After clicking the link for your background check, you will be brought to a screen like this. Read the information carefully.

You will see a box under the header “Consent to Electronic Records,” make sure to check this!

Fill out the required boxes, and sign using your mouse inside the box at the bottom. Also make sure to select “I Agree” before hitting Submit.

They system will remember this signature, so you only have to enter it once.
If, at any time, you need to leave the process, please click “Save” at the bottom of the screen. You will be able to gain access again by following the initial link, and it’ll pick you back up where you left off.

The next page will the Disclosure page, please read through this carefully! Check the box saying you read and understand, approve your signature, click “I Agree” and hit Submit.

The next page is the Authorization. Again, please read through this carefully and check the box stating you read and understand it. Check the box to approve your signature and select “I agree” before clicking Submit.
Next, you’ll find the Summary of Rights information. Please read through carefully, select the box that says you read and understand, approve your signature, agree and submit.

Next is the State Notices page. Read through and check the boxes if they apply to you. Approve your signature, agree, and submit.
Step 7 will have you fill out all of the necessary information for your background check. We’ll start with your personal information on the first page. Enter your current address along with your phone number and email address. Click “Next” to move on.

Next, enter your education and employment history.