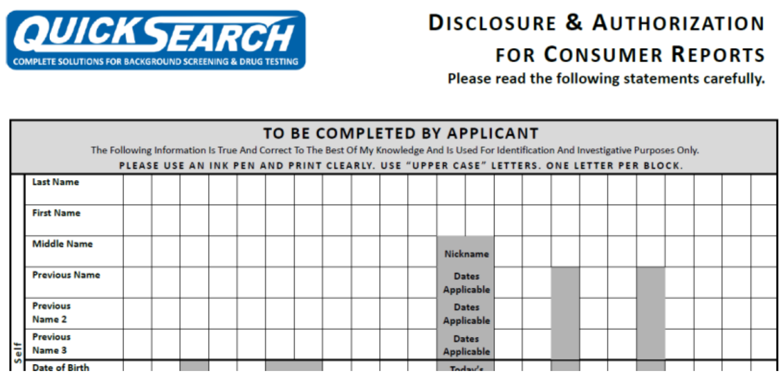
How to Order Background Screens

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.

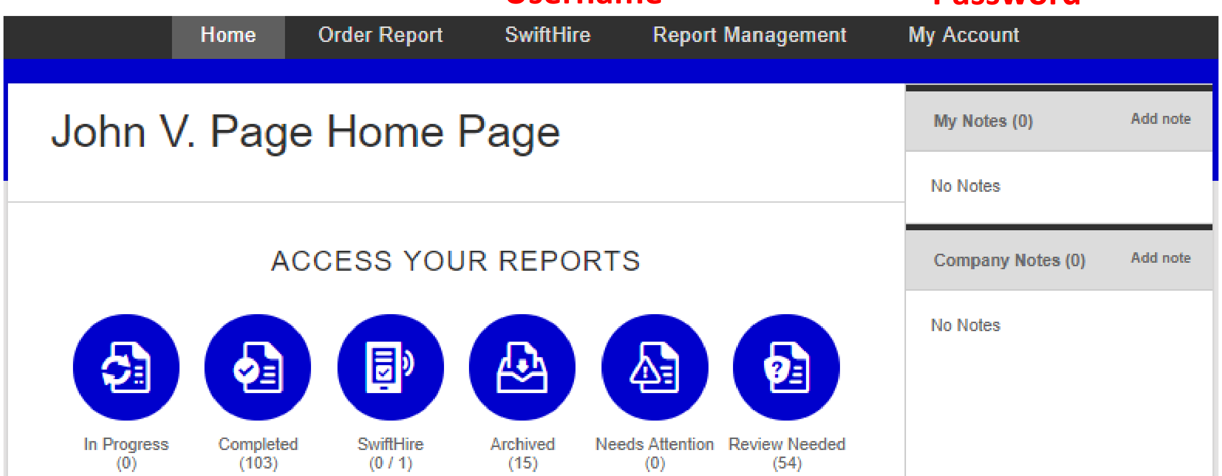
TO BE COMPLETED BY APPLICANT
The Following Information Is True And Correct To The Best Of My Knowledge And Is Used For Identification And Investigative Purposes Only.
PLEASE USE AN INK PEN AND PRINT CLEARLY. USE "UPPER CASE" LETTERS. ONE LETTER PER BLOCK.

Self: Last Name; First Name; Middle Name; Nickname; Previous Name; Dates Applicable; Previous Name 2; Dates Applicable; Previous Name 3; Dates Applicable; Date of Birth; Today's

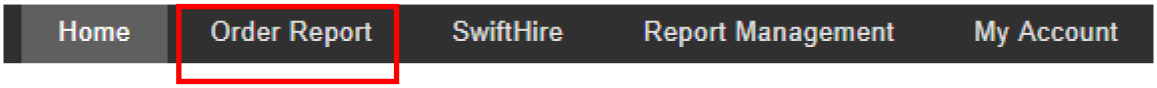
STEP 2 - Scan and save the form (temporarily) to your computer to upload to the online dashboard in a moment

STEP 3 - Log into your dashboard

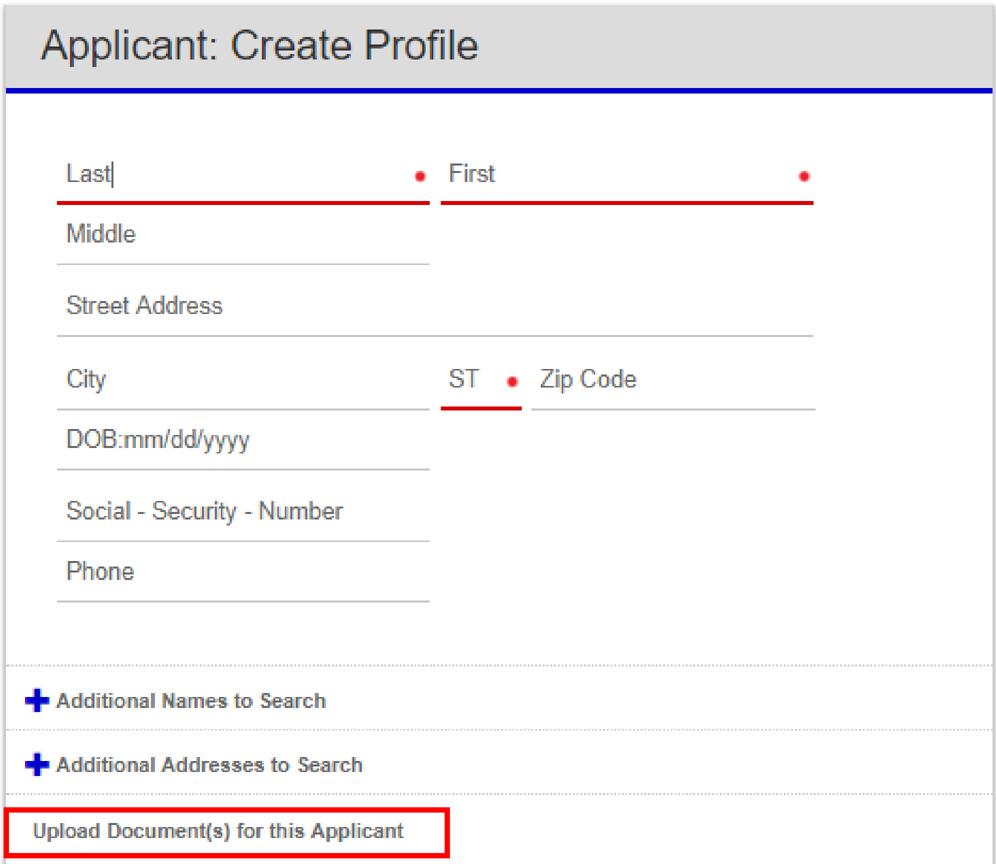
https://quickacquisition.screening.services/ **Username –** **Password -**



STEP 4 – Click the Order Report tab

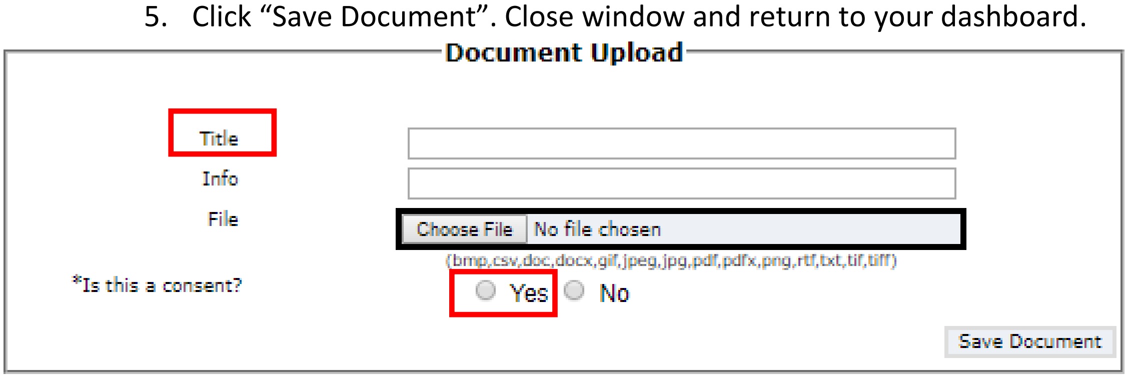


STEP 5 - Complete all required fields (full name, address, DOB, and SSN), then click "Upload Document(s) for this Applicant"

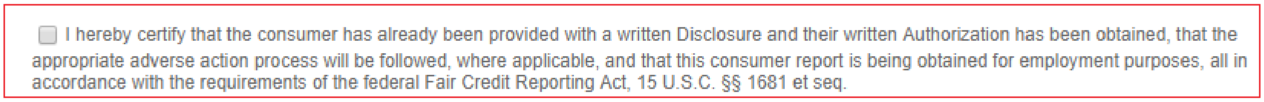


STEP 6 - Here is where the FCRA Disclosure and Authorization form will be uploaded

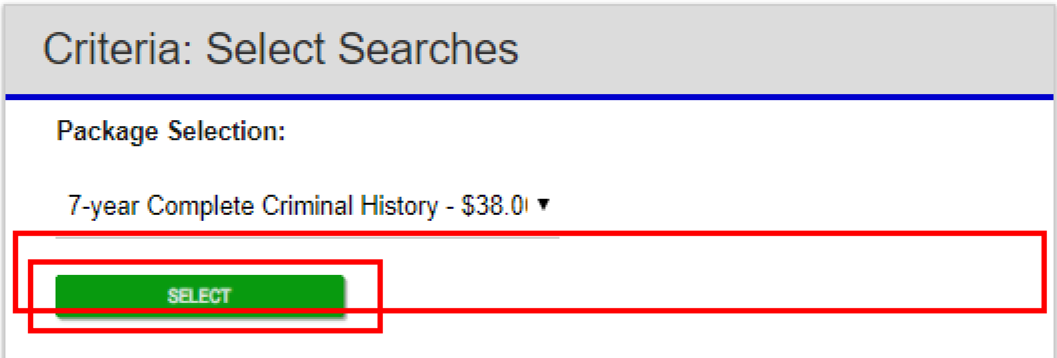
1. "Title" will be labeled as Disclosure.
2. "Info" will be left blank.
3. Click "Choose File" Find where you saved the disclosure form.
4. Check "YES" to consent.
5. Click "Save Document". Close window and return to your dashboard.



STEP 7 - Check box "I hereby certify…"



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



STEP 9 - Click "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!

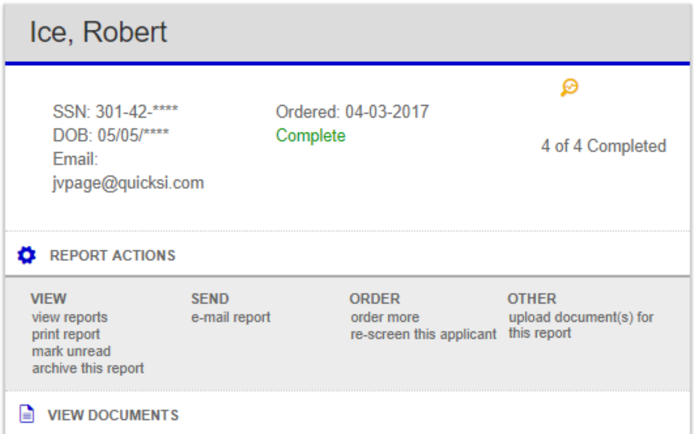
Check the Status of Report/Search

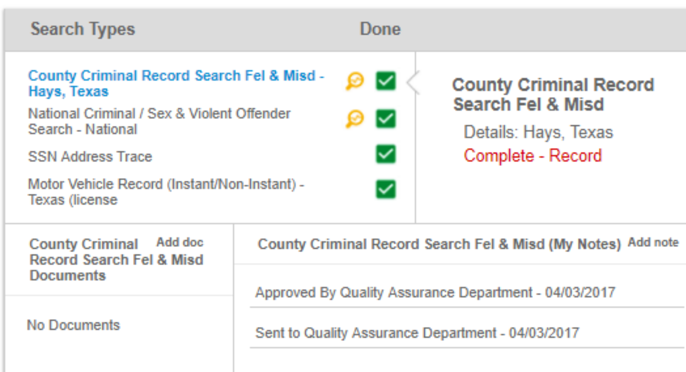
Click the "In Progress" icon on the home screen or the "Report Management" tab to see a list of pending reports.

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,





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