

## OSCC USER GUIDE (LEVEL 1)

The One Source Certified Contractors (OSCC) program allows contracting companies to enter applicants for certifications to access participating OSCC sites. This guide highlights how certified contractors acquire site access through the OSCC program and how to best use our online ordering system.

### BACKGROUND CHECK

No criminal conviction/ongoing criminal obligations for a crime involving weapons, drugs, violence, theft, burglary, terroristic threats or sexual offenses where the court's jurisdiction is pending, continuing or ended within seven years for a felony and five years for a misdemeanor. This includes open cases.

### FORMS TO COMPLETE

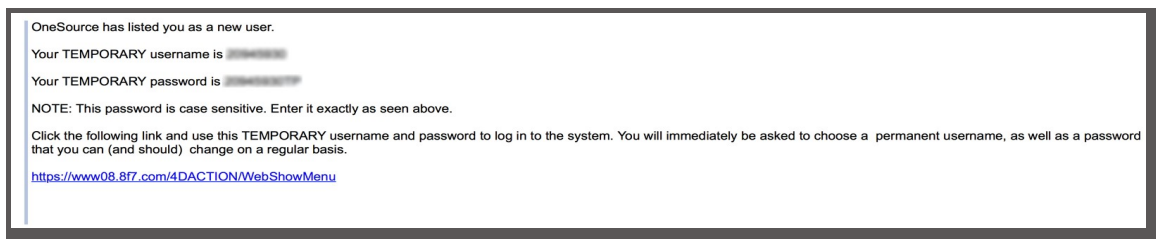
- OSCC Applicant Background Consent Form
- OSCC Applicant Program Acknowledgements

### TO LOG IN

You will receive an email notification from One Source with:

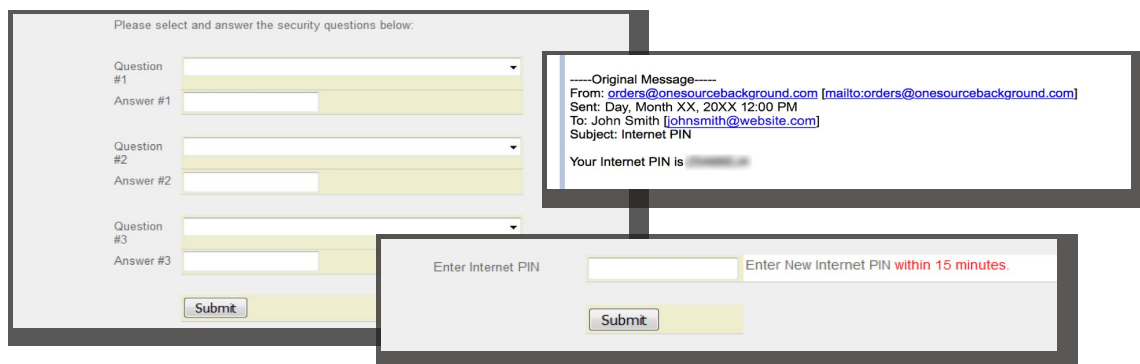
- Link to the online portal
- Temporary username and password

Click the link provided. You will be prompted to enter your temporary username and password.



### PIN REQUEST

You will be prompted to select security questions and request an Internet PIN.



Once the PIN is received, you will have 15 minutes to proceed. You will be prompted to choose a permanent username and password. Password must be:

- At least eight characters in length
- Include at least one number and one letter. **Do not use special characters (@ # \$ % ^ & \* ? !)**

Usernames/passwords are issued to individual users. If a member of your staff needs access to the system, please contact One Source. When completed, as an added security measure, please close all web browsers and restart.



## THE ORDER CONFIRMATION SCREEN

Confirm all information has been entered correctly. To edit applicant data, simply click the field and re-enter information. Then click **Update Applicant Data in this block**.

ApplicantID: 202005052000403	Sarah	A	Sample
Applying for the position of			at OSCC1793
SSN:	999999999	BirthDate:	01/01/1990
Email Address:	OSCC@onesourcebackground.com	Phone Number:	4029339999
AKANames:			
<b>Update Above Data</b>		ENTERED BY: awelna1793 05/05/2020 13:06:33 / LAST MODIFIED BY: awelna1793 05/05/2020 13:06:33	

## THE DATA ENTRY SECTION

If a service is listed incomplete, click the link to enter and update the required information.

ApplicantID: 202005052000403	Sarah	A	Sample
Applying for the position of			at OSCC1793
SSN:	999999999	BirthDate:	01/01/1990
Email Address:	OSCC@onesourcebackground.com	Phone Number:	4029339999
AKANames:			
<b>Update Above Data</b>		ENTERED BY: awelna1793 05/05/2020 13:06:33 / LAST MODIFIED BY: awelna1793 05/05/2020 13:06:33	

Please review Applicant data above. To edit, simply re-enter the correct data and then click on Update Above Data in this block.

By clicking on I agree you acknowledge you have a signed authorization and disclosure form from the applicant.

To complete your order, select I agree located at the bottom this screen and then click on **SUBMIT ORDER**.

UPLOAD DOCUMENTS (.gif, .jpg, .png, .pdf, .tif, only)		
General Release	UPLOAD	
ENTER ADDITIONAL DATA		
CATEGORY	APPLICANT DATA	REQUIRED DATA
SSN	999999999	Complete
Court	Statewide Criminal NE	Complete
Court	Global Report Global Report	Complete
Court	Federal Criminal US	Complete
Court	Nationwide Criminal US Nationwide Criminal	Complete
Court	Sex Offender Sex Offender Registries	Complete
Add a New Service Entry...		
ORDER CONFIRMATION		
CATEGORY	SERVICES	AMOUNT
Package	OSCC Level 1 v1.1 Sample, Sarah A	

This order is being placed under the terms and conditions of your agreement with One Source The Background Check Company. To proceed with your order, please select "I Agree" below and then select "Submit Order".

I agree

**DELETE  
ORDER**

I do NOT agree

To complete your order, select **I Agree** located at the bottom of the screen. Then select **Submit Order**.

I agree

**SUBMIT  
ORDER**

I do NOT agree

## ORDER COMPLETE

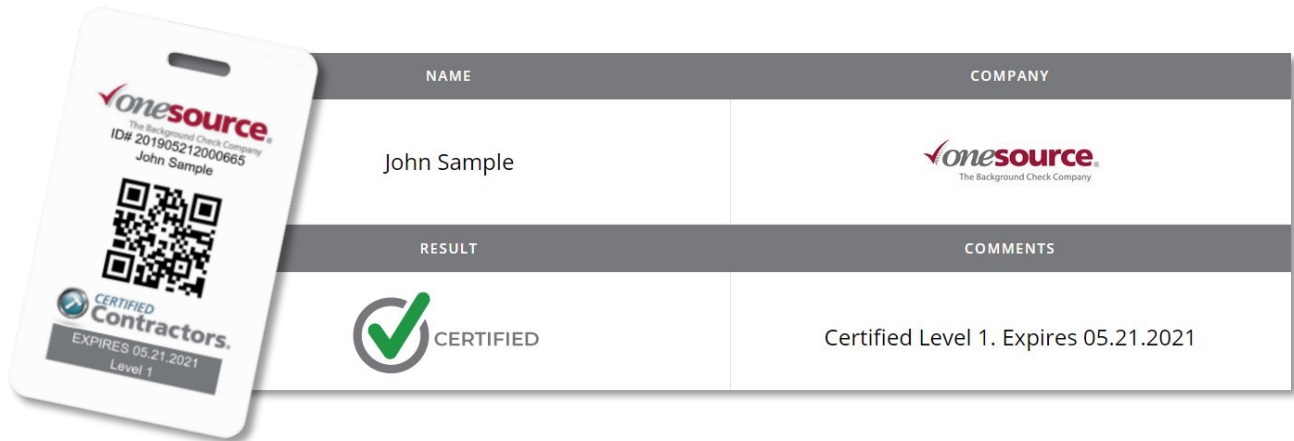
The user will receive an email from [orders@onesourcebackground.com](mailto:orders@onesourcebackground.com) containing a link to the completed report.

- Click the link and enter your username and password
- At this time, you may view the completed report

## ACCESS TO SITE

Provide the OSCC participating site the following:

- Applicant ID number
- Name of each applicant
- Based on site specifics, each applicant may be required to carry an OSCC Badge



**Note:** In addition to the OSCC badge (if required), each certified contractor may be required to carry a government- issued photo identification and produce it when requested while on an OSCC site.

## REPORTS

From the Home screen, you can access **Recently Received Reports** (completed reports) and **Recently Submitted Reports** (reports still in progress). Click the **Applicant ID** to view the desired report.

### TO VIEW COMPLETED REPORTS

- Applicants tab
- From the Status drop-down menu, select **Received**
- Click **GO**

### TO VIEW REPORTS SUBMITTED/IN PROGRESS

- Applicants tab
- From the Status drop-down menu, select **Submitted**
- Click **GO**

### TO VIEW REPORTS BY SOCIAL SECURITY NUMBER

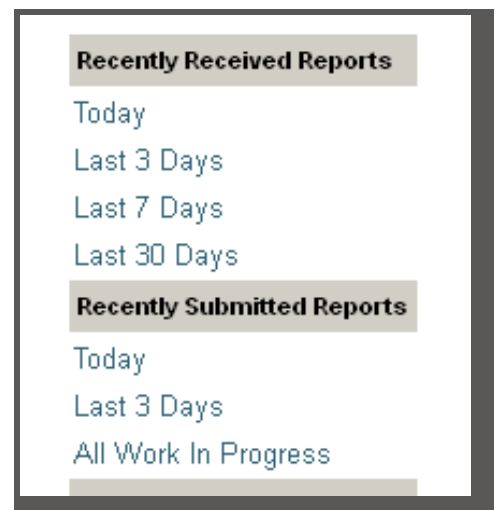
- Applicants tab
- Enter the social security number in the SSN field
- Click **GO**

### TO VIEW REPORTS BY LAST NAME OF APPLICANT

- Applicants tab
- Enter applicant's last name
- Click **GO**

### TO REVIEW INVOICES

- Invoices tab
- Select desired date range from the drop-down menu
- Click **GO**



## SUMMARY OF PROCESS

Contracting Company must follow these key steps to obtain certifications for their applicants.

1. Contracting Company will obtain written instructions from applicants to apply for certification by having the applicant complete an applicant consent form for the purpose of OSCC site access certification. The Background Consent and Program Acknowledgement forms address the program elements of background screening, drug testing, and ongoing screening to include but not limited to Randoms and recertifications requirements.
2. Contracting Company collects OSCC Applicant Background Consent Form and OSCC Applicant Program Acknowledgements from applicant and keeps forms on file for at least five years from the date of inquiry.
3. Contracting Company uses information to request certifications from One Source for the applicant.
4. One Source completes certification report, notifies organization when completed via email from [orders@onesourcebackground.com](mailto:orders@onesourcebackground.com). This will include a **Certified** or **Not Certified** status.
5. Should the participating site require it, applicants receiving a **Certified** status will be issued OSCC Badges which will be mailed to the Organization.

## ADDITIONAL INFORMATION

1. Refer to the Notice to Users: Obligation Under the FCRA for additional information. This document has been provided as part of the account setup.
2. OSCC badges may be scanned at any OSCC participating site via the online OSCC search or any QR reader.
3. Along with the OSCC badge, certified contractors should be prepared to show government-issued photo identification at OSCC participating sites.