

How To Order A Background Check Through S2Verify Using Paper Consent Form

Training Manual



The following presentation walks users through the basics of the following processes:

- Navigating the Home Screen
- Navigating the Report Management Screen
- Ordering a Report
- Viewing a Report
- Printing or Faxing a Report
- Viewing All Users Reports

To log in go to <https://enterprise.s2verify.com/>

A screenshot of the S2Verify login page. At the top is the S2Verify logo. Below it are two input fields: 'User ID' with the text 'maryhamann' and 'Password' with a masked password '.....'. To the left of the password field is a link for 'FORGOT PASSWORD?'. To the right is a green 'SIGN IN' button. At the bottom, there is a line of text: 'Please contact support if you need assistance.' followed by the contact information 'customerservice@s2verify.com | 855-671-1933'.

Home Page

Once you have logged in you will automatically be taken to your Home Page.

The screenshot shows the S2Verify Home Page. At the top left is the S2Verify logo. A navigation bar contains links for Home, Recruiting, Order Reports, Report Management, and My Account. Below the navigation bar is a search area with a 'Quick Find' box containing the text 'Who are you looking for?' and an 'Advanced Search' link. The main content area is titled 'jzimbardi Home Page' and features a section titled 'Access Your Reports' with six icons and their respective counts: In Progress (0), Completed (2), SwiftHire (0 / 1), Archived (8), Needs Attn (0), and Discrepancy (1). To the right of this section is a 'S2Verify, LLC Messages' box containing a notice about a fee increase and court closures. At the bottom right is a 'My Notes (0)' box with an 'Add note' link. A banner at the bottom of the page reads 'Cover all of your bases.'

In Progress: Any searches that have components still in progress.

Completed: Searches move to this folder once all components in a report are completed. After 12 months, these reports will automatically move to the “Archived” folder.

SwiftHire: Used when applicants apply online.

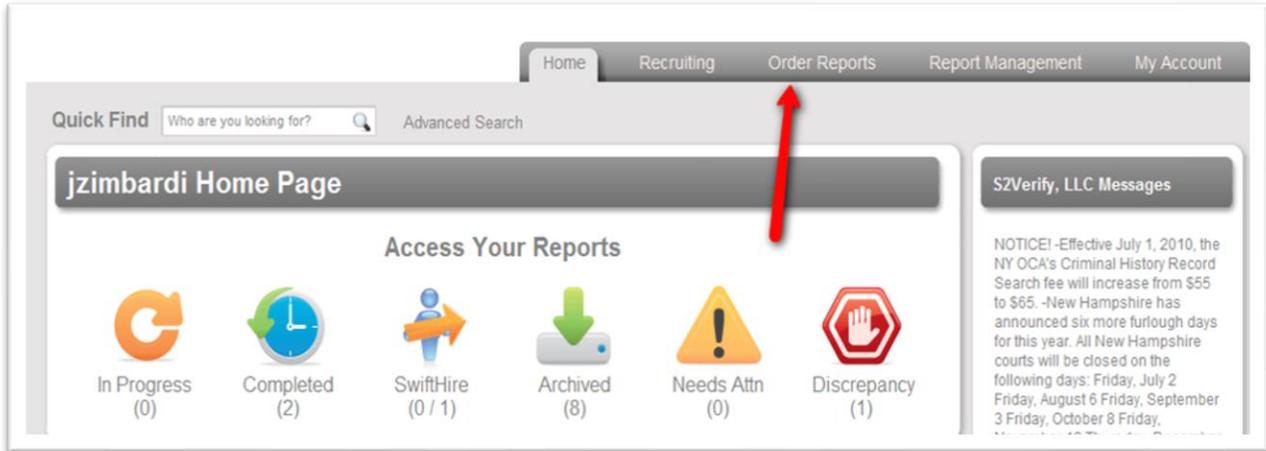
Archived: All reports that have either been manually archived or have aged over 12 months.

Needs Attn: Reports that require additional information such as middle names or signed release forms.

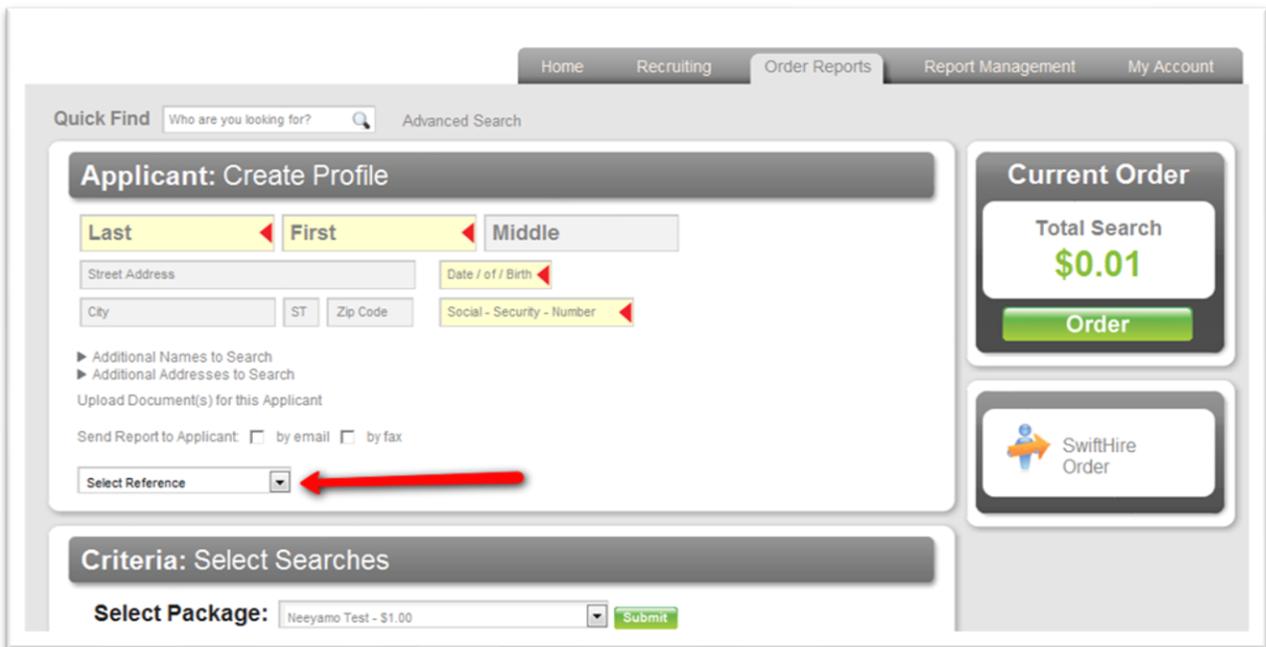
Discrepancy: Any component of a search that comes back with a record on it can be found in this folder.

How to Order Reports off the Home Screen

Click here to order reports.



Necessary Information when Ordering
(we do not use the "Select Reference" box)



Applicant: Create Profile

Hamann	Mary	Ann
55 W. Sanborn St		01/01/2001
Winona	MN	55987
507-858-1244		123-45-6789

+ Additional Names to Search

+ Additional Addresses to Search

Upload Document(s) for this Applicant

Send Report to Applicant:

by email

mhamann@dowr.org

I hereby certify that the consumer has already been provided with a written Disclosure and their written Authorization has been obtained, that the appropriate adverse action process will be followed, where applicable, and that this consumer report is being obtained for employment purposes, all in accordance with the requirements of the federal Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq.

Reference Code

Email

+ Add an additional email

Criteria: Select Searches

Package Selection:

Employee/Volunteer Pkg - \$8.24

- Company Packages
- Employee/Volunteer Pkg - \$8.24
- Employee/Volunteer Pkg w/ MVR - \$10.82
- MVR Search - \$2.58
- Re-Screening Package - \$2.06

Not

- Individual Searches
- Order Individual Searches

- Fill in all the necessary information in the 'Applicant: Create Profile' box.
- Click the 'by email' enter volunteers/employees' email.
- Click on box "I here by certify . . ."
- Under 'Criteria: Select Searches' most the time you will select 'Employee/Volunteer Pkg. - \$8.24'
- Then click on under this section there will be a green box that says 'SELECT'
- Then on the right-hand side of this screen the 'Current Order' box will reflect 'Total Price \$8.24' Click on 'ORDER' in the green box.

Once you have placed your order you will get an email with the completed background check. You will need to print out the completed background check, staple it to the signed consent form and file away in locked file cabinet or safe.

You can search for someone using the 'Find an Applicant?' at the top of the screen. Type in last name or first but not both. Less information yields better results. Here I search for 'Hamann' and I got five possibilities. If I click on the name it will open the 'Applicant: Detail View'.

APPLICANT	DATE ORDERED	STATUS					
Hamann, Mary	05/17/2012	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>					<input type="checkbox"/>
Hamann, Carlie	05/03/2019	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>					<input type="checkbox"/>
Hamann, Kaitlyn	06/19/2012	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>					<input type="checkbox"/>
Hamann, Katherine	11/20/2014	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>					<input type="checkbox"/>
Hamann, Mary	09/27/2016	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>					<input type="checkbox"/>

Applicant: Detailed View

[Back to List](#) [Next Applicant](#)

- On the
- 'Applicant
- Detailed View'
- under 'REPORT
- ACTIONS' you
- can:
- VIEW**
- view reports
- print reports
- SEND**
- e-mail report
- ORDER**
- Order more

Hamann, Mary Ann

SSN: 505-88-****
DOB: 03/13/****

Ordered: 05-17-2012
Archived

2 of 2 Completed

REPORT ACTIONS

VIEW	SEND	ORDER	OTHER
view reports print report mark unread unarchive this report	e-mail report	order more re-screen this applicant	upload document(s) for this report Order Pre-adverse/Adverse Action Letter

VIEW DOCUMENTS

DOCUMENT	DESCRIPTION	DATE ADDED	ADDED BY
Adverse Action Letter - Standard - Mary Hamann - 296931	Adverse Action Letter	05/12/2020	maryhamann

Search Types Done

<p>Instant National Criminal Search - Nationwide Criminal, Sex Adverse Action Letter</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p>Instant National Criminal Search</p> <p>Details: Nationwide Criminal, Sex Offender and Homeland Security/Patriot Act Database Search</p> <p>Complete - No Record</p>
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