HireSafe Online Ordering Steps

- **Login to the InstaScreen Browser:** https://hire-safe.instascreen.net
- **Password Reset** – Login with the username and temporary password sent to you via email. (Your temporary password is only valid for 90 days.)
- Reset your temporary password. (Note: Current password is your temporary password.)
  Click "Continue." (If you are prompted for an authenticity code, check your email for this twelve digit code.)

Password Reset

Please enter a new password that meets the criteria listed below.

* Enter New Password: [   ]

* Re-enter Password: [   ]

Passwords must fulfill the following criteria:

- Minimum 12 characters
- Contain at least one letter
- Contain at least one special character
- Contain at least one digit
- Passwords must match

Cancel   Complete

- Accept the **Terms of Use** by clicking the accept button.

- **InstaScreen Browser Opens** to the HOME page.
  To place an order, click on the **ORDER** tab on the top toolbar.
  Select **New Order.**

- **Order Products** by selecting your package. (If you have more than one, select only one from the list provided.)

| HOME | ORDER | REPORTS | ADMIN | UTILITIES |

Select Product for Order   ADEMO-HS

ORDER
New Order
Batch Order
Draft Order
Applicant Pending   0
Applicant R
XML Ready   0

General Product Overview:
1. The package default pricing includes a specific number of court record searches.
2. Additional court criminal record searches may be performed only if requested or by prior arrangement.
3. A confirmation county court search is required by the FCRA for any matching Name/DOB record(s) found in the Multi-State Criminal Database Record Search and/or the National Sex Offender Registry Search and may be subject to additional court search fees.
4. The searches that are pre-checked in the gray boxes are included within that package.
5. Optional searches may be available by indicating with a check mark in the appropriate box at an additional fee.

Proper due-diligence requires that all names of record and/or counties of residence for the previous seven years be searched for criminal records to establish solid litigation support. I understand that a criminal record search that does not include all names and counties of record from the previous seven years will not produce a complete background report on an individual.

Order ➔   **BASIC NATIONAL PROFILE**
$39 core price includes: County Criminal Court Search (2x); Multi-State Criminal Database Search; SSN Validation; Identify Alias Names; Address History; National Sex Offender Search

- In the **Select Searches for Order** screen the searches that are included in that package are automatically pre-checked. If you want to add more searches, check the boxes that are not pre-selected. (Note: Additional costs will apply to all searches not included in your package.)

Select Searches for Order   ADEMO-HS

Credit

☐ Bankruptcy, Liens & Judgments Report

Identity Development

Person Search
☑ SSN Trace Report

Investigative

☑ County Criminal Records Search
☐ Federal District Criminal Records Search
☐ International Criminal Records Search
☑ Multi-State Criminal Database Record Search
☑ National Sex Offender Records Search

Global Security Watch List

☐ Terrorist Watch Lists/Prohibited Parties/Denied Persons/OFAC

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- **Certification** – The terms of use (Certification) will display. Scroll down and click on **Accept terms**.

Certification

Please review the following and acknowledge acceptance of the terms.

I understand that any imposed fee's from county courts, state MVR's, previous employers or educational facilities are not included in the core price of any report. Prior to a screening request, I agree to adhere to the following Fair Credit Reporting Act (FCRA) requirements:

1. That the Consumer Report/Investigative Consumer Report is for employment suitability purposes in accordance with 15 U.S. Code § 1681b, and that the information from the report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.

2. That the applicant has received a clear, conspicuous and compliant Release Authorization disclosure form with their signed consent before the report is procured or caused to be procured. This document consists of the disclosure form, including their Federal, and if necessary required State rights. If the optional paper-based Release Authorization format is preferred, this document must be uploaded into the online screening request to facilitate its' completion. Reports will not be completed without the required signed consent form attached. The electronic QuickApp format completes this process with no need for additional forms to be completed, uploaded or stored.

3. Applicants that reside in CA, OK or MN are entitled to a free copy of their report provided by you if it is requested.

4. That prior to a final adverse hiring decision, the applicant has been provided with the "**Pre-Adverse Action – Full Disclosure**" letter, including the report and their Federal rights. The applicant is entitled to a minimum of five (5) business days from the date of confirmed notification of the Pre-Adverse Action notification in order to question the accuracy of the findings of the report.

- **QuickApp Process** – Our only option is for you to use our QuickApp process. Scroll to the bottom of the **Select Searches for Order** screen and click the QuickApp.

Click the **green QuickApp** button which will send an email to the applicant.

| ✉ QuickApp™ | or | Next ➜ |
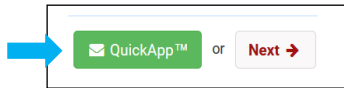
Order entry screen:
1 – Reference field (optional)
2 – Last Name, First Name
3 – Applicant's email address
4 – Applicant's phone number (optional)
5 – Your email address
6 – Order Notes (optional)
7 – Click **Send & Next** if you have multiple applicants to process. OR click **Send** if no additional applicants.

QuickApp™ Order

Basic National Profile w/MVR

Reference:

Applicant

| * Last Name | * First Name | Phone Number | ☐ By checking the box and providing the applicant's phone number, I certify that the Applicant has consented to receive text messages for invites and disclosures. |

* To Applicant's E-mail Address   * From Sender's E-mail Address

Order Notes:

Cancel   ✉ Send & Next   ✉ Send

Client Support and Assistance
Our Client Support Representatives are available Monday-Friday 8:30 AM-5:30 PM PST by calling 888-792-4473, or by emailing research@hiresafe.com.