

## How To Order a Background Check

1. Click the Resources Tab
2. Enter the trainee's social security number
3. Select the background vendor
4. Click Continue
5. Enter the required trainee information (notated with asterisks)
6. Click Continue
7. Review the terms of ordering the background through the third-party vendor
8. Click the I Agree box
9. Click Next
10. Once Next is clicked, the order is submitted directly to the vendor for processing