



AUTHORIZED USERS – SCREENING SERVICES

Please list all persons who are authorized to place orders and/or access results.

Name: _____	Title: _____
Email: _____	Phone: _____
Access: <ul style="list-style-type: none"> <input type="checkbox"/> Place Orders <input type="checkbox"/> Place Orders via QuickApp* <input type="checkbox"/> View Results Placed by This User <input type="checkbox"/> View Results Placed by Other Users <input type="checkbox"/> Send Adverse Action Notices to Applicants <input type="checkbox"/> Manage Users 	For accounts with multiple locations/accounts ("parent/child accounts"): <ul style="list-style-type: none"> <input type="checkbox"/> Order Reports for Child Locations <input type="checkbox"/> View Results for Child Locations
Name: _____ Title: _____	
Email: _____ Phone: _____	
Access: <ul style="list-style-type: none"> <input type="checkbox"/> Place Orders <input type="checkbox"/> Place Orders via QuickApp* <input type="checkbox"/> View Results Placed by This User <input type="checkbox"/> View Results Placed by Other Users <input type="checkbox"/> Send Adverse Action Notices to Applicants <input type="checkbox"/> Manage Users 	For accounts with multiple locations/accounts ("parent/child accounts"): <ul style="list-style-type: none"> <input type="checkbox"/> Order Reports for Child Locations <input type="checkbox"/> View Results for Child Locations
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**QuickApp sends an email link to the candidate and allows the candidate to complete the required background check forms online. Once complete, the information is imported into the system and the background check is initiated based on client preferences.*