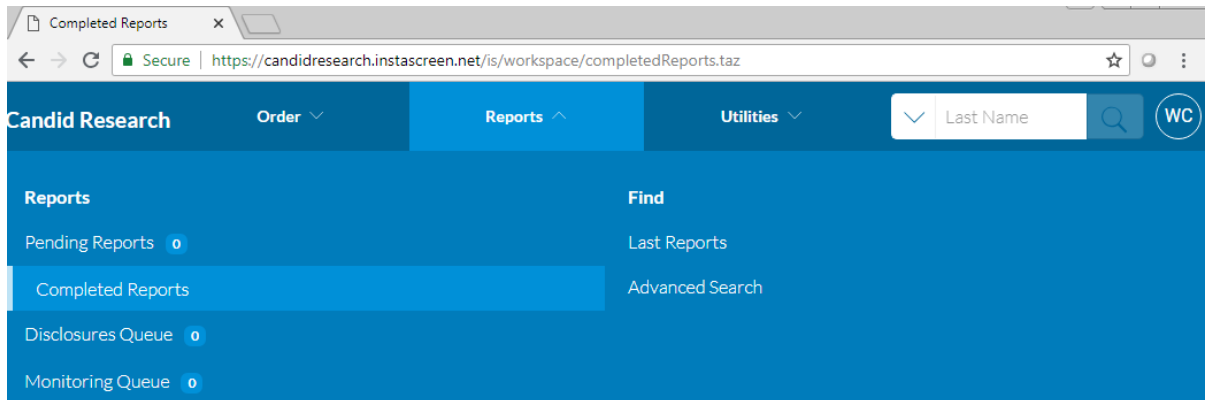




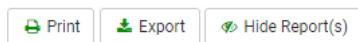
USER'S GUIDE: PROCESSING REPORTS

REVIEWING COMPLETED REPORTS

Once you've logged in, hover over the word **REPORTS** on the top navigation bar and click on **COMPLETED REPORTS**. Now all your completed orders will appear. Select the report you wish to review. You can sort by clicking on any of the headers.



Completed Reports



Name	SSN	File	Report To	Ordered By	Status	Ordered	Completed	Type	Flag
<input type="checkbox"/> PEREZ VASQUEZ, ROSA	XXX-XX-9399	216227	Acme Manufacturing	Wyle Coyote	Complete	2018-09-05	2018-09-05	Employment	
<input type="checkbox"/> MESS, HANK AARON	XXX-XX-6789	216229	Acme Manufacturing	Wyle Coyote	Complete	2018-09-05	2018-09-05	Employment	

You can also search for a specific report in the SEARCH box on the top of the screen. You can search by LAST NAME, FILE NUMBER, SSN, and last four digits of SSN.

REPORT RESULTS

From the upper left corner, you can select:



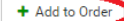
1. VIEW: This enables you to see your report.
2. PRINT: From here, you can also save as .pdf.
3. ADD TO ORDER: This is where you can add additional searches to your order.

From the upper right corner, you can select:

1. REQUEST HELP: An email dialog box will pop-up and you can send us a question.
2. NEW ORDER: You can start a new order for this applicant or another applicant.

Report Results - #129513 - MESS JR, HANK AARON
ACCOUNTING DEPT

Acme Manufacturing
Wyle Coyote

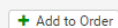
Order Details ↓









Status:	Complete	Decision:	- ▾
Order Date:	02-07-2017 11:58 AM MST	Requestor:	Wyle Coyote
Report Date:	02-07-2017 12:48 PM MST	Email:	wyle.coyote@acmemanufacturing.com
File Number:	129513 / ACCOUNTING DEPT	Phone:	-
Report To:	Acme Manufacturing / ACM100 1938 N. Batavia St. Ste A Orange, CA 92865	Alt.Phone:	-
		Fax:	-
		Product:	Acme Package 1

Applicant Information ↓

Name:	MESS JR, HANK AARON	SSN/DOB:	XXX-XX-6789 / 01-01-XXXX
Email:	HANK@GMAIL.COM	Phone:	-
Address:	123 HAPPY ST., ORANGE, CA 92865		
Drivers License:	CA - C3456789		

Search Results



Search	Status	
Person Search		
SSN Trace / Address History (XXX-XX-6789)	Complete	
7-Yr County Criminal Search		
 CA-LOS ANGELES (MESS, HANK AARON)	Complete	
 CA-ORANGE (MESS, HANK AARON)	Complete	
National Criminal Database Pkg (includes OFAC, SAM, Sex Offender Registry)		
NATIONWIDE (MESS, HANK AARON)	Complete	

FLAGS: From time to time, you will notice blue flags on some of your report. These flags indicate that the report is not clear. This is our way of letting you know that there are records or notes on this report for you to review.

ADVERSE ACTION

Our system gives you two options for handling adverse action:

OPTION 1 - Manual Disclosures and Forms:

Under the DISCLOSURES AND FORMS section of REPORT RESULTS, you can select the forms you need to print and deliver these forms to your applicant directly .

Options:

1. Adverse Action Notice
2. Adverse Action Notice – Rescind Offer
3. Consumer Copy
4. Pre-adverse Action – Full Disclosure

Description:

- An offer of employment will not be made
- Your offer of employment is being rescinded
- In case it was not selected when order was placed
- Normally issued before taking adverse action

You can choose to either View and Print or Email these forms and send to your applicant. These forms will automatically include a copy of the report.

Search Results		+ Add to Order
Search	Status	
Person Search		
SSN Trace / Address History (XXX-XX-6789)	Complete	
7-Yr County Criminal Search		+
CA-LOS ANGELES (MESS, HANK AARON)	Complete	
CA-ORANGE (MESS, HANK AARON)	Complete	
National Criminal Database Pkg (includes OFAC, SAM, Sex Offender Registry)		
NATIONWIDE (MESS, HANK AARON)	Complete	

Attachments + ▾

-- No Attachments --

Disclosures and Forms

--Select Disclosure or Form-- ▾

View
 Email

--Select Disclosure or Form--

--Select Disclosure or Form--

Adverse Action Notice

Adverse Action Notice - Rescind Offer

Consumer Copy

Pre-adverse Action - Full Disclosure

OPTION 2 – Decision Indicator

In the DECISION section of REPORT RESULTS, you can indicate your hiring decisions. Certain decisions will trigger our queue for adverse action notices. We ensure the notices in our queue are date/time stamped, and processed in a timely basis.

<u>Options:</u>	<u>Description:</u>	<u>Candid Queue:</u>
1. Approved	You intend to hire the applicant	None
2. Declined	You will not be making an employment offer	Adverse Action Notice
3. Negative	Applicant has failed the drug-test	None
4. Review	You are reviewing the file	None
5. Pending	You have placed the file in pending status	None
6. Opt Out	Applicant has opted out of the process	None
7. Pre-Adverse	You may be taking Adverse Action	Pre-Adverse Action Notice
8. Dispute	Applicant wishes to dispute the report	Dispute Status
9. Conditional Offer	A conditional offer has been made	None

TO ENSURE COMPLIANCE WITH ADVERSE ACTION LAWS, PLEASE ENSURE YOU ARE INDICATING THE CORRECT DECISION ON THIS SCREEN, PARTICULARLY “DECLINE”, “PRE-ADVERSE”, AND “DISPUTE”

****WHEN TAKING ADVERSE ACTION, INDUSTRY BEST PRACTICES RECOMMENDATION IS TO SELECT PRE-ADVERSE AND WAIT 5-7 DAYS TO ALLOW APPLICANT TIME TO DISPUTE, BEFORE TAKING ADVERSE ACTION.**

Report Results - #129513 - MESS JR, HANK AARON
ACCOUNTING DEPT

Acme Manufacturing
Wyle Coyote

[View](#) [Print](#) [+ Add to Order](#)

[? Request Help](#) [New Order](#)

Order Details ↓

Status:	Complete	Decision: <input type="button" value="▼"/>	
Order Date:	02-07-2017 11:58 AM MST	Requestor:	
Report Date:	02-07-2017 12:48 PM MST	Email:	
File Number:	129513 / ACCOUNTING DEPT	Phone:	
Report To:	Acme Manufacturing / ACM100 1938 N. Batavia St. Ste A Orange, CA 92865	Alt.Phone:	
		Fax:	
		Product:	

Applicant Information ↓

Name:	MESS JR, HANK AARON	SSN/DOB:	
Email:	HANK@GMAIL.COM	Phone:	
Address:	123 HAPPY ST., ORANGE, CA 92865		
Drivers License:	CA - C3456789		

- Approved (per client specifications)
- Declined (per client specifications)
- Negative (per client specifications)
- Review
- Pending (per client specifications)
- Opt Out (per client specifications)
- Pre-Adverse (per client specifications)
- Dispute
- Conditional Offer (per client specifications)

Please let us know if you have any questions.

Thank you!
Candid Research, Inc.