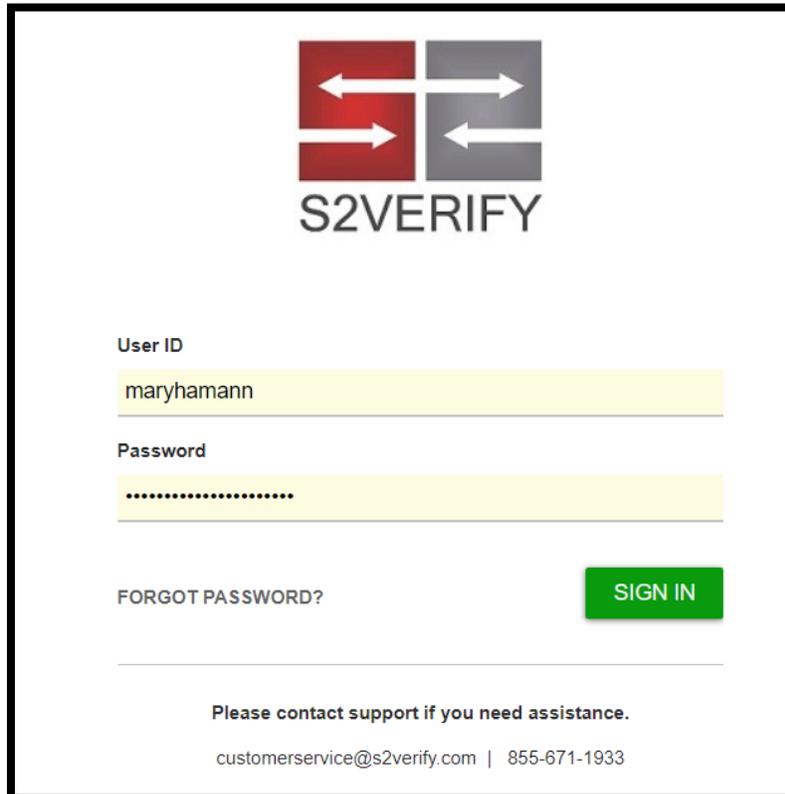


## How To Order A Background Check Through S2Verify Using Paper Consent Form

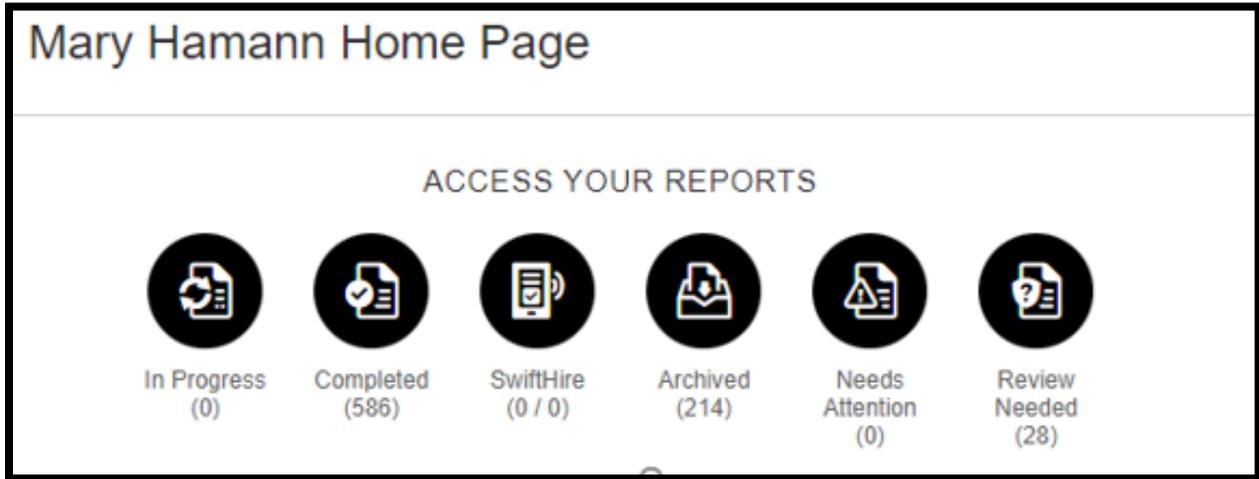
To log in go to <https://enterprise.s2verify.com/>



The image shows a screenshot of the S2Verify login interface. At the top center is the S2Verify logo, which consists of a red square with a white double-headed arrow pointing left and a grey square with a white double-headed arrow pointing right, with the text "S2VERIFY" below it. Below the logo are two input fields: "User ID" with the text "maryhamann" and "Password" with a masked password of ten dots. 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.



**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.

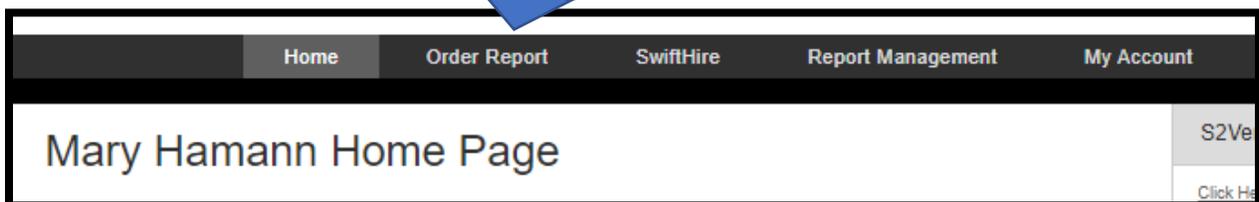
**Archived:** All reports that have either been manually archived or have aged over 12 months.

**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.



## Applicant: Create Profile

Last	• First	• Middle
Street Address		DOB:mm/dd/yyyy
City	ST • Zip Code	Social - Security - Number
Phone		

### + Additional Names to Search

Last	First	Middle
Remove		
- ADD ANOTHER		

### + Additional Addresses to Search

Upload Document(s) for this Applicant

Send Report to Applicant:

by email

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, that this consumer report is being obtained for employment purposes, and that the information from the consumer report will not be used in violation of any applicable Federal or State equal employment laws or regulations, all in accordance with the requirements of the federal Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq.

Reference Code

Total Price

**\$0.00**

**ORDER**

SAVE AS DRAFT

VIEW DRAFTS



SwiftHire Order



Branch Order

E

+ A

Company Packages

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

Individual Searches

- Order Individual Searches

Employee/Volunteer Pkg - \$8.24 ▼

**SELECT**

- Fill in all the necessary information in the 'Applicant: Create Profile' box.
- Click the 'by email' enter volunteers/employees' email.
- Click on box "I hereby 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	<span style="background-color: green; width: 20px; height: 10px;"></span>					<input type="checkbox"/>
Hamann, Carlie	05/03/2019	<span style="background-color: green; width: 20px; height: 10px;"></span>				<input type="checkbox"/>	<input type="checkbox"/>
Hamann, Kaitlyn	06/19/2012	<span style="background-color: green; width: 20px; height: 10px;"></span>					<input type="checkbox"/>
Hamann, Katherine	11/20/2014	<span style="background-color: green; width: 20px; height: 10px;"></span>					<input type="checkbox"/>
Hamann, Mary	09/27/2016	<span style="background-color: green; width: 20px; height: 10px;"></span>				<input type="checkbox"/>	<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**

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

DOCUMENT	DESCRIPTION	DATE ADDED	ADDED BY
Adverse Action Letter - Standard - Mary Hamann - 296831	Adverse Action Letter	05/12/2020	maryhamann

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