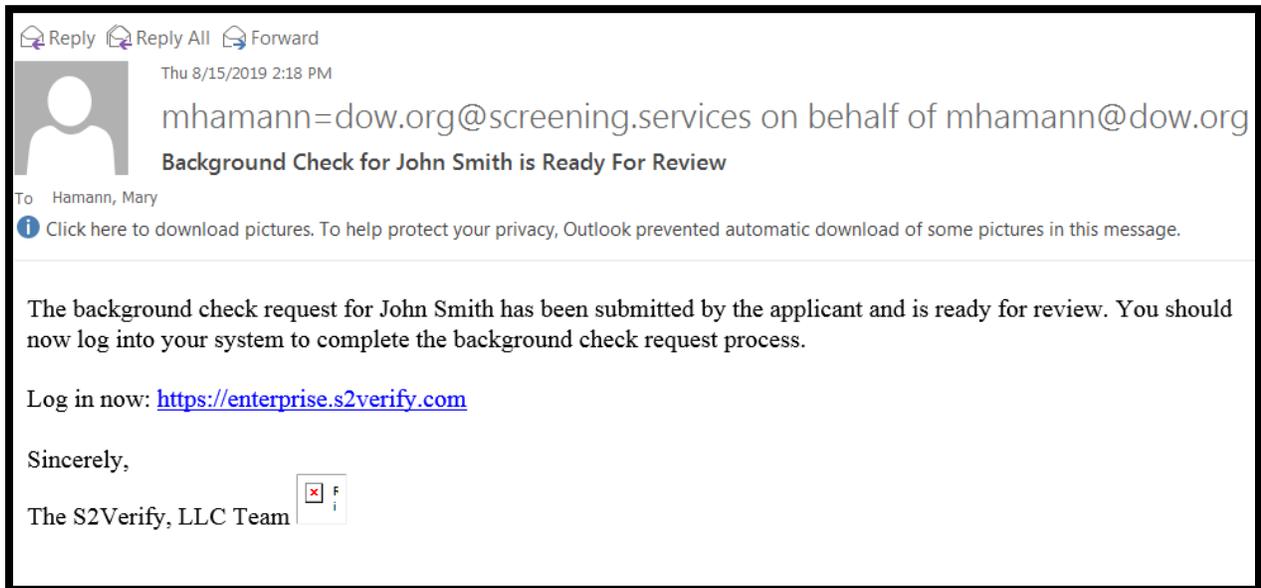# VIRTUS® Registration S2Verify SwiftHire – Coordinator Process

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:


Once you are logged on, your home page should look like below. It may have the "ACCESS YOUR REPORTS" off to the side.
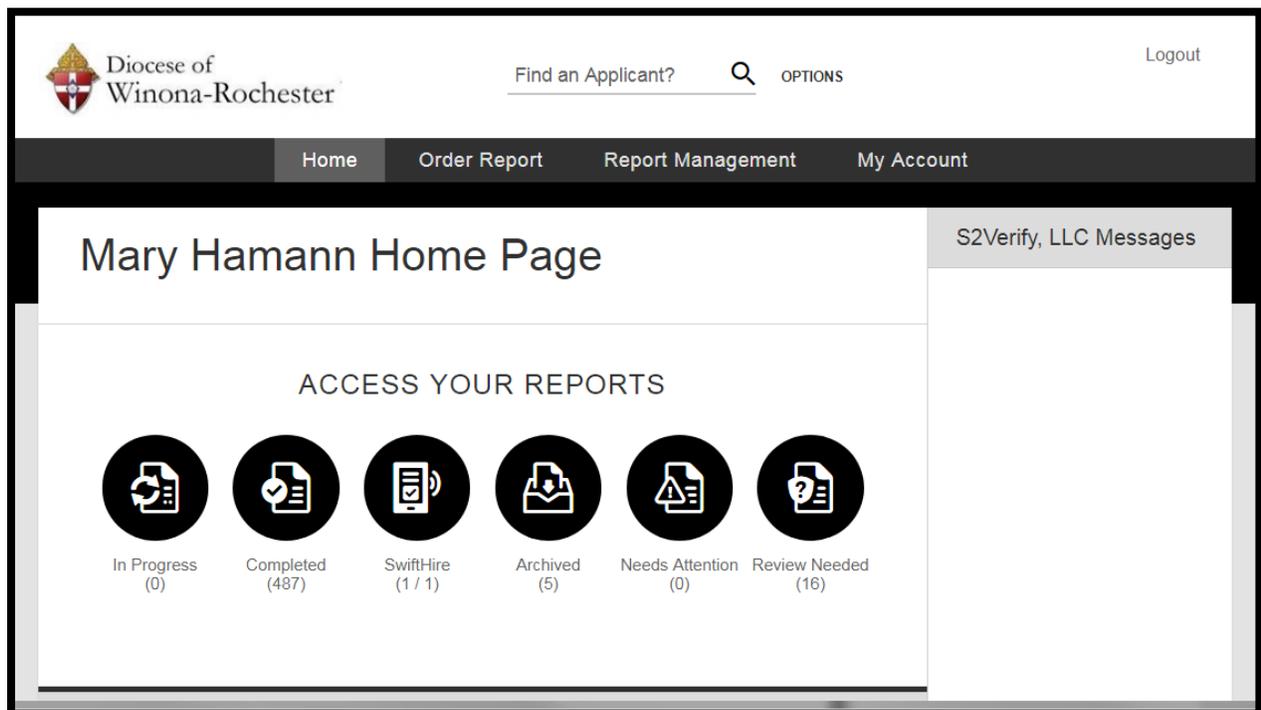
Once you click on the "SwiftHire" circle you will see a list of who is "Ready" to be run and who is waiting to be run.
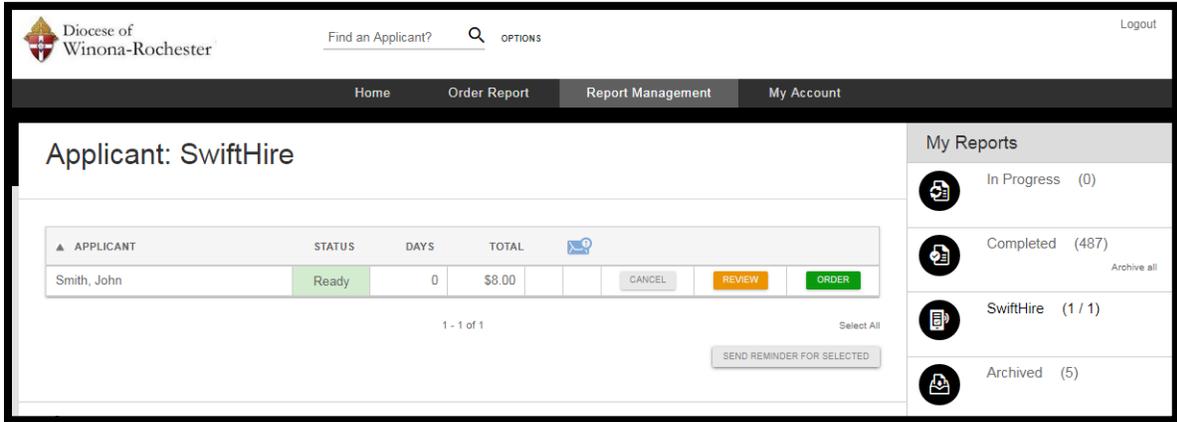
If you have not run a background check on this person, all you have to do is to click on "ORDER" and the check will run. If you have, you can "CANCEL". You can also review the check if you need to by clicking on "REVIEW".
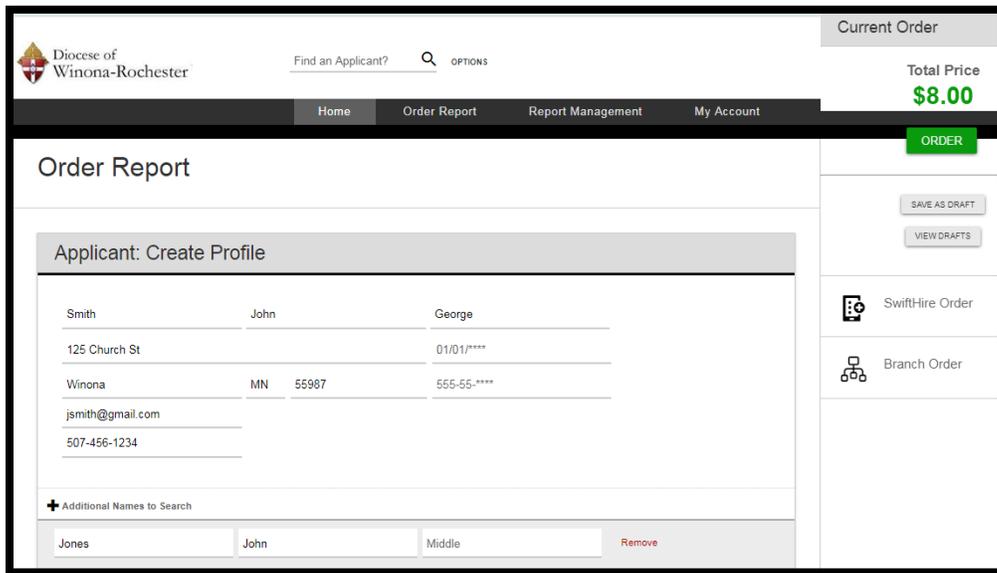
Once the background check is completed, you will receive an email that looks like below. You will need to print out the first attachment with the nine numbers .pdf and the "AUTHORIZATION OF BACKGROUND INVESTIGATION" form and the actual completed background check. Store in a locked secure location. **The VIRTUS website will automatically be update with the background check completed date**.