

The One Source Certified Contractors (OSCC) program allows contractors to check the backgrounds of their employees and determine eligibility for work at 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, robbery, 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

### Drug Screen

Negative drug test **(Level 2 and 2+ only)**

## Forms to Complete

- OSCC Applicant Disclosure and Authorization Form
- Applicant Authorization for Ongoing Screening

Based on the access required, contractors will go to an assigned clinic for a 5-panel drug test (Level 2) or a 10-panel drug test (Level 2+). **Drug tests must be completed within 48 hours of ordering the background check.**

## 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.

OneSource has listed you as a new user.

Your TEMPORARY username is [REDACTED]

Your TEMPORARY password is [REDACTED]

NOTE: This password is case sensitive. Enter it exactly as seen above.

Click the following link and use this TEMPORARY username and password to log in to the system. You will immediately be asked to choose a permanent username, as well as a password that you can (and should) change on a regular basis.

<https://www.08.8f7.com/4DACTION/WebShowMenu>

## PIN Request

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

Please select and answer the security questions below:

Question #1	<input type="text"/>
Answer #1	<input type="text"/>
Question #2	<input type="text"/>
Answer #2	<input type="text"/>
Question #3	<input type="text"/>
Answer #3	<input type="text"/>

-----Original Message-----  
From: [orders@onesourcebackground.com](mailto:orders@onesourcebackground.com) [<mailto:orders@onesourcebackground.com>]  
Sent: Day, Month XX, 20XX 12:00 PM  
To: John Smith [[johnsmith@website.com](mailto:johnsmith@website.com)]  
Subject: Internet PIN

Your Internet PIN is [REDACTED]

Enter Internet PIN  Enter New Internet PIN **within 15 minutes.**

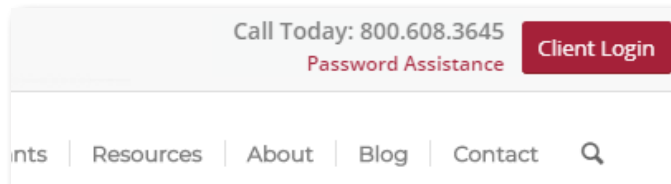
**Once the PIN is received, you will have 15 minutes to proceed.** You will be prompted to choose a permanent username and password. Password must be:

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

Username and 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.

## To Begin an Order

From our website ([onesourcebackground.com](http://onesourcebackground.com)), login by clicking the **Client Login** button. Enter your new username and password. Your account will open in a new window.



## Ordering Background Checks

Select **New Order** under the Home tab, in the upper-left corner. The services your company/organization have selected will be listed. Make sure the boxes of the service(s) you are ordering are marked. After completing the required fields, click **Enter Order** at the bottom of the page.

A screenshot of the One Source "New Order" form. The form is divided into several sections: "Messages" with the One Source logo and welcome message; "SYSTEM MAINTENANCE" with a schedule; "APPLICANT NAME" with instructions; "MIDDLE INITIAL/NAME" with instructions; "Recently Received Reports" section; "To enter a New Order" instructions; "ORDER SELECTION" section with "One Source Certified Contractors (OSCC)" and various checkboxes for services; "APPLICANT INFO" section with fields for name, address, and contact information; and "APPLICANT CONTACT INFO" section. Two blue arrows point from the "New Order" button in the top navigation bar to the "Recently Received Reports" section and the "APPLICANT INFO" section. The bottom of the form has an "ENTER ORDER" button.

## 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: 123456789000001	First Name	Middle Name/Initial	Last Name
Applying for the position of			at S1234
Department:			
Recruiter:			
SSN:	#####	BirthDate:	MM/DD/YYYY
Drivers License State Number:			
Email Address:			Phone Number:
AKANames:			
<a href="#">Update Applicant Data in this block</a>			

## The Data Entry Section

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

ApplicantID:			
Applying for the position of			at OSCC in NE
SSN:		BirthDate:	State of Residence:
Email Address:			Phone Number:
AKANames:			
<a href="#">Update Above Data</a> ENTERED BY: /LAST MODIFIED BY:			
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.			
General Release			
UPLOADED DOCUMENTS (.gif, .jpg, .png, .pdf, .tif, only)			
ENTER ADDITIONAL DATA			
CATEGORY	APPLICANT DATA	REQUIRED DATA	
SSN	999999999	Complete	
Court	Sex Offender Sex Offender Registries	Complete	
Court	Sex Offender Sex Offender Registries	Complete	
Court	Nationwide Criminal US Nationwide Criminal	Complete	
Court	Nationwide Criminal US Nationwide Criminal	Complete	
Court	Global Report Global Report	Complete	
Court	Global Report Global Report	Complete	
Court	Federal Criminal US	Complete	
Court	Federal Criminal US	Complete	
Drug	EScreen-NCup10	Complete	
<a href="#">Click Here to SCHEDULE TEST</a>			
<a href="#">Add a New Service Entry...</a>			
ORDER CONFIRMATION			
CATEGORY	SERVICES		
Court	- Sex Offender Registries		
Court	- US Nationwide Criminal		
Court	- US		
Court	- Global Report		
Package	OSCC Level 2+		
<a href="#">Delete Applicant</a> CAUTION THIS WILL DELETE THE DISPLAYED APPLICANT AND ALL RELATED RECORDS. .)			
<a href="#">SUBMIT ORDER</a> has not been clicked.			

If you would like to schedule drug testing, select **Click Here to SCHEDULE TEST** (this allows for clinic selection). Choose the pre-selected clinic or enter an address close to the applicant's location. A list of clinics will populate.

<a href="#">Show Default Clinics</a> <a href="#">Back</a>									
Clinic Search Range:									
Address		City	State/Province	Postal Code					
Distance	Miles	<a href="#">Search</a>							
Select	Drug	Health-eScreen	Clinic Name	Distance	Phone	Address	City	State/Province	Postal Code
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Integrated Rehab West	0 m	4029733023	14450 Meadows Blvd	Omaha NE		68138
<input checked="" type="checkbox"/>	Installed	<input checked="" type="checkbox"/>	Installed SSS	<input checked="" type="checkbox"/>	Uninstalled in Network	<input checked="" type="checkbox"/>	Electronic Chain	<input checked="" type="checkbox"/>	Out of Network
<input checked="" type="checkbox"/>	ePhysical								

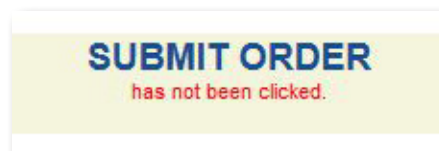
Once a clinic is selected, complete the scheduling form and click **Confirm Scheduled Event**.

**Note: By pressing "Confirm Scheduled Event", you are scheduling this event.**

<b>Configuration:</b>	<input checked="" type="radio"/> Immediate (Start time is current time.) <input type="radio"/> Future (Start time must be specified.)
<b>Hours Type:</b>	<b>Immediate</b> Donor has <input type="text" value="48"/> Actual Hours (CT) to complete test. <input type="checkbox"/> Donor is allowed to take test up to 7 days after the test time has expired. <input type="checkbox"/> Do not display expiration time on the ePassport.
<b>Notifications:</b>	<input type="checkbox"/> Send Email when donor has completed the event. <input type="checkbox"/> Send Email if the donor fails to take test by the event time. <input type="checkbox"/> Send Email notification 4 hours before scheduled event expires.
<b>Email Address:</b>	<input type="text" value="sample@website.com"/>
<b>Scheduler Contact Info:</b>	<b>Note: To email multiple recipients, separate email addresses with a semi colon.</b> Please enter the contact information in case the donor has questions. Contact First Name: <input type="text"/> Contact Last Name: <input type="text"/> Contact Phone: <input type="text"/> ( ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
<b>Additional Notes for ePassport:</b>	<input type="text"/>

Once a clinic is selected, complete the scheduling form. Doner will have 48 hours to complete drug screen. Click **Confirm Scheduled Event**. An ePassport will be sent to the email address listed in the window.

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



## Order Complete

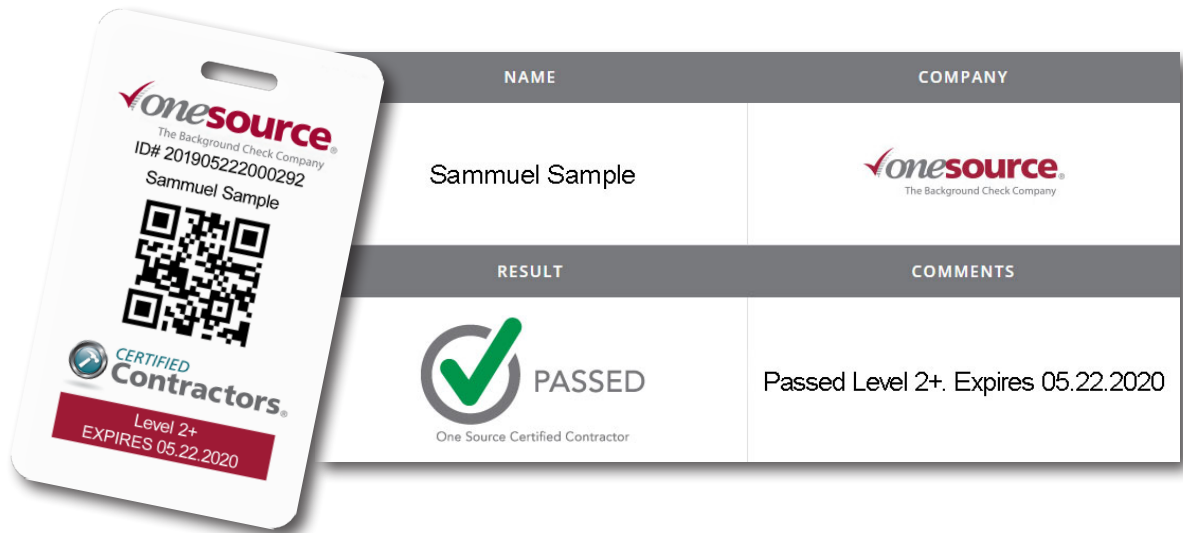
The user will receive an email from orders@onesourcebackground.com containing a link to the completed report.

- 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 is 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

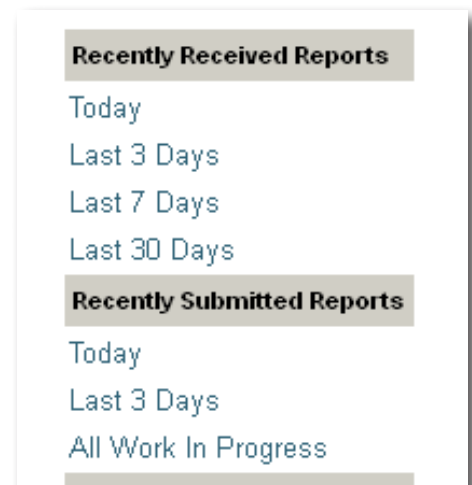
- Applicants tab
- Enter the social security number in the SSN field
- Click **GO**

### 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

An organization must follow these key steps to obtain a background report on an applicant.

1. Organization discloses to the applicant in writing that they will be the subject of a background report as part of site access approval. Use the provided **OSCC Applicant Disclosure and Authorization form**.
2. Organization collects Disclosure and Authorization form from applicant and keeps form on file for at least five years from the date of inquiry OR minimum of five years from the date of termination.
3. Organization uses information to request background report from One Source on the applicant.
4. Applicant completes drug test. Results are uploaded quickly when test is negative using eCup or xCup. If results are non-negative, test is sent to lab to be reviewed by a Medical Review Officer. Medical Review Officer will coordinate directly with applicant if additional information is needed. Final results will be returned to One Source once process is completed.
5. One Source completes background report, notifies organization when completed via email from [orders@onesourcebackground.com](mailto:orders@onesourcebackground.com). This will include a **"Passed"** or **"Failed"** status.
6. Should the participating site require it, applicants receiving a **"Passed"** status will be issued OSCC Badges which will be mailed to the organization.

## Additional Information

1. Refer to the Notice to Users and Remediating the Effect of Identity Theft for additional information. These documents have 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, contractors should be prepared to show government-issued photo identification at OSCC participating sites.