



Quick Start Guide

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Introduction

EZyCHECK™ is a user friendly software application located on the web allowing clients the ability to screen current and potential employees. The purpose of this document is to highlight some of the main features of **EZyCHECK™** to familiarize you with the software and have you ordering reports quickly and easily.

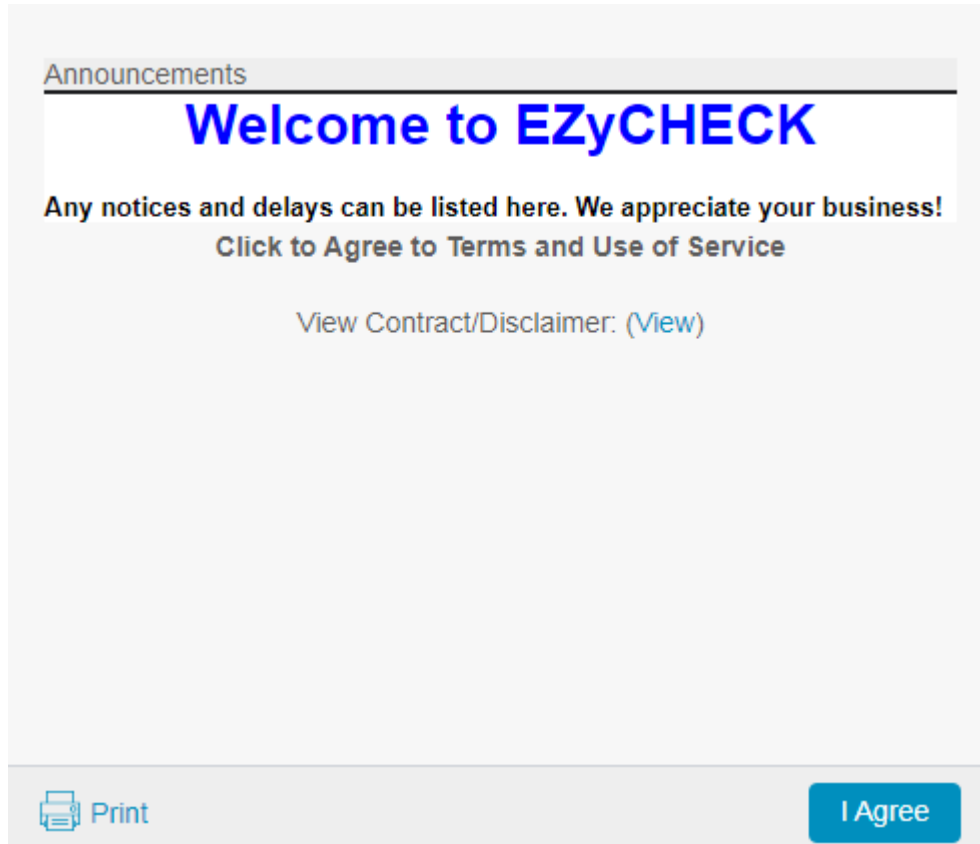
Browser Compatibility

It is recommended to run **EZyCHECK™** within Google Chrome, Firefox or Microsoft Edge



Logging Into EZyCHECK™

When you first log into your **EZyCHECK™** site you will first notice the standard disclaimer page. To Proceed click "I Agree".



The screenshot shows a web page with a light gray background. At the top left, the word "Announcements" is written in a small, gray font. Below it, a horizontal line separates the header from the main content. The main content is centered and features the text "Welcome to EZyCHECK" in a large, bold, blue font. Below this, there is a line of text: "Any notices and delays can be listed here. We appreciate your business!" followed by "Click to Agree to Terms and Use of Service" in a smaller, gray font. Further down, there is a link that says "View Contract/Disclaimer: (View)" in a gray font. At the bottom of the page, there are two elements: on the left, a printer icon followed by the word "Print" in a gray font; on the right, a blue button with the text "I Agree" in white font.

New Results

The first screen you will see is the “**New Results**” screen which will contain any new reports that have recently been fulfilled, so you can easily see any new results right away.

My Info Order **Reports** Search Manage Invoices Logout

Reports > New Results Client Name: Welcome Test Client 1

Filter By Location: --

1 - 4 of 4 records:

Order #	Name	Internal Code	SSN	DOB	Order Date	Alert	Rush	Details
16123	TESTER, JOHNNY		111-11-1111	03/18/1972	07/28/2021			i
16112	TEST, TEST		111-11-1111	03/18/1972	07/27/2021			i
13719	JONES, CHIPPER		111-11-1111	07/24/1976	10/13/2020			i
13469	BROWN, BRENDA		999-99-9999	01/01/1998	08/11/2020			i

Print First < > Last

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Ordering Reports

To order new reports, navigate to Order-New.

The screenshot shows the EzyCheck Reports interface. At the top, there is a navigation bar with icons for My Info, Order, Reports, Search, Manage, Invoices, and Logout. The Reports menu is open, showing options for New, Drafts, and Repull. A red arrow points to the 'New' option. Below the menu, there is a 'Filter By Location' dropdown menu with a '-' sign. A table displays 4 records with columns for Order #, Name, Internal Code, SSN, DOB, Order Date, Alert, Rush, and Details. The first record is highlighted in red. At the bottom, there is a 'Print' button and navigation buttons for 'First', '<', '>', and 'Last'. The footer contains the text 'EzyCheck © All Rights Reserved'.

Order #	Name	Internal Code	SSN	DOB	Order Date	Alert	Rush	Details
16123	TESTER, JOHNNY		111-11-1111	03/18/1972	07/28/2021			i
16112	TEST, TEST		111-11-1111	03/18/1972	07/27/2021			i
13719	JONES, CHIPPER		111-11-1111	07/24/1976	10/13/2020			i
13469	BROWN, BRENDA		999-99-9999	01/01/1998	08/11/2020			i

Creating Applicant Profile

Enter in applicant information in the Create Profile page and hit continue. Blue field are required, Yellow is recommended.

My Info | Order | Reports | Search | Manage | Invoices | Logout

Order > New

Create Applicant Profile

Business Client Name: ! Required ! Recommended

Personal Details

First Name !	Middle Name	Last Name !
<input type="text"/>	<input type="text"/>	<input type="text"/>

International ID

SSN !	DOB (mm/dd/yyyy) or (mmddyyyy)
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>

Does Not Have SSN

Sex !	Race !
<input type="text"/>	<input type="text"/>

Contact Details

International Address

Current Address

City <input type="text"/>	State <input type="text" value="OK"/>	Primary Zip Code <input type="text"/>
---------------------------	---------------------------------------	---------------------------------------

Maiden/Alias 1 <input type="text"/>	Maiden/Alias 2 <input type="text"/>	Maiden/Alias 3 <input type="text"/>
-------------------------------------	-------------------------------------	-------------------------------------

Driver Lic. Number <input type="text"/>	Driver Lic. State <input type="text" value="OK"/>	Client Request # <input type="text"/>
---	---	---------------------------------------

Applicant Email <input type="text"/>	Applicant Phone# <input type="text"/>
--------------------------------------	---------------------------------------

Other Details

State of Employer <input type="text" value="OK"/>	Permissible Purpose <input type="text" value="Non FCRA"/>
---	---

Internal Code <input type="text"/>	Sub Code <input type="text"/>
------------------------------------	-------------------------------

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Special Instructions / Comments

[Continue](#)

Order A La Carte or Package

Select report types for your applicant that you want to run. You can either select reports A La Carte or choose a package from the Packages Button.

Order Package: **Packages** Click to Select

Select All UnSelect All

Order A La Carte

<input type="checkbox"/> County Criminal / Civil	<input type="checkbox"/> State Criminal	<input type="checkbox"/> Federal Criminal / Civil
<input type="checkbox"/> Nationwide Criminal	<input type="checkbox"/> Motor Vehicle	<input type="checkbox"/> Social Security
<input type="checkbox"/> Credit Report	<input type="checkbox"/> Prior Employment Verification	<input type="checkbox"/> Education Verification
<input type="checkbox"/> Drug Test	<input type="checkbox"/> Professional License	<input type="checkbox"/> Workers Compensation
<input type="checkbox"/> Tenant Assured	<input type="checkbox"/> OIG / GSA - State Level	<input type="checkbox"/> OIG / GSA - National Level
<input type="checkbox"/> Sex Offender Registry	<input type="checkbox"/> Business / Personal Reference	<input type="checkbox"/> Foreign Employment Verification
<input type="checkbox"/> Foreign Education Verification	<input type="checkbox"/> Foreign Criminal / Civil	<input type="checkbox"/> Misc Reports

Back **Continue**

Ordering Screens

After selecting the report(s) or package, depending on the reports order you will be directed to various other ordering screens to collect more information for that report type as needed. When selecting a package you will be presented with the Package Select screen.

The screenshot displays a web application interface for selecting packages. At the top, there is a navigation bar with the following items: My Info, Order, Reports, Search, Manage, Invoices, and Logout. Below the navigation bar, there is a 'Logout' link. The main content area is titled 'Select Packages' and contains a grid of 15 package options. Each option consists of a radio button, the package name, and an information icon. The packages are arranged in a 5x3 grid:

<input type="radio"/> Basic Criminal Package	<input type="radio"/> DOT EMP & Drug	<input type="radio"/> EZyApp Test
<input type="radio"/> Pharmacist Package	<input type="radio"/> Pharmacist Package	<input type="radio"/> Pharmacy Associate Package
<input type="radio"/> Pharmacy Delivery Package	<input type="radio"/> Pharmacy Tech Package	<input type="radio"/> R.Ph.S., Inc Pharmacist Package
<input type="radio"/> Sample DOT Package	<input type="radio"/> Sample Package 1	<input type="radio"/> Sample Package 2
<input type="radio"/> Sample Package 3	<input type="radio"/> Sample Package 4	<input type="radio"/> Test Counties

At the bottom of the screen, there are two buttons: 'Back' on the left and 'Continue' on the right.

County Criminal Ordering Form

This next screen is the county criminal ordering screen and will demonstrate how **EZyCHECK™** can help check for user entry error such as a misspelled name or if a social security number does not match the name on file. This will validate that the name is matched with the social security number entered in. Also, the **“AutoSearch SSN”** feature will automatically select county criminal reports for locations where the applicant has lived, and the **“View”** button will allow you to view the SSN report before ordering County Criminal reports. Also, it will automatically select the county in which the individual resides in. If the names returned from a Social Security Report does not match the name of the applicant, a message will display in red shown below letting you know so that you do not order unnecessary searches on that applicant. The **“View SSN”** button allows you to view the SSN report if available. Once counties are selected, hit **“Continue”**.

My Info
Order
Reports
Search
Manage
Invoices
Logout

County Criminal / Civil for 'TEST, TEST'

Auto Search Counties
View SSN Report

Type	State	County	City	Zip	Scope	SearchType	Rush	Remove
Criminal	FL	SAINT JOHNS	SAINT AUGUSTINE	32086	7 Yr	Felony an	N	✕
Criminal	NC	MOORE	--		7 Yr	Felony an	N	✕
Criminal	--	--	--		7 Yr	Felony an	N	✕
Criminal	--	--	--		7 Yr	Felony an	N	✕
Criminal	--	--	--		7 Yr	Felony an	N	✕
Criminal	--	--	--		7 Yr	Felony an	N	✕
Criminal	--	--	--		7 Yr	Felony an	N	✕

Remove

Add More
Continue

Statewide Ordering Screen

The next screen is for ordering a Statewide Criminal Check. You can select the names and states and hit Continue.

The screenshot shows a web application interface for ordering a Statewide Criminal Check. At the top, there is a navigation bar with links for My Info, Order, Reports, Search, Manage, Invoices, and Logout. The main content area is titled "Statewide Criminal for 'TEST, TEST'" and includes two buttons: "Auto Search StateWide" and "View SSN Report". Below this is a section labeled "Notes Per State:" containing a table with columns for State, Repository, Database, AKA, Rush, and Remove. The table has three rows, each with a state dropdown (FL, --, --), a selected repository (indicated by a blue dot), an unselected database (indicated by an empty circle), and AKA and Rush dropdowns set to "N". Each row has a remove button (X). Below the table is a section labeled "Possible Alias/Maiden, From SSN Search" with a table for selecting First, Middle, Last, and Select. At the bottom, there are buttons for "Remove", "Add More", and "Continue".

State	Repository	Database	AKA	Rush	Remove
FL	<input checked="" type="radio"/>	<input type="radio"/>	N	N	X
--	<input checked="" type="radio"/>	<input type="radio"/>	N	N	X
--	<input checked="" type="radio"/>	<input type="radio"/>	N	N	X

First	Middle	Last	Select
-------	--------	------	--------

Final Confirmation Screen

The last screen is the “Final Confirmation Screen” which will contain all the order information, including pricing for each specific client. From here you can cancel the entire order or remove any items if necessary. Also, you can “Add More” if any items were inadvertently omitted.

Order #	Name	SSN	DOB	Report Type	Is Maiden	Price Per Report	Order Date	Status	Remove
16126	TEST, TEST	111-11-1111	03/18/1972				07/29/2021		
				Social Security - Scan		3.00		Ready	
				Federal Criminal- ALL, FL	N	5.00		New	x
				State Repository - FL	N	15.00		New	x
				County Criminal- 7yr -NC MOORE	N	10.00		New	x

Order Details Screen

Lastly, after placing the order you will be able to see the order details, where you can print for record keeping if desired. Any instant reports, such as MVR and SSN, will be returned in “Ready” status, and other reports with longer turn around times, such as county criminal reports, will be listed in New status. When results are ready, they will be delivered and the statuses will be changed to “Ready”. Click on the “**View All Reports**” button to see the complete report, or you can click on the “**View Summary**” to view the summary report. If you need to add more reports to the existing order, do this by using the “**Add More Reports**” button. If this order has not been billed the new orders will be placed on the existing order, if it has already been billed then any orders added will be put on a new order #.

Logout

Order Detail

Order # 16126 Order Date: 07/28/2021 09:11 PM Eastern NAME: TEST, TEST SSN: 111-11-1111 DOB: 03/18/1972

Report Type	Links	Is Maiden	Name	Status	Alert	Comment	Rush	Details	Remove	ReSubmit
Social Security - Scan			TEST, TEST	Ready						
County Criminal-7yr SAINT JOHNS, FL		N	TEST, TEST	New					X	
County Criminal-7yr MOORE, NC		N	TEST, TEST	New					X	
State Repository - FL		N	TEST, TEST	New					X	
Federal ...		N	TEST, TEST	New					X	

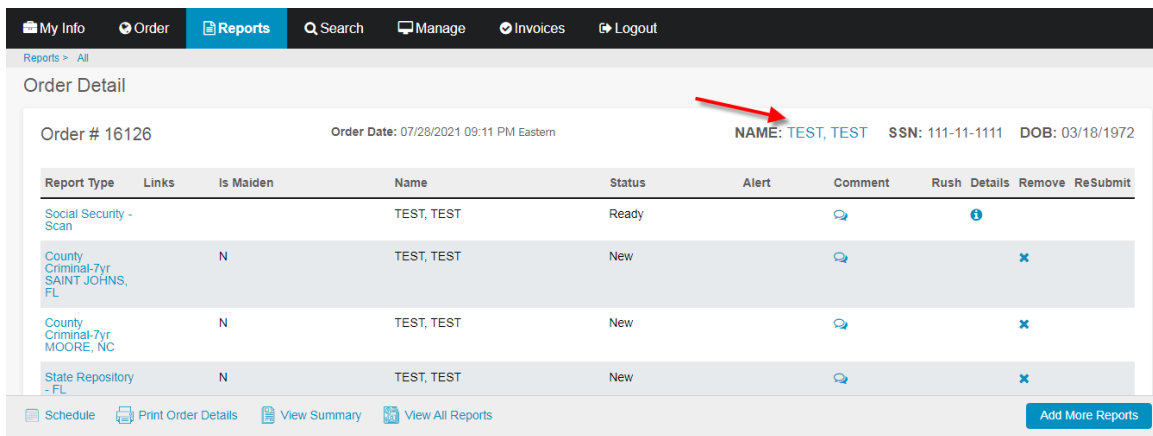
Schedule Print Order Details View Summary View All Reports Add More Reports

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To View Applicant Files

Applicant Details Screen

You can find various applicant files such as hard copies of criminal information and adverse action letters stored in the applicant files. Click on the Blue Name to go into the Applicant Details Screen. At the bottom you will find the stored applicant files for this applicant.



The screenshot displays the Applicant Details Screen for Order # 16126. The top navigation bar includes links for My Info, Order, Reports, Search, Manage, Invoices, and Logout. The main content area shows the Order Detail for Order # 16126, with an Order Date of 07/28/2021 09:11 PM Eastern. The applicant's name is TEST, TEST, SSN is 111-11-1111, and DOB is 03/18/1972. A red arrow points to the name TEST, TEST. Below this, a table lists the reports for this order:

Report Type	Links	Is Maiden	Name	Status	Alert	Comment	Rush	Details	Remove	ReSubmit
Social Security - Scan			TEST, TEST	Ready						
County Criminal-7yr SAINT JOHNS, FL		N	TEST, TEST	New						X
County Criminal-7yr MOORE, NC		N	TEST, TEST	New						X
State Repository - FL		N	TEST, TEST	New						X

At the bottom of the screen, there are links for Schedule, Print Order Details, View Summary, and View All Reports, along with an Add More Reports button.

Below is the Applicant Details Screen. You can see applicant details and the applicant files that were entered for the background check down below

My Info Order Reports Search Manage Invoices Logout

Reports > All

Applicant Details

Applicant Status --	Notification Email Address	Applicant Status Date
------------------------	----------------------------	-----------------------

Personal Details

First Name TEST	Middle Name	Last Name TEST
Maiden Name(s)		
SSN 111-11-1111	DOB 3/18/1972	

Contact Details

Primary Zip Code 32086	Current Address 123 TEST	
City SAINT AUGUSTINE	State FL	State of Employer OK
Country		
Location		

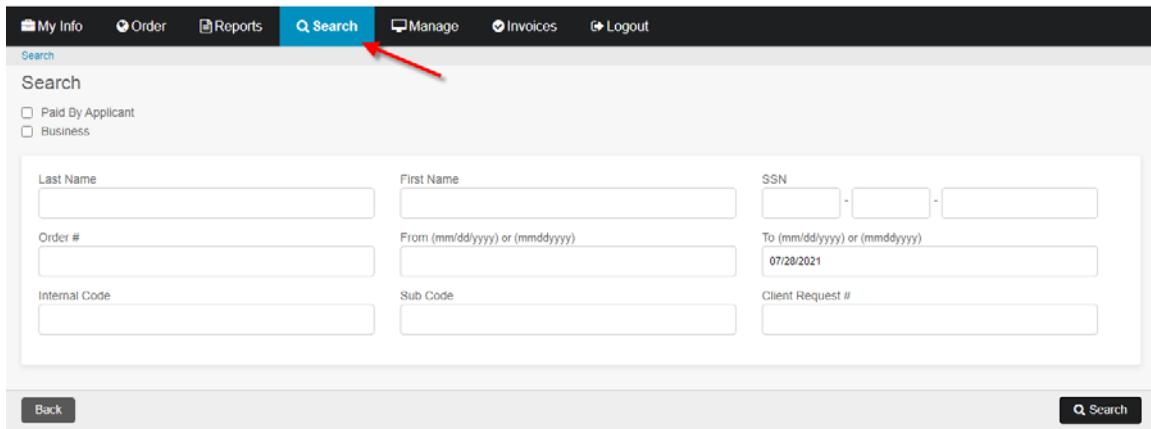
Other Details

Permissible Purpose NON FCRA	Internal Code	Sub Code
Client Request #	User Name scott123!	
Special Instructions / Comments		
DL Number	DL State OK	
Email Address	Phone Number	

Back
Create Letter(s)

Search Applicant Screen

Here is our Search function which allows you to search for an applicant based on a variety of criteria.



The screenshot shows a web application interface with a dark navigation bar at the top. The navigation bar contains several menu items: 'My Info', 'Order', 'Reports', 'Search', 'Manage', 'Invoices', and 'Logout'. The 'Search' menu item is highlighted in blue, and a red arrow points to it. Below the navigation bar, the page title is 'Search'. There are two checkboxes: 'Paid By Applicant' and 'Business'. The main search form consists of several input fields arranged in a grid:

Last Name	First Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
Order #	From (mm/dd/yyyy) or (mmd/yyyy)	To (mm/dd/yyyy) or (mmd/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text" value="07/20/2021"/>
Internal Code	Sub Code	Client Request #
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the form, there is a 'Back' button on the left and a 'Search' button on the right.

Here's the results of using the Search Function. Click on View button to take you to the order details to view the reports that were ordered.

Order #	Name	SSN	DOB	Order Date	Last Update	Alert	Rush	Details
16126	TEST, TEST	111-11-1111	03/18/1972	07/28/2021	07/28/2021			
16123	TESTER, JOHNNY	111-11-1111	03/18/1972	07/28/2021	07/28/2021			
16122	TESTER, JOHNNY	123-45-6789	03/18/1972	07/28/2021	07/28/2021			
16112	TEST, TEST	111-11-1111	03/18/1972	07/27/2021	07/27/2021			
13892	TEST, TEST TEST	111-11-1111	03/18/1972	06/25/2021	06/25/2021			
13891	TEST, TEST	111-11-4444	03/18/1972	06/15/2021	06/15/2021			
13879	TESTDRUG, TESTDRUG	111-11-1111	03/18/1972	03/29/2021	03/29/2021			

Reports tab

Under the Reports tab you can find various ways to filter the reports.

The New Results list will display those which have recently been completed and are ready for review.

There are also links to view by Hiring Status, Form I-9 Results, and Medical Monitoring.

Client Name: Welcome Test Client 1

Filter By Location: --

1 - 4 of 4 records.

Order #	Name	Internal Code	SSN	DOB	Order Date	Alert	Rush	Details
16123	TESTER, JOHNNY		111-11-1111	03/18/1972	07/28/2021			i
16112	TEST, TEST		111-11-1111	03/18/1972	07/27/2021			i
13719	JONES, CHIPPER		111-11-1111	07/24/1976	10/13/2020			i
13469	BROWN, BRENDA		999-99-9999	01/01/1998	08/11/2020			i

Print

First < > Last

Reports All List

Here is a sample using the “Reports-All” list.

Filter By Location:
-

1 - 30 of 30 records.

Order #	Hiring Status	Name	InternalCode-SubCode	SSN	DOB	Order Date	Alert	Rush	Details
16126		TEST, TEST		111-11-1111	03/18/1972	07/26/2021			i
16123		TESTER, JOHNNY		111-11-1111	03/18/1972	07/28/2021			i
16122		TESTER, JOHNNY		123-45-6789	03/18/1972	07/28/2021			i
16112		TEST, TEST		111-11-1111	03/18/1972	07/27/2021			i
13889		SMITH, JAMES W		123-45-4018	12/10/1980	06/24/2021			i

Print

First < > Last

Viewing Invoices

Here is where you can view invoices for “New”, “Past Due”, and “All”. You can also review your Billing Detail Information.

The screenshot shows a web application interface for managing invoices. At the top, there is a navigation bar with options: My Info, Order, Reports, Search, Manage, Invoices (selected), and Logout. Below the navigation bar, there is a dropdown menu for 'Invoices' with options: New (selected), Past Due, All, and Billing Detail. The main content area displays a table of invoice records. The table has columns for Invoice #, Control #, Company, # of Applicants, Date From, Date To, Due Date, and Details. The table contains 8 rows of data. At the bottom of the table, there are navigation buttons: Back, Print All, First, and Last.

Invoice #	Control #	Company	# of Applicants	Date From	Date To	Due Date	Details
717		Test Client 1	3	08/01/2020	09/01/2020	11/26/2020	i
256		Test Client 1	60	10/01/2012	10/31/2012	11/11/2012	i
247		Test Client 1	13	09/01/2012	09/30/2012	10/11/2012	i
237		Test Client 1	30	08/01/2012	08/31/2012	09/13/2012	i
230		Test Client 1	35	07/01/2012	07/31/2012	08/10/2012	i
221		Test Client 1	39	06/01/2012	06/30/2012	07/12/2012	i
213		Test Client 1	41	05/01/2012	05/31/2012	06/11/2012	i
202		Test Client 1	30	04/01/2012	04/30/2012	05/11/2012	i