

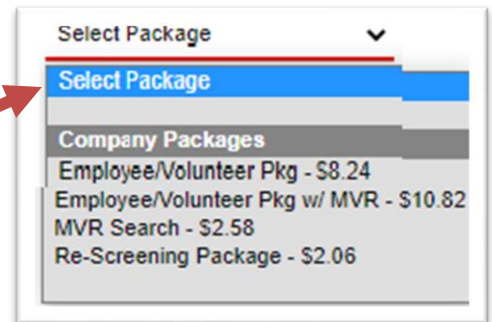
Process to Email Background Check Request Directly from S2Verify to request completion of Screening (Volunteer or Employee)

From the S2Verify Home Screen click on **SwiftHire**

Click **Applicant**, enter **Last Name**, **First Name** then **Select Package** from the drop-down screen. Enter volunteer/employee **email**.

Click **SUBMIT** the person will get an email with the link. Best to inform them that this is coming from S2Verify.

REMEMBER: you will need to record check in VIRTUS



The image shows a screenshot of the "SwiftHire: Create Request" form. At the top left is the logo for the Diocese of Winona-Rochester. To the right is a search bar with the text "Find an Applicant?" and a magnifying glass icon, followed by a link for "ADVANCED SEARCH". Below this is a navigation bar with links for "Home", "Order Report", "SwiftHire", "Report Management", and "My Account". The main heading is "SwiftHire: Create Request" with a "View Applicants" link on the right. The form contains several sections: a radio button selection for "Applicant" (selected) and "Global"; input fields for "Last Name" and "First Name"; a "Select Package" dropdown menu; a "Reference" input field; a "Delivery Method" section with "Email" selected and a "Send Text Link" checkbox; a "CC me a copy" section with a "CC Email" input field; and a disclaimer with a checked checkbox. At the bottom is a large green "SUBMIT" button. A red arrow points from the text "Select Package" in the instructions to the dropdown menu in the form.

Once the process is completed by the employee/volunteer you will receive an email. See page 4.4b to complete the background check.