VIRTUS® Registration S2Verify SwiftHire – Coordinator Process

To Finalize Background Check for New Volunteer

Once the volunteer has completed the background check process through the VIRTUS[®] registration you will receive an email that looks like the below. By clicking on the link takes you to the S2Verify secure website:

Reply 🛱 F	Reply All 🕞 Forward						
	Thu 8/15/2019 2:18 PM						
	mhamann=dow.org@screening.services on behalf of mhamann@dow.org						
	Background Check for John Smith is Ready For Review						
To Hamann, Ma	ary						
Click here to	🛈 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.						
now log int Log in now Sincerely, The S2Veri	ify, LLC Team						

Once you are logged on, your home page should look like below. It may have the "ACCESS YOUR REPORTS" off to the side.



Once you click on the "SwiftHire" circle you will see a list of who is "Ready" to be run and who is waiting to be run.

Dioce Win	ese of ona-Rochester	Find an A	Applicant?		5				Log	gout
		Hon	ne	Order Report	Report Ma	nagement	My Account			
App	Applicant: SwiftHire				My Reports					
7,66								Ð	In Progress (0)	
APP	LICANT	STATUS	DAYS	TOTAL	>				Completed (487)	
Smith, s	John	Ready	C	\$8.00	CAN	CEL	VIEW ORDER		Aldriv	ve all
				1 - 1 of 1		_	Select All	Ð	SwiftHire (1 / 1)	
						SE	ND REMINDER FOR SELECTED		Archived (5)	

If you have not run a background check on this person, all you have to do is to click on "ORDER" and the check will run. If you have, you can "CANCEL". You can also review the check if you need to by clicking on "REVIEW".

					Current Order
Diocese of Winona-Rochester		Total Pri			
	Home	Order Report Repo	rt Management My	Account	\$0.0
Order Report					ORDER
					SAVE AS DR
Applicant: Creat	- Drofilo				VIEW DRAF
Applicant: Create	e Profile				VIEW DRAF
Applicant: Create	e Profile	George			SwiftHire Ord
Applicant: Create Smith 125 Church St	e Profile	George 01/01/****			SwiftHire Ord
Applicant: Create Smith 125 Church St Winona	John MN 55987	George 01/01/**** 555-55-***			SwiftHire Ord
Applicant: Create Smith 125 Church St Winona jsmith@gmail.com	e Profile John MN 55987	George 01/01/**** 555-55-***			SwiftHire Ord
Applicant: Create Smith 125 Church St Winona jsmith@gmail.com 507-456-1234	e Profile 	George 01/01/**** 555-55-***			SwiftHire Ord
Applicant: Create Smith 125 Church St Winona jsmith@gmail.com 507-456-1234	e Profile John MN 55987	George 01/01/**** 555-55-****			veworkar E SwiftHire Ord 最 Branch Order
Applicant: Create Smith 125 Church St Winona jsmith@gmail.com 507-456-1234 Additional Names to Search	e Profile John 	George 01/01/**** 555-55-****			veworker SwiftHire Ord Branch Order

Once the background check is completed, you will receive an email that looks like below. You will need to print out the first attachment with the nine numbers .pdf and the "AUTHORIZATION OF BACKGROUND INVESTIGATION" form and the actual completed background check. Store in a locked secure location. The VIRTUS website will automatically be update with the background check completed date.

Wed 7/10/2019 2:26 PM result=s2verify.com@screening.services on behalf of result@s2verify.com Completed Search -Name of Applicant							
87343783.pdf 94 KB	Applicant Disclosure Statement_19071010011030160.pdf	Authorization of Background Investigation_19071010011030160.pdf _					
Summary of Rights_19071010011030160.pdf	State Notices_19071010011030160.pdf	California State Notices_19071010011030160.pdf					
Please open the attachment to view your results. Thank You.							