

Using the Verity Screening Solutions System

Go to main website: www.verityscreening.com

Enter Username and Password (this information is case sensitive) and click login.

A new browser will open and this is your personal account screen.

To order background checks, follow the following steps:

Click on the “Order Reports” Tab.

Screen 1:

Place checkmarks in the line item of the searches you would like to have run.

Click on “Continue”

Screen 2:

Enter the applicant’s personal information. Keep in mind that correct spelling, proper SSN and date of birth, driver’s license number must be correct. Make sure that the information is written legibly from the applicant. The middle name or initial is NOT required, but helpful if you have it.

The Reference code is optional and an area where you could list a particular branch office.

There are 2 boxes below reference code. Please check both of these boxes. This will save some data entry and populate the states or counties where you will need criminal background checks. I recommend that you leave the applicants email address blank; otherwise they will get a copy of the background check at the same time that you receive it. However if they request a copy, by law you are required to provide a copy, per FCRA regulations. Refer to your company policy for sending the background check to the applicant. Then click “continue”. From this point our system will guide you to the other information that is required, based on the searches that you originally checked. After entering the information, if you only have one item for that search, click on “continue”. If you have more than one item (3 Past Employment Verifications), click on “add another” and when finished with all 3 then click “continue”.

Education Verifications: Please include the location of the school. Many schools have branches or other locations under the same name, which is why we need the exact city of the school they attended. If we are verifying a High School, please clarify if it is a high school diploma or a GED. Finally, please provide a graduation date. Most registrars will require the graduation year in order to verify.

Once all information is entered you will be at the “Confirm Tab”. This is the last step of the process and will give you the ability to remove any searches that you may not want or allow you to place the order. To remove searches: place a check mark in the box directly across from the search to remove, then click on “update” after doing this your screen will refresh and the items that were checked will be removed. When these processes are complete, OR if there is nothing to remove, simply check the “Place Order” button and the process is completed.

Disclosure and Release Form

Please make sure the information is legible. Make sure you obtain the Maiden name of female applicants. The maiden name is critical in order to complete Education Verifications. Immediately after entering the background check, please fax the release form to our offices at 720-320-9105. We will need a signed release to verify employment and education, so having this immediately will improve the turn around time.

Completed Background Checks

Once a background check is completed, an email with an attached report will be sent immediately. Reports can also be viewed or printed from your account screen.

Additional questions or assistance, please feel free to contact your customer service representative by phone or email.

Phone: 888-883-7483

Email: info@verityscreening.com