

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

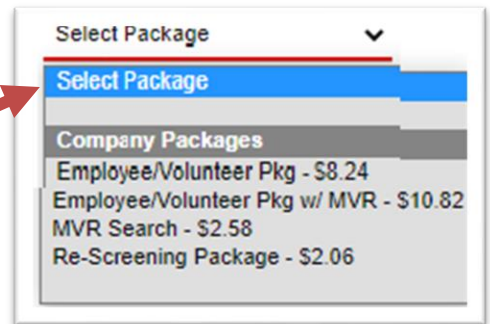
From the S2Verify Home Screen click on **SwiftHire**

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

Make sure to check the little box.

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, there is a navigation bar with 'Home', 'Order Report', 'SwiftHire', 'Report Management', and 'My Account'. Below the navigation bar, the form title 'SwiftHire: Create Request' is displayed. The form has several sections: 'Applicant' (selected) and 'Global' (unselected); 'Last Name' and 'First Name' input fields; 'Select Package' dropdown menu; 'Reference' input field; 'Delivery Method' section with 'Email' selected and 'Send Text Link' checkbox; 'CC me a copy' section with 'CC Email' input field; and a checkbox for acknowledgment. A green 'SUBMIT' button is at the bottom. A blue arrow points from the text 'Make sure to check the little box.' to the acknowledgment checkbox.

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