![SecureSearch - Comprehensive Background Checks]
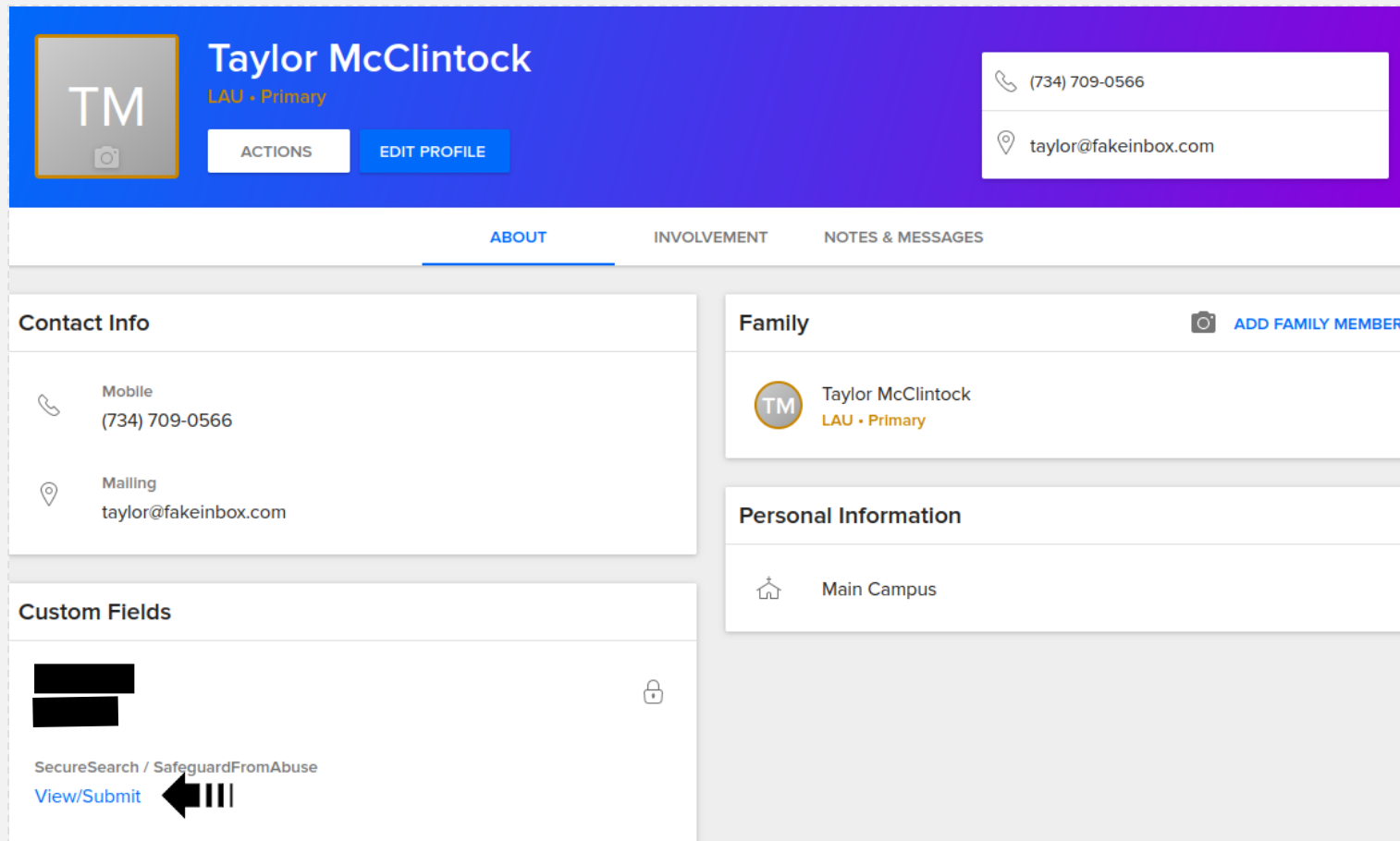
How can <u>YOUR CHURCH</u> request a Background Check?

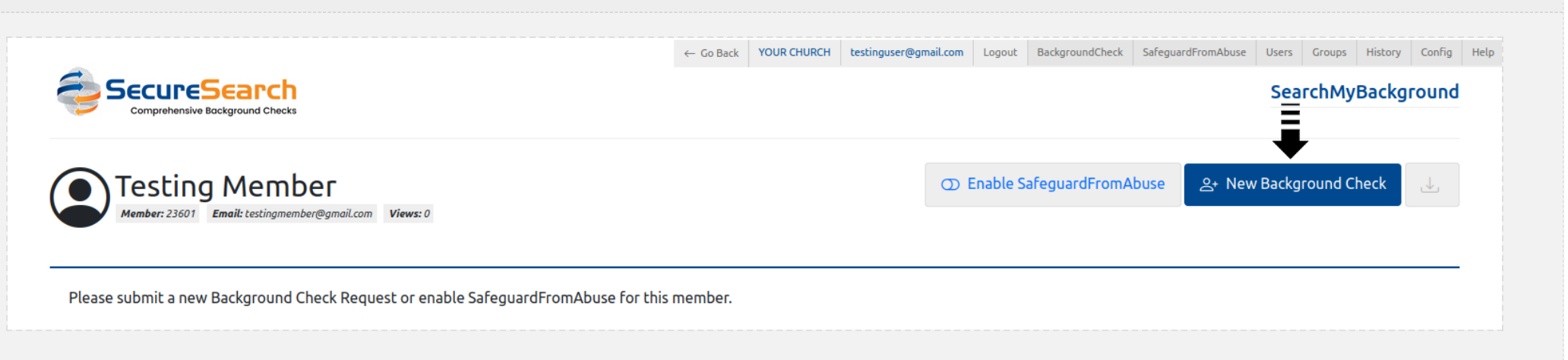## Requesting a Background Check: Back-end

To request a Background Check, you should follow these steps (*black arrow*):

1 - Open any member's profile and click at the "View/Submit" button at "SecureSearch / SafeguardFromAbuse" Custom Field
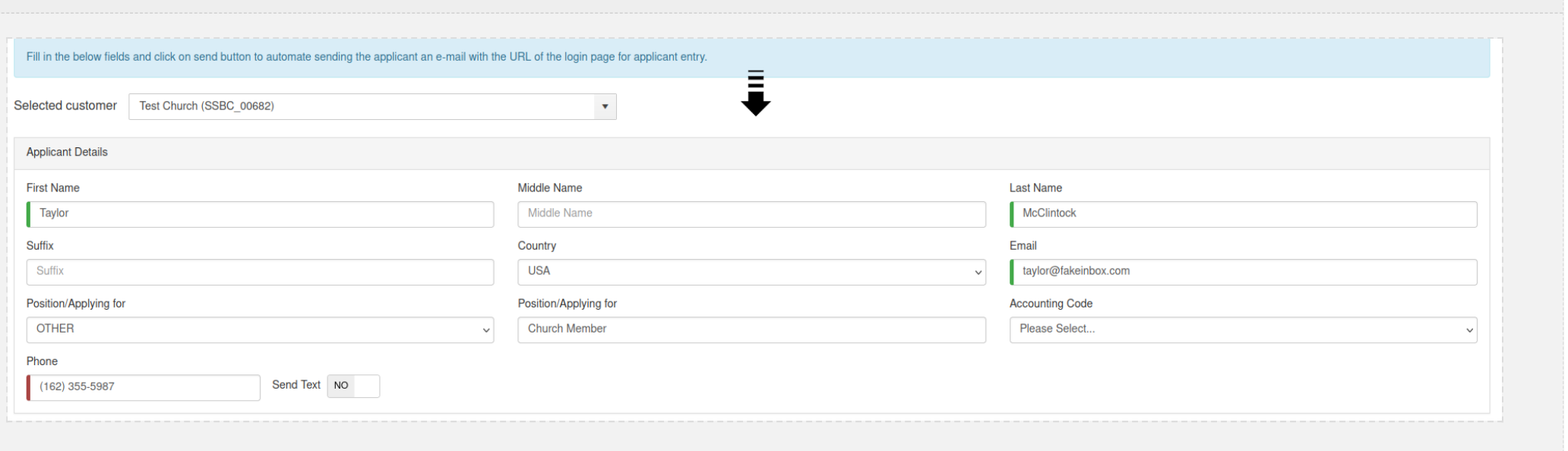
Taylor McClintock
LAU • Primary

[ACTIONS] [EDIT PROFILE]

📞 (734) 709-0566

📍 taylor@fakeinbox.com

ABOUT   INVOLVEMENT   NOTES & MESSAGES

Contact Info

📞 Mobile
(734) 709-0566

📍 Mailing
taylor@fakeinbox.com

Custom Fields

🔒

SecureSearch / SafeguardFromAbuse
View/Submit ⬅|||

Family   📷 ADD FAMILY MEMBER

TM Taylor McClintock
LAU • Primary

Personal Information

🏠 Main Campus
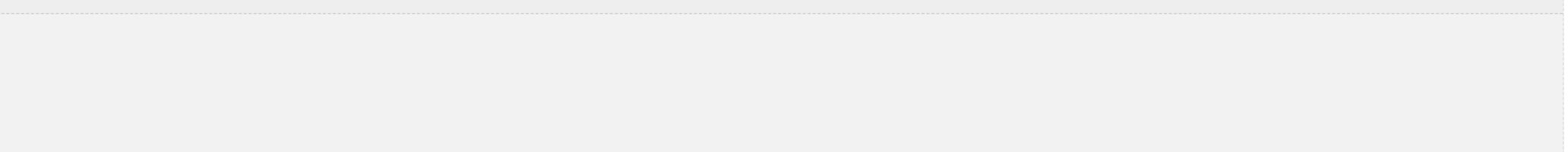
2 - Click at "New Background Check"

YOUR CHURCH   testinguser@gmail.com   Logout   BackgroundCheck   SafeguardFromAbuse   Users   Groups   History   Config   Help

SecureSearch
Comprehensive Background Checks

SearchMyBackground

Testing Member
Member: 23601   *Email:* testingmember@gmail.com   **Views:** 0

⊂⊃ Enable SafeguardFromAbuse   &+ New Background Check

Please submit a new Background Check Request or enable SafeguardFromAbuse for this member.

3 - Fill Member's data

Fill in the below fields and click on send button to automate sending the applicant an e-mail with the URL of the login page for applicant entry.

Selected customer   Test Church (SSBC_00682)   ▾

Applicant Details

First Name	Middle Name	Last Name
Taylor	Middle Name	McClintock

Suffix	Country	Email
Suffix	USA	taylor@fakeinbox.com

Position/Applying for	Position/Applying for	Accounting Code
OTHER	Church Member	Please Select...

Phone
(162) 355-5987   Send Text NO

4 - Select Packages

Packages and Services *At least one Package or Service is required*		6 Services/Packages
☑ **Multi-State/SSN/SO/Alias**		
☑ **Single Name Multi-State Crim/SOR/SSN/Address**		
☐ **Multi-State/SO/SSN Package - Stand Alone**	◀|||	
• Single Name Multi-State Crim/SOR/SSN/Address		
☐ **County Courthouse Crim - 7 year**		
☐ **Federal Criminal - National**		
☐ **MVR - Driving History**		

5 - Authorize and "Send Request"

Authorization Statement

I am authorized to conduct background screenings for my organization and will abide by all FCRA guidelines and laws setforth. I have obtained a signed disclosure and authorization consent form from the applicant. I certify that I am using this information for employment or tenant screening purposes.

I certify that I have read and understand the above information   [YES] ◀|||

|||▶ **Send Request** ⇗

6 - The Background Check will be listed with the status "Requested"

Pending Background Checks

Profile: 2023022357850520 | **Services:** Multi-State/SSN/SO/Alias   Single Name Multi-State Crim/SOR/SSN/Address
Added on: 2/23/2023, 2:50:27 PM / Requested on: 2/23/2023, 3:04:16 PM / Last Change: 2/23/2023, 2:50:27 PM

               |||▶ **Requested**

Profile: 2022120237931993 | **Services:** Multi-State/SSN/SO/Alias   Single Name Multi-State Crim/SOR/SSN/Address
Added on: 12/2/2022, 9:29:02 AM / Requested on: 12/2/2022, 9:32:17 AM / Last Change: 12/2/2022, 10:26:22 AM

               InProgress

7 - This is what you will see at CCB

SecureSearch / SafeguardFromAbuse

View/Submit

SecureSearch Status

Status: Requested ◀|||

Confirm a Background Check: Member

The member will then receive an email with instructions to:

1 - Click at a LINK, to continue with the Background Check

2 - Accept the "Terms"

I certify that I have read and understand the above information. YES

Cancel ✖   Accept ✔

3 - Fill missing data as SSN, middle name and date of birth

First Name

Taylor

Middle Name

Middle Name

`YES` I do not have a Middle Name

Last Name

McClintock

Suffix

Suffix

Phone Number

(162) 355-5987

Email Address

taylor@fakeinbox.com

SSN / ID

123-45-6789

Date of Birth

01/01/1981

Gender

Please Select

Cancel ✖   Next ➜

---

4 - Confirm if you ever had a different name

---

5 - Enter your address

Current Address

Country

USA

Street Address

Street Address

Street Address 2

Street Address 2

City

City

State

Please Select

Zip Code

Zip Code

Date Moved In

MM/DD/YYYY

No Other Address added

Add Other Address +

← Back   Cancel ✖   Next →

---

6 - Digital signing the document

I certify that I have read and understand the above information. [YES]

Electronic Signature

Clear 🖌

I hereby affirmatively consent to the use of the Authorization and Disclosure in an electronic format and to the use of my electronic signature to execute this electronic form. Additionally, I acknowledge that I completed this electronic form and read, understand, accept and agree with the attestations contained therein and adopt the letters, sounds or symbols used for my electronic signature to officially sign this electronic form. Furthermore, the letters, sounds or symbols used for my electronic signature of this electronic form are intended to be used as my official signature of the document and I agree to be bound by this electronically executed form as if I manually executed this electronic form. Additionally, I represent that all of the information provided on this test is complete and accurate.

Right to Withdraw Consent to Electronic Form	⌄
Right to Enter into Documents in Non-Electronic Form	⌄
Requesting a Paper Copy of My Electronic Record	⌄
Resident Notices and Acknowledgements (CA, ME, MN, NY, OK, WA)	⌄
Hardware and Software Requirements	⌄

← Back   Cancel ✖   Next →

7 - Confirm your data and click at "Finish"

Step 5 of 6: Review

Please review the information below to ensure that it is accurate and complete. If you need to change any of the information, click the "Edit" button and make your changes on the following screens. If the information is ready for submission, click the "Finish" button below and a confirmation e-mail will be sent to the e-mail address that you provided.

About You

Name: Taylor McClintock
SSN / ID: 123-45-6789
Date of Birth: 01/01/1981
Email Address: jonataseridani+testing@gmail.com

Address(es)

Current Address
USA
here 123
santos, CA 00000

Cancel ✖   Edit ✎   Finish ✔

🔗 Continue a Background Check: Member & SecureSearch

Once the member fill the form and submit, the status will change to IN PROGRESS. The process will then continue to:

1 - The Background Check will be listed with the status "InProgress"

Pending Background Checks

Profile: 2023022357850520 | **Services:** *Multi-State/SSN/SO/Alias*   *Single Name Multi-State Crim/SOR/SSN/Address*
Added on: 2/23/2023, 2:50:27 PM / Requested on: 2/23/2023, 3:04:16 PM / Last Change: 2/23/2023, 3:54:04 PM

InProgress

Profile: 2022120237931993 | **Services:** *Multi-State/SSN/SO/Alias*   *Single Name Multi-State Crim/SOR/SSN/Address*
Added on: 12/2/2022, 9:29:02 AM / Requested on: 12/2/2022, 9:32:17 AM / Last Change: 12/2/2022, 10:26:22 AM

InProgress

2 - This is what you will see at CCB/span>

SecureSearch / SafeguardFromAbuse
View/Submit

SecureSearch Status
Status: InProgress ◀|||

3 - Some additional data may be requested from the member while "InProgress"

4 - Get processed on the SecureSearch side until it gets the status of COMPLETED (*or CANCELLED*)

5 - The Background Check will then move from the "Pending" list into "Completed", with the final status (CLEAR or CONSIDER)

Pending Background Checks

Profile: 2022120237931993 | **Services:** Multi-State/SSN/SO/Alias   Single Name Multi-State Crim/SOR/SSN/Address   **InProgress**
Added on: 12/2/2022, 9:29:02 AM / Requested on: 12/2/2022, 9:32:17 AM / Last Change: 12/2/2022, 10:26:22 AM

Completed Background Checks

Profile: 2023022357850520 | **Services:** Multi-State/SSN/SO/Alias   Single Name Multi-State Crim/SOR/SSN/Address   **CLEAR**
Added on: 2/23/2023, 2:50:27 PM / Requested on: 2/23/2023, 3:04:16 PM / Last Change: 2/23/2023, 5:06:56 PM/ Downloads: 0 |||▶   View / Download the Report

6 - This is what you will see at CCB

SecureSearch / SafeguardFromAbuse
View/Submit

SecureSearch Status
Status: Completed ◀|||

7 - This is Background Check entry at CCB

Background Checks

Active Checks

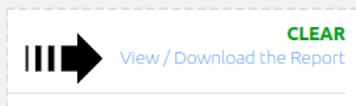SSP_PROD

Feb 27, 2023 Clear 2 years remaining

⬜ Final Report - Back-end

Once it gets COMPLETED, it will be listed with the following data:

1 - Final STATUS, which will be CLEAR if everything went well and CONSIDER if something should be checked

2 - A link to the final PDF report, with detailed info about the whole process and the final STATUS

3 - Once you click at the "View / Download the Report", you will get into a screen where you need to enter the main ADMIN password and click at "Open / Download"

Enter the password

This is the same password you use for changing your Configuration Settings.

Password for downloading your Background Check

Open / Download

4 - The final PDF report will be opened / downloaded

Main Configuration - Back-end

This is where you can change your main password and set a few other configurations:

1 - To open the configuration, click at the top right gear icon:

2 - Enter the ADMIN password (*the same you use for downloading the final PDF report*)

SearchMyBackground Configuration Settings

This is the same password you use for downloading a Background Check report.

SearchMyBackground configuration password

Submit

3 - Edit your configuration and click at "Save"

SecureSearch Integration Password

This is a password that provides an additional level of security. It is required for updating the settings of this integration and for downloading copies of completed Background Check reports.

Create or Update a SecureSearch Integration Password

SecureSearch Integration Password

SecureSearch Integration Password Confirmation

Save

Params you can set:

1 - Admin Password (*just type a new password at "SecureSearch Integration Password" and repeat the next field or leave it blank if you don't want to make changes*)