



How to Order Background Screens

STEP 1 - Have applicant/employee fill out page 1 and 2 of the FCRA Disclosure and Authorization form

Your custom form can be found on your online dashboard under the My Account tab → My Documents.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the FCRA Summary of Rights ____ (initials).

APPLICANT SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

Form not valid unless signed and initialed. Page 2 must be filled out for investigative purposes.



DISCLOSURE & AUTHORIZATION FOR CONSUMER REPORTS

Please read the following statements carefully.

TO BE COMPLETED BY APPLICANT											
The Following Information Is True And Correct To The Best Of My Knowledge And Is Used For Identification And Investigative Purposes Only. PLEASE USE AN INK PEN AND PRINT CLEARLY. USE "UPPER CASE" LETTERS. ONE LETTER PER BLOCK.											
Last Name											
First Name											
Middle Name											
Previous Name											
Previous Name 2											
Previous Name 3											
Date of Birth											

STEP 2 - Scan and save the form (temporarily) to your computer to upload to the online dashboard in a moment

STEP 3 - Log into your dashboard

<https://quickacquisition.screening.services/>

Username –

Password -

Home
Order Report
SwiftHire
Report Management
My Account

John V. Page Home Page

ACCESS YOUR REPORTS

In Progress
(0)

Completed
(103)

SwiftHire
(0 / 1)

Archived
(15)

Needs Attention
(0)

Review Needed
(54)

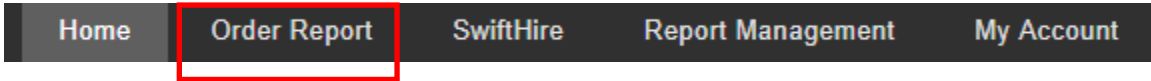
My Notes (0) Add note

No Notes

Company Notes (0) Add note

No Notes

STEP 4 – Click the Order Report tab



STEP 5 - Complete all required fields (full name, address, DOB, and SSN), then click “Upload Document(s) for this Applicant”

A form titled 'Applicant: Create Profile' with a grey header. The form contains several input fields: 'Last' and 'First' (with red asterisks), 'Middle', 'Street Address', 'City', 'ST' (with a red asterisk), and 'Zip Code'. Below these are fields for 'DOB:mm/dd/yyyy', 'Social - Security - Number', and 'Phone'. At the bottom, there are two expandable sections: '+ Additional Names to Search' and '+ Additional Addresses to Search'. A red rectangular box highlights the button 'Upload Document(s) for this Applicant' at the bottom of the form.

STEP 6 - Here is where the FCRA Disclosure and Authorization form will be uploaded

1. “Title” will be labeled as Disclosure.
2. “Info” will be left blank.
3. Click “Choose File” Find where you saved the disclosure form.
4. Check “YES” to consent.
5. Click “Save Document”. Close window and return to your dashboard.

A form titled 'Document Upload' with a grey header. It contains three input fields labeled 'Title', 'Info', and 'File'. Below the 'File' field is a file selection button labeled 'Choose File' and 'No file chosen'. Below the file selection is a list of supported file types: '(bmp, csv, doc, docx, gif, jpeg, jpg, pdf, pdfx, png, rtf, txt, tif, tiff)'. Below the file types are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is highlighted with a red rectangular box. At the bottom right is a 'Save Document' button.

STEP 7 - Check box “I hereby certify...”

I hereby certify that the consumer has already been provided with a written Disclosure and their written Authorization has been obtained, that the appropriate adverse action process will be followed, where applicable, and that this consumer report is being obtained for employment purposes, all in accordance with the requirements of the federal Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq.

STEP 8 - Select your correct package – Click the green “SELECT” Button

Criteria: Select Searches

Package Selection:

7-year Complete Criminal History - \$38.01 ▼

SELECT

STEP 9 - Click “ORDER”

Current Order

Total Price

\$0.00

ORDER

Your order has been placed!

The average turn-around time for results is 3 business days.

Please call Customer Service at 214-358-2880 Option 2 should you have any questions. Thank you for being a Quick Search customer!



Check the Status of Report/Search



Click the “In Progress” icon on the home screen or the “Report Management” tab to see a list of pending reports.

Click on the subject’s name to see the detailed applicant view.

On this screen, you can:

- 1) See the status of each part of the report: Completed searches are marked with a check mark. Searches with Records or Possible Records are marked with a yellow magnifying glass. If any notes from the researcher, including ETA’s,

Ice, Robert			
SSN: 301-42-**** DOB: 05/05/**** Email: jvpage@quicksi.com	Ordered: 04-03-2017 Complete		4 of 4 Completed
REPORT ACTIONS			
VIEW view reports print report mark unread archive this report	SEND e-mail report	ORDER order more re-screen this applicant	OTHER upload document(s) for this report
 VIEW DOCUMENTS			

Search Types	Done
County Criminal Record Search Fel & Misd - Hays, Texas National Criminal / Sex & Violent Offender Search - National SSN Address Trace Motor Vehicle Record (Instant/Non-Instant) - Texas (license)	 <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
County Criminal Record Search Fel & Misd Details: Hays, Texas Complete - Record	
County Criminal Record Search Fel & Misd Documents	County Criminal Record Search Fel & Misd (My Notes) Add note Approved By Quality Assurance Department - 04/03/2017 Sent to Quality Assurance Department - 04/03/2017
No Documents	

View, Print, Archive, Email Reports

Enter first or last name in Quick Find feature at top of screen and name will come up in report management window. Click on name, then click on view report options under DOB. Then click on option that you require. To copy a report to another system, use PRIMO PDF or similar PDF converter to create PDF of report.

Generate Pre-Adverse or Adverse Action Letter

Enter name in Quick Find feature and bring up name in "Report Management". tab, click on name, click on view report options. Hit order more, go down to order individual searches under your package and hit submit, then choose pre-adverse or adverse action letter. The letter will be emailed to you or can be pulled up in the system. Copy letter and put on your company's letterhead.

Key Quick Search Contacts

Customer Service Hotline

214-358-2880 option 2 customerservice@quicksi.com

Account Manager

Accounting Contact

Frank Deen
214-358-2880 option 4

fdeen@quicksi.com