

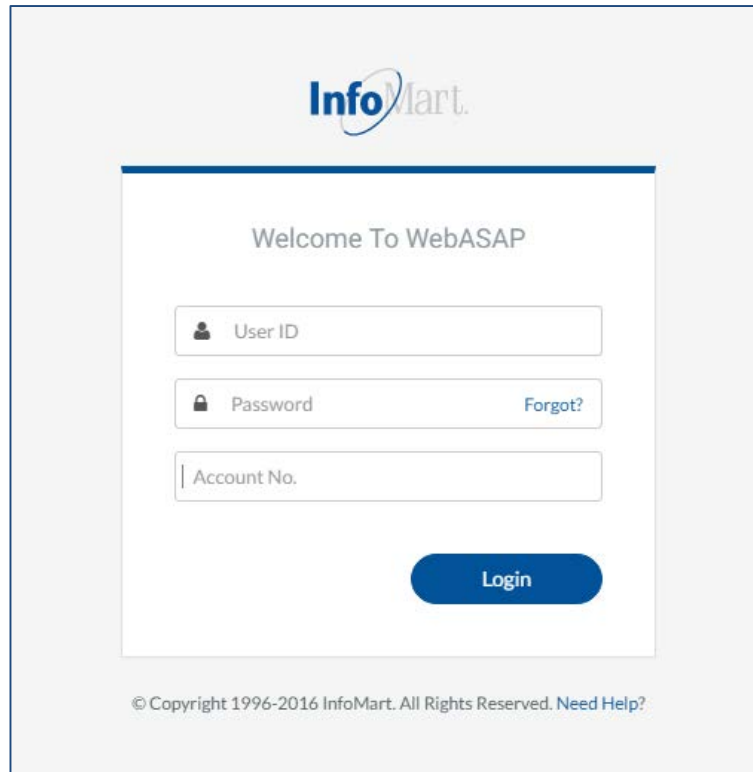


**Web**ASAP<sup>®</sup>  
powered by InfoMart

## Training Demo: Mary Kay Vendor Clients

WebASAP Address

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



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

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.



## 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.

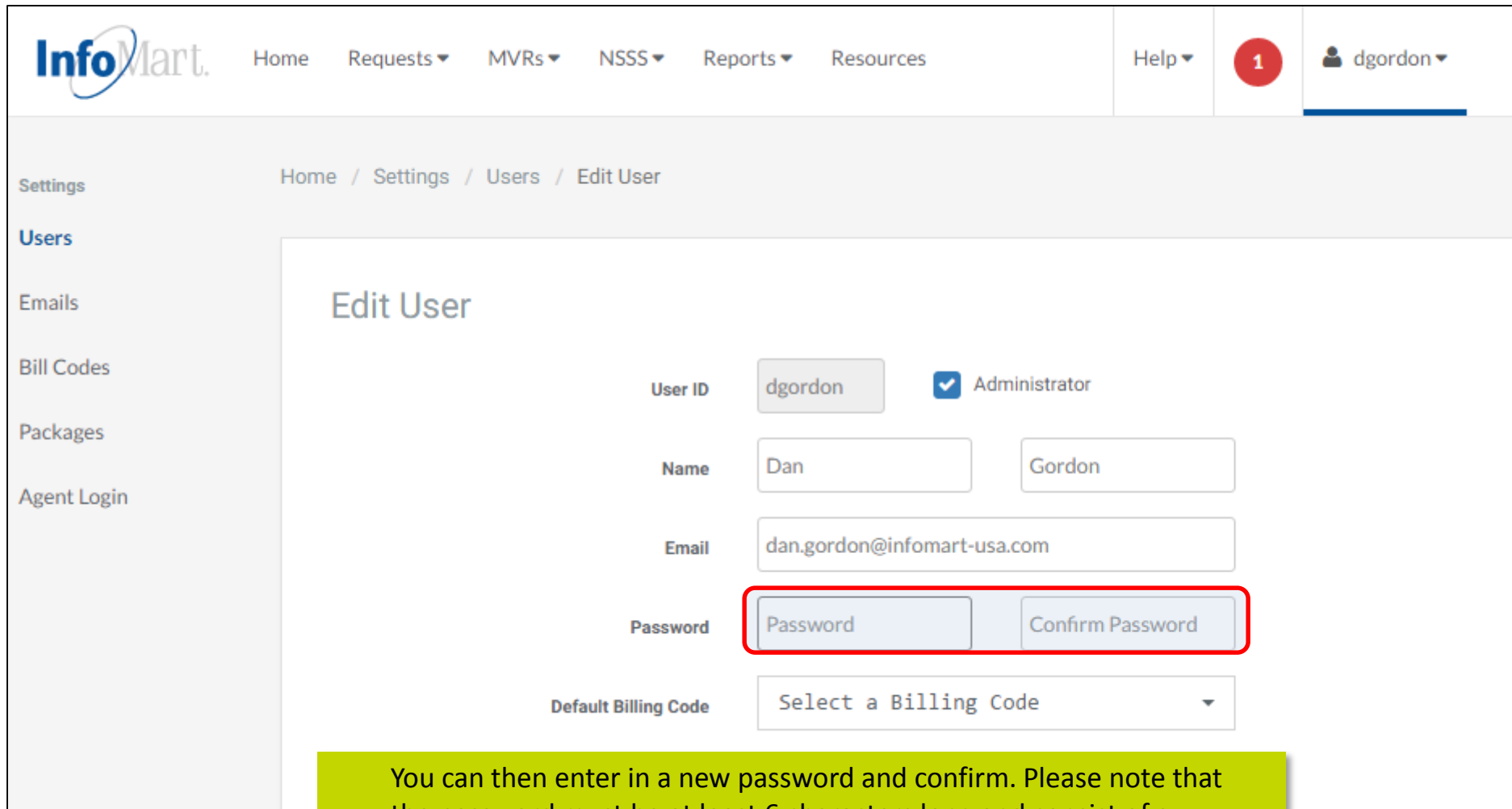
I Do Not Agree

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. The dropdown menu is open, showing options for 'Settings', 'User Profile', and 'Logout'. The 'User Profile' option is highlighted with a blue bar and a red box. A red alert banner at the top of the dashboard states: 'You have 1 alerts that require your attention. Please click here to review.' The main dashboard area features a 'Request Status' section with a gauge chart and a list of request counts: 7 Processing Requests, 12 Completed Requests, and 9 Unsubmitted Requests. Other sections include 'MVRs Awaiting Approval' (13) and 'Completed Requests' (12). A green callout box at the bottom of the screenshot contains the text: 'To update/change your password, click on the arrow next to your User ID in the upper right corner and select **User Profile**.'

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



InfoMart. 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   Administrator

Name

Email

Password

Default 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
- Motor Vehicle Reports
- CDLIS
- Workers' Compensation
- Financial References
- Social Media Search
- Special Instructions

Select reports this user has access to

## General

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

## Invoicing/Security

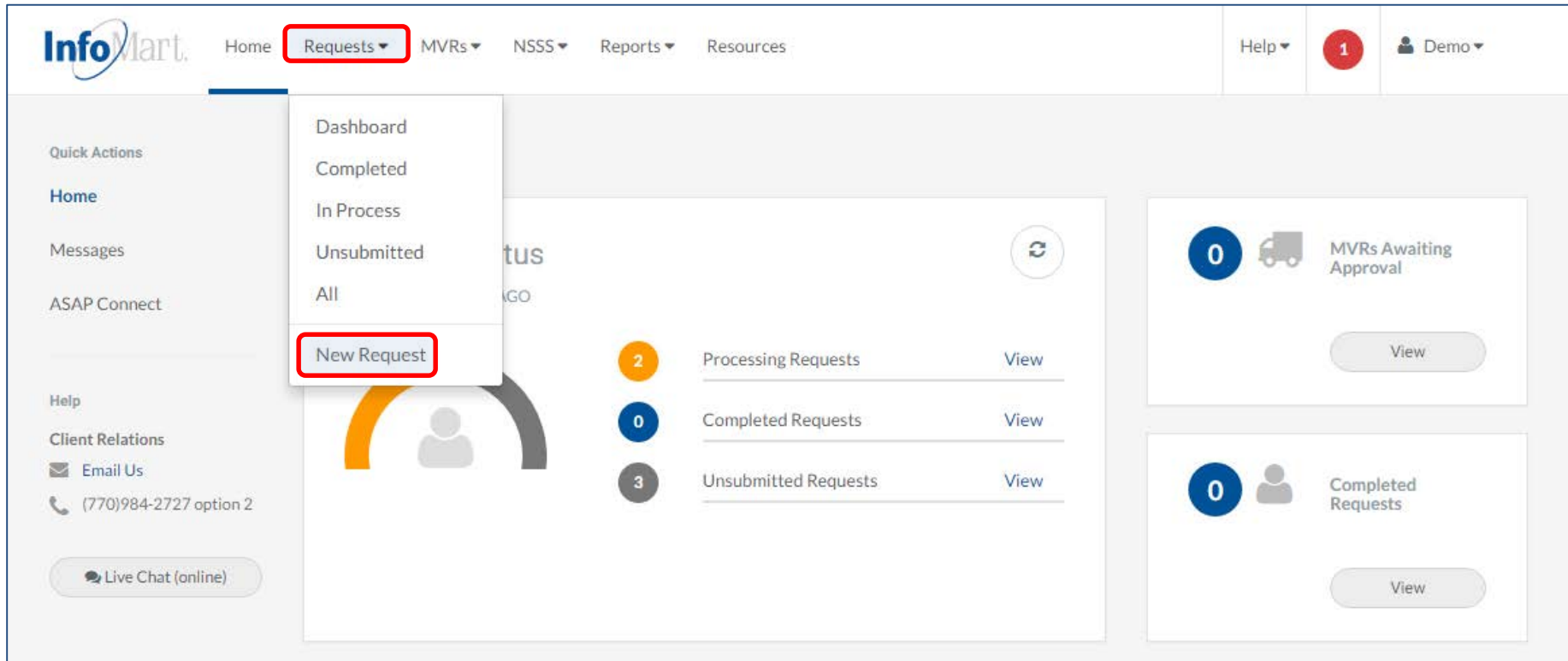
- Invoicing ?
- Access ?

## 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, the navigation bar includes 'Home', 'Requests' (highlighted with a red box), 'MVRs', 'NSSS', 'Reports', and 'Resources'. On the right, there is a 'Help' link, a notification badge with the number '1', and a user profile 'Demo'. A dropdown menu is open under 'Requests', listing 'Dashboard', 'Completed', 'In Process', 'Unsubmitted', 'All', and 'New Request' (highlighted with a red box). The main content area features a central status summary with a refresh icon and three items: 'Processing Requests' (2), 'Completed Requests' (0), and 'Unsubmitted Requests' (3), each with a 'View' link. To the right, there are two summary cards: 'MVRs Awaiting Approval' (0) and 'Completed Requests' (0), both with 'View' buttons. The left sidebar contains 'Quick Actions' (Home, Messages, ASAP Connect), 'Help', and 'Client Relations' (Email Us, phone number, Live Chat).

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



The screenshot shows the 'Create New Request' dialog box in the InfoMart application. The dialog contains the following text and buttons:

Create New Request [X]

Would you like to create a new request by starting with a National Social Security Search?

Buttons: Cancel, Start without NSSS, Start with NSSS (highlighted with a red border)

The background interface shows a sidebar with 'Quick Actions' (Home, Messages, ASAP Connect, Help, Client Relations, Email Us, Live Chat) and a main area with a 'Requests' section. The 'Requests' section includes a progress indicator (2 Processing Requests, 0 Completed Requests, 3 Unsubmitted Requests) and a 'MVRs Awaiting Approval' section (0 MVRs Awaiting Approval, 0 Completed Requests).

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.**



InfoMart. Home Requests MVRs NSSS Reports Resources Help 1 dgordon

NSSS Home / NSSS / New Search

New Search

NSSS Reports

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

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

- Home
- Requests ▾
- MVRs ▾
- NSSS ▾
- Resources

Help ▾
2
SYSTEM ▾

---

NEW REQUEST

- General
  - Applicant Info
  - Select Your Services
  - Current Address
- Review & Submit

Home / Requests / New Request

## Applicant Info

\* Required Fields

Applicant: Morgan, Dexter N

Completed 0 of 4

**Request Reason** Pre-Employment ▾

**Social Security No. \*** 
 SSN
 Canadian SIN

**Applicant Name \***

**Suffix** Suffix ▾

**Maiden Name**

---

+ ADD ALIAS

**Date of Birth \*** 
 DOB Unknown

**Phone**

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.

InfoMart Home Requests MVRs NSSS Resources Help 2 SYSTEM

NEW REQUEST Home / Requests / New Request

**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

General

- Applicant Info
- Select Your Services
- Current Address
- Review & Submit

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 »

NEW REQUEST      Home / Requests / New Request

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

Veri

- 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.

Applicant: Morgan, Dexter N

Completed 1 of 4

## Select Your Services

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 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.*

The screenshot shows the 'NEW REQUEST' page in the InfoMart system. The navigation menu on the left is circled in red and contains the following items:

- General
  - Applicant Info (Green circle)
  - Select Your Services (Green circle)
  - Current Address (Grey circle)
- Public Records
  - Criminal History (Grey circle)
  - Motor Vehicle Reports (Grey circle)
- Verifications
  - Previous Employment (Grey circle)
  - Education (Grey circle)
  - Professional Licenses (Grey circle)
- Review & Submit (Grey circle)

The central text box explains the status indicators:

- 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.

The form also shows a breadcrumb trail: Home / Requests / New Request. At the bottom, there are 'Back' and 'Next >' buttons. The 'Next >' button is highlighted in blue.

InfoMart Home Requests MVRs NSSS Resources Help 2 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** Applicant: Walker, Rachel N

\* Required Fields

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.

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.

<b>General</b> ▾	<span style="background-color: red; color: white; border-radius: 50%; padding: 2px 6px;">1</span>	Errors. Please repair this section.
<b>Public Records</b> ▾	<span style="background-color: green; color: white; border-radius: 50%; padding: 2px 6px;">0</span>	Success. This section is ready to submit.
<b>Verifications</b> ▾	<span style="background-color: green; color: white; border-radius: 50%; padding: 2px 6px;">0</span>	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.

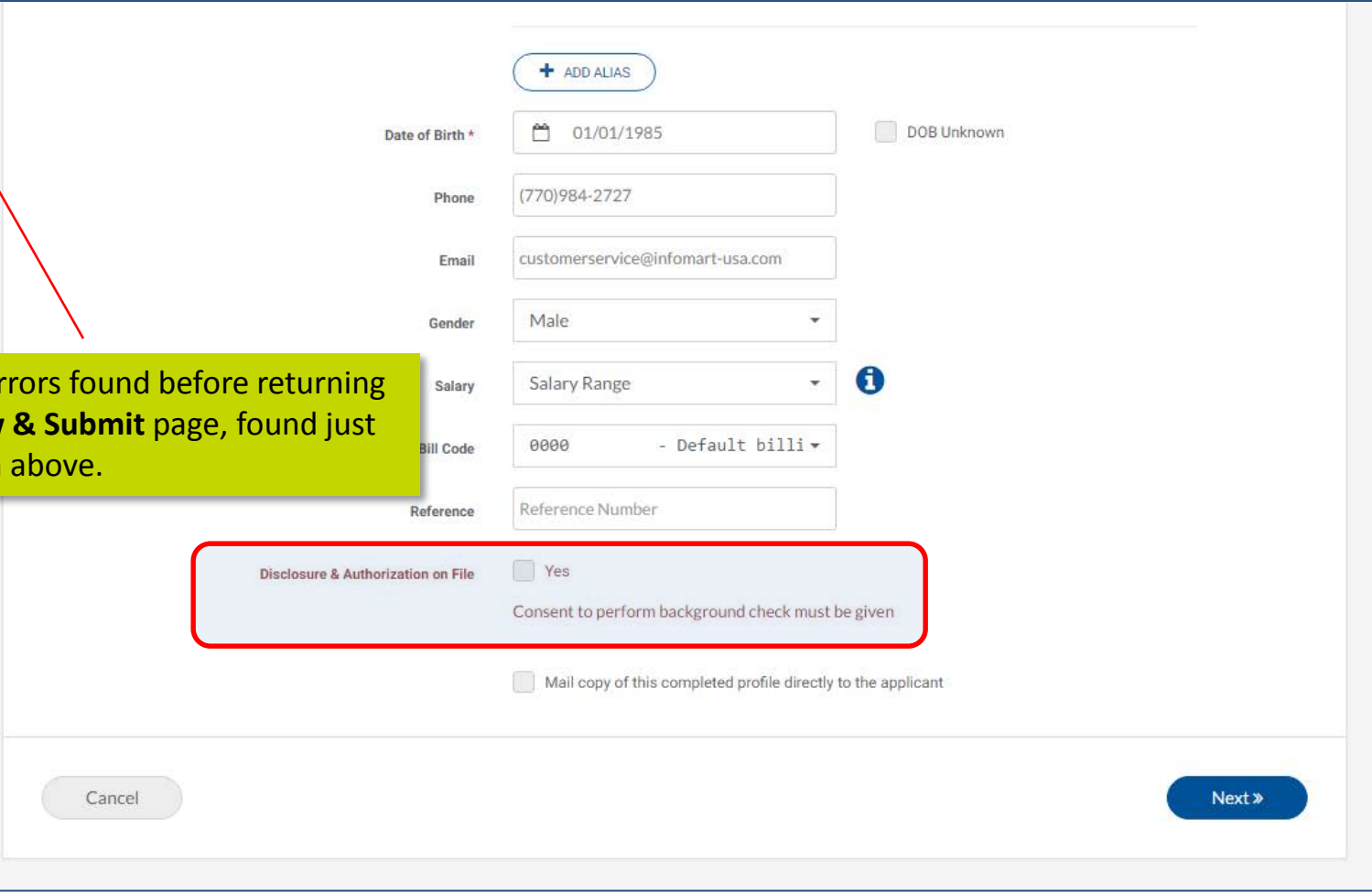
Button will become clickable once errors have been corrected.

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.

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



The screenshot shows a user profile form with the following fields:

- + ADD ALIAS** (button)
- Date of Birth \***: 01/01/1985 (calendar icon),  DOB Unknown
- Phone**: (770)984-2727
- Email**: customerservice@infomart-usa.com
- Gender**: Male (dropdown)
- Salary**: Salary Range (dropdown), **i** (info icon)
- Bill Code**: 0000 - Default billi (dropdown)
- Reference**: Reference Number
- Disclosure & Authorization on File**:  Yes  
Consent to perform background check must be given
- Mail copy of this completed profile directly to the applicant

Buttons: **Cancel** (left), **Next »** (right)

InfoMart Home Requests MVRs NSSS Resources Help 2 SYSTEM

NEW REQUEST Home / Requests / New Request

Applicant: Morgan, Dexter N  
Completed 8 of 9

**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.

InfoMart Home Requests MVRs NSSS Resources Help 2 SYSTEM

Quick Actions Home / Dashboard

Home

Messages

Help

Client Relations

Email Us

(770)984-2727 option 2

Live Chat (online)

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	<a href="#">View Request</a>

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**.

InfoMart. Home Requests MVRs NSSS Resources Help 2 SYSTEM

Quick Actions Home / Dashboard

Home

Messages

Help

Client Relations

Email Us

(770)984-2727 option 2

Live Chat (online)

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](#)

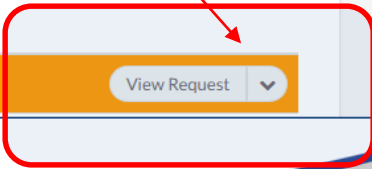
0 Completed Requests

### All Requests

SEARCH

NAME	BILLCODE	CREATED	ORDER DATE	ORDER STATUS	PROFILE STATUS
Morgan, Dexter N	0000	09/22/2016		Sent	<a href="#">View Request</a>

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 Client Relations Representatives trained to help Mary Kay Vendors.

**InfoMart Client Relations**

InfoMart®

770-984-2727, ext. 2000

[CustomerService@infomart-usa.com](mailto:CustomerService@infomart-usa.com)