onesource.
The Background Check Company

APPLICANT QUICK INVITE WALKTHROUGH GUIDE

This guide is designed to walk you through the process of submitting your request for a background check online. You will receive an automated email from orders@onesourcebackground.com with the link to complete your background check. If at any time you need assistance with submitting a request for a background check or have questions as you're doing so, please reach out to our One Source Client Relations Department at 402-933-9999, or tollfree at 800-608-3645, and choose option 1. Thank you!

1. Click on the link that was requested for you by your potential employer. The link will come from orders@onesourcebackground.com.
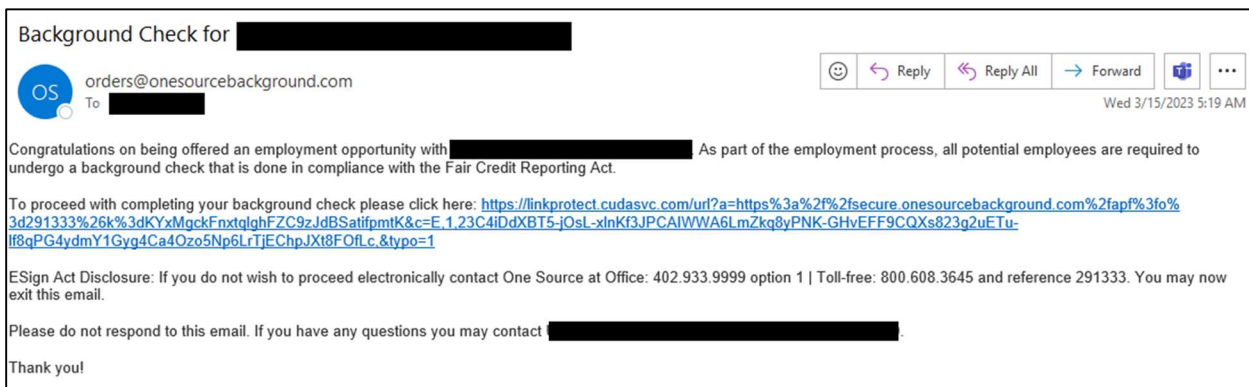
2. The following page will appear. Click on **Continue to Next Step** to begin.
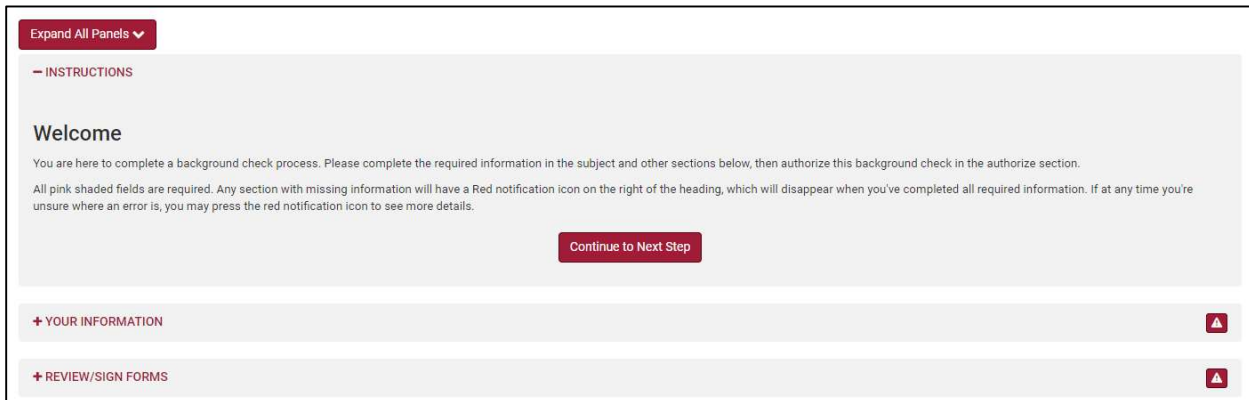
3. In the YOUR INFORMATION section, all fields highlighted in pink (Social Security Number, Date of Birth and Current Address) are REQUIRED FIELDS. Fill in each required field. The First Name, Last Name and Email Address will already be populated. Double-check those fields and update accordingly if needed.

4. Once all the required information has been supplied, click on **Continue to Next Step**. This will take you to the REVIEW/SIGN FORMS section. Here you will checkmark the box and click on the red **Continue to Next Step – Review/Sign Forms** button.

5. You will then be redirected to electronically sign the Applicant Release button. Click on the *Applicant Release* link.

Please Supply Required Documentation

Instructions:

Each document in the list below requires your input and possibly a signature. Click each link below to display the document, review the document, and then fill out and sign the document electronically. Once each document in the list below has been filled out, you may continue to the next step.

If a document has a red ball next to it (●), then it requires review and/or a your input and possibly a signature.

Documents:

● Applicant Release

6. The release will prompt you to sign and date in two spots.

APPLICANT DISCLOSURE AND AUTHORIZATION FORM
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[Employer] ("The Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current position, worker's compensation injuries, or other background checks. The scope of this notice and authorization is allowing the Company to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents.

ACKNOWLEDGMENT AND AUTHORIZATION

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. This information will be used for background screening purposes only and will not be used for any other purpose.

Sign here: _____

7. To sign, click in the pink box and sign with the mouse. Click on **Save Signature**.

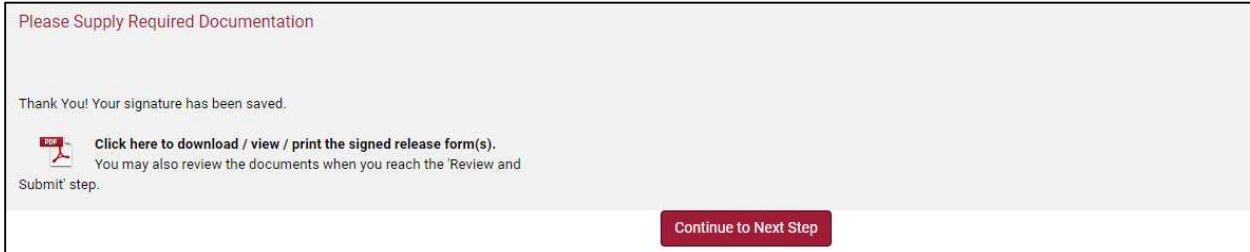## Capture your Signature and Sign the Document ✕

Using your mouse or finger, draw your signature in the drawing box below. After you are satisfied with your signature, click the "Save Signature" button below to save the signature (which may also be used next time), and sign the document.

[Clear Signature] [Close] [Save Signature]

8. Once the Applicant Release has been signed, click on **Submit This Document**.
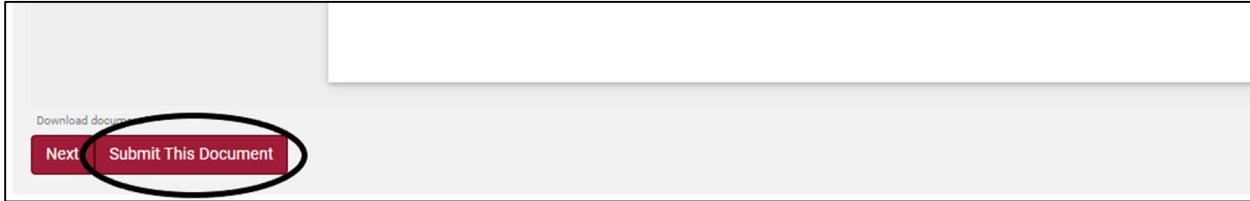
9. You will then receive a notification saying your signature has been saved. Click on **Continue to Next Step**.

Please Supply Required Documentation

Thank You! Your signature has been saved.

Click here to download / view / print the signed release form(s).
You may also review the documents when you reach the 'Review and Submit' step.

Continue to Next Step

10. You will then receive a notification saying you have supplied all the information and your order is in process. You can now close the screen.

All Complete

Congratulations, you have supplied all required information.

Your order is in process, it has completed 0 out of 8 searches.

Questions? Contact One Source The Background Check Company at Office: 402.933.9999 option 3 | Toll-free: 800.608.3645.

Reference order number ▮▮▮▮.

Click Here To Review Status