

How To Order a Background Check

1. Click the Resources Tab
2. Select the Access button
3. Enter the trainee's social security number
4. Select S2Verify
5. Select the Graded 2.0 package
6. Click Continue
7. Enter the required trainee information (notated with asterisks). It's always best to enter the individual's name as it appears on their social security card.
8. Click Continue
9. Review the terms of ordering the background through the third-party vendor
10. Click the I Agree box
11. Click Next
12. Once Next is clicked, the order is submitted directly to the vendor for processing