

QuickApp Process Detail Overview For Applicant

1. The applicant will receive an Email from automation@instascreen.net. See the body of the email below (In this example the applicant's name is "Hank Mess".)

Hello HANK MESS,

As part of your consideration for employment, you will need to fill out the background questionnaire found at the link below.

[Click here to begin](#)

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background investigation.

To remain in active consideration for employment, you must complete the background questionnaire within 14 days.

Thank you,

2. After clicking on the link in the email the welcome screen should be presented to them in their web browser.



Welcome!

Are you ready to begin the background check process?

Once you start, you will complete the following steps:


- Give consent to running your background check electronically
- Complete the necessary legal process
- Fill out the background questionnaire
- Submit your information

Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire

Continue

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3. They will next be presented the Electronic Signature Authorization page . (See below)



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SCREENERS**
Empowering Your Decisions

ELECTRONIC SIGNATURE CONSENT

As part of the selection process at the "Company," you will need to consent to a background check electronically. By typing your name and clicking in the box below, you are consenting to receive any communications (legally required or otherwise) and all changes to such communications electronically. In order to use the website, you must provide at your own expense an Internet connected device that is compatible with the minimum requirements outlined below. You also confirm that your device will meet these specifications and requirements and will permit you to access and retain the communications electronically each time you access and use the website.

System Requirements to Access Information

To receive and view an electronic copy of the Communications you must have the following equipment and software:

- A personal computer or other device which is capable of accessing the Internet. Your access to this page verifies that your system/device meets these requirements.
- An Internet web browser which is capable of supporting 128-bit SSL encrypted communications, JavaScript, and cookies. Your system or device must have 128-bit SSL encryption software. Your access to this page verifies that your browser and encryption software/device meet these requirements.

They should review the information on the page and scroll down to the bottom. And grant their approval of granting their authorization electronically. (See below)

CHOOSE ONE OF THE FOLLOWING OPTIONS:

Option #1

I,

(type full name), consent to transacting electronically, including receiving legally required notices electronically. I understand that AmeriWide Screeners uses computer technology to ensure that my signed documents are not altered after submission. I agree to allow AmeriWide Screeners to validate my signed documents in this way.


Option #2

I,

(type full name), **do not** wish to electronically sign my documents. Rather, I prefer to print out and sign paper versions of the documents and return them by mail or in person to the Company. I understand this may delay the selection process with the Company.

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4. They will next be presented with the Disclosure Regarding Background Investigation. They should read it and acknowledge it.



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DISCLOSURE REGARDING BACKGROUND INVESTIGATION

... the "Company," may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history (including income), or other background checks.


You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by AmeriWide Screeners, Phone: [972-559-3969](tel:972-559-3969) / 888-346-1041, Fax: 972-528-5233, 2310 N. Henderson Ave., Suite 637, Dallas, TX 75206, <https://www.awscreeners.com>. To the extent permitted by law, the Company may obtain consumer reports from any outside organization throughout the course of your employment.

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this document.

[End of DISCLOSURE REGARDING BACKGROUND INVESTIGATION]

[Continue](#)

5. They will then be presented with a Summary of their Rights under the Fair Credit Reporting Act. (See below)



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Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

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They should review the information on the page and scroll down to the bottom. And acknowledge the receipt of these rights. (See below)

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357
<input checked="" type="checkbox"/> I acknowledge receipt of the Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) and certify that I have read and understand this document.	
<input type="button" value="Continue"/>	

6. They will then be presented with the Disclosure for Investigative Consumer Report. They should read it and acknowledge it.(See below)

 AmeriWide SCREENERS <small>Empowering Your Decisions</small>
<h3>DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT</h3>
<p>..., the "Company," may request an investigative consumer report about you from a third party consumer reporting agency, in connection with your employment or application for employment. An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living, or income verification. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.</p> <p>If adverse action is taken resulting from information obtained, in whole or in part, from an investigative consumer report from a consumer reporting agency, you will have the option to receive a copy of the report from AmeriWide Screeners. AmeriWide Screeners can be contacted at 2310 N. Henderson Ave., Suite 637, Dallas, TX 75206, https://www.awscreeners.com or by phone/fax at Phone: 972-559-3969 / 888-346-1041, Fax: 972-528-5233.</p>
<input checked="" type="checkbox"/> I acknowledge receipt of the DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT and certify that I have read and understand this document.
[End of DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT]
<input type="button" value="Continue"/>

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7. They will now be taken to the State and City Notices page where they certify the state the job they are applying for is located in and they state they are currently a resident of. (In our example we are using TX for both. See below.)

The screenshot shows the AmeriWide Screeners logo at the top left. The main heading is "STATE AND CITY NOTICES". Below this, it says "Please provide the following information." There are two dropdown menus: "I certify that I am an individual seeking prospective or continued employment to work in" with "Texas" selected, and "I certify that I am a resident of" also with "Texas" selected. A "Continue" button is located at the bottom right of the form.

8. They will now be presented with the Acknowledgement And Authorization For Background Check screen. They should acknowledge it and enter their name and last four digits of their SSN. (See below.)

The screenshot shows the "ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK" form. It contains a detailed paragraph of legal text regarding background checks. Below the text, there is a list of three bullet points: "I am authorizing AmeriWide Screeners to conduct the background check(s) described above", "I am consenting to use electronic means to sign this form and have read and understand the above disclosure", and "I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling AmeriWide Screeners at Phone: 972-559-3969 / 888-346-1041, Fax: 972-528-5233". There is a checked box for "I AGREE". Below this, there are two input fields: "Type Name:" with "Hank Mess" entered, and "Type Last Four Digits of your Social Security Number/User ID:" with "1111" entered. A note below the fields states: "Please note: the last four digits of your SSN or User ID may be required at a later time for verification purposes." At the bottom, there is a "Sign Acknowledgement" button.

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9. They will then be asked to confirm/update their **Name** (adding any aliases...eg..Maiden Name, former married name etc...), their **SSN** and their **Date of Birth**. (See below.)

Employment State:
TX

Applicant Info

Please provide your **legal name** as shown on your driver's license or other government issued identification.

* Last Name: MESS * First Name: HANK * Middle Name: ISA Generation: - * SSN: 333-22-1111 * DOB: JUN 9, 1964

I certify that I do not have a middle name

+ Former Name/Alias

Cancel Next →

10. Then they will be presented with a Summary of the search. They should review and press **Submit**. (See below.)

Applicant: HANK ISA MESS
(333-22-1111, 06/09/1964)


Search Summary for Utah County Search + National Criminal DB Search

Application Notes

Cancel Submit →

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11. As the last step of the process they will be presented with a confirmation of the process and an option to print the Authorization and/or the Confirmation.



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Confirmation

Thank you for completing your online background questionnaire. Your confirmation number is 1153. You may be asked for it if you need to contact _____ at some future time. If you would like to print a copy of your Authorization or your Confirmation, please click on the appropriate button. If you have any questions regarding your consumer report, please contact our Consumer Report Agency (CRA), AmeriWide Screeners.

Security Notice: It is strongly recommended that you close all browser windows to ensure that you are completely signed out.

AmeriWide Screeners
2310 N. Henderson Ave.
Suite 637
Dallas, TX 75206
Phone: [972-559-3960](tel:972-559-3960) / 888-346-1041
Fax: [972-528-5233](tel:972-528-5233)

When you are finished, please close this browser tab or window.