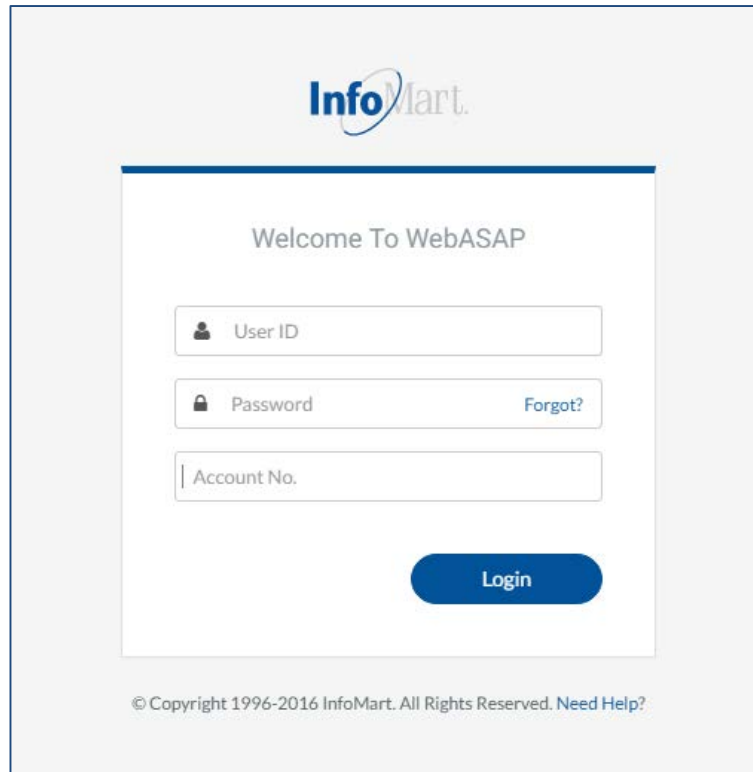




Training Demo: FedEx Vendor Clients

WebASAP Address

<https://www.infomart-usa.com/webasap/>

A screenshot of the WebASAP login interface. At the top is the InfoMart logo. Below it is a blue horizontal line. The text "Welcome To WebASAP" is centered. There are three input fields: "User ID" with a person icon, "Password" with a lock icon and a "Forgot?" link, and "Account No.". Below the fields is a blue "Login" button. At the bottom, there is a copyright notice: "© Copyright 1996-2016 InfoMart. All Rights Reserved. Need Help?".

InfoMart.

Welcome To WebASAP

User ID

Password [Forgot?](#)

Account No.

Login

© Copyright 1996-2016 InfoMart. All Rights Reserved. [Need Help?](#)

You will be required to provide your UserID, password, and account number each time you log in.

Please note that the password is case-sensitive and needs to be entered exactly as it was provided.



Certification of Permissible Purpose and Intent of Use

You will submit information to InfoMart which will supply reports for the purpose of evaluating a consumer for employment, promotion, reassignment, or retention as an employee. These reports will be used for no other purpose.

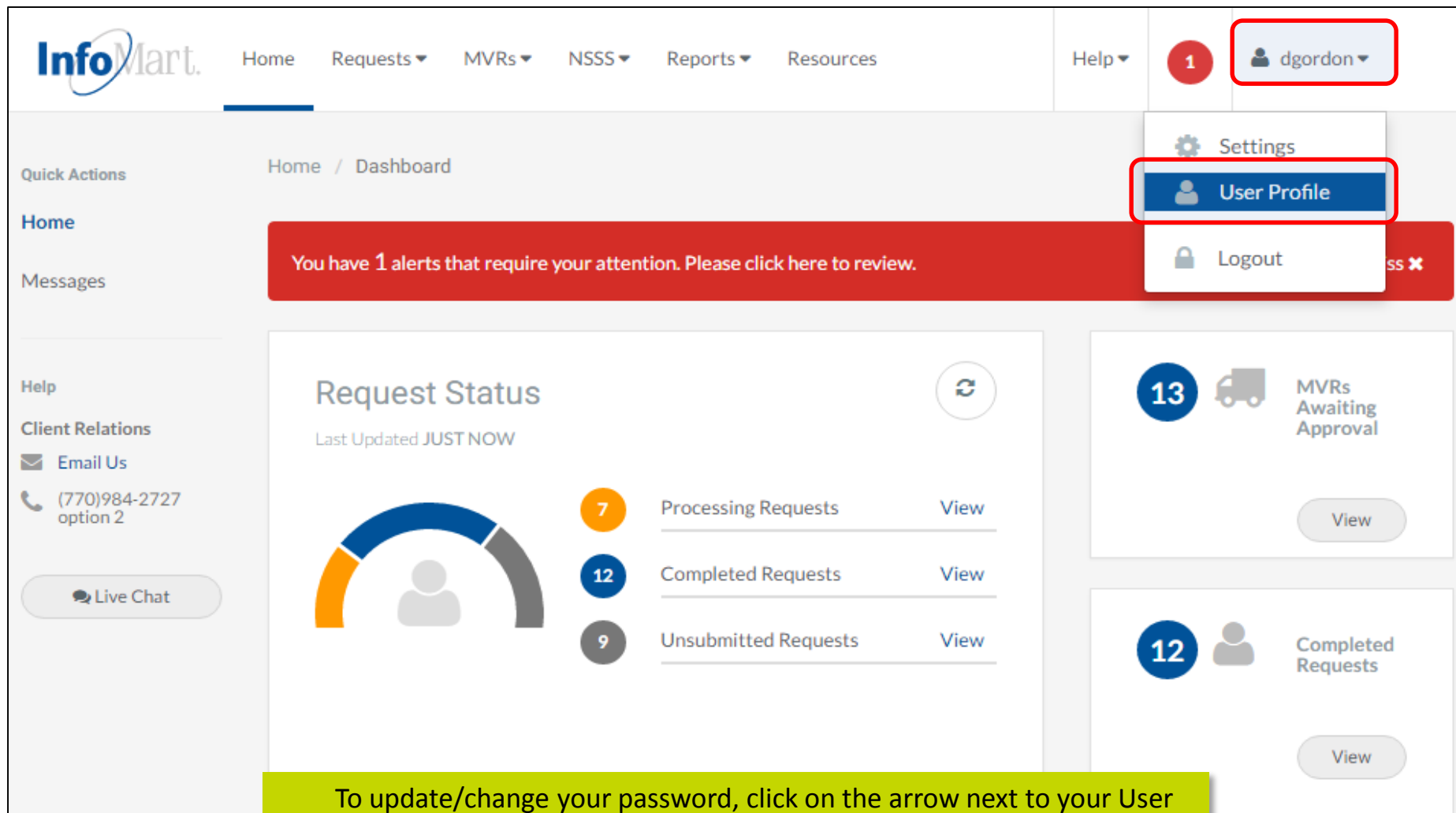
You will also comply with all FCRA disclosure requirements including adverse action provisions. A copy of these requirements are available from InfoMart. Additionally, you certify that the reports obtained from InfoMart will not be used to violate any federal or state Equal Employment laws or regulations.

In all cases, the consumer has been informed that either a consumer report or an investigative consumer report is being performed on him/her and has provided written authorization for this report.

I Do Not Agree

I Agree

1 out of each 5 times you log in, you will be required to agree to a Certification of Permissible Purpose and Intent of Use. This is where you confirm that you will only be running background checks for the reasons you stated when signing up for an account. Click **I Agree** to continue.




The screenshot shows the InfoMart dashboard interface. In the top right corner, the user ID 'dgordon' is displayed with a dropdown arrow. A red box highlights this area. Below the dropdown, a menu is visible with options: 'Settings', 'User Profile', and 'Logout'. The 'User Profile' option is highlighted with a blue bar and a red box. A red banner across the top of the dashboard area states: 'You have 1 alerts that require your attention. Please click here to review.'

The dashboard includes a left sidebar with 'Quick Actions' (Home, Messages), 'Help', and 'Client Relations' (Email Us, Live Chat). The main content area features a 'Request Status' section with a gauge chart and a table of request counts:


Count	Status	Action
7	Processing Requests	View
12	Completed Requests	View
9	Unsubmitted Requests	View

On the right side, there are two summary cards: 'MVRs Awaiting Approval' (13) and 'Completed Requests' (12), each with a 'View' button.

To update/change your password, click on the arrow next to your User ID in the upper right corner and select **User Profile**.


[Home](#)
[Requests ▾](#)
[MVRs ▾](#)
[NSSS ▾](#)
[Reports ▾](#)
[Resources](#)
[Help ▾](#)

1


 dgordon ▾

[Settings](#)
[Home / Settings / Users / Edit User](#)

[Users](#)
[Emails](#)
[Bill Codes](#)
[Packages](#)
[Agent Login](#)

Edit User

User ID

dgordon

☒ Administrator

Name

Dan

Gordon

Email

dan.gordon@infomart-usa.com

Password

Password

Confirm Password

Default Billing Code

Select a Billing Code ▾

You can then enter in a new password and confirm. Please note that the password must be at least 6 characters long and consist of a combination of letters, numbers and one special character, such as an exclamation point.

Update/Change Password

- ☐ Civil Records
 ☐ Workers' Compensation
 ☐ Social Media Search
- ☐ Motor Vehicle Reports
 ☐ Financial References
 ☐ Special Instructions
- ☐ CDLIS

Select reports this user has access to

General

- ☒ Statewide Availability ?
- ☒ Needs Additional Information ?
- ☒ Background Check Overview ?
- ☒ Profile Delivery ?

Invoicing/Security

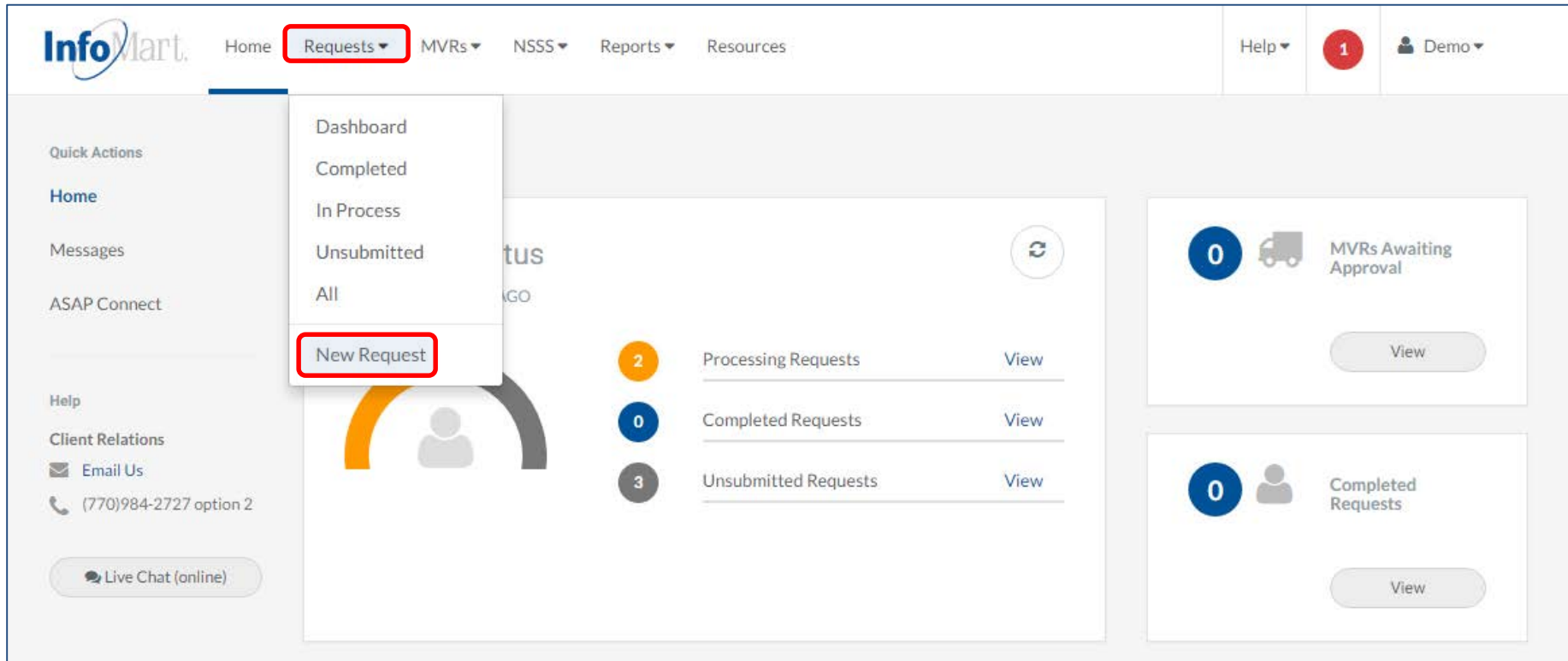
- ☒ Invoicing ?
- ☒ Access ?

Service/Turnaround

- ☒ Criminal Record Detail ?
- ☒ Screening Summary ?
- ☒ Delayed Jurisdiction ?
- ☒ Background Check Turnaround ?

Save

Once you have entered in your new password, select **Save** at the bottom of the page.



The screenshot shows the InfoMart homepage. At the top, there is a navigation bar with the following links: Home, **Requests** (highlighted with a red box), MVRs, NSSS, Reports, and Resources. On the right side of the navigation bar, there are links for Help, a notification badge with the number 1, and a user profile labeled Demo.

Below the navigation bar, a dropdown menu is open for the 'Requests' link. The menu contains the following options: Dashboard, Completed, In Process, Unsubmitted, All, and **New Request** (highlighted with a red box).

The main content area of the homepage features a central section with a status overview. It includes a circular progress indicator and a table with the following data:

Status	Count	Action
Processing Requests	2	View
Completed Requests	0	View
Unsubmitted Requests	3	View

On the right side of the main content area, there are two summary cards:

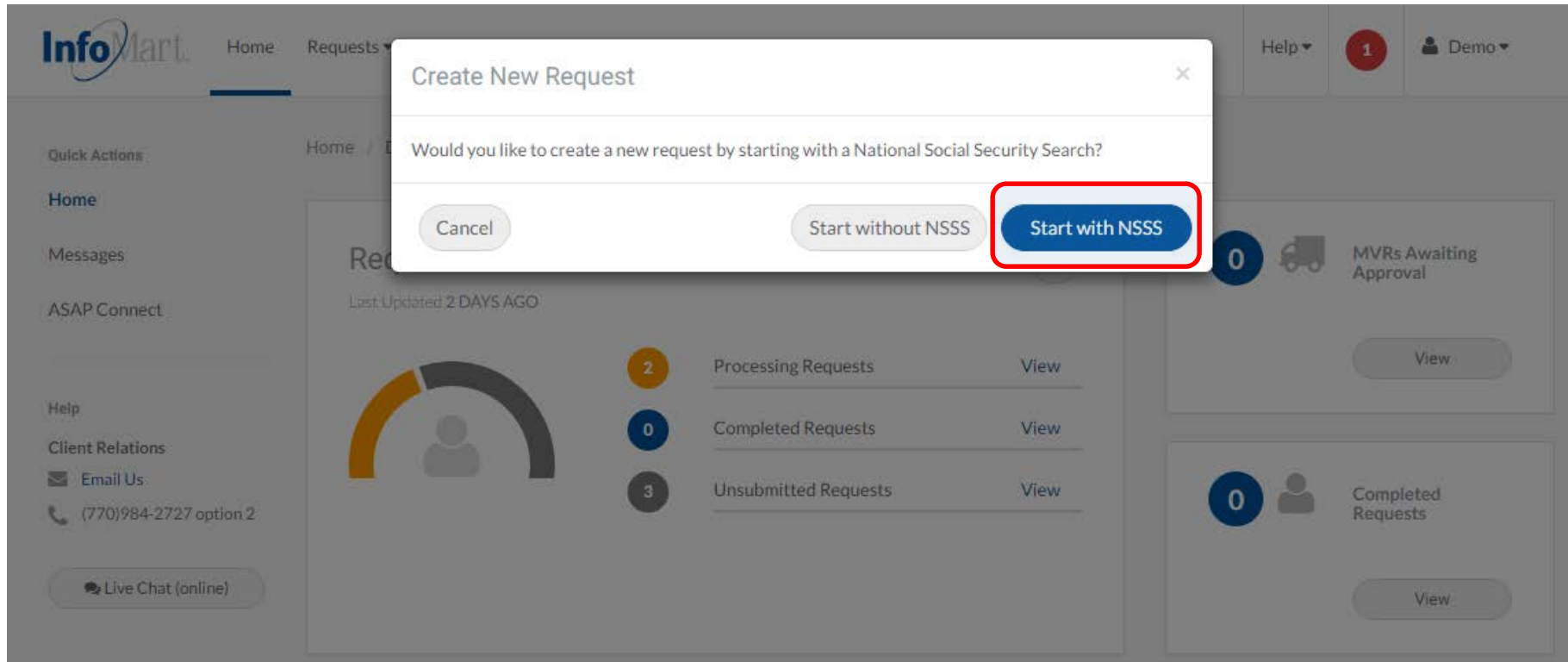
- MVRs Awaiting Approval:** 0 (with a truck icon) and a [View](#) button.
- Completed Requests:** 0 (with a person icon) and a [View](#) button.

On the left side of the homepage, there is a sidebar with the following sections:

- Quick Actions:** Home, Messages, ASAP Connect.
- Help:** Client Relations, Email Us, (770)984-2727 option 2.
- Live Chat (online):** A button to initiate a live chat session.

To begin the process of ordering a background check, click **Requests** at the top of the page, then choose **New Request**.

Creating A Request



You will be prompted to indicate whether you would like to run the **National Social Security Search (NSSS)** first. The NSSS tool discovers previous addresses/jurisdictions for conducting a criminal search, and it is included in most criminal background check packages.

FedEx Vendor packages require this service, so please choose **Start with NSSS**.

The screenshot shows the InfoMart website interface for the NSSS (National Social Security Search) submission process. The top navigation bar includes links for Home, Requests, MVRs, NSSS, Reports, and Resources. A user profile for 'dgordon' is visible in the top right corner. The main content area is titled 'New Search' and contains a disclaimer about the use of information obtained through the search. Below the disclaimer are three input fields: 'SSN' (with the value '111-22-3333'), 'Billing Code' (with a dropdown menu showing '0000 - Default'), and 'Reference Number' (with the placeholder text 'Reference Number'). A blue 'Search' button is located at the bottom of the form.

InfoMart. Home Requests MVRs NSSS Reports Resources Help 1 dgordon

NSSS Home / NSSS / New Search

New Search

By submitting this request, you confirm that information obtained through a National Social Security Search will be used only to verify the information provided by the applicant on his/her employment application, including identifying additional jurisdictions in which to perform a criminal history search. Information obtained through a National Social Security Search cannot be used to make an employment decision as outlined by the Fair Credit Reporting Act (15 U.S.C. 1681 et seq.).

SSN 111-22-3333

Billing Code 0000 - Default

Reference Number Reference Number

Search

Enter your applicant's Social Security Number.

If applicable, **Billing Codes** for your account will be preloaded into the dropdown menu.

The **Reference Number** field is freeform. Whatever you provide there will appear on the invoice alongside this candidate's name.

Only the SSN is a required field, but many accounts have billing codes to select from. Click **Search** when you have finished.

Create Profile Request

Multiple names found associated with 911-11-1119

Select Name(s) and Jurisdiction(s)

- Select a name to set as Applicant.
- Optionally set additional names as AKA/Maiden name(s). (Each additional name may incur an additional cost.)
- Select jurisdictions to search.
Addresses in bold indicate possible current address.

If there are multiple names that come back from the NSSS search, they will show on this screen. Select the best match to your candidate's name by marking **Applicant**. Follow the instructions provided on the top left of this screen before continuing.

Name and Jurisdiction(s)

Morgan, Dexter N

☒ Applicant ☐ AKA/Maiden

<input type="checkbox"/>	NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
<input checked="" type="checkbox"/>	115	Peachtree DR	WARNER ROBINS	HOUSTON	GA	31088
<input checked="" type="checkbox"/>	C3	Peachtree	SAN JUAN	SAN JUAN	PR	00936

Name and Jurisdiction(s)

Butler, Kyle I

☐ Applicant ☐ AKA/Maiden

<input type="checkbox"/>	NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
<input type="checkbox"/>	3550	Peachtree RD 257	DALLAS	COLLIN	TX	75287

NSSS Results

Multiple names found associated with 911-11-1119

Select Current Address

- Select address to use as current address in profile

More often than not, you will see the candidate's current address on this screen. **Select the button** to the left of your candidate's current address. If none of the addresses match, select the closest one – you will be able to modify the address later in the process.

Addresses

Morgan, Dexter N

	NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
<input checked="" type="radio"/>	115	Peachtree DR	WARNER ROBINS	HOUSTON	GA	31088
<input type="radio"/>	C3	Peachtree	SAN JUAN	SAN JUAN	PR	00936

Butler, Kyle I

	NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
<input type="radio"/>	3550	Peachtree RD 257	DALLAS	COLLIN	TX	75287
<input type="radio"/>	31120	Peachtree CT 204	NOVI	OAKLAND	MI	48377
<input type="radio"/>	4298	Peachtree PY	NEW HAVEN	ALLEN	IN	46774
<input type="radio"/>	11819	Peachtree RD	SILVER SPRING	MONTGOMERY	MD	20906

Create Profile Request

Clicking **Finish** will create and load the request.

Summary

Applicant Name: Morgan, Dexter N
SSN: 911-11-1119
Current Address: 115 Peachtree DR
 WARNER ROBINS, GA 31088


Additional Jurisdiction(s)

NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
C3	Peachtree	SAN JUAN	SAN JUAN	PR	00936

[Cancel](#)
[Back](#)

The information provided thus far will be compiled for you to review. Click **Finish** if everything appears correct (again, if the address is wrong, you will be able to change it later), otherwise you can click on the **Back** button to make changes.

[Finish](#)


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[Requests](#)
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[Resources](#)

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[SYSTEM](#)

NEW REQUEST
Home / Requests / New Request

General
Applicant Info
Select Your Services
Current Address
Review & Submit

Applicant Info

* Required Fields

Applicant: Morgan, Dexter N

Completed 0 of 4

Request Reason
Pre-Employment

Social Security No. *
911-11-1119
SSN
Canadian SIN

Applicant Name *
Dexter
N
Morgan

Suffix
Suffix


Maiden Name
Maiden Name

+ ADD ALIAS

Date of Birth *
MM/DD/YYYY
DOB Unknown

Phone
(XXX)XXX-XXXX

The identifiers you have provided thus far will be pre-populated for you on the **Applicant Info** screen. If they were correct, they can be left as is, otherwise please update them as you go. For the best results, complete each field on this page, whether required or not.


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NEW REQUEST
Home / Requests / New Request

General

Applicant Info

Select Your Services

Current Address

Review & Submit

Applicant Info

* Required Fields

Request Reason

Pre-Employment

Social Security No. *

911-11-1119

☒ SSN
☐ Canadian SIN

Applicant Name *

Dexter

N

Morgan

Suffix

Suffix

Maiden Name

Maiden Name

+ ADD ALIAS

Date of Birth *

MM/DD/YYYY

DOB Unknown

Phone

(XXX)XXX-XXXX

Applicant: Morgan, Dexter N
Completed 0 of 4

The **Add Alias** button should only be used if you want to run your check on more than one name (same goes with the maiden name above).

**Please note that screening additional names may incur additional charges.*

Email Address should be that of the applicant, not the person ordering the check (unless they are the same person).

Disclosure & Authorization on File is a mandatory field; a background check cannot legally be requested on a candidate unless that individual has completed a Disclosure & Authorization form. Select **Yes** if you have the candidate's signed Disclosure & Authorization form before clicking **Next** to continue.

Maiden Name

Maiden Name

+ ADD ALIAS

Date of Birth *



MM/DD/YYYY



DOB Unknown

Phone

(XXX)XXX-XXXX

Email

Email Address

Gender

Gender

Salary

Salary Range



Bill Code

0000

- Default billi

Reference

Reference Number

Disclosure & Authorization on File




Yes



Mail copy of this completed profile directly to the applicant

Cancel

Next »


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NEW REQUEST
[Home](#) / [Requests](#) / [New Request](#)

General

Applicant Info

Select Your Services

Current Address

Review & Submit

Select Your Services

Applicant: Morgan, Dexter N

Completed 1 of 4

Select an option to set/choose services to perform on applicant.

Service Packages

Select a Package

Select a Package

=====

Drug only

MVR only

+ SG Union Employee

+ SG with MVR

+ SG without MVR

Public Records

☐ Criminal History
 ☐ Multi-State Criminal History Search
 ☐ Multi-State Sex Offender Search
 ☐ Federal Criminal History
 ☐ Civil Records
 ☐ Motor Vehicle Reports
 ☐ CDLIS

Verifications

☐ Education
 ☐ Professional Licenses
 ☐ Personal References
 ☐ Workers' Compensation
 ☐ Financial References

Social Security Search

☐ Drug Screening
 ☐ Credit History
 ☐ Watch List
 ☐ Social Media Search
 ☐ Special Instructions

You can select the appropriate service package from the dropdown on the top of the screen.

General

Applicant Info

Select Your Services

Current Address

Review & Submit

Select Your Services

Applicant: Morgan, Dexter N

Completed 1 of 4

Select an option to set/choose services to perform on applicant.

Service Packages

SG Union Employee

+ denotes packages that allow additional services

Selected Package: SG Union Employee

This package allows you to add additional services.

Public Records

☒ Criminal History
 ☒ Multi-State Criminal History Search
 ☒ Multi-State Sex Offender Search
 ☒ Federal Criminal History
 ☐ Civil Records
 ☒ Motor Vehicle Reports
 ☐ CDLIS

Verifications

☒ Previous Employment
 ☒ Education
 ☒ Professional Licenses
 ☐ Personal References
 ☐ Workers' Compensation
 ☐ Financial References

Other

☒ National Social Security Search
 ☐ Drug Screening
 ☐ Credit History
 ☒ Watch List
 ☐ Social Media Search
 ☐ Special Instructions

Back

Next »

Choosing a package will automatically select the appropriate services included in that package below.

The package you select includes all services required by FedEx, so there is no need to select additional services.

**Keep in mind that the Multi-State Sex Offender Search will automatically be run when the Multi-State Criminal History is ordered, as it is included.*

The screenshot shows the 'NEW REQUEST' page in the InfoMart system. The left navigation menu is highlighted with a red rounded rectangle. It contains the following items: General (with a green circle), Applicant Info (with a green circle), Select Your Services (with a green circle), Current Address (with a grey circle), Public Records (with a grey circle), Criminal History (with a grey circle), Motor Vehicle Reports (with a grey circle), Verifications (with a grey circle), Previous Employment (with a grey circle), Education (with a grey circle), Professional Licenses (with a grey circle), and Review & Submit (with a grey circle). A yellow callout box with black text explains the meaning of the colored circles: 'Green circle next to an area means you have completed that section and the system does not recognize any errors or missing information. Grey means you have not completed this part yet. Red indicates that there is some sort of issue you will need to correct before you can submit the order'.

InfoMart

Home Requests MVRs NSSS Resources

Help 2 SYSTEM

NEW REQUEST Home / Requests / New Request

Current

Once you have selected the appropriate Service Package, the left navigation menu will start keeping track of your progress with the order, broken down by service requested.


Green circle next to an area means you have completed that section and the system does not recognize any errors or missing information.

Grey means you have not completed this part yet.

Red indicates that there is some sort of issue you will need to correct before you can submit the order

Country United States CHANGE

Back Next »



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[SYSTEM](#)

NEW REQUEST

[Home](#) / [Requests](#) / [New Request](#)

General

Applicant Info

Select Your Services

Current Address

Public Records

Criminal History

Motor Vehicle Reports

Verifications

Previous Employment

Education

Professional Licenses

Review & Submit

Current Address

* Required Fields

Applicant: Morgan, Dexter N

Completed 2 of 9

Address Type

Standard

Street Address

1582

Pre D

Terrell Mill

Road

Post

Apt, Suite No

ZIP/Postal Code

30067

City

MARIETTA

State/Province *

Georgia

Country

United States

CHANGE

Back

Next »

The current address you selected during the NSSS process will pre-populate here. If it was correct, you can click **Next**. If not, please update it before clicking **Next**.

NEW REQUEST Home / Requests / New Request

Criminal History
* Required Fields

Applicant: Walker, Rachel N

Multi-State Search

Multi-State Search Names Rachel N Walker (Applicant)

Jurisdiction 1 ▼ Statewide, GA

Jurisdiction 2 ▼ Statewide, PR

Jurisdiction 3

ZIP/Postal Code * ZIP/Postal Code

State/Province * State/Province

City City

County * COBB

Search Names Rachel N Walker (Applicant)

+ ADD JURISDICTION CLEAR

Jurisdictions discovered by the NSSS will populate automatically with the appropriate search. If you need to add a jurisdiction, there will be an additional jurisdiction space to do so automatically.

Verifications

Previous Employment

Education

Professional Licenses

Other

Drug Screening

Review & Submit

Jurisdiction 1 ▾

Statewide, GA

Jurisdiction 2 ▾

Statewide, PR

Jurisdiction 3

ZIP/Postal Code *

89123

State/Province *

Nevada ▾

City

LAS VEGAS ▾

County *

CLARK ▾

Search Names

Rachel N Walker (Applicant)

Statewide is not available for this state.

+ ADD JURISDICTION

⊘ CLEAR

Enter the **Zip Code** and press your “Tab” key, and the rest of the fields will populate automatically.

If your account settings stipulate that you run statewide searches by default, it will automatically indicate “statewide” as the selected search type, if it is available.

✓ General

● Applicant Info

● Select Your Services

● Current Address

⊖ Public Records

● Criminal History

● Federal Criminal History

● Civil Records

● Motor Vehicle Reports

● Verifications

● Previous Employment

● Education

● Professional Licenses

✓ Other

● Drug Screening

● Review & Submit

Federal Criminal History

* Required Fields

Applicant: Walker, Rachel N

Completed 5 of 12

Federal Jurisdiction 1

ZIP/Postal Code *

30060

State/Province *

Georgia

City

MARIETTA

County *

COBB

Search Names

Rachel N Walker (Applicant)

+ ADD JURISDICTION

⊘ CLEAR

Back

Next »

Federal searches will function the same way as Criminal History, prepopulating if available or giving you the option to add yourself. The district to be run is determined after the request has been submitted, so it will only show up as a county.

NEW REQUEST

Home / Requests / New Request

General

Applicant Info

Select Your Services

Current Address

Public Records

Criminal History

Motor Vehicle Reports

Verifications

Previous Employment

Education

Other

Drug Screening

Review & Submit

Review & Submit

Applicant: Morgan, Dexter N

Completed 7 of 9

Please correct the errors highlighted below.

REPAIR

- Missing Disclosure & Authorization.

General

1

Errors. Please repair this section.

Public Records

0

Success. This section is ready to submit.

Verifications

0

Success. This section is ready to submit.

Other

0

Success. This section is ready to submit.

Please correct the highlighted errors to submit request.

Request has not been submitted until you click the button below.

Button will become clickable once errors have been corrected.

Submit Request

When all service screens have been completed, the system will bring you to the **Review & Submit** screen. Any missing information will be indicated with a big red box prompting you to repair something. You will need to click **Repair** to go back and resolve missing/incorrect data before you can submit.

If an orange box appears, it means that something that *could* delay results is missing, but it is not required before submitting.

+ ADD ALIAS

Date of Birth *

01/01/1985

☐ DOB Unknown

Phone

(770)984-2727

Email

customerservice@infomart-usa.com

Gender

Male

Salary

Salary Range

i

Bill Code

0000 - Default billi

Reference

Reference Number

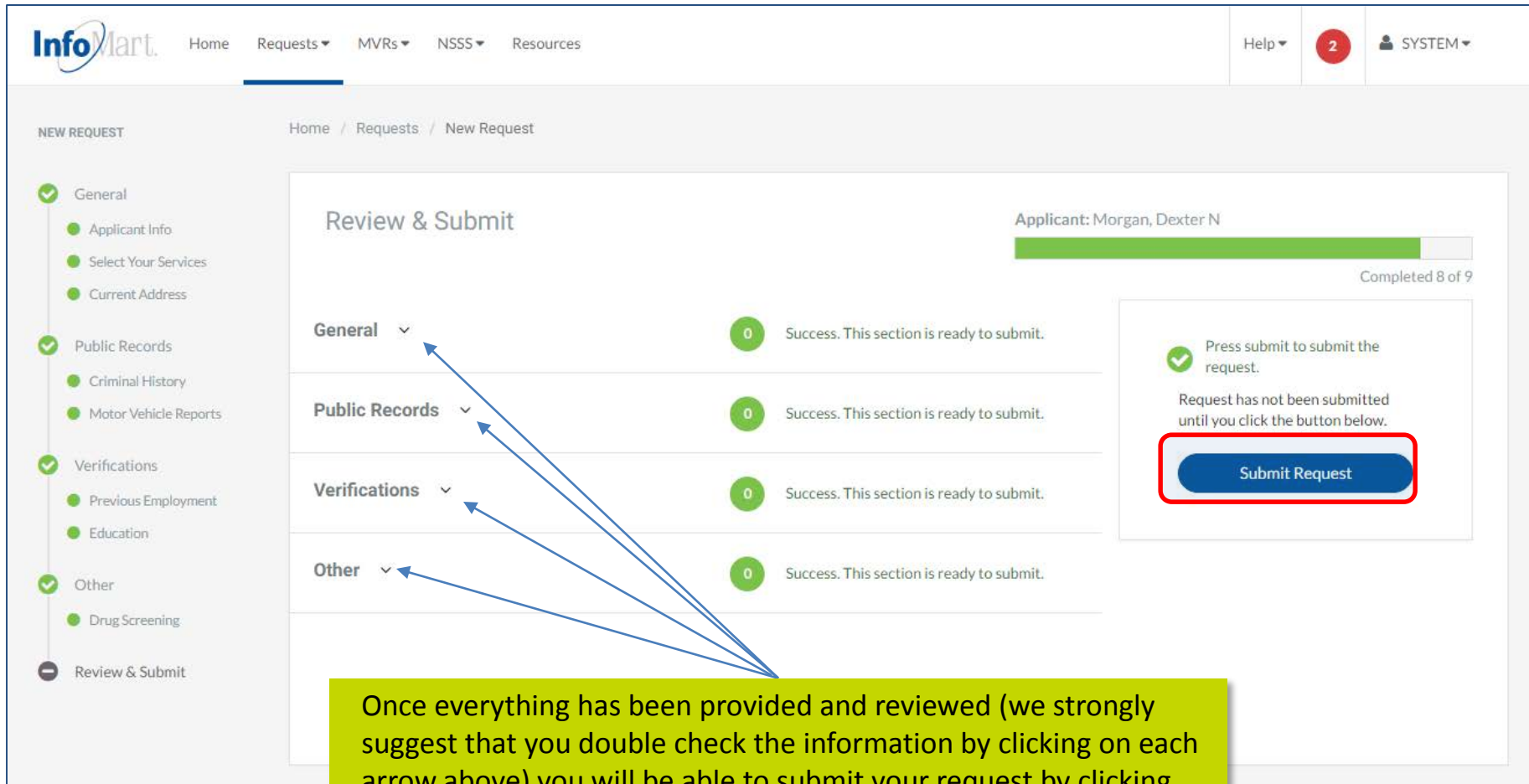
Authorization on File

☐ Yes

Consent to perform background check must be given

☐ Mail copy of this completed profile directly to the applicant

Next »



InfoMart Home Requests MVRs NSSS Resources Help 2 SYSTEM

NEW REQUEST Home / Requests / New Request

Applicant: Morgan, Dexter N
Completed 8 of 9

Review & Submit

General 0 Success. This section is ready to submit.

Public Records 0 Success. This section is ready to submit.


Verifications 0 Success. This section is ready to submit.

Other 0 Success. This section is ready to submit.

Press submit to submit the request.
Request has not been submitted until you click the button below.

Submit Request

Once everything has been provided and reviewed (we strongly suggest that you double check the information by clicking on each arrow above) you will be able to submit your request by clicking on the blue **Submit Request** button on the right side of the screen.


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Quick Actions

[Home](#)

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[Help](#)

[Client Relations](#)

[Email Us](#)

[\(770\)984-2727 option 2](#)

[Live Chat \(online\)](#)


Home / Dashboard

You have 2 alerts that require your attention. Please click here to review.


[Dismiss](#)

Request Status


Last Updated 2 DAYS AGO



2	Processing Requests	View
0	Completed Requests	View
2	Unsubmitted Requests	View

0  MVRs Awaiting Approval

[View](#)


0  Completed Requests

All Requests

[SEARCH](#)

NAME	BILLCODE	CREATED	ORDER DATE	ORDER STATUS	PROFILE STATUS
Morgan, Dexter N	0000	09/22/2016		Sent	View Request

The **Status** screen is now available to you on the homepage. You can search for any background requests you have ordered by typing in the box under **All Requests**.


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[Requests](#)
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SYSTEM

Quick Actions

Home

Messages

Help

Client Relations

Email Us

(770)984-2727 option 2

Live Chat (online)


Home / Dashboard

You have 2 alerts that require your attention. Please click here to review.

Dismiss


Request Status

Last Updated 2 DAYS AGO



2	Processing Requests	View
0	Completed Requests	View
2	Unsubmitted Requests	View


0



MVRs Awaiting Approval

[View](#)

0



Completed Requests

All Requests

NAME	BILLCODE	CREATED	ORDER DATE	ORDER STATUS	PROFILE STATUS
Morgan, Dexter N	0000	09/22/2016		Sent	View Request

Action options can be viewed by clicking on the box/arrow next to the candidate's name (options detailed on the next slide).

Clark Super
2000
10/06/2003
01/18/2006
Received
Complete

Modify Request

Modify Request

View Profile

View Request

View Activity

E-mail

Print

Next Action Options

Modify Request: Change information for search and resubmit

View Profile: Open and review a completed background report

View Request: View the information provided at the time of order

View Activity: View timeline of this process in our system

Email/Print: Email/Print one of the following items

- Completed Profile (Background check)
- Pre-Adverse/Adverse Action Letters
- Consumer Rights
- Consumer Notification

Click **View Profile** to see results.

Applicant Profile

Confidential Profile
of
Clifton Brown

Prepared on behalf of
ABC Client

Please keep in mind as you review each report that these contain private and confidential information and should be treated as such.

The **Applicant Profile** section is the information as it was provided to InfoMart. DOB and SSN will be truncated, but if you notice anything incorrect, please contact us ASAP.

=====

Applicant Profile

=====

Applicant: Clifton Brown
Date of Birth: 10/30/89
Social Security No: 111-22-3333
Request Purpose: Pre-Employment
Reporting Date: 08/18/10

=====

Services Requested

=====

Previous employment	Completed
Education verification	Completed
Motor vehicle report	Completed
Criminal history	Completed
Federal criminal history	Completed
Credit history	Completed
Drug screening	Completed
National Social Security Search	Completed
OFAC Watch List Search	Completed
OIG Exclusions List Search	Completed
GSA Procurement Exclusion Search	Completed

If you ever have questions about any part of the process with InfoMart, there is a dedicated team of Corporate Account Representatives trained to help FedEx Vendors.

The FedEx Vendor Team

InfoMart®

800-753-6333

FedEx@infomart-usa.com