

## How To Enroll with a Background Vendor

1. Click the Resources Tab
2. Click on the Blue Access Button
3. Enter the trainee's social security number
4. Click Continue
5. Click on "Go To S2 Verify Account Creation" or once available, "Go to First Advantage Account Creation"
6. Redirect to Account Set-Up Page
  - Enter required company information (notated with asterisks)
  - Create a username and password
  - Click the blue submit button
7. Receive notification that the account being processed

\*\*\* Once the account set-up is complete, an email notification will be sent from the ISTC Background Department. \*\*\*