Applicant Information ▾

Search Results [+ Add to Order](#)

Search	Status	
Report Summary		
KLEEN, JOE	Pending	e
Person Search		
SSN Trace (111-22-3333)	Pending	e

Questions?

**Compliance Background Screening
Services (CBSS)**

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