



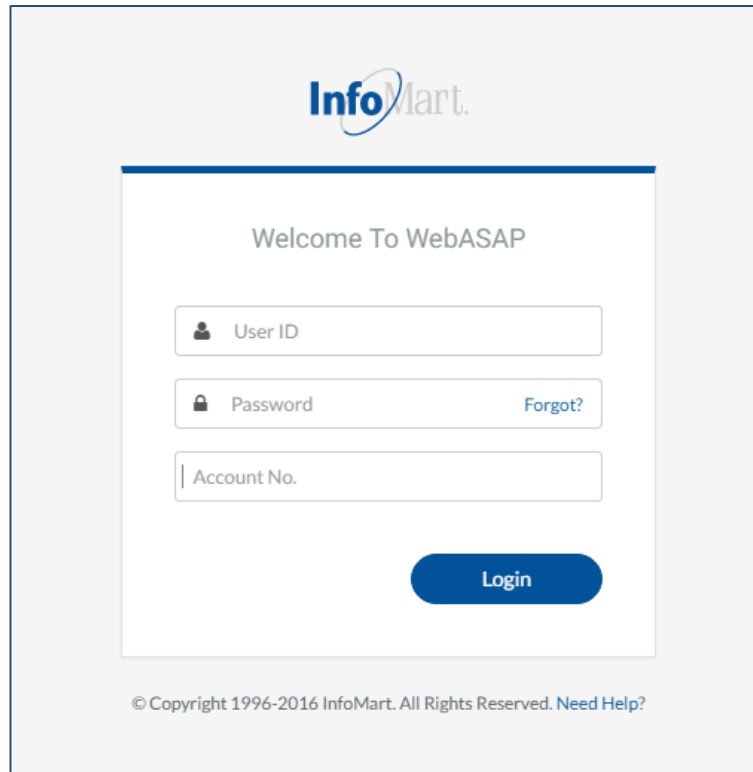
WebASAP[®]
powered by InfoMart

Training Demo: Cox Vendor Clients

May 2017

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 positioned below the fields. At the 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. Below it, a dropdown menu is open, showing options: 'Settings', 'User Profile', and 'Logout'. The 'User Profile' option is highlighted with a blue background and a red box. A red notification banner at the top 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. On the right, there are two summary cards: '13 MVRs Awaiting Approval' and '12 Completed Requests'. A green callout box at the bottom 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: 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
- 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, there is a navigation bar with the InfoMart logo on the left and menu items: Home, Requests, MVRs, NSSS, Reports, Resources, Help, and a user profile icon labeled 'Demo' with a red notification badge containing the number '1'. On the left side, there is a sidebar with 'Quick Actions' including Home, Messages, and 'ASAP Connect' (which is highlighted with a red rectangle). Below these are 'Help' and 'Client Relations' options, including an email icon and the text '(770)984-2727 option 2', and a 'Live Chat (online)' button. The main content area features a central card with a refresh icon and a list of request statuses: '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. A yellow callout box with black text is overlaid on the 'ASAP Connect' button, stating: 'To send your candidate an invitation to complete their background order, select ASAP Connect on the left side of the home screen'.

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

Home / ASAP Connect

[Applications](#) |
 [New Application](#) |
 [Validate All Applications](#)

Application	Services	Invitations	Qualifying	Last Updated
CA/RI Driver	Package CA/RI Driver	0 pending of 0 add	None	Mar 04 2016 03:52PM ET edit delete
CA/RI Non Driver	Package CA/RI NonDriver	0 pending of 0 add	None	Mar 04 2016 03:52PM ET edit delete
Driver/FSR	Package Driver/FSR	0 pending of 0 add	None	Jan 25 2016 09:24AM ET edit delete
Non-Driver/CSR	Package Non-Driver/CSR	5 pending of 142 add view	None	Jan 25 2016 09:24AM ET edit delete

Choose the appropriate package you want to send to your candidate by clicking on the package name from the dropdown.

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

[Help ▾](#)

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[SUPPORT ▾](#)

Home / ASAP Connect

Applications
[Preview](#)
 Description: Non-Driver/CSR
 Purpose: Pre-Employment
 Instructions:
 Reference Number: None
 Bill Code: None
 Invitations: Yes
 Admitted Criminal Record: Required
 Qualifying Questions: None
 Services: [Package Non-Driver/CSR](#)
 Consent Form: Default [Preview](#)
 Custom Candidate Payment Message: None
 Custom Multi State Mandatory Fee Message: None
 Last Updated: Jan 25 2016 09:24AM ET

Invitations

Sending an invitation authorizes InfoMart to conduct a background check on the candidate. InfoMart will begin processing the services associated with the above application immediately after the candidate completes the application.

Billing Code:

Reference Number:

First Name: Last Name: Email Address:

Notify when application is completed

[Sent Invitations](#)

The **Invitations** section will need to be completed with the candidate's first name, last name, and email address. Click **Send Invitation**.

Your candidate will receive an email invitation to complete the background check application, online consent, and drug scheduling.

ePassport™		AI1765078174	
<small>Clinics with eScreen123 must scan passport into eScreen123. Complete all services.</small>			
Clinic Information: Advanced Drug Detection II 202 2ND AVE N TWIN FALLS, ID 83301 ph #: 208-734-2889 Fax: 208-734-0801			
DON'T FORGET! - Take ePassport and Photo ID - All other documents provided - Call clinic to confirm their hours of service			
Scheduled Time: Between 10/27/2016 11:39:02 AM (MST) and 10/31/2016 11:39:02 AM (MST)			
For Clinic Use:		<i>*Use eScreen Scheduled Event Account*</i>	
Scan the ePassport barcode into eScreen123.		Scheduled Event Details will appear.	
Confirmation #: AI1765078174 Regulation: NON-DOT Reason for Test: Pre-employment	Name: Test Applicant		
Services to be performed: Do Not Use eCup Urine Collection - 1200 - 5 PANEL STANDARD (1200)	eScreen Acct #: 101		
	Account Type: National Account		

When the candidate has completed the process, an **ePassport** document will be generated, which the candidate will then need to print out and take with them when reporting for drug screening. This document will give the exact time frame they have to report for screening, as well as the clinic name, address and phone number. **Please note, Cox requires all drug tests to be performed within 48 hours.**

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	View Request

Once the background check has completed, you will receive a notification that it is available. You can also view all completed results by searching the "all requests" section of the WebASAP homepage.

InfoMart Home Requests MVRs NSSS Resources Help 2 SYSTEM

Home / Dashboard

Quick Actions

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](#)

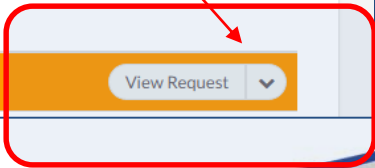
0 Completed Requests

All Requests

SEARCH

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

Once you have selected the candidate you want to review, 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 Cox Vendors like your account. Their contact information is below.
- **Please note, Cox requires that the drug tests be scheduled and taken within 48 business hours of the background request being ordered.**

The Cox Vendor Team

InfoMart®

1-877-984-0957

CoxVendor@infomart-usa.com