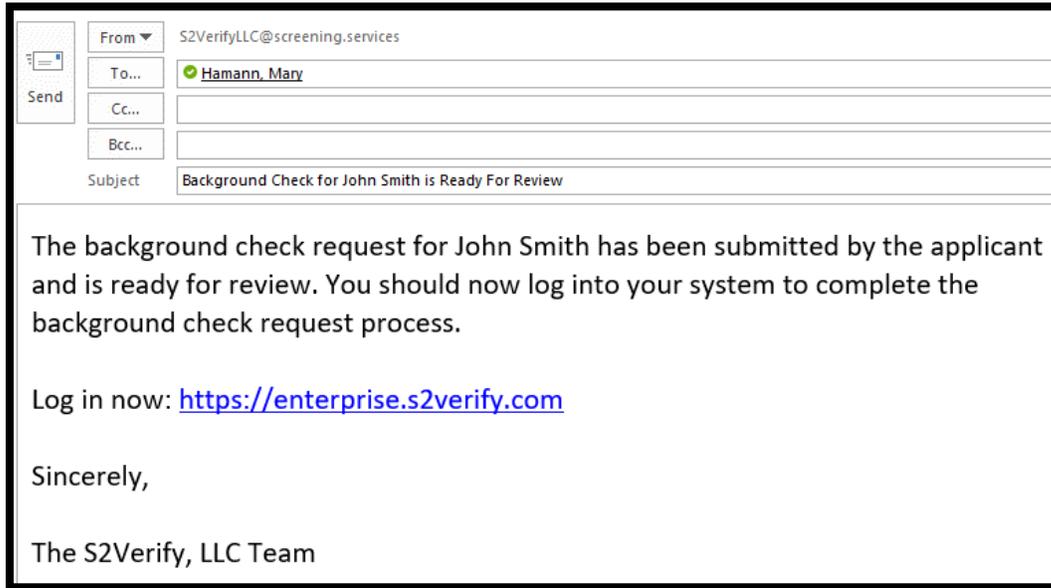


VIRTUS® Registration S2Verify SwiftHire – Coordinator Process

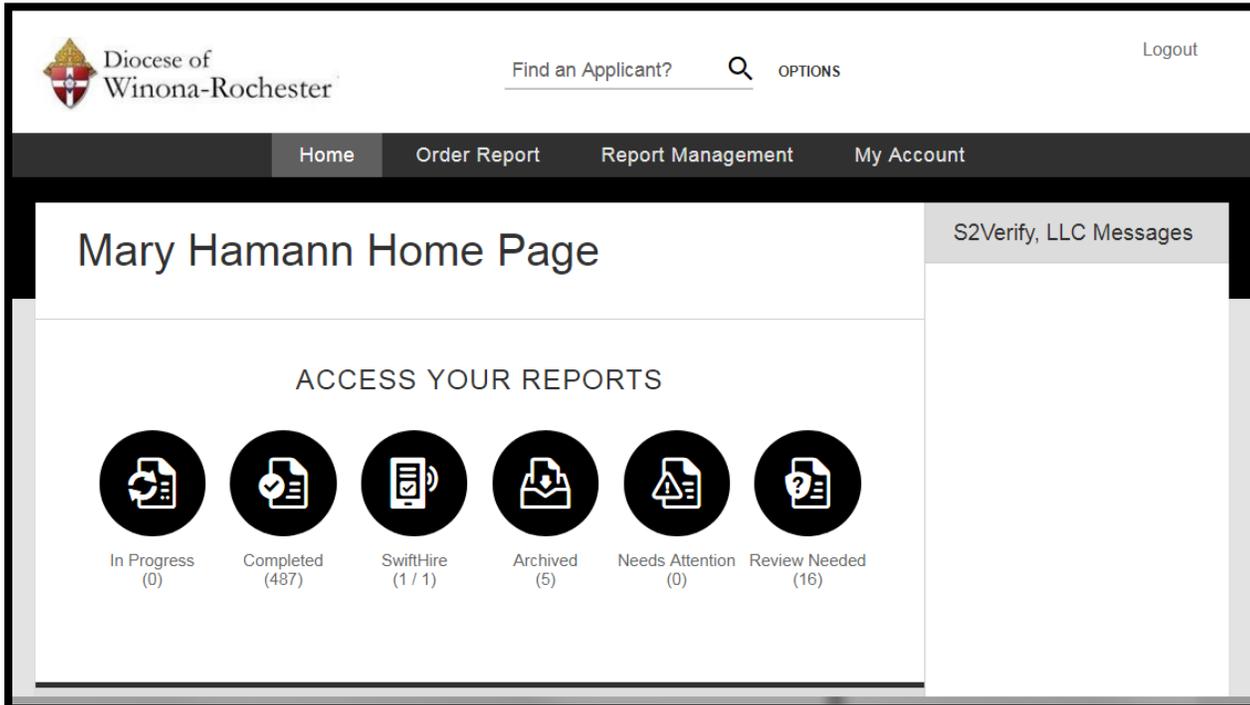
To Finalize Background Check for New Volunteer

(NEW Employees will need to complete the paper form.)

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. Click on the “SwiftHire” circle



You now will see a list of who is "Ready" to be run and who is waiting to be run.

Diocese of Winona-Rochester

Find an Applicant? OPTIONS

Logout

Home Order Report Report Management My Account

Applicant: SwiftHire

APPLICANT	STATUS	DAYS	TOTAL	
Smith, John	Ready	0	\$8.00	<input type="button" value="CANCEL"/> <input type="button" value="REVIEW"/> <input type="button" value="ORDER"/>

1 - 1 of 1 Select All

My Reports

- In Progress (0)
- Completed (487) Archive all
- SwiftHire (1 / 1)
- Archived (5)

If you have not run a background check on this person click on "ORDER" this will take you to the next two screens (combined). You can "CANCEL" (if already run) or "REVIEW".

Order Report

Applicant: Create Profile

Smith John

James

UNITED STATES

2340 3rd Ave

Winona MN 55987

02/16/****

468-04-****

johnsmith2022@gmail.com

507-588-1244

+ Additional Names to Search

Last First

Middle

Remove

[+ ADD ANOTHER](#)

Current Order

Total Price
\$8.24

Make sure to click on the box where the **BLUE** check-mark is or the check will not go through. Also, make sure that you have the correct background check selected.

+ Additional Addresses to Search

Upload Document(s) for this Applicant View Document(s)

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.

Diocese of Winona-Rochester

johnsmith2022@gmail.com

+ Add an additional email

Current Order

Total Price
\$8.24

ORDER

SAVE AS DRAFT

VIEW DRAFTS

SwiftHire Order

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

Individual Searches

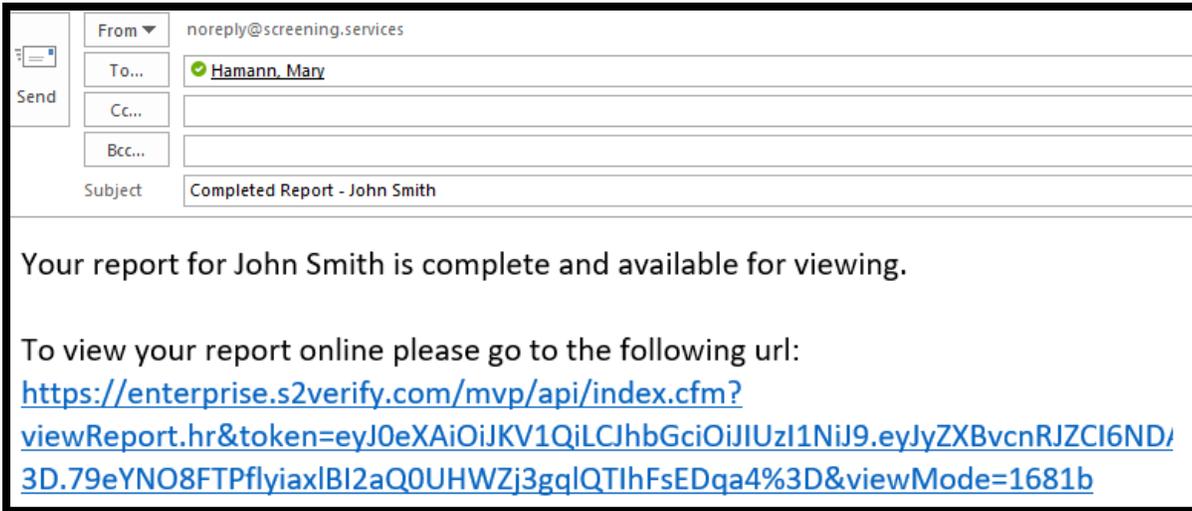
Order Individual Searches

Search

1 Selected info Package

Past Address History 1 Selected info Package

Once the background check is completed, you will receive an email, see below. Click on the link and you will be able to print out the completed check.



In addition to the completed background check you will need to log onto S2Verify and **print** the “**AUTHORIZATION OF BACKGROUND INVESTIGATION**” form. Search for the user’s name, click on their last name and you will see the box below. Store both documents in a locked secure location.

 **REPORT ACTIONS**

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

 **VIEW ACTIVITY HISTORY**

 **VIEW DOCUMENTS**

DOCUMENT	DESCRIPTION	DATE ADDED	ADDED BY
Applicant Disclosure Statement	SwiftHire Consent	03/09/2022	applicant
Authorization of Background Investigation	SwiftHire Consent	03/09/2022	applicant
Summary of Rights	SwiftHire Consent	03/09/2022	applicant
State Notices	SwiftHire Consent	03/09/2022	applicant
California State Notices	SwiftHire Consent	03/09/2022	applicant