InfoMart

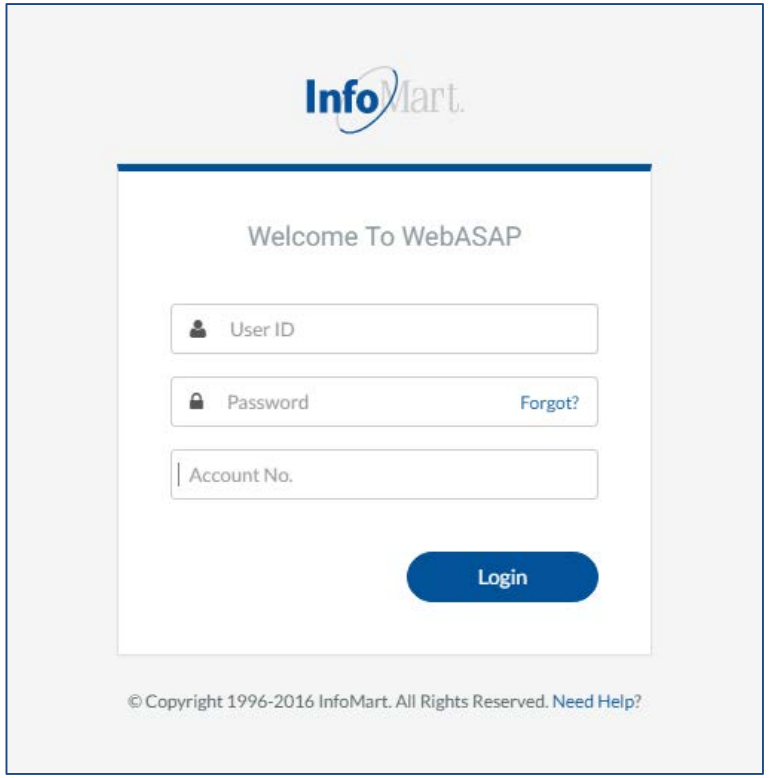
WebASAP powered by InfoMart

Training Demo:

Mary Kay Vendor Clients

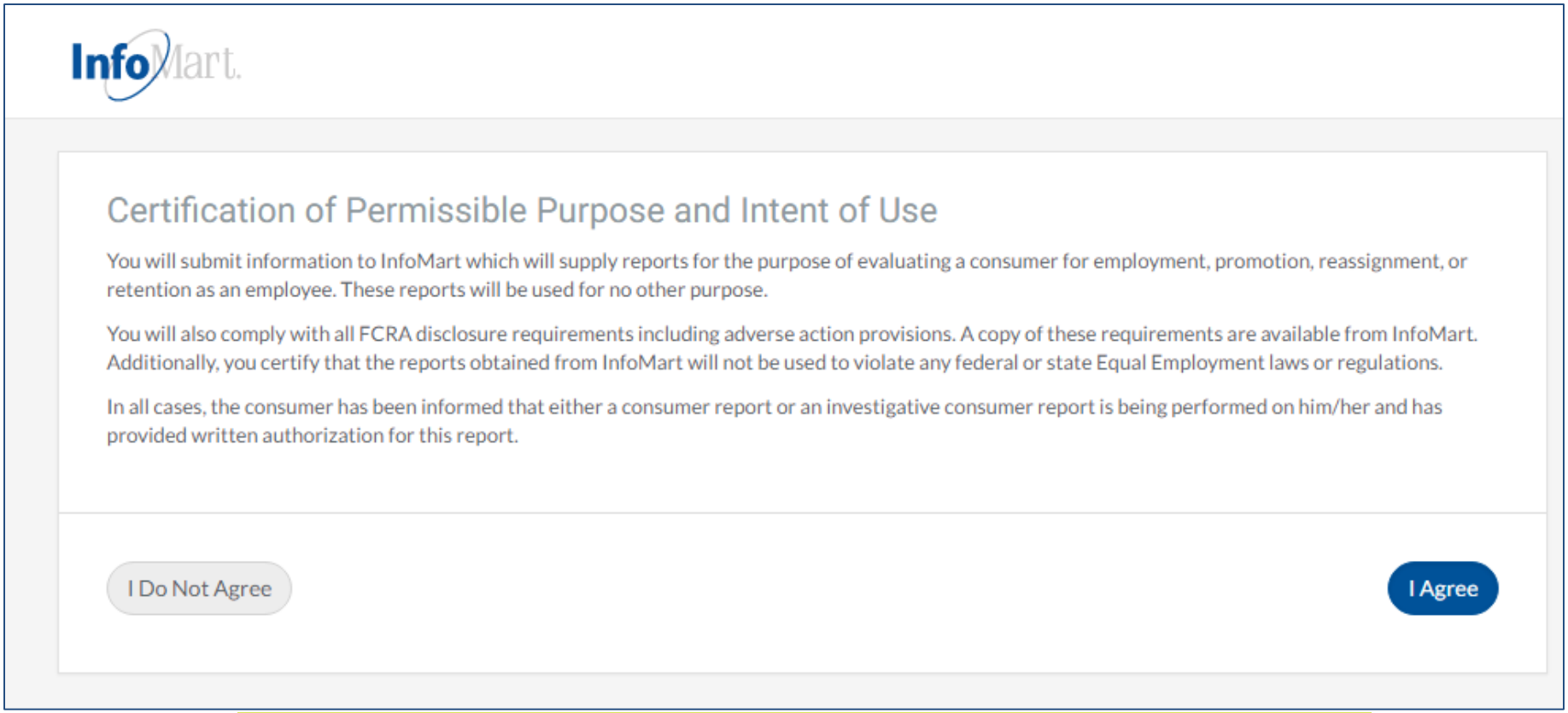
WebASAP Login

WebASAP Address
https://www.infomart-usa.com/webasap/



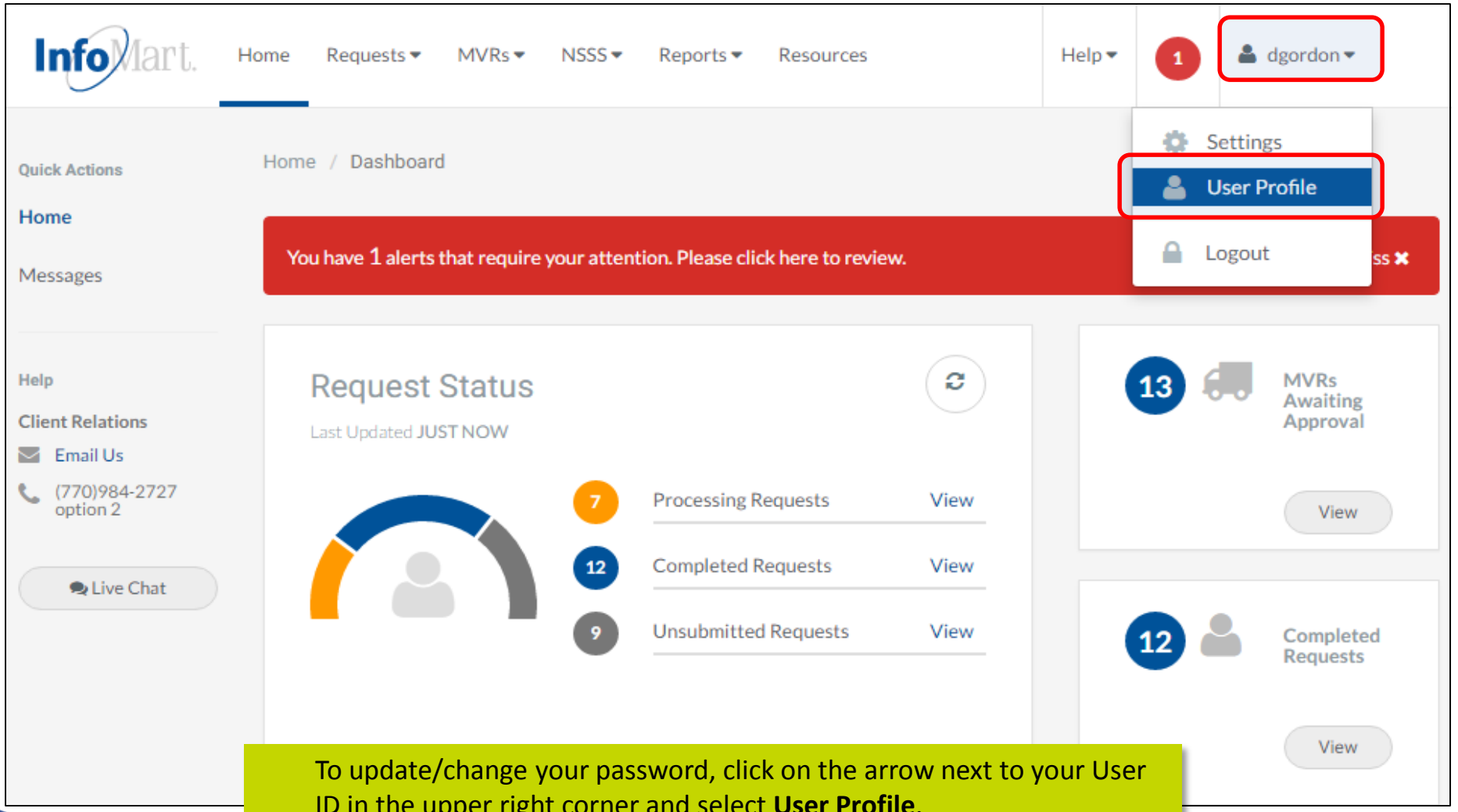
You will be prompted to provide your user ID, password & account number each time you log in. Please note that the password is case-sensitive and needs to be entered exactly as it was provided.

Permissible Purpose



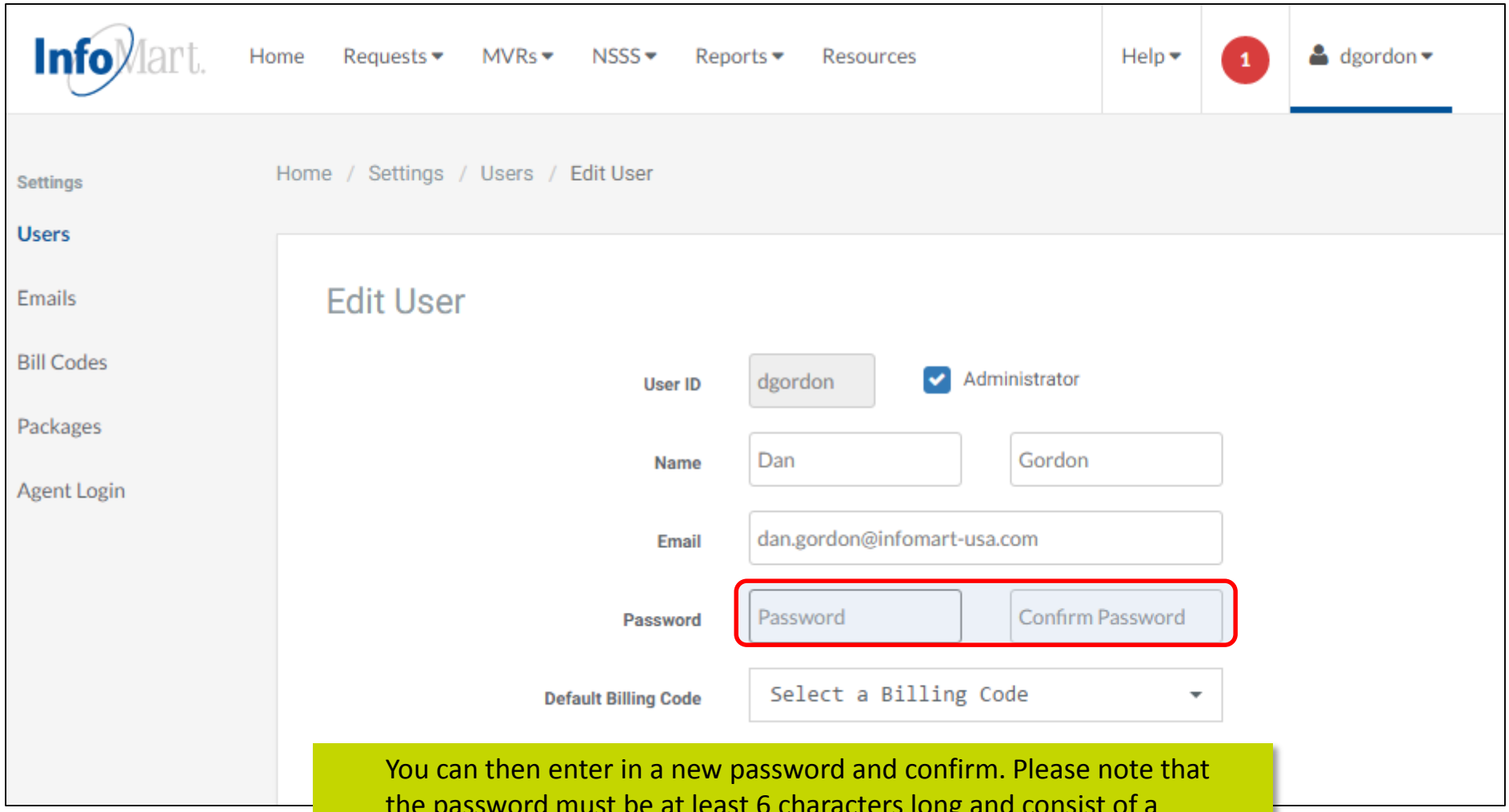
1 out of each 5 times you log in, you will be required to agree to a Certification of Permissible Purpose and Intent of Use. This is where you confirm that you will only be running background checks for the reasons you stated when signing up for an account. Click **I Agree** to continue.

Update/Change Password



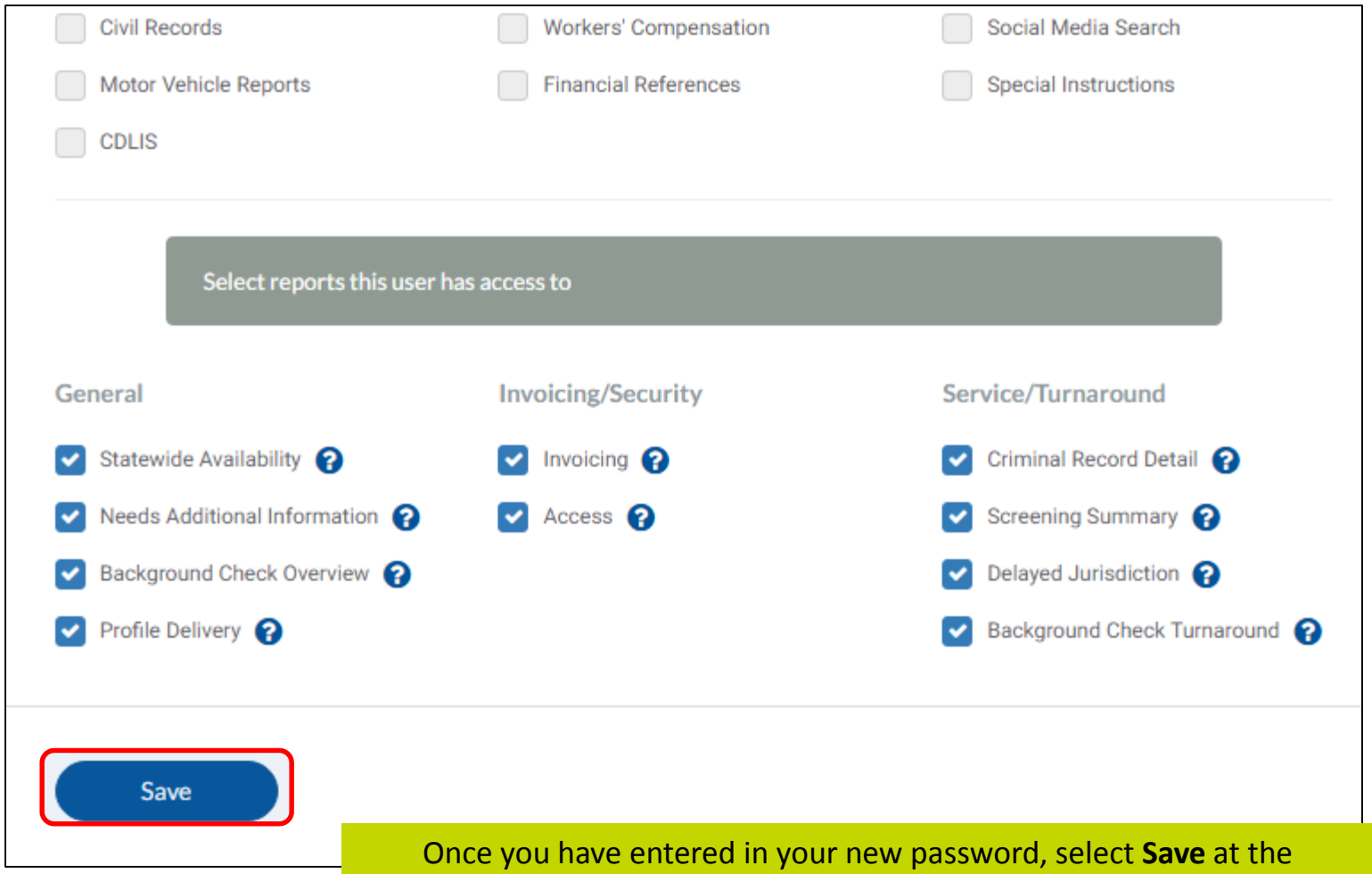
To update/change your password, click on the arrow next to your User ID in the upper right corner and select **User Profile**.

Update/Change Password



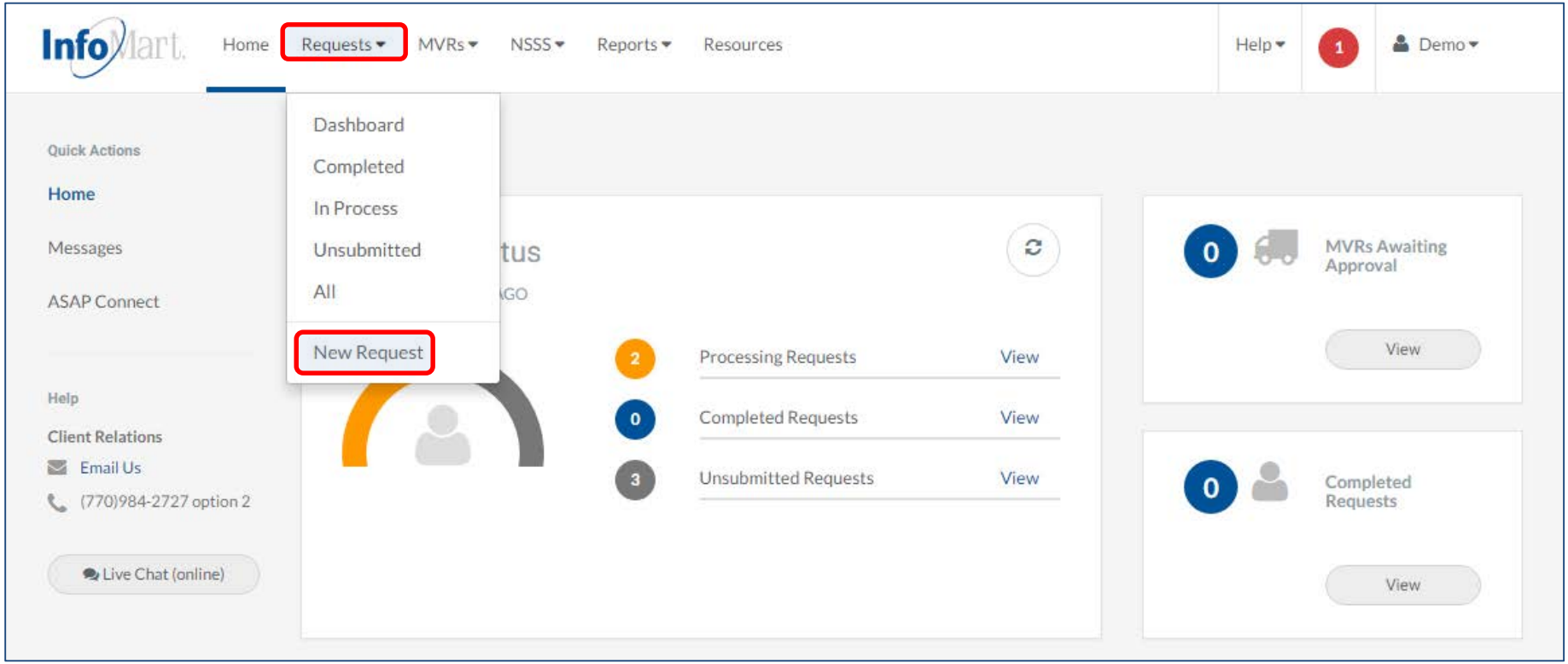
You can then enter in a new password and confirm. Please note that the password must be at least 6 characters long and consist of a combination of letters, numbers and one special character, such as an exclamation point.

Update/Change Password



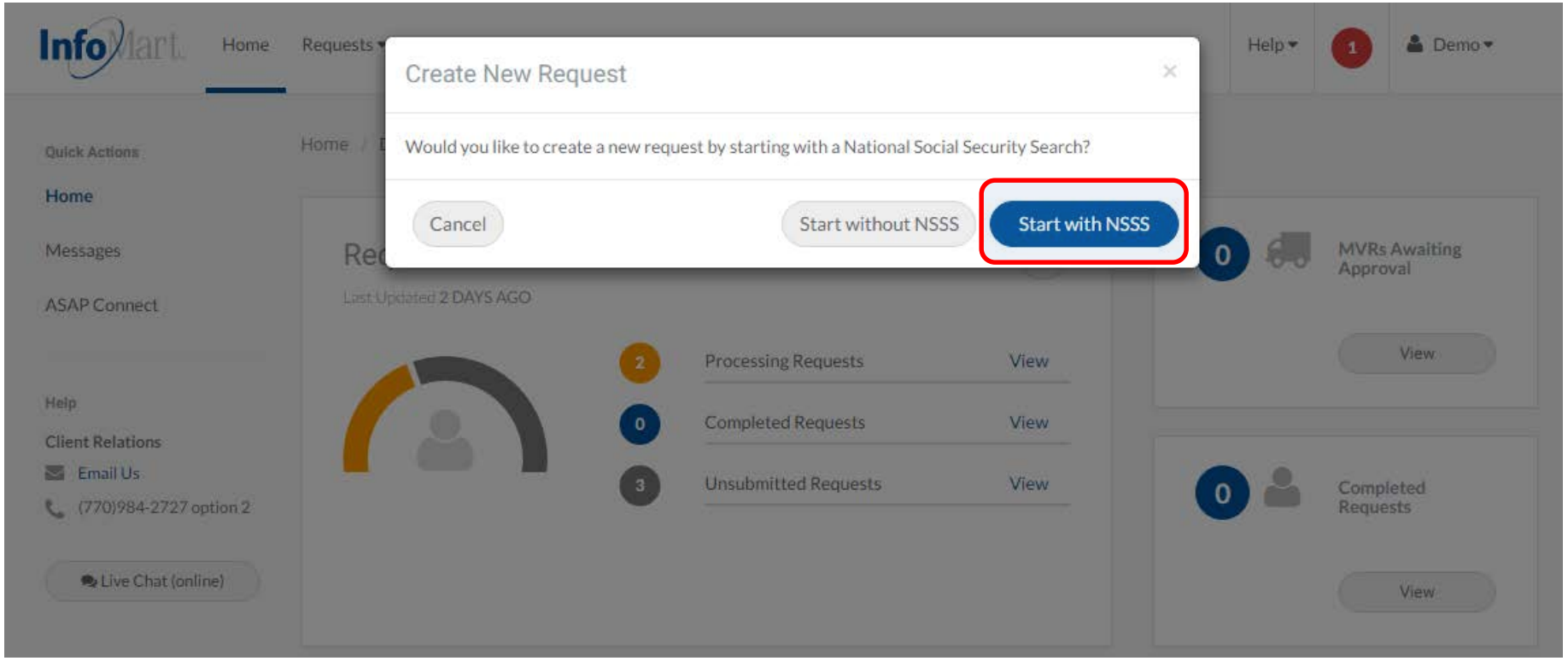
Once you have entered in your new password, select **Save** at the bottom of the page.

Homepage



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

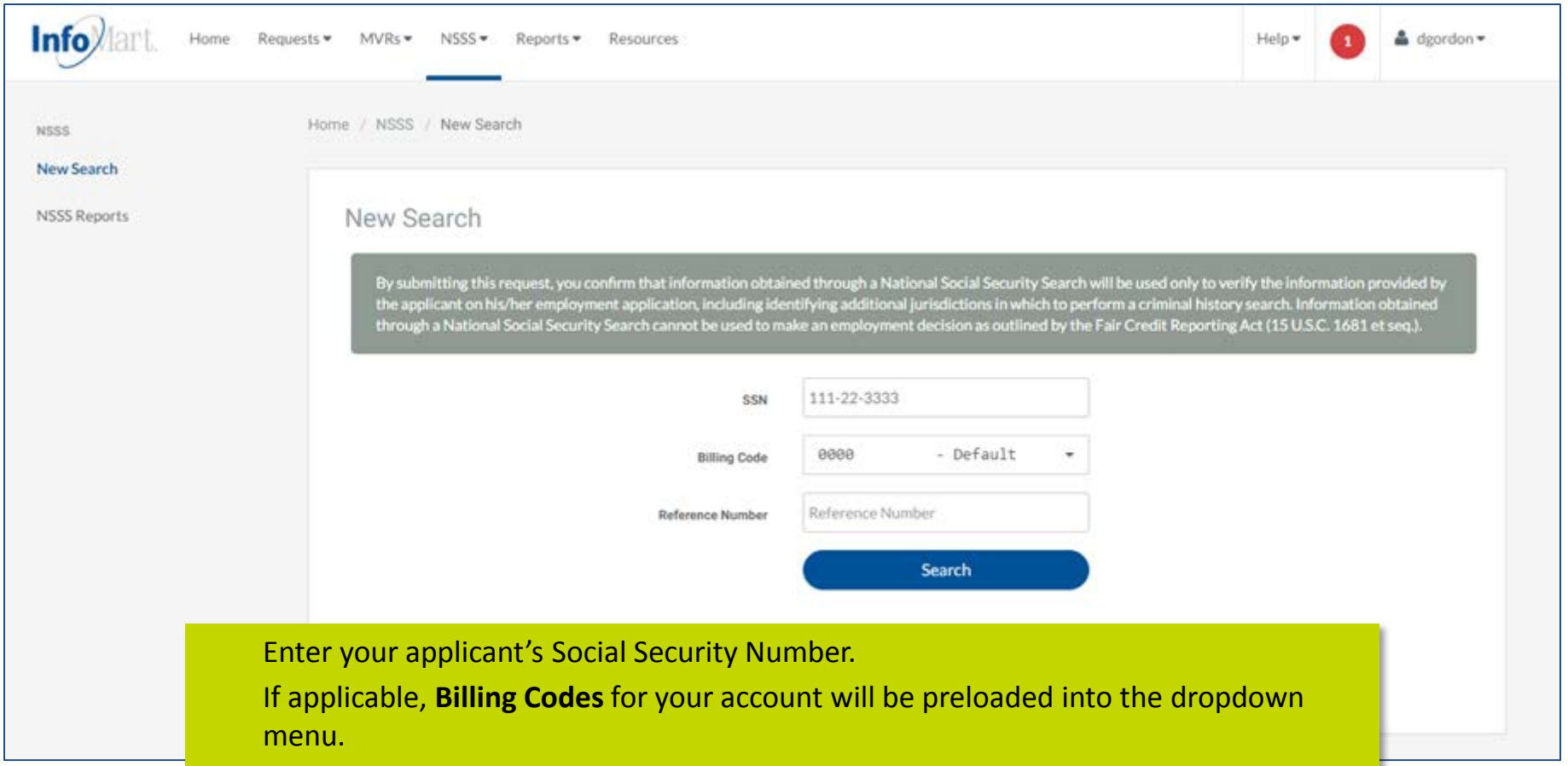
Creating A Request



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.

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

NSSS Submission



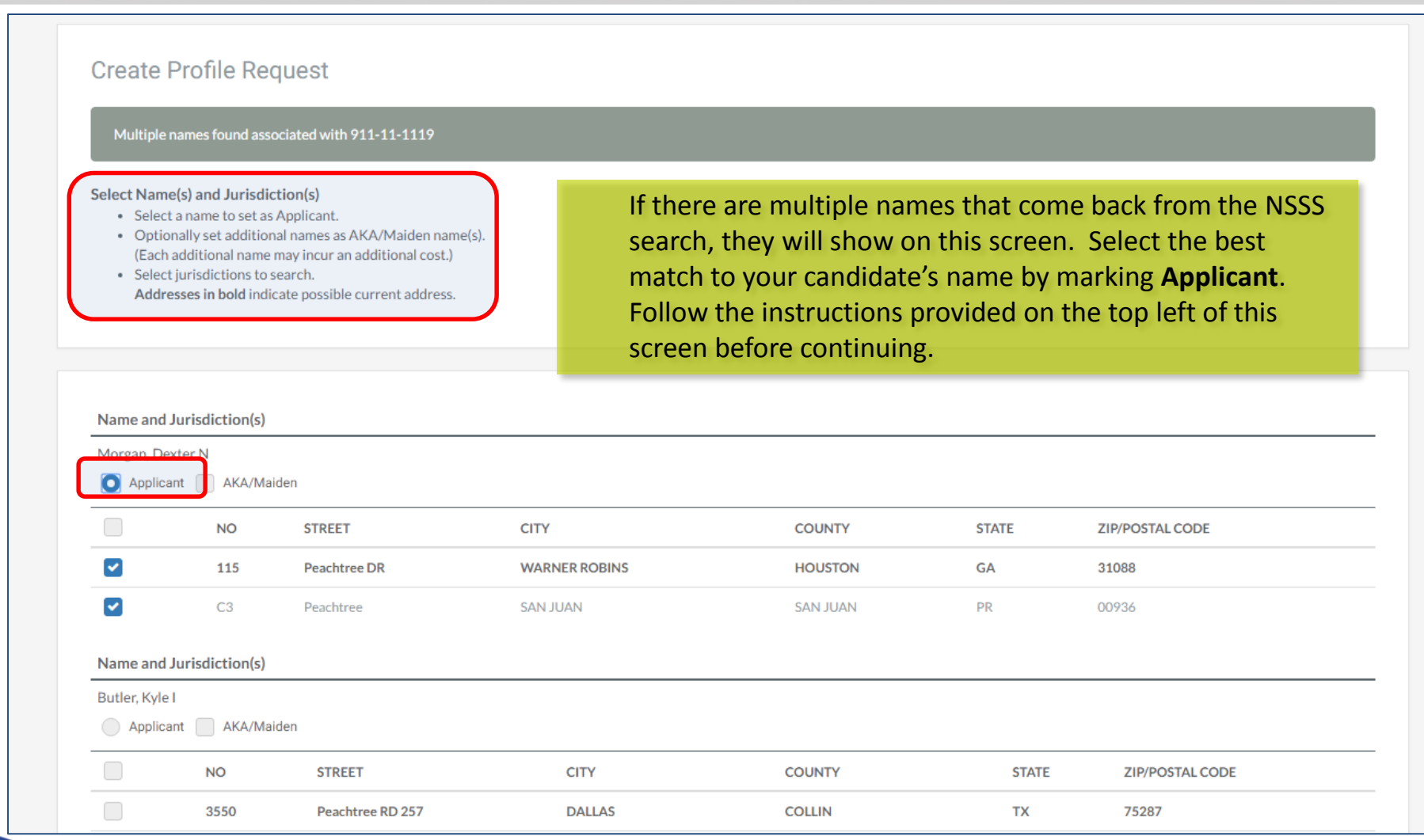
Enter your applicant's Social Security Number.

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.

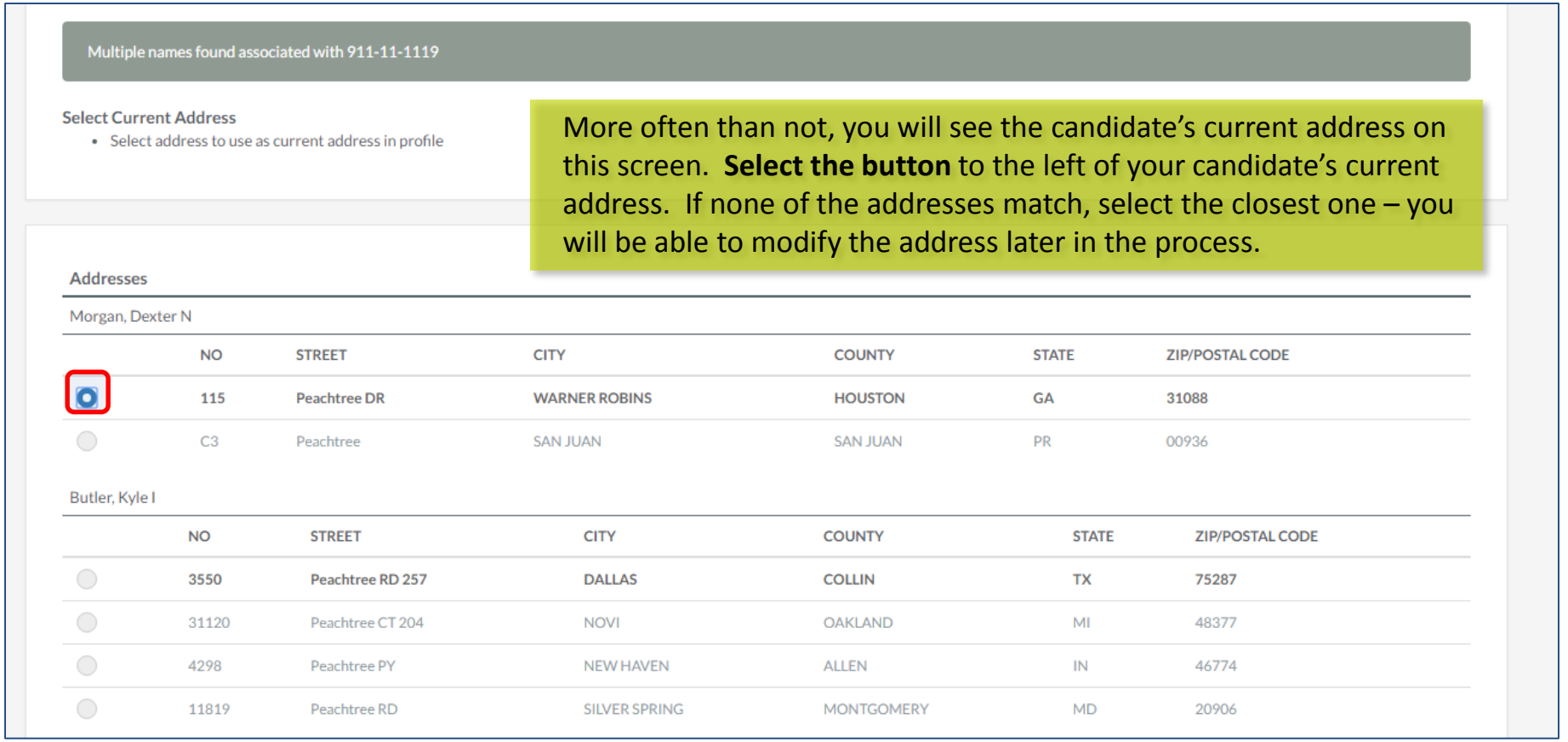
Only the SSN is a required field, but many accounts have billing codes to select from. Click **Search** when you have finished.

NSSS Results

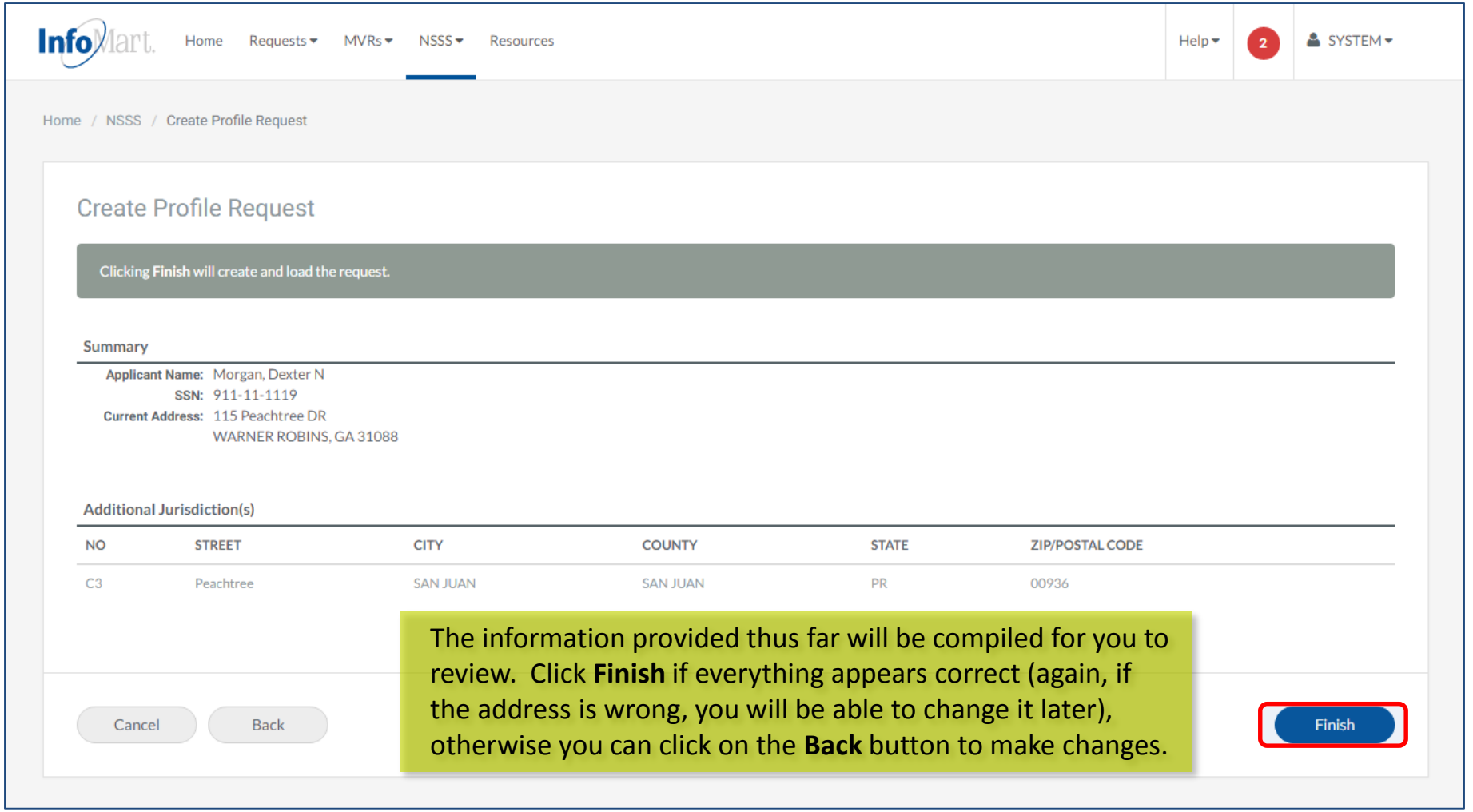


If there are multiple names that come back from the NSSS search, they will show on this screen. Select the best match to your candidate's name by marking **Applicant**. Follow the instructions provided on the top left of this screen before continuing.

NSSS Results

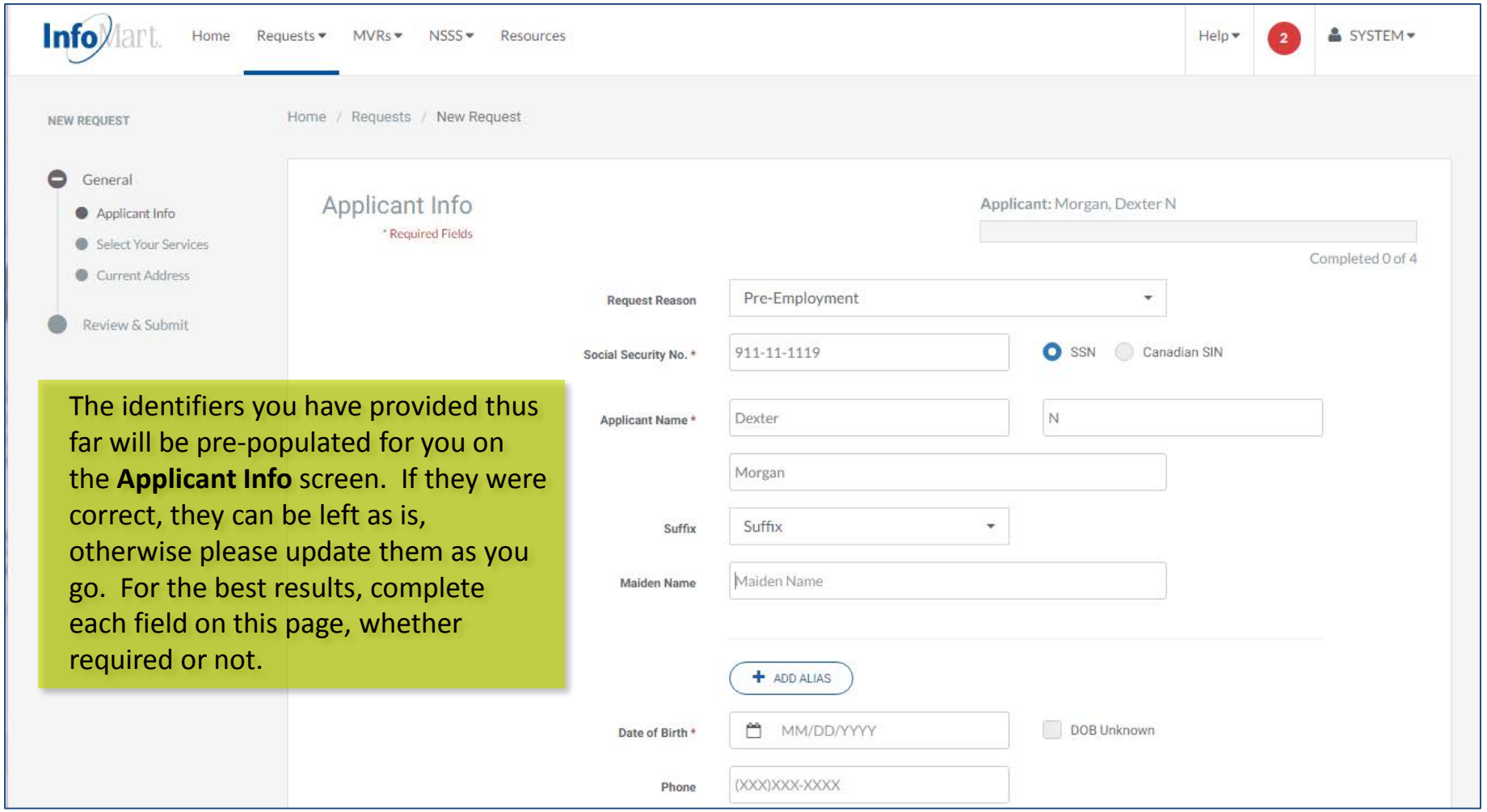


NSSS Review



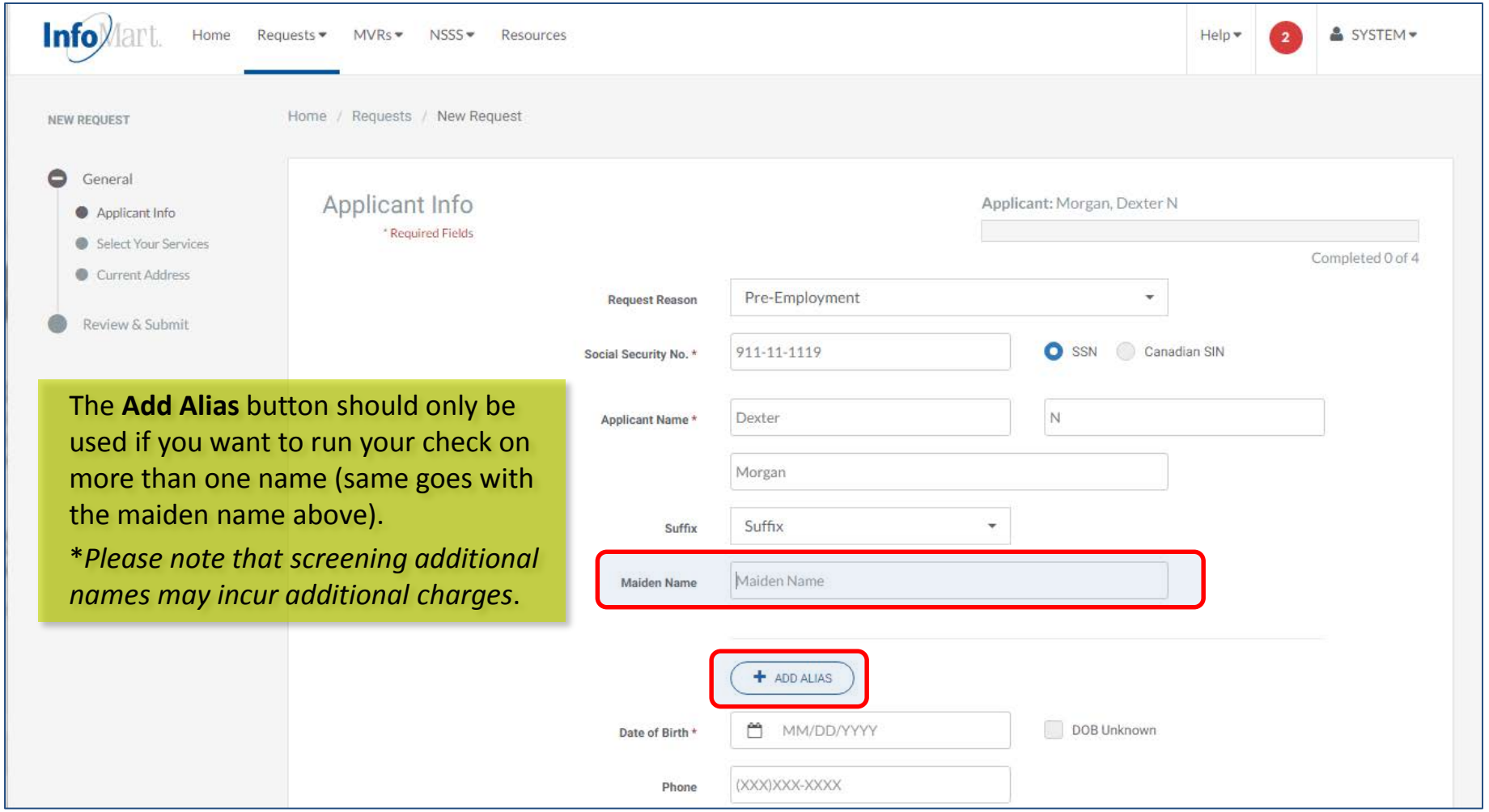
The information provided thus far will be compiled for you to review. Click **Finish** if everything appears correct (again, if the address is wrong, you will be able to change it later), otherwise you can click on the **Back** button to make changes.

Applicant Information



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.

Applicant Information



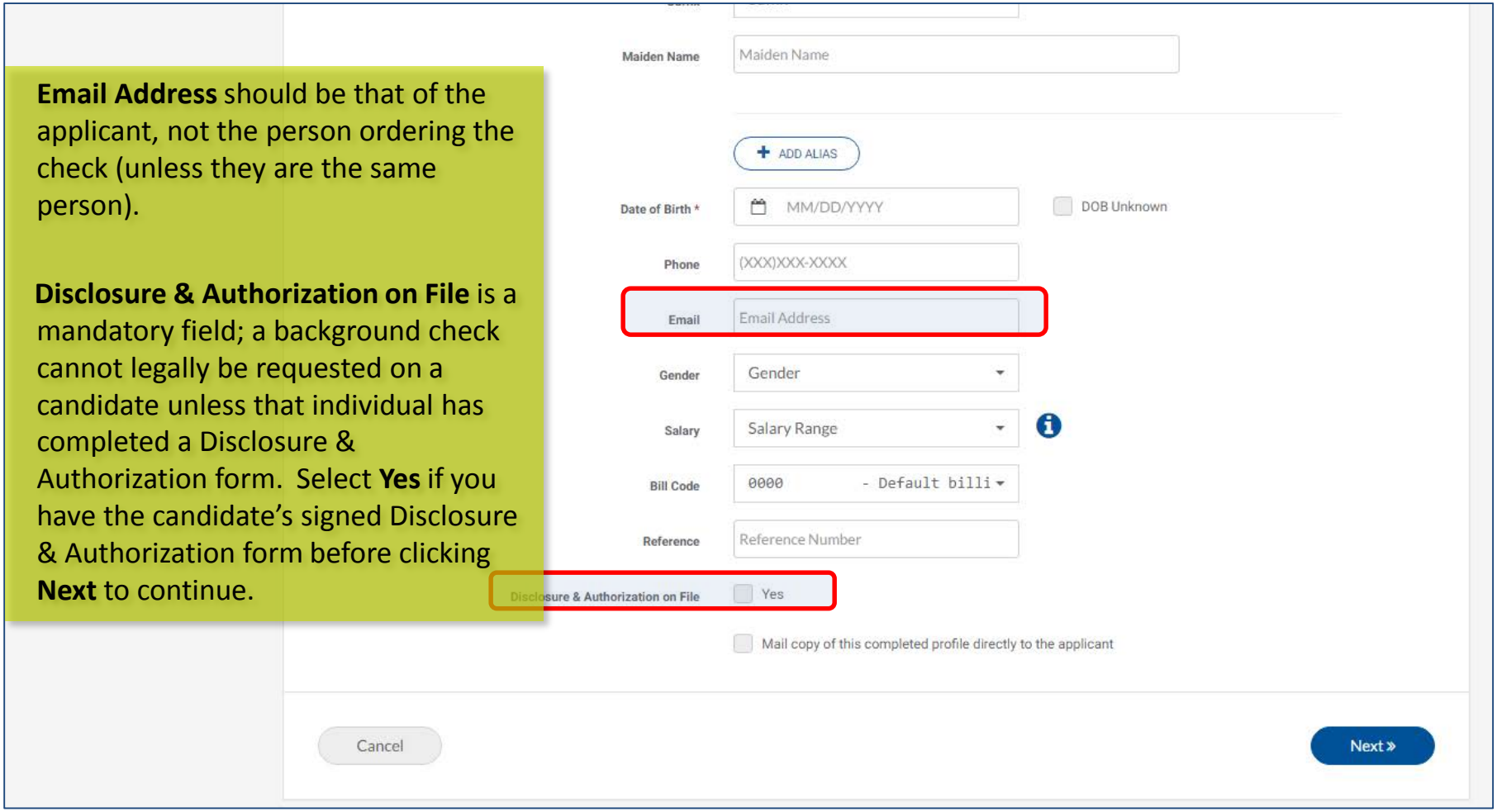
The **Add Alias** button should only be used if you want to run your check on more than one name (same goes with the maiden name above).

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

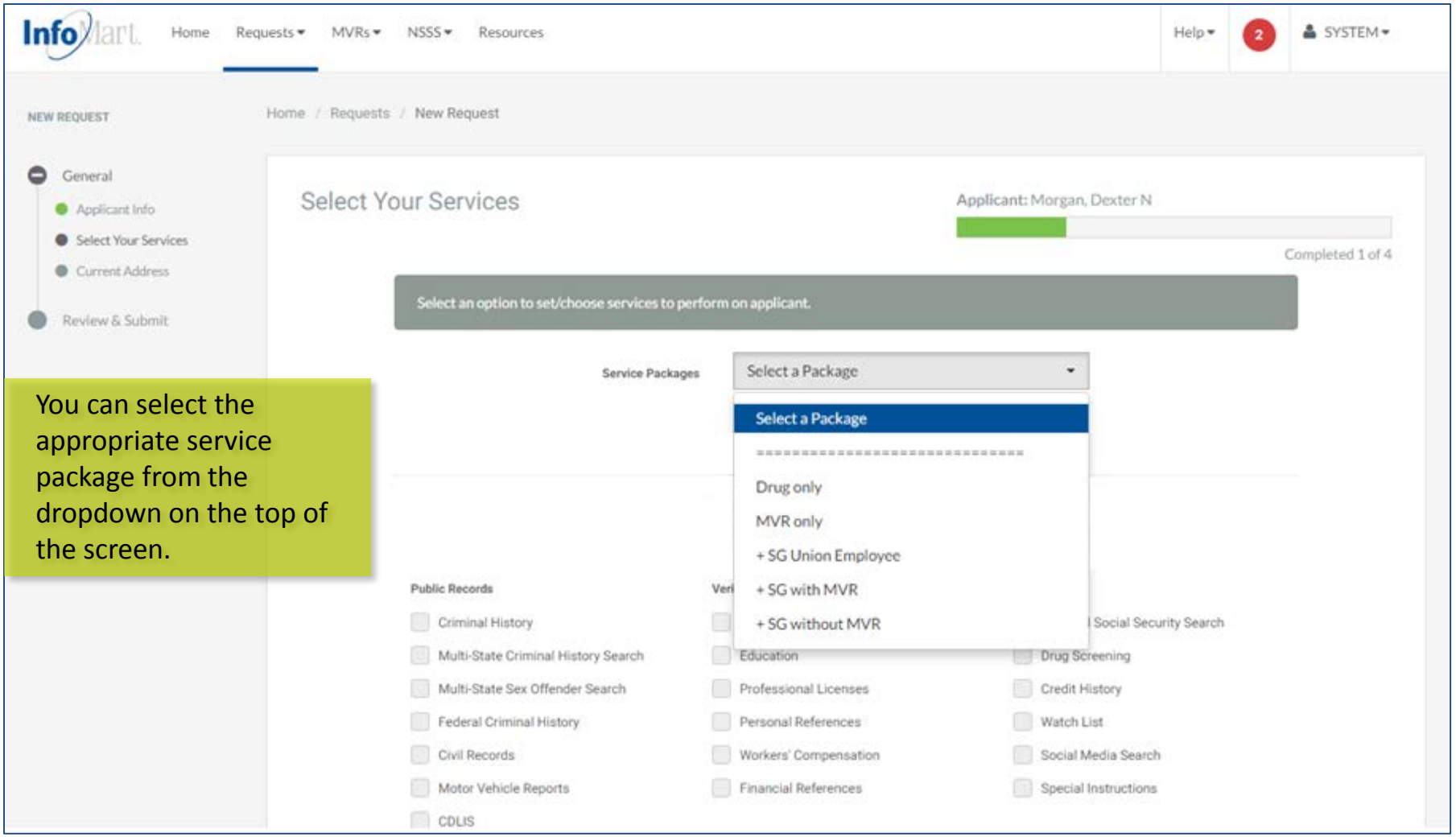
Applicant Information

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.

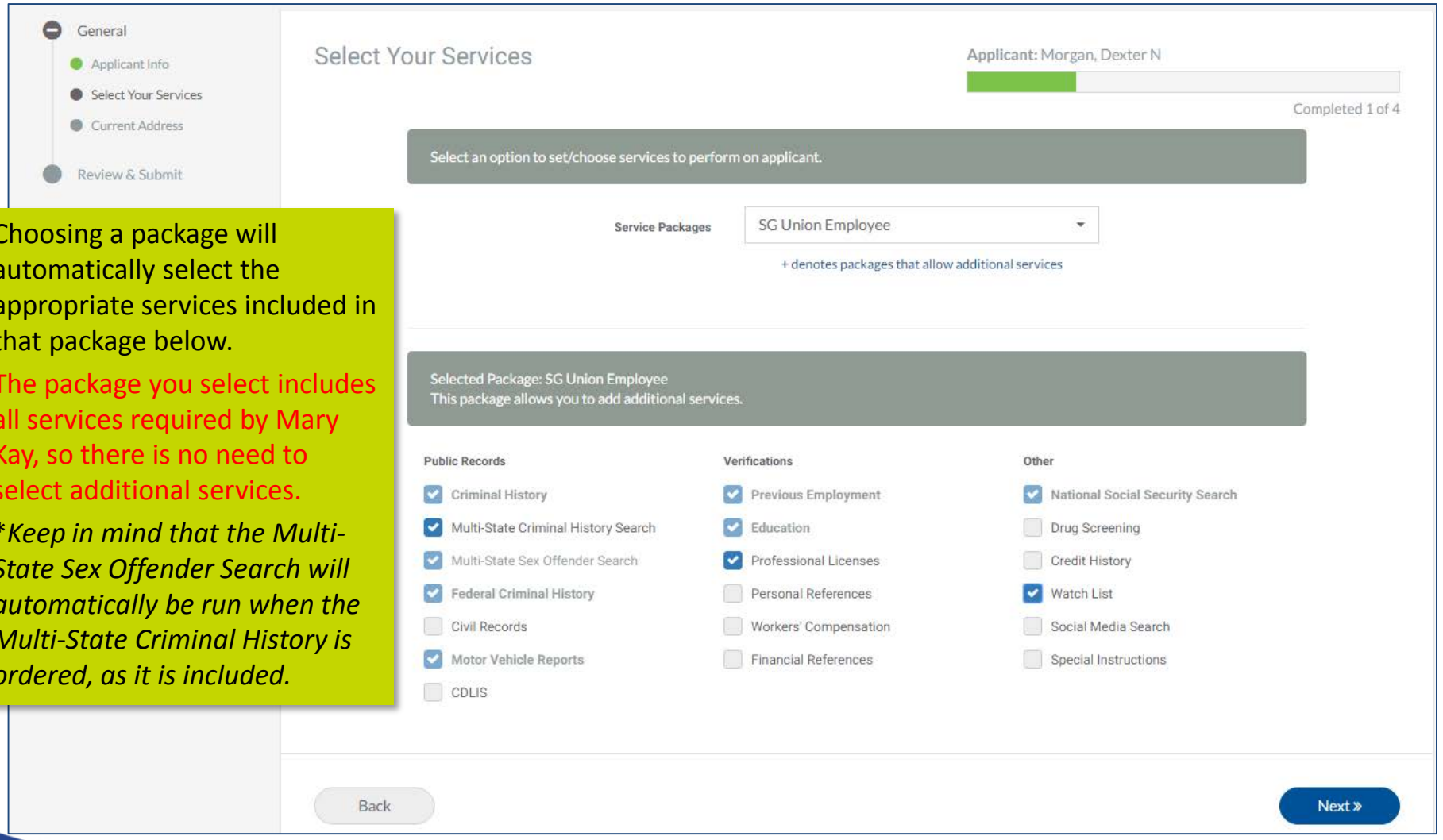


Package Selection



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

Package Selection

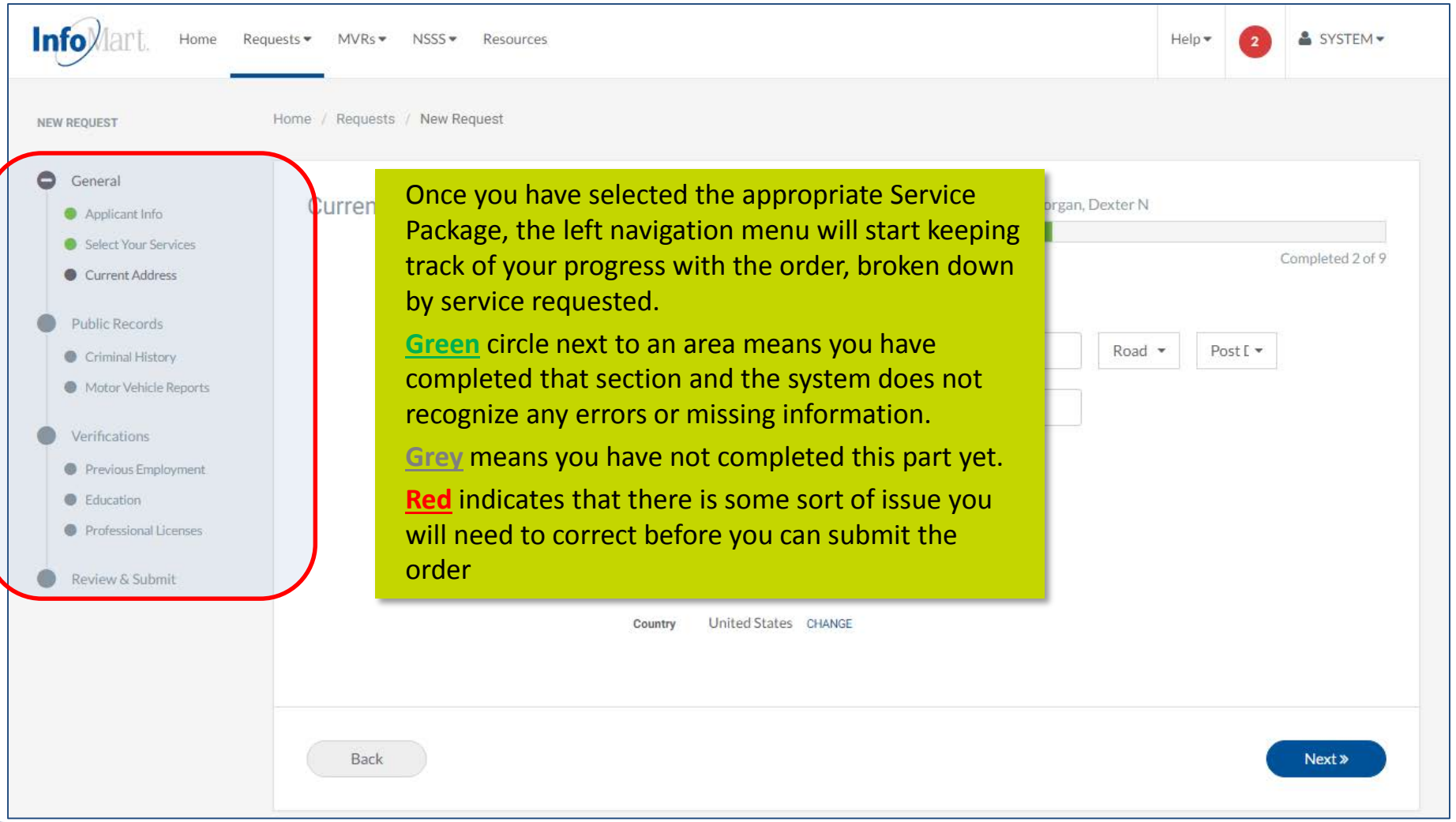


Choosing a package will automatically select the appropriate services included in that package below.

The package you select includes all services required by Mary Kay, 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.*

New Request Outline



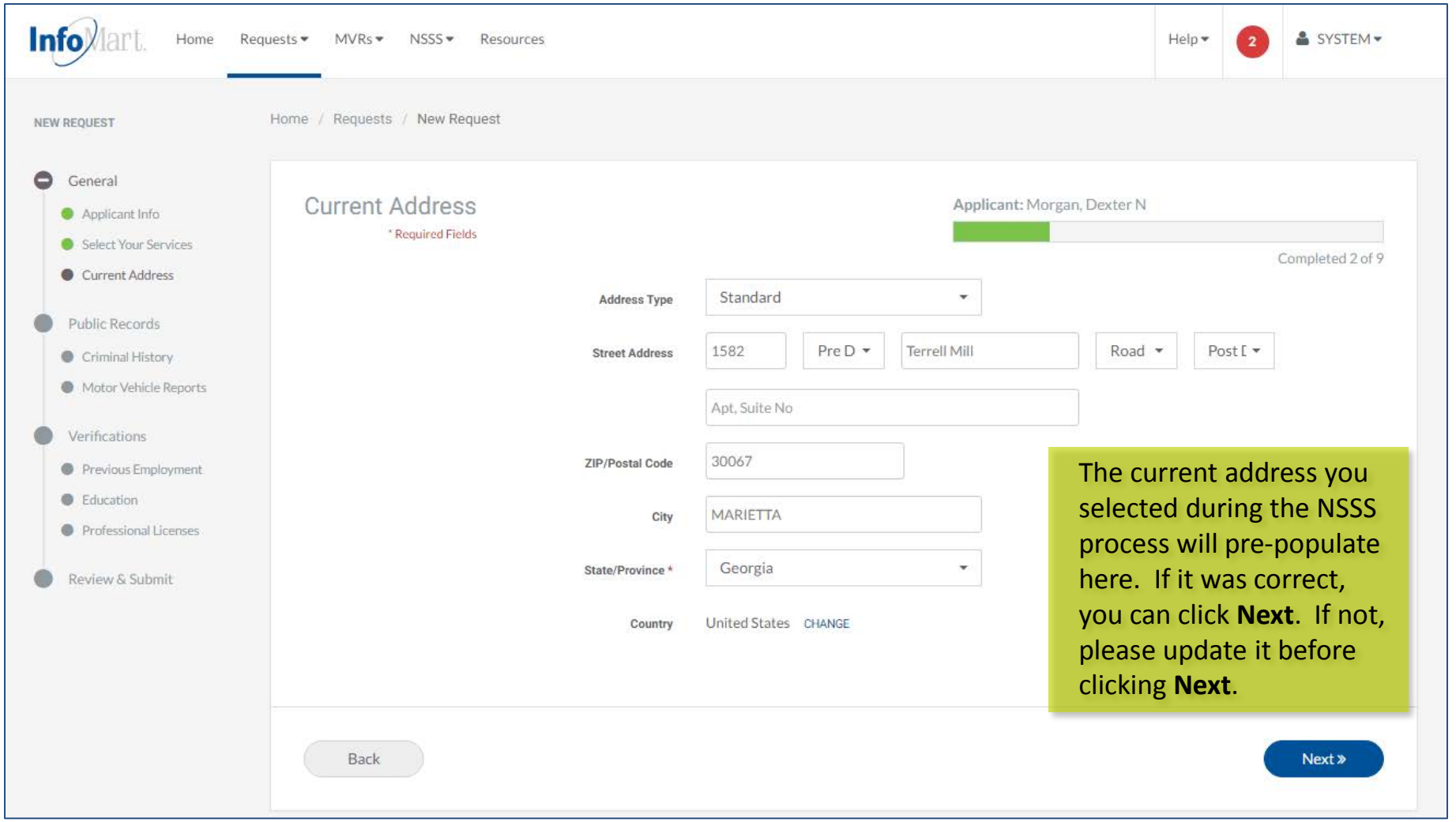
Once you have selected the appropriate Service Package, the left navigation menu will start keeping track of your progress with the order, broken down by service requested.

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.

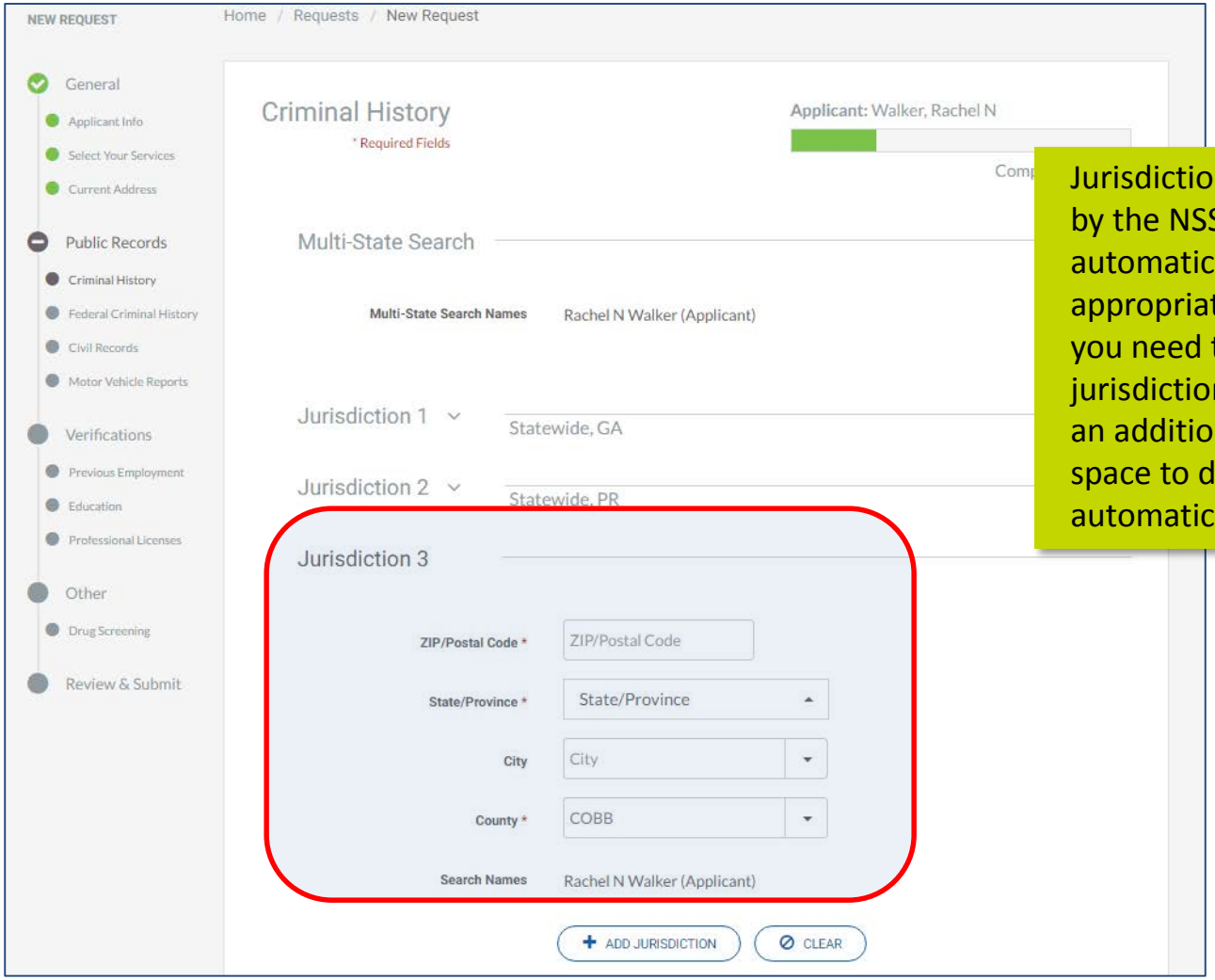
Red indicates that there is some sort of issue you will need to correct before you can submit the order

Current Address



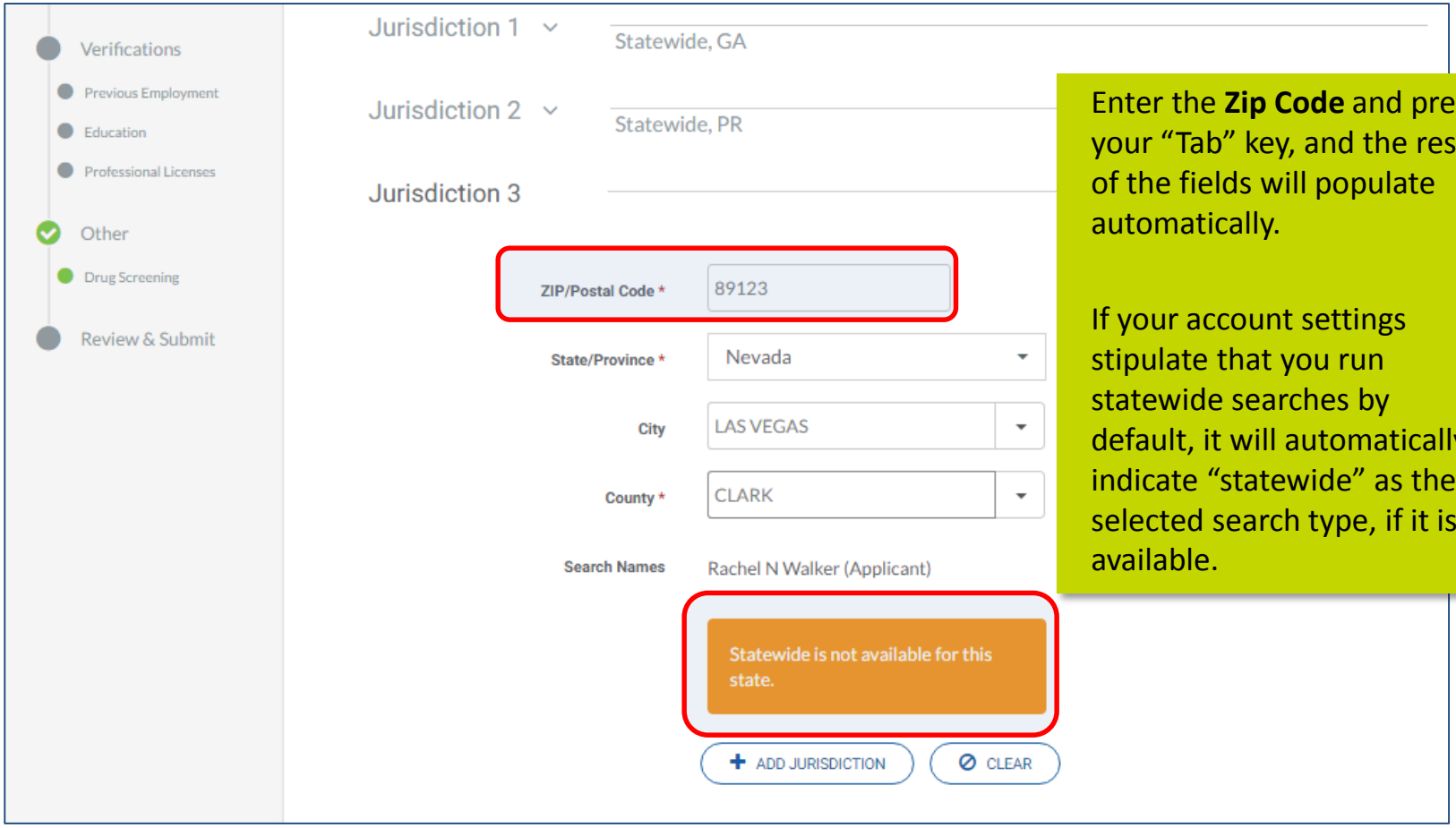
The current address you selected during the NSSS process will pre-populate here. If it was correct, you can click **Next**. If not, please update it before clicking **Next**.

Adding Crim Jurisdictions



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.

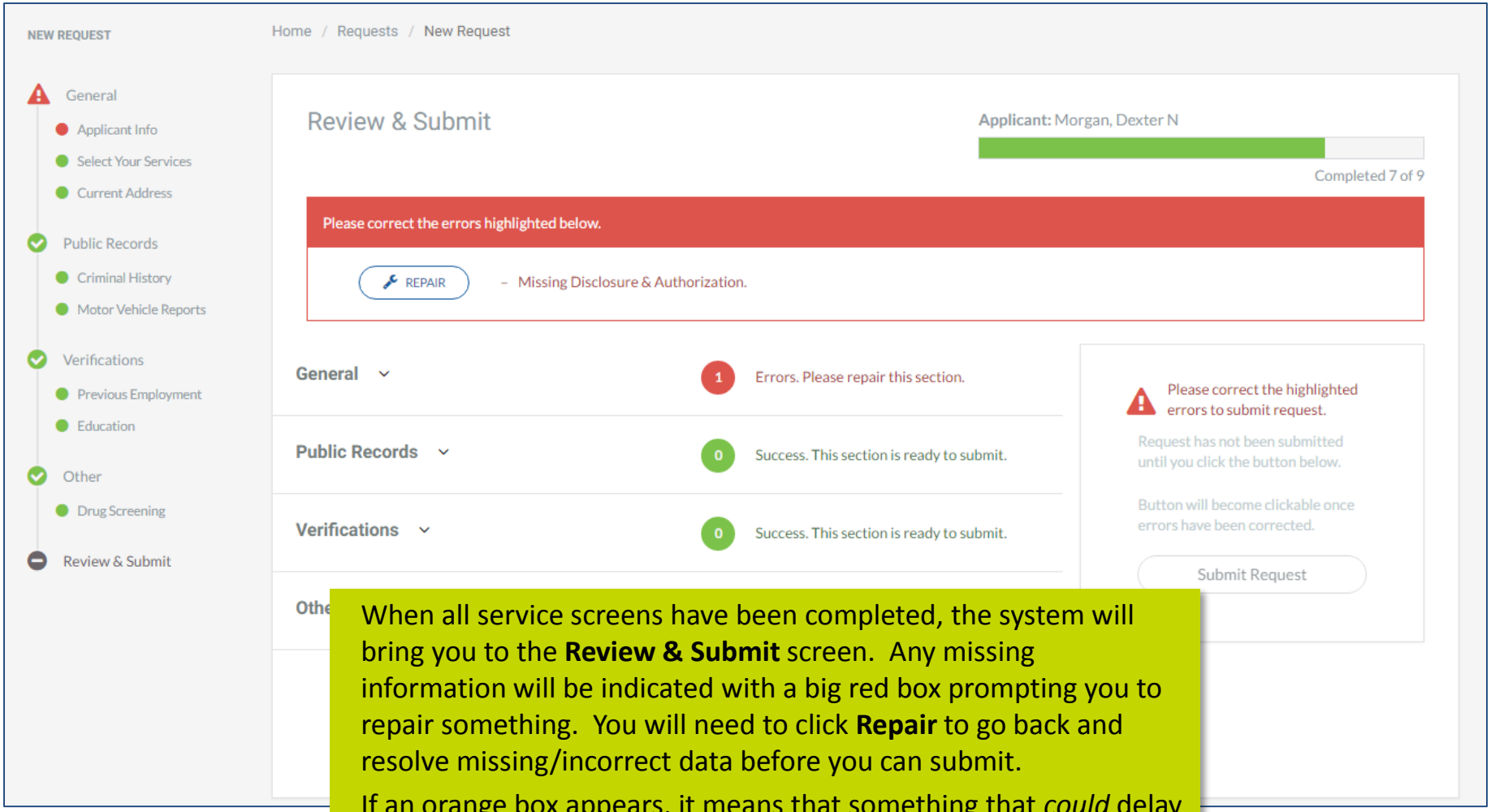
Adding Crim Jurisdictions



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.

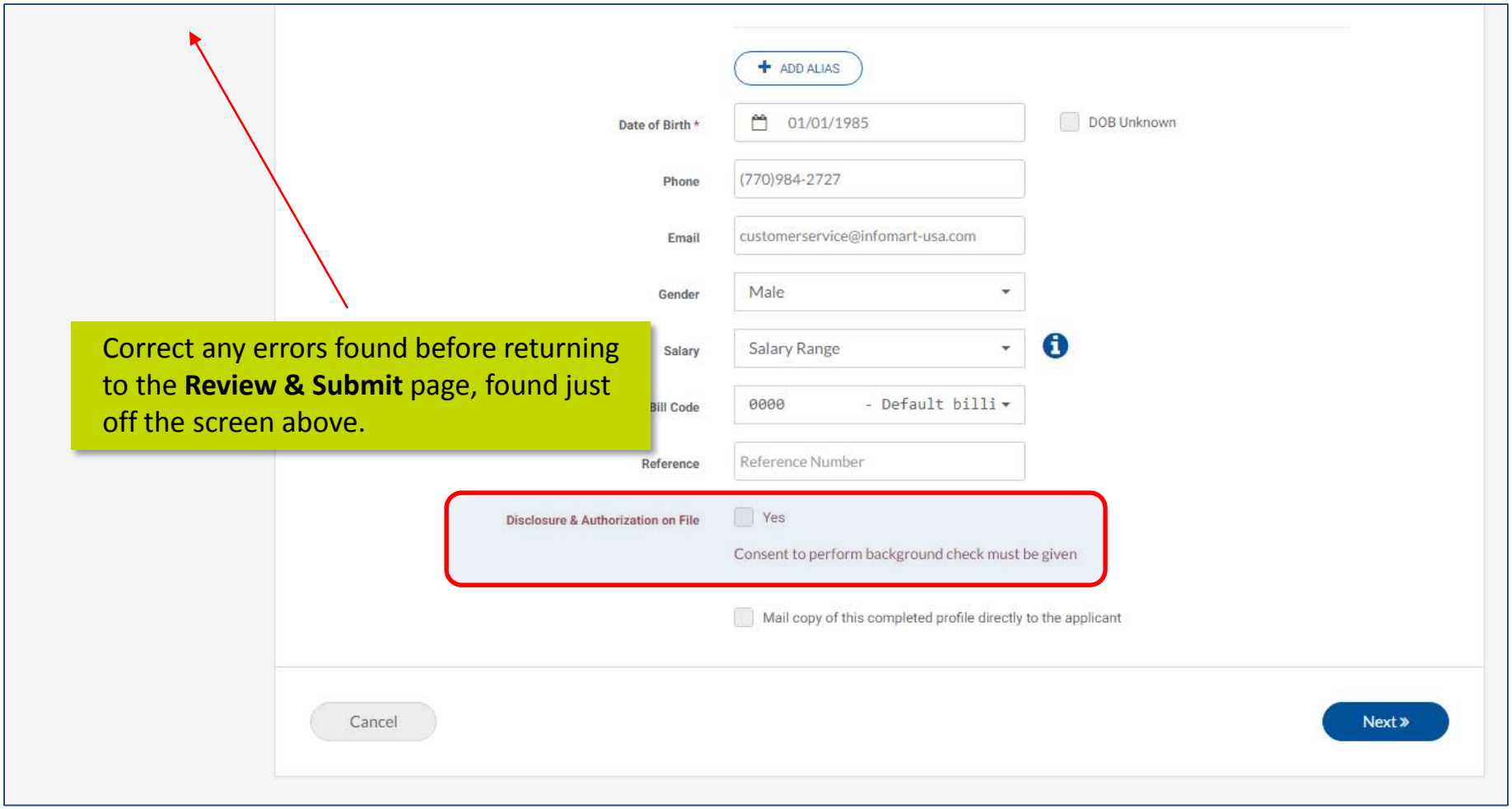
Reviewing Request



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.

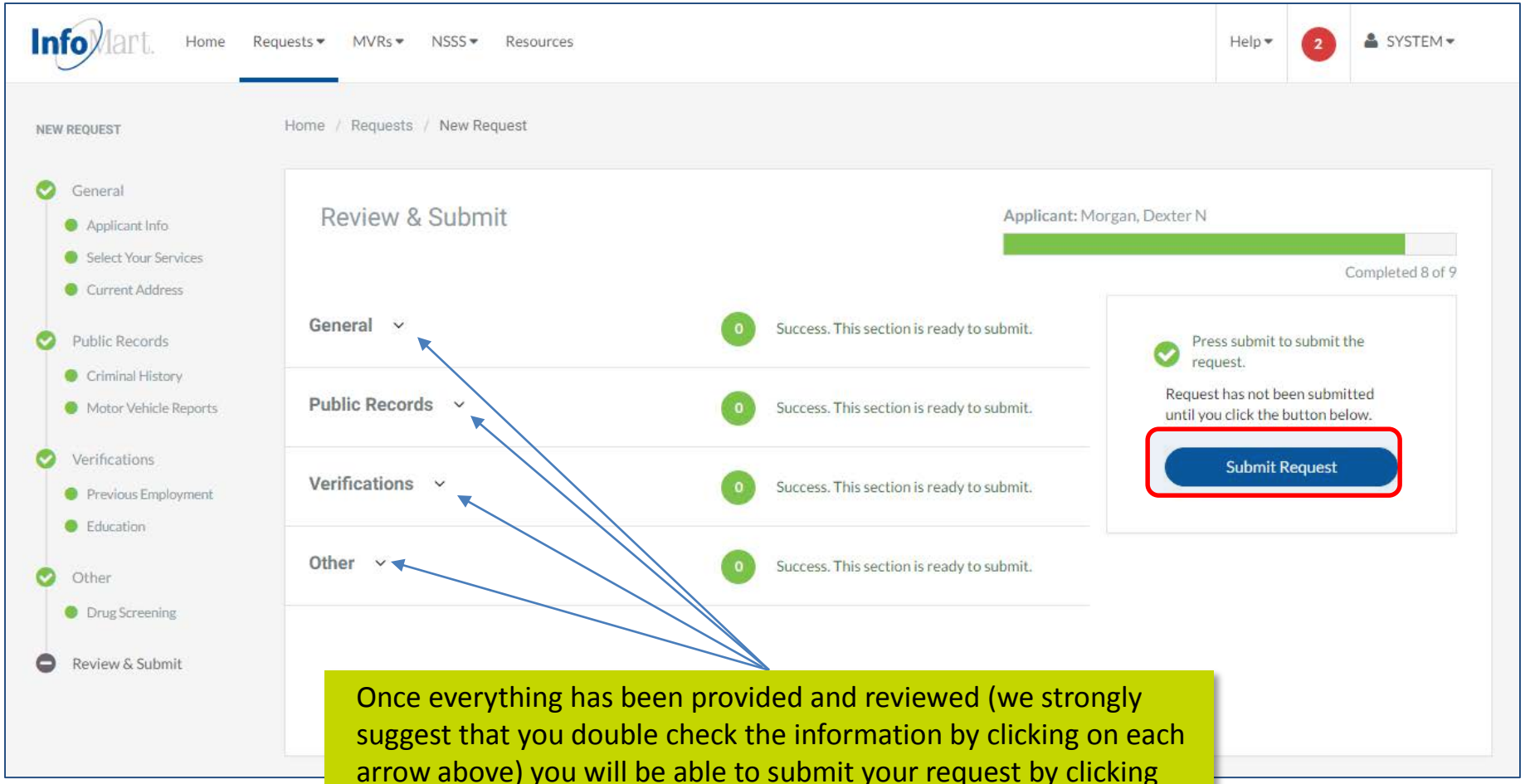
If an orange box appears, it means that something that *could* delay results is missing, but it is not required before submitting.

Correcting Errors



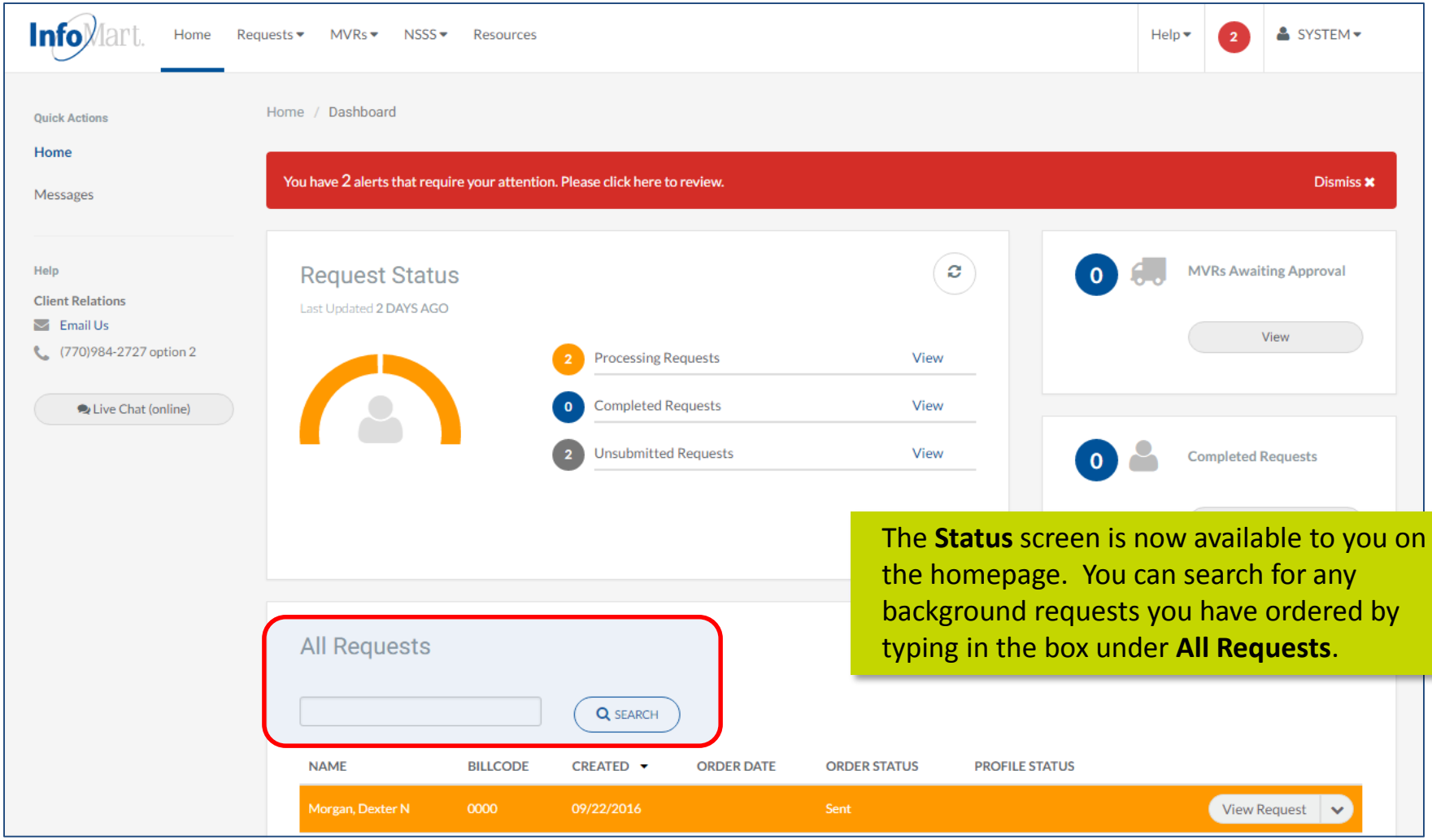
Correct any errors found before returning to the **Review & Submit** page, found just off the screen above.

Submit Request



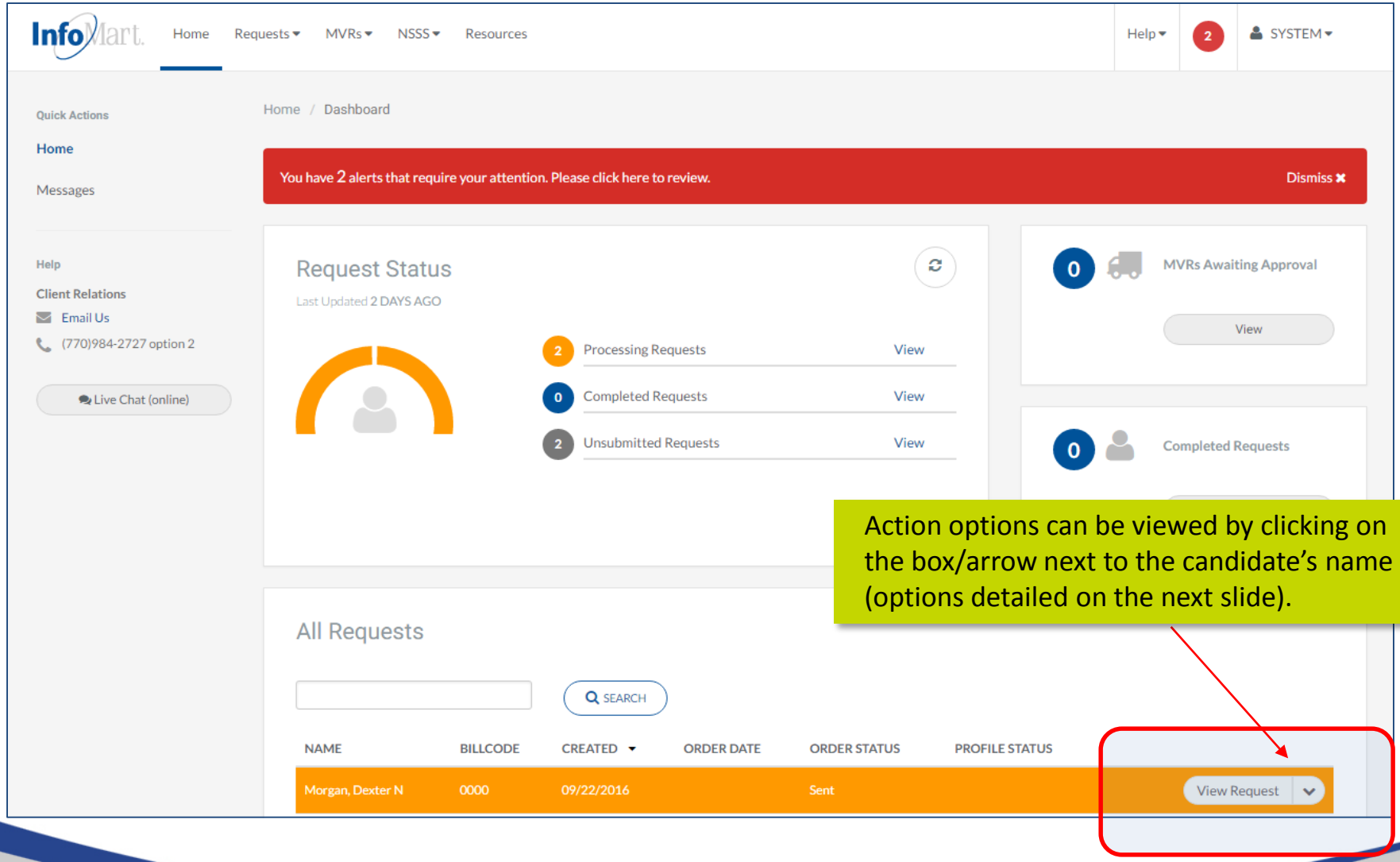
Once everything has been provided and reviewed (we strongly suggest that you double check the information by clicking on each arrow above) you will be able to submit your request by clicking on the blue **Submit Request** button on the right side of the screen.

Homepage/Status



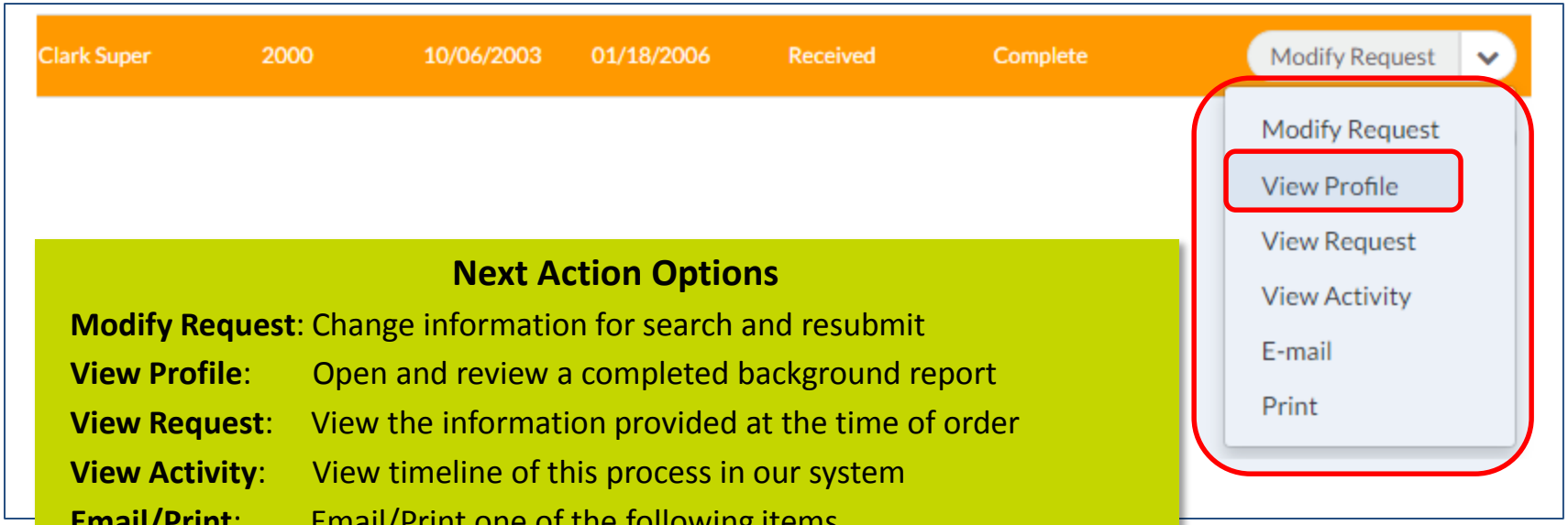
The **Status** screen is now available to you on the homepage. You can search for any background requests you have ordered by typing in the box under **All Requests**.

Homepage/Status



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

View/Email Results



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

Contact

If you ever have questions about any part of the process with InfoMart, there is a dedicated team of Client Relations Representatives trained to help Mary Kay Vendors.

InfoMart Client Relations

InfoMart®

770-984-2727, ext. 2000

CustomerService@infomart-usa.com