InfoMart

WebASAP powered by InfoMart

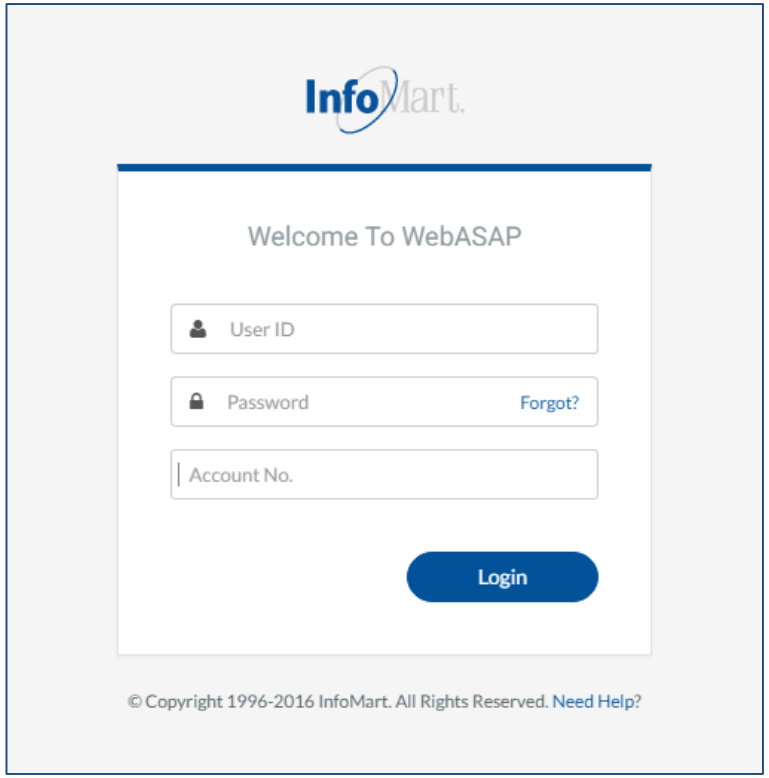
Training Demo:

Cox Vendor Clients

May 2017

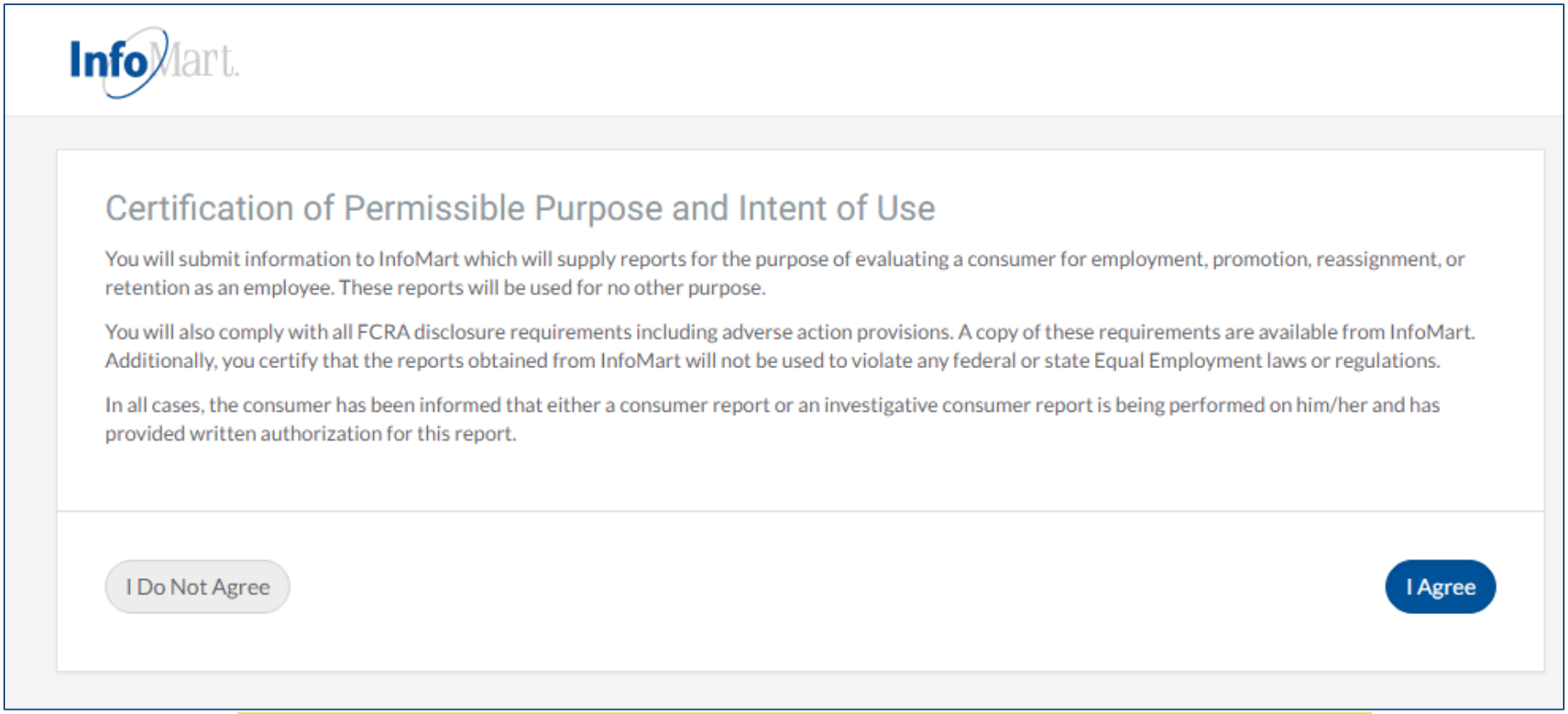
WebASAP Login

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



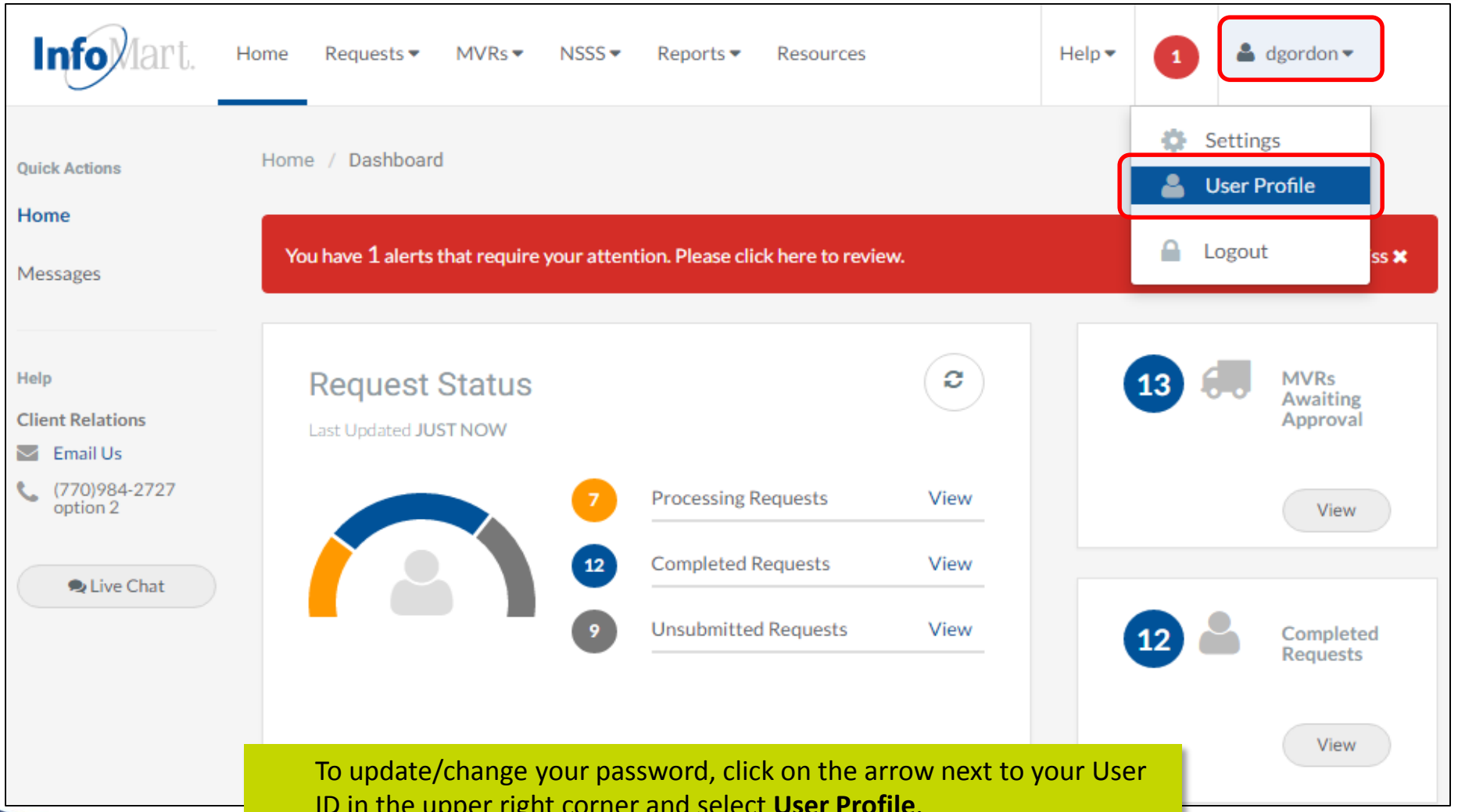
You will be prompted to provide your user ID, password & account number each time you log in. Please note that the password is case-sensitive and needs to be entered exactly as it was provided.

Permissible Purpose



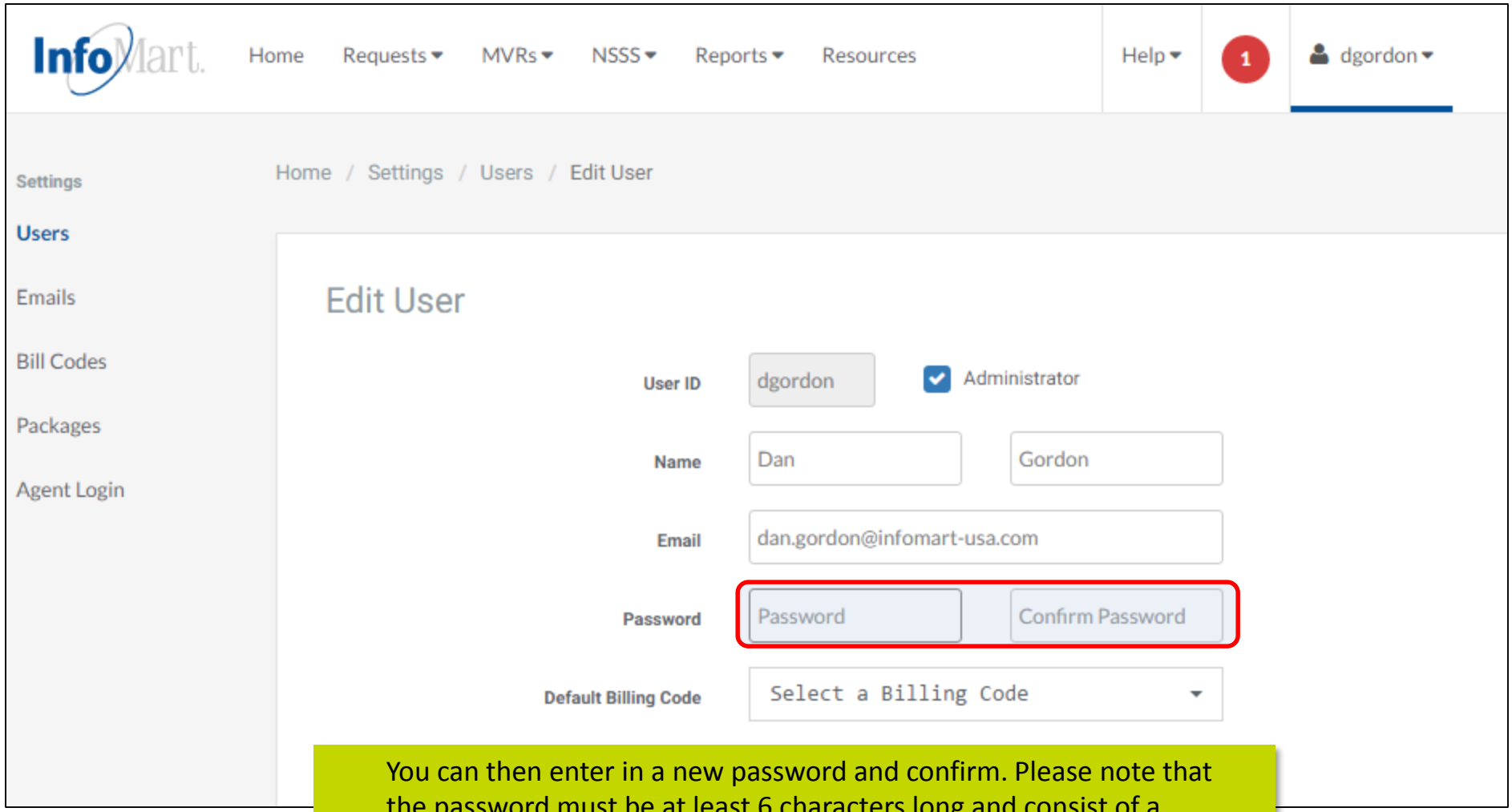
1 out of each 5 times you log in, you will be required to agree to a Certification of Permissible Purpose and Intent of Use. This is where you confirm that you will only be running background checks for the reasons you stated when signing up for an account. Click **I Agree** to continue.

Update/Change Password



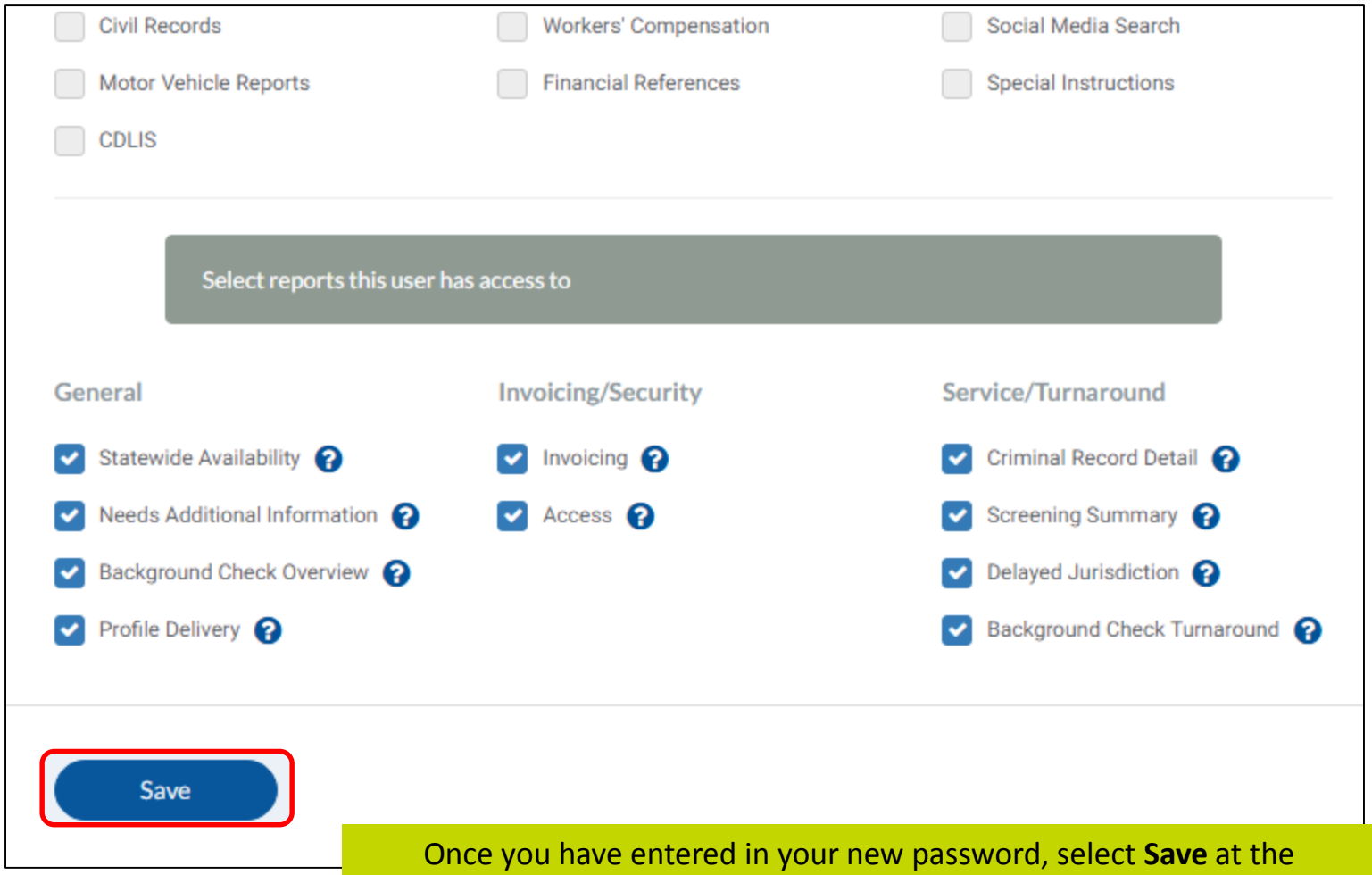
To update/change your password, click on the arrow next to your User ID in the upper right corner and select **User Profile**.

Update/Change Password



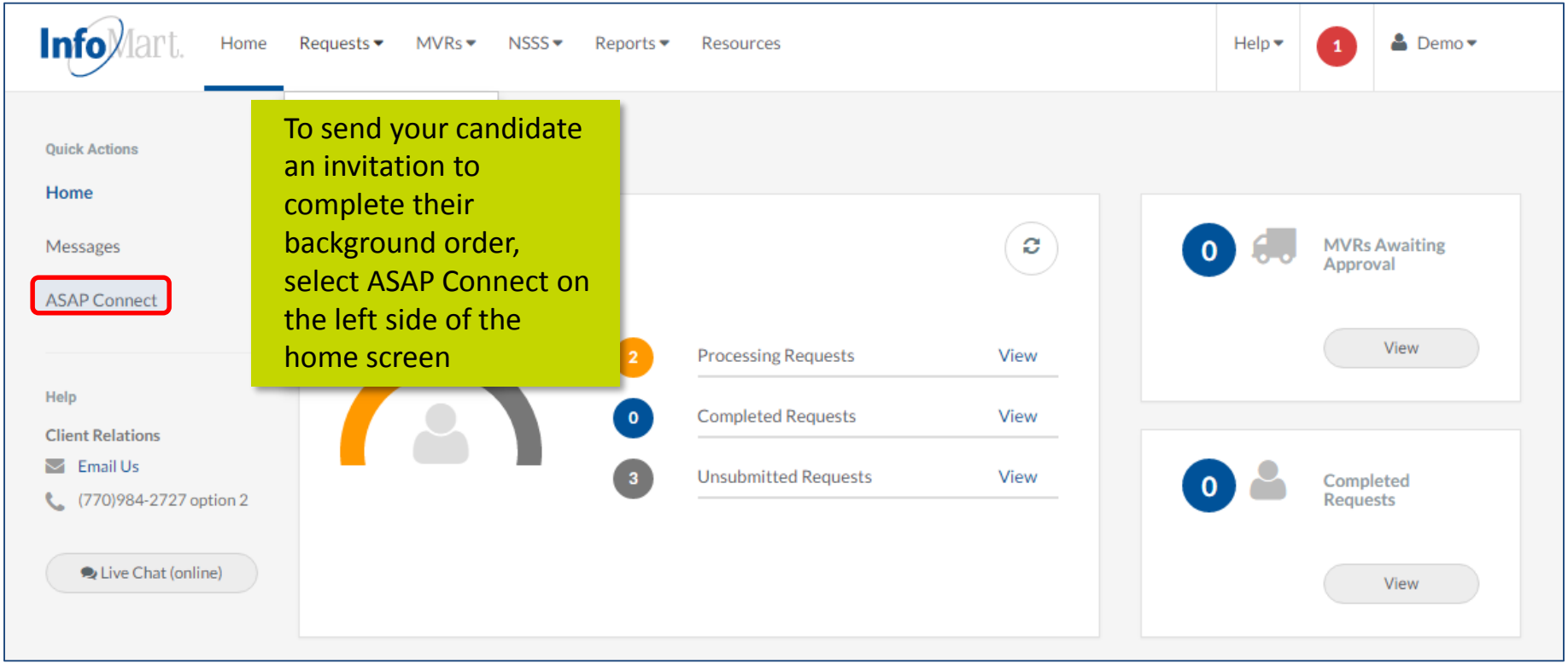
You can then enter in a new password and confirm. Please note that the password must be at least 6 characters long and consist of a combination of letters, numbers and one special character, such as an exclamation point.

Update/Change Password

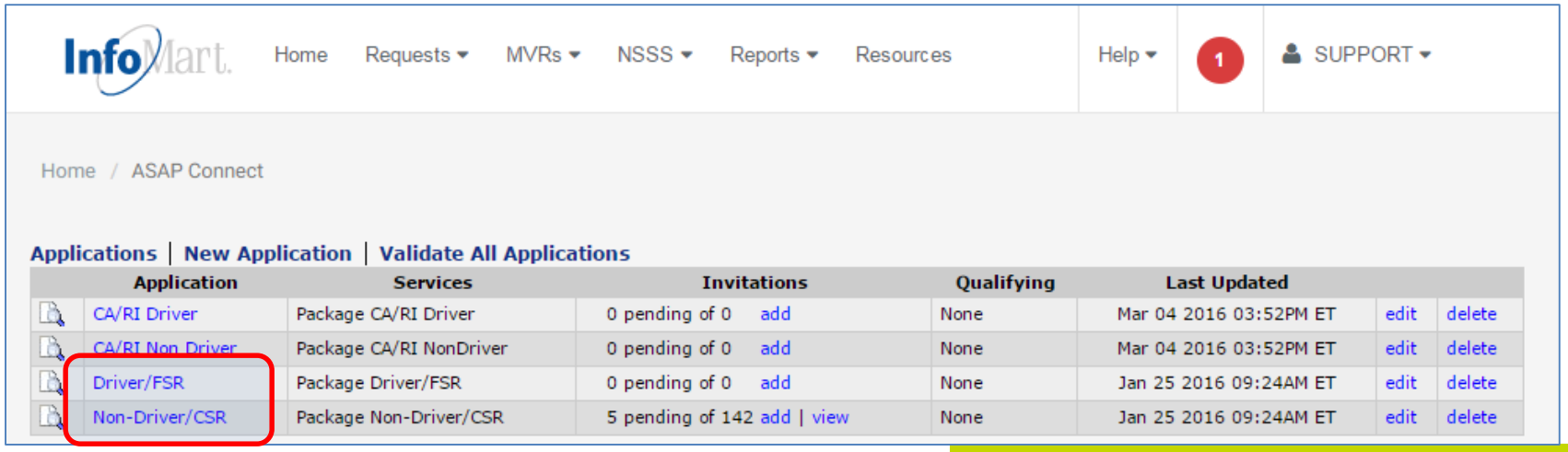


Once you have entered in your new password, select **Save** at the bottom of the page.

Homepage/Status

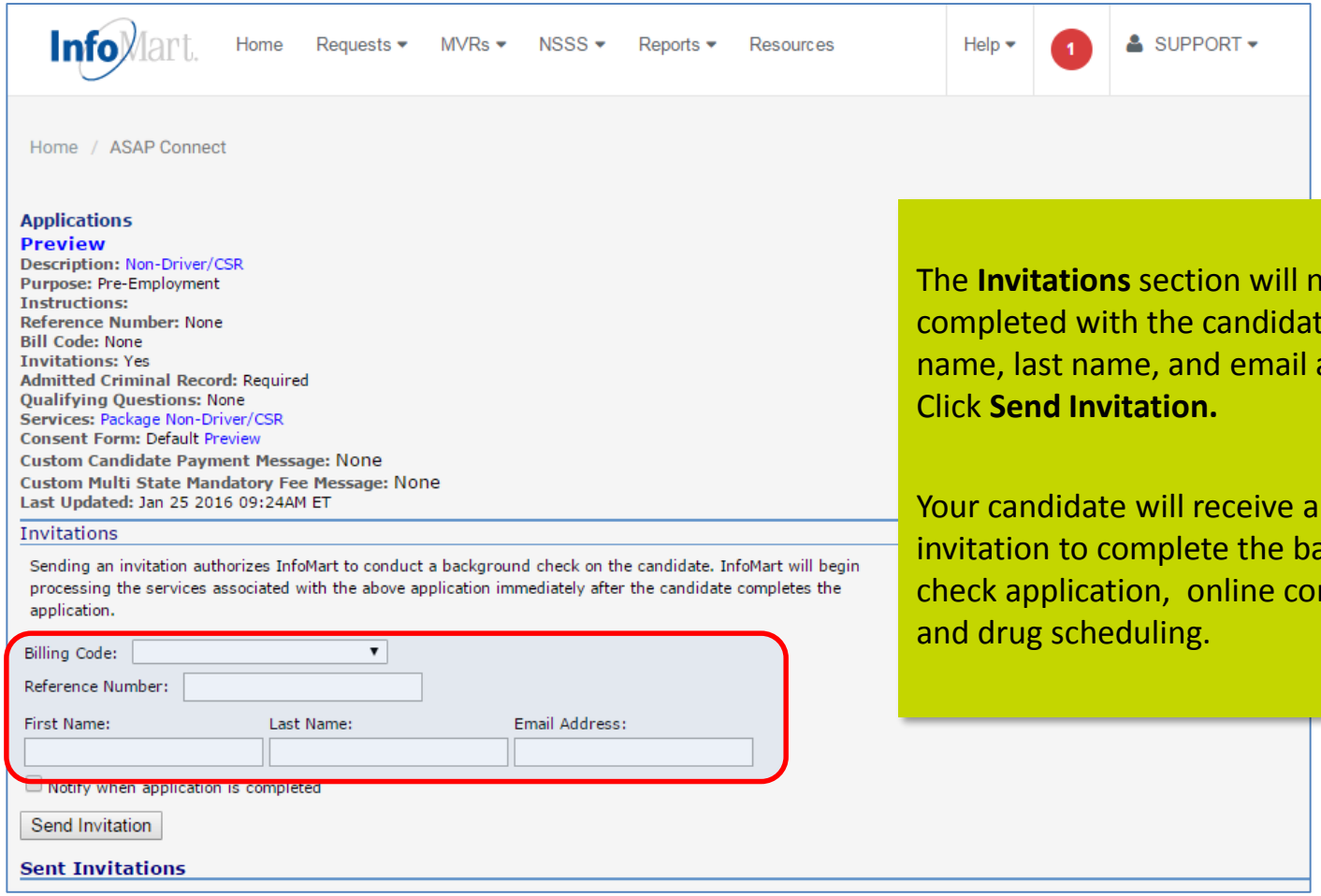


Package Selection



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

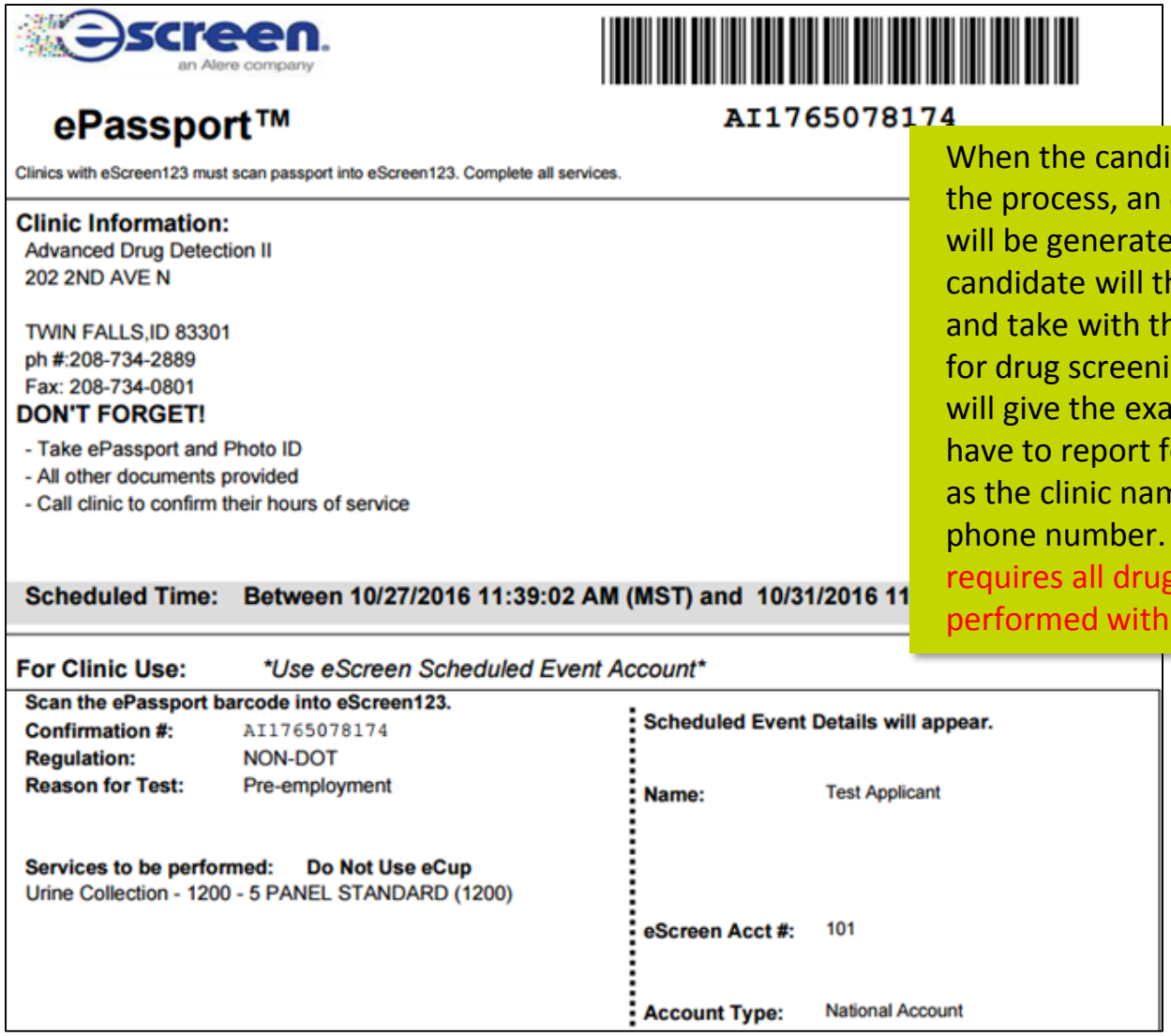
Invitations



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.

Drug Screening ePassport



eScreen
an Alere company

AI1765078174

ePassport™

Clinics with eScreen123 must scan passport into eScreen123. Complete all services.

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**

For Clinic Use: **Use eScreen Scheduled Event Account**

Scan the ePassport barcode into eScreen123.
Confirmation #: AI1765078174
Regulation: NON-DOT
Reason for Test: Pre-employment

Services to be performed: **Do Not Use eCup**
Urine Collection - 1200 - 5 PANEL STANDARD (1200)

Scheduled Event Details will appear.

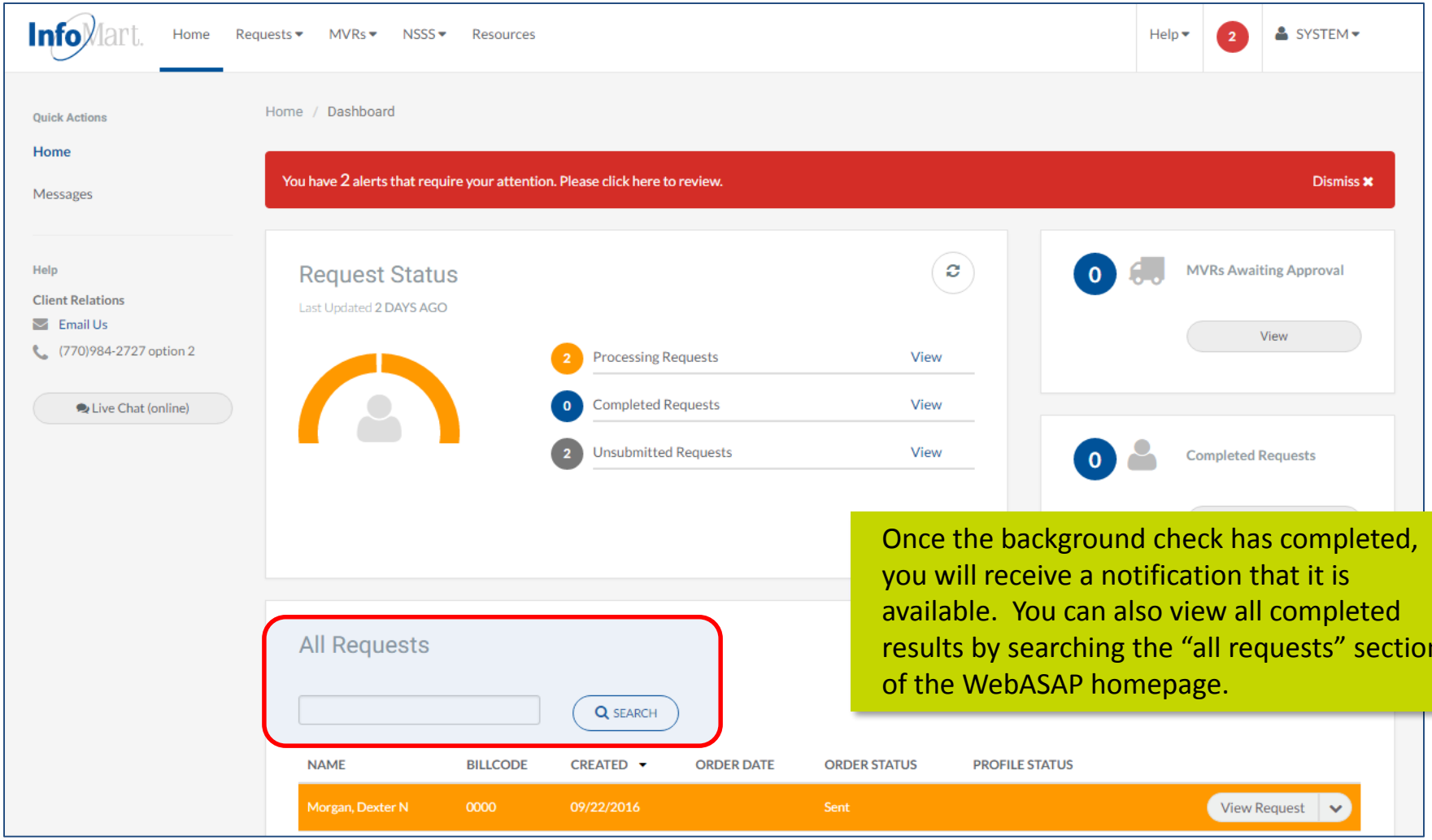
Name: Test Applicant

eScreen Acct #: 101

Account Type: National Account

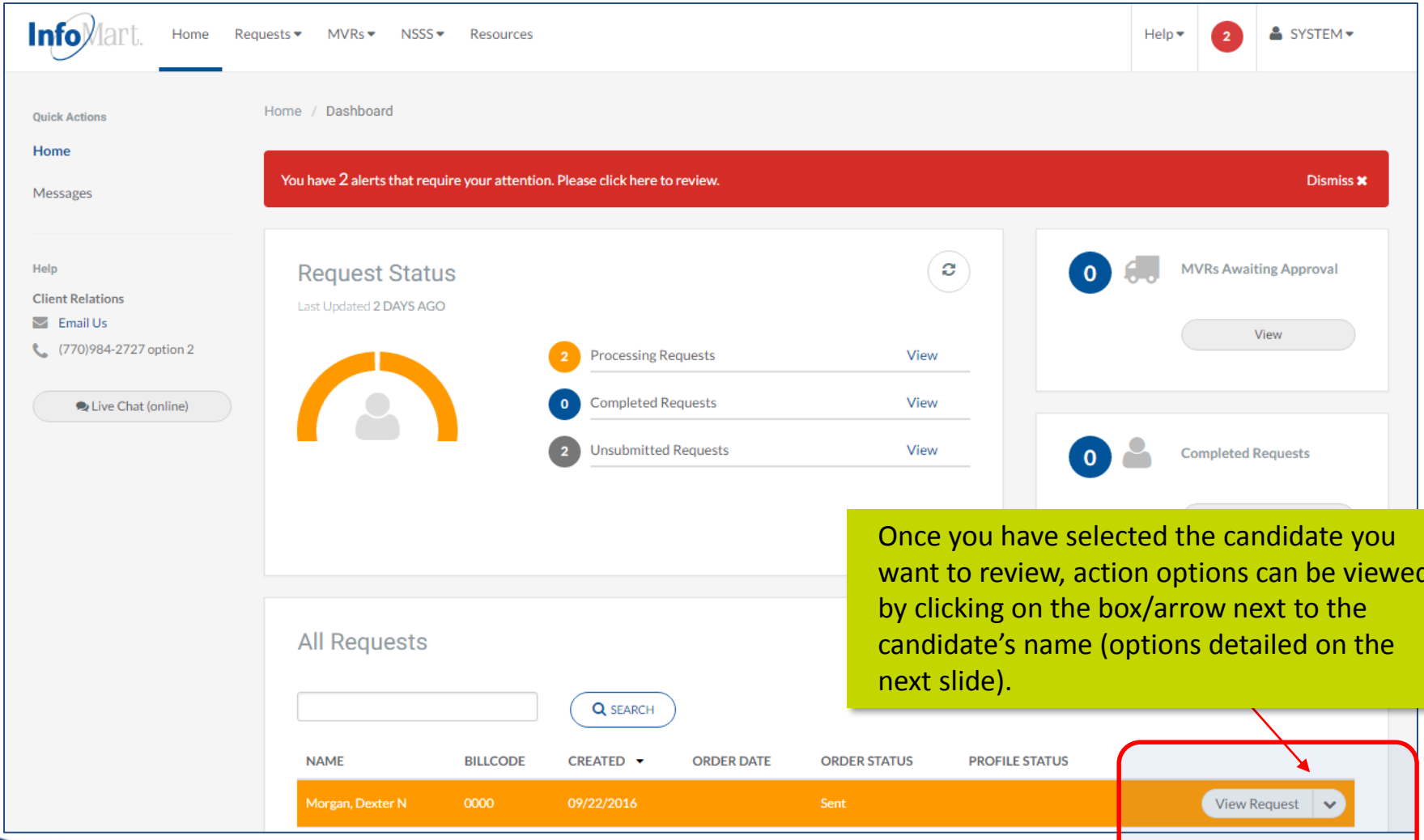
When the candidate has completed the process, an **ePassport** document will be generated, which the candidate will then need to print out and take with them when reporting for drug screening. This document will give the exact time frame they have to report for screening, as well as the clinic name,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

Homepage/Status



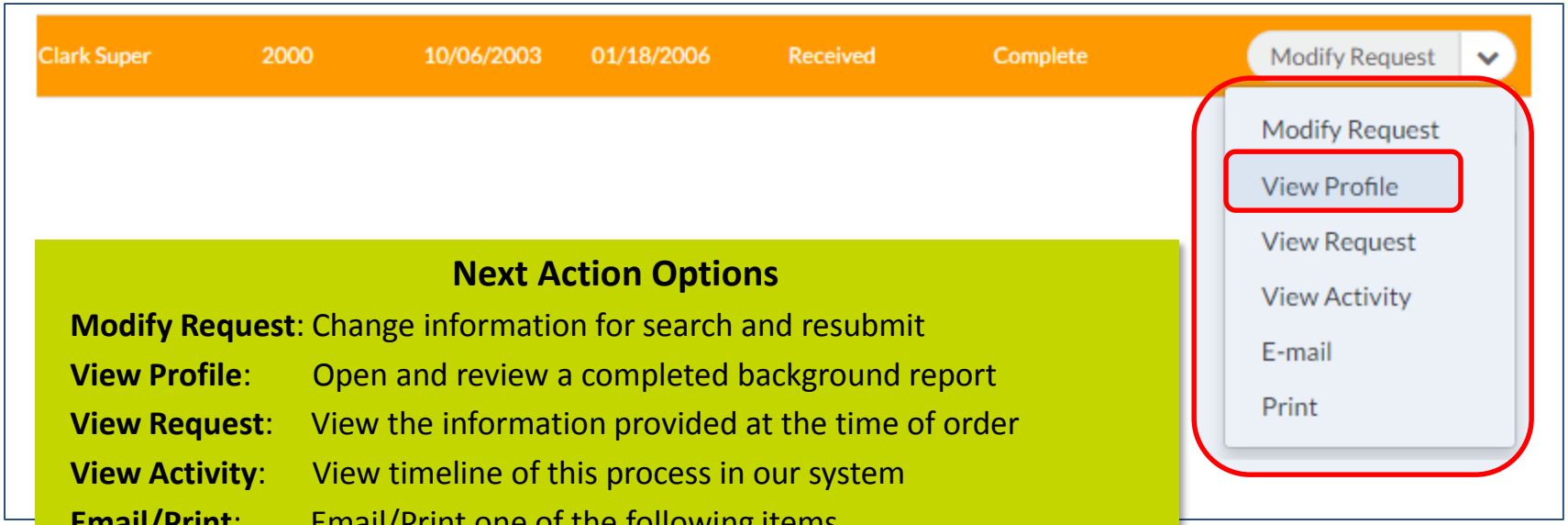
Once the background check has completed, you will receive a notification that it is available. You can also view all completed results by searching the "all requests" section of the WebASAP homepage.

Homepage/Status



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).

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 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