WebASAP Training Demo

InfoMart

Web ASAP
powered by InfoMart

GET THE WHOLE STORY.

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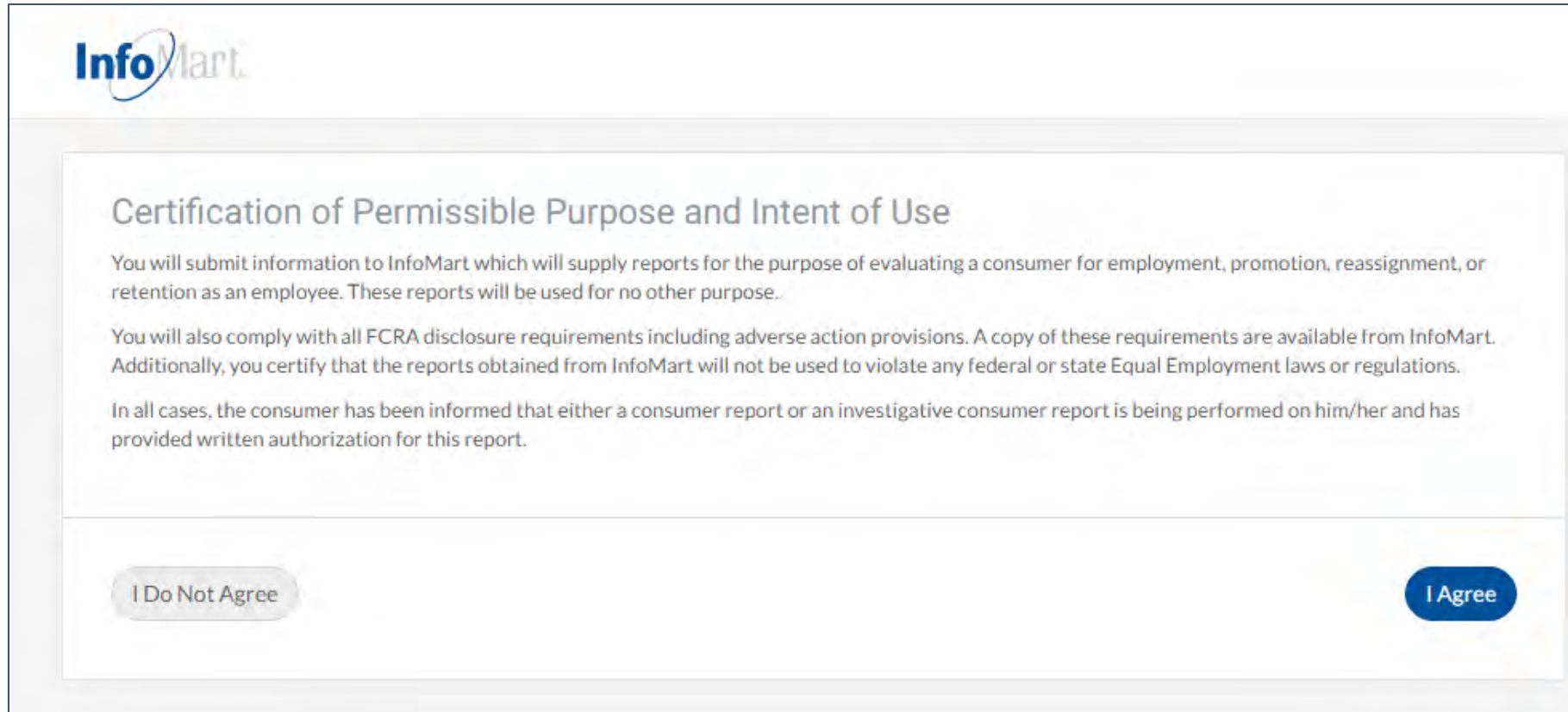
WebASAP Address
https://www.infomart-usa.com/webasap/

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.

Permissible Purpose

## 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.
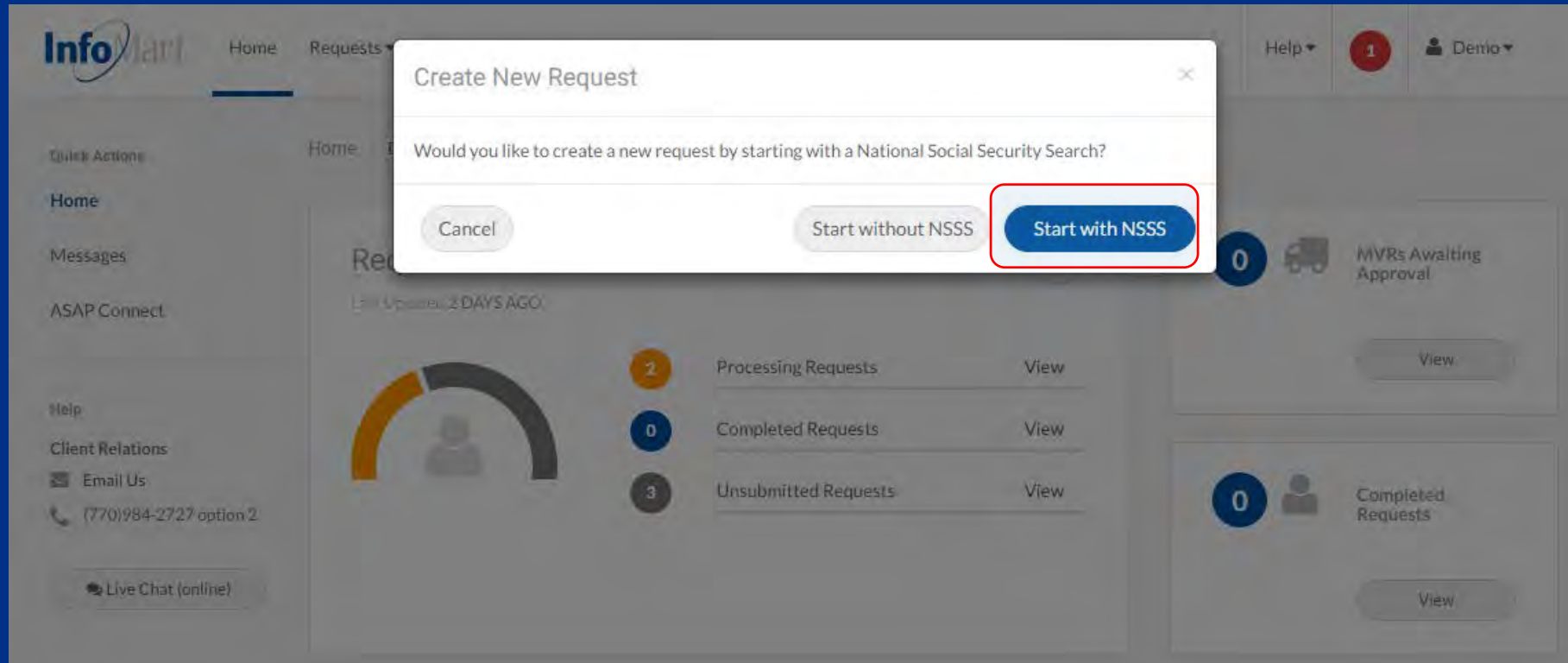
ASAP Connect
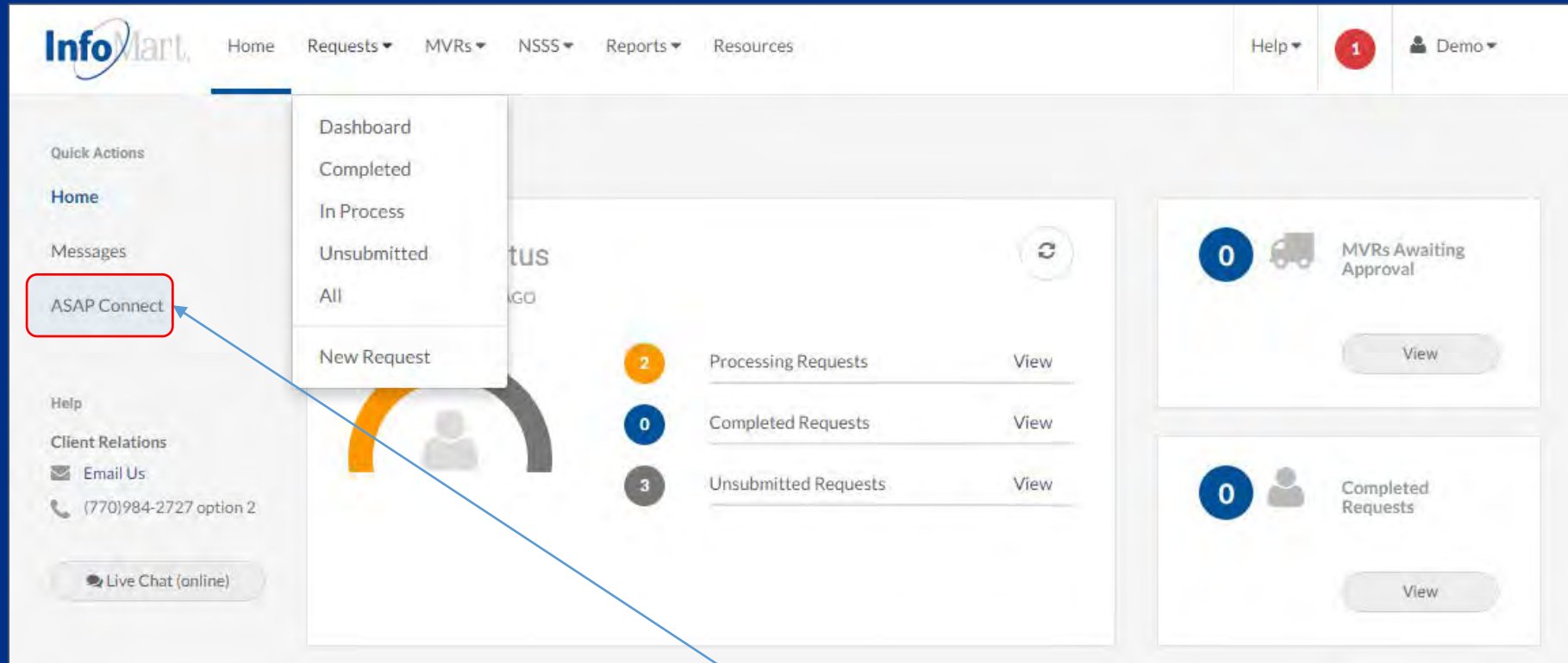
For those clients who currently use our candidate portal (AKA Online Application), it has been renamed ASAP Connect and remains otherwise unchanged.
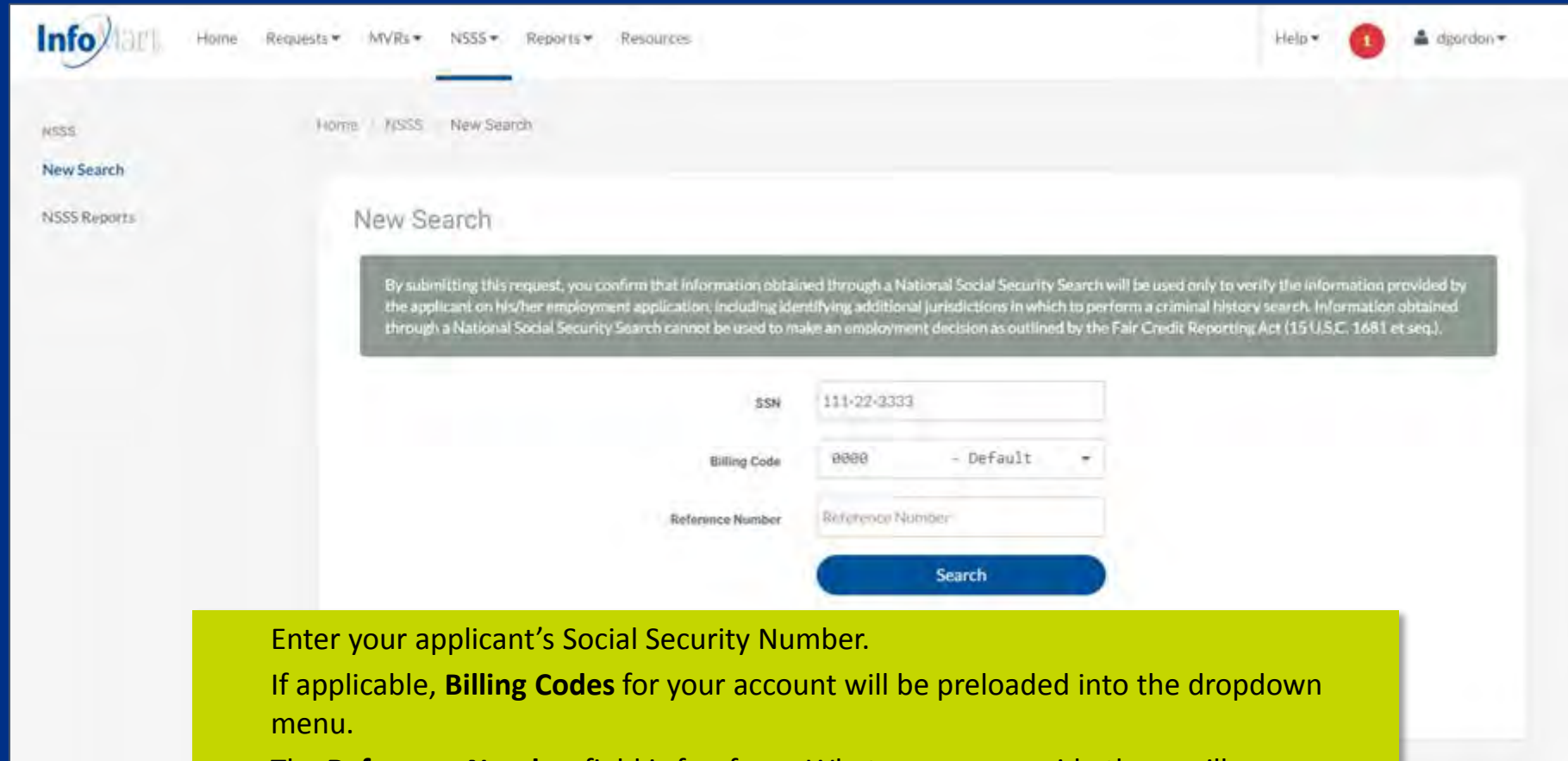
Homepage
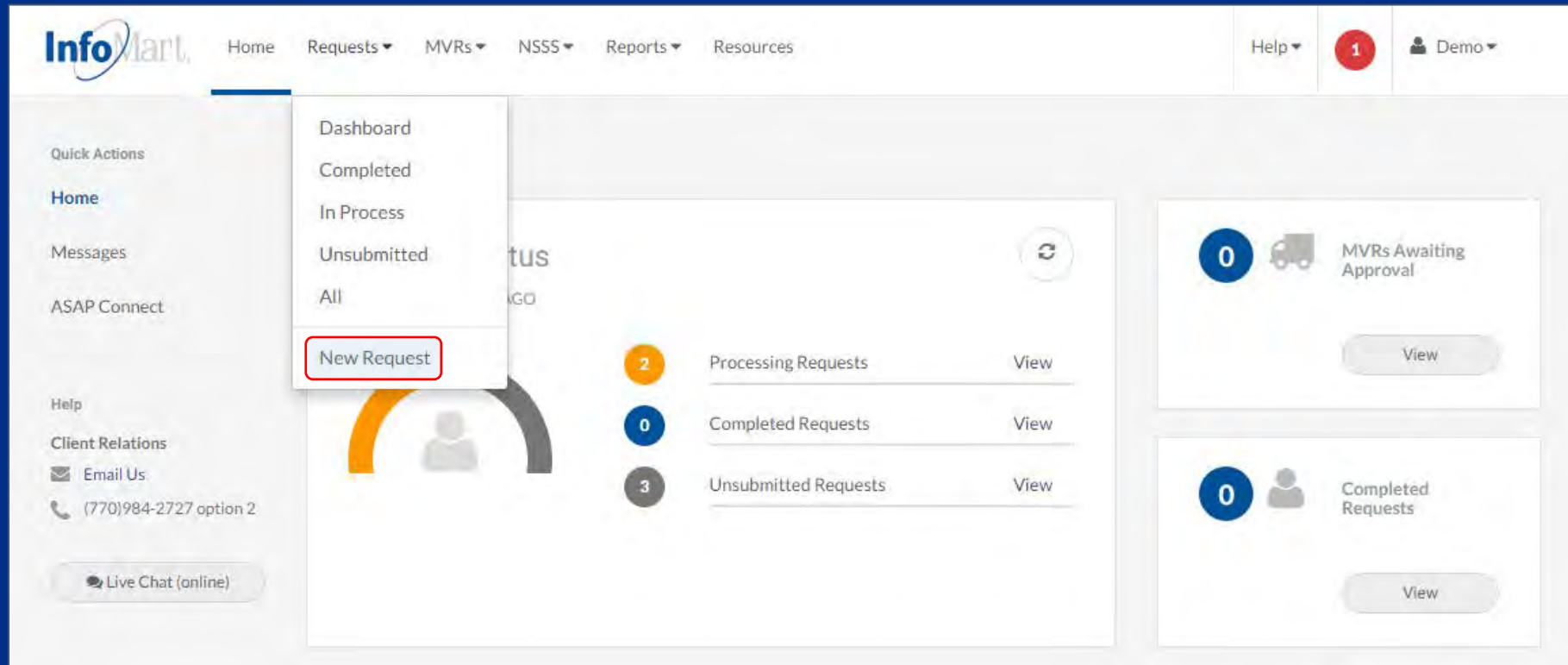
To begin the standard process of ordering a background check, click **Requests** at the top of the page, then choose **New Request**.

Creating a Request

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

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 candidates 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

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

	NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
☑	115	Peachtree DR	WARNER ROBINS	HOUSTON	GA	31088
☑	C3	Peachtree	SAN JUAN	SAN JUAN	PR	00936

Name and Jurisdiction(s)

Butler, Kyle I

○ Applicant   ☐ AKA/Maiden

	NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
☐	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
●	115	Peachtree DR	WARNER ROBINS	HOUSTON	GA	31088
○	C3	Peachtree	SAN JUAN	SAN JUAN	PR	00936

Butler, Kyle I

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

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.

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 »

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.

You can add services by checking the box next to the individual service.

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 services you would like conducted, 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 requiring resolution befor 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 Criminal 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 Criminal 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.

Federal/Civil

Federal and Civil history 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.

Previous Employment

InfoMart

Previous Employment
* Required Fields

Applicant: Walker, Rachel N

Completed 6 of 12

When providing your candidate's previous **employment history**, be sure to indicate if this is their current employer. If it is, we will ask if it is ok to contact. *InfoMart will NOT contact a current employer unless you indicate that we may.*

Please be as thorough as possible when providing employment information you would like verified. Type out the entire company name, supervisor name, and full location information, as available.

Company Name *	Test Company	☑ Current Employer
		☐ May we contact?
Street Address	Street Address	
ZIP/Postal Code	ZIP/Postal Code	
City	City	
State/Province	State/Province	
Country	United States CHANGE	
Phone	(XXX)XXX-XXXX	
Contact Email	Contact Email	
Dates of Employment	📅 From	📅 Present
Position Title	Position	

Education

Please be as thorough as possible when providing **education** information you would like verified. Type out the full school name, branch and/or address, dates of attendance and/or graduation, degree type, and major as available.

Education

Professional License

As with other verification types, it is vital to be thorough when providing **professional license** information. As you are able, complete all fields, whether required or not.

Note – the License School may be an educational institution or governmental department.
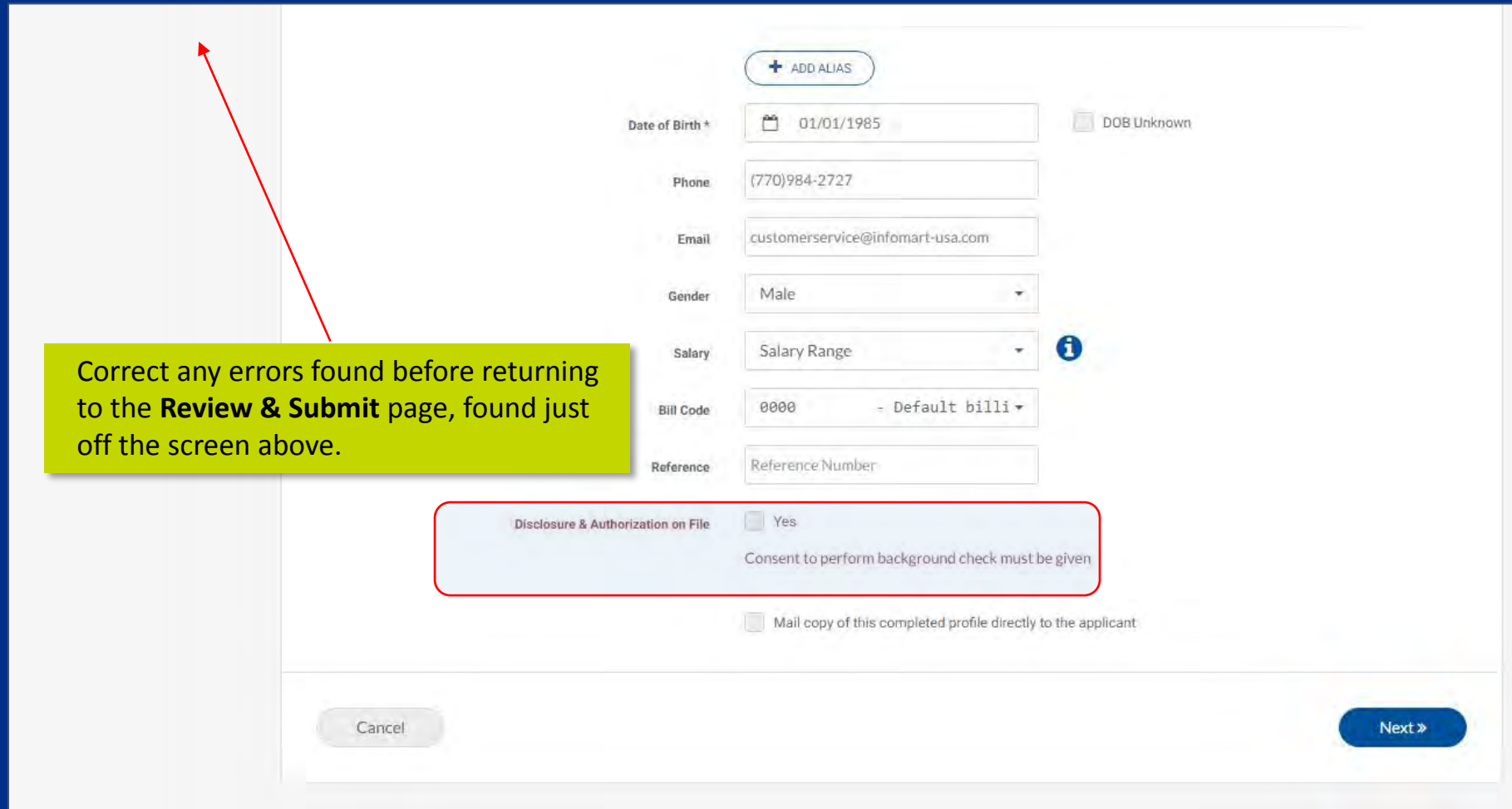
Review Request

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
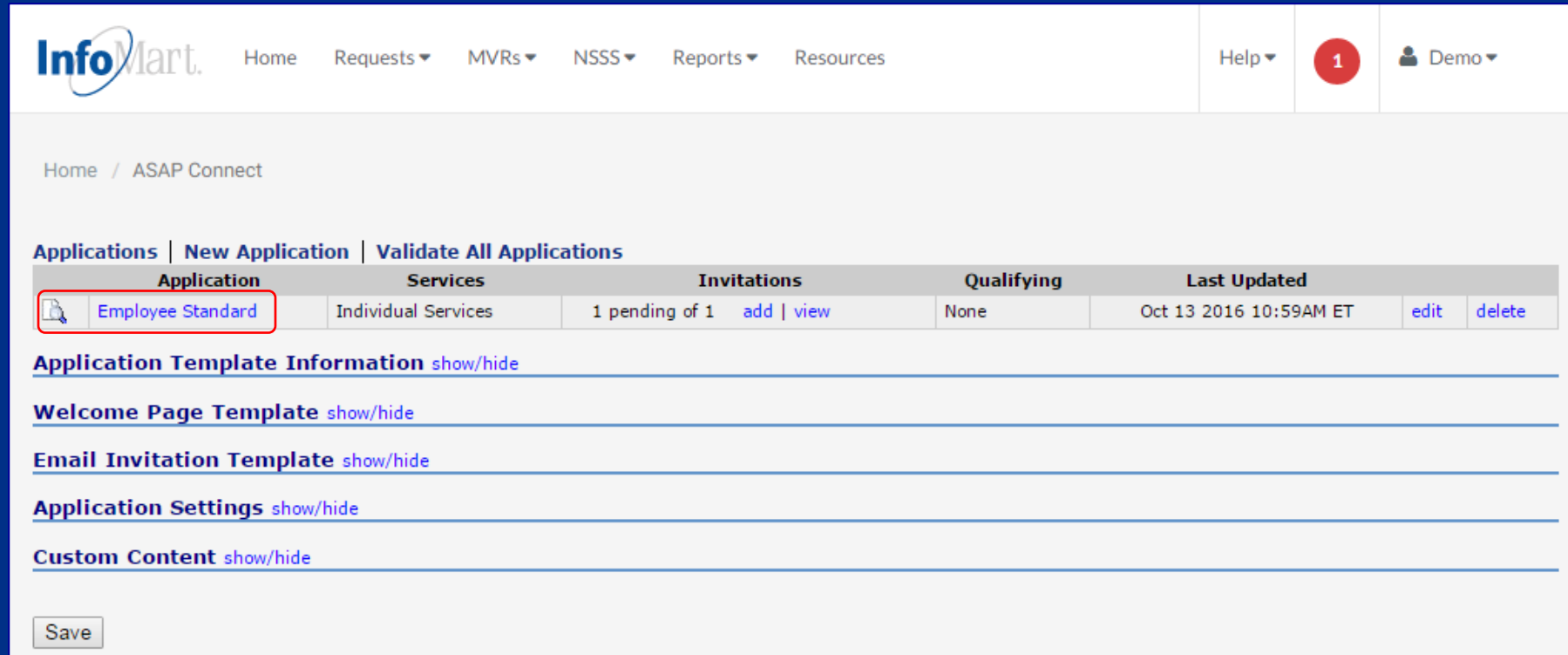
If you would rather use the candidate-facing ASAP Connect feature to order the background check, click **ASAP Connect**.

ASAP Connect

From this screen you will click on the application that you would like to send to your candidate. These applications can be set by position, service package, department, etc., based on your company's needs.

ASAP Connect

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 and online consent.

Applications can be branded with your company's logo and banner, as well as custom application language.
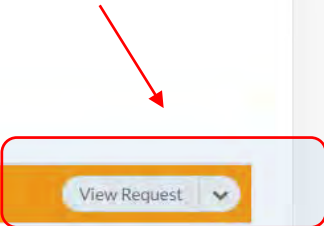
Homepage/Status

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

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

Dropdown menu:
- 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

InfoMart

```
                    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
```

Reports

Customized reports can be found on the top of the home page by clicking **Reports**.

Reports

There is an explanation of what is included in each report next to the name. InfoMart does not charge for reports and they can be run at any time.

Questions

If you have any questions, please contact our customer service
team using the contact information below, and they will direct you
to your dedicated representative.

Client Services
770-984-2727 option 2
customerservice@infomart-usa.com