

# WebASAP Training Demo



# WebASAP Login

WebASAP Address

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

InfoMart

Welcome To WebASAP

User ID

Password [Forgot?](#)

Account No.

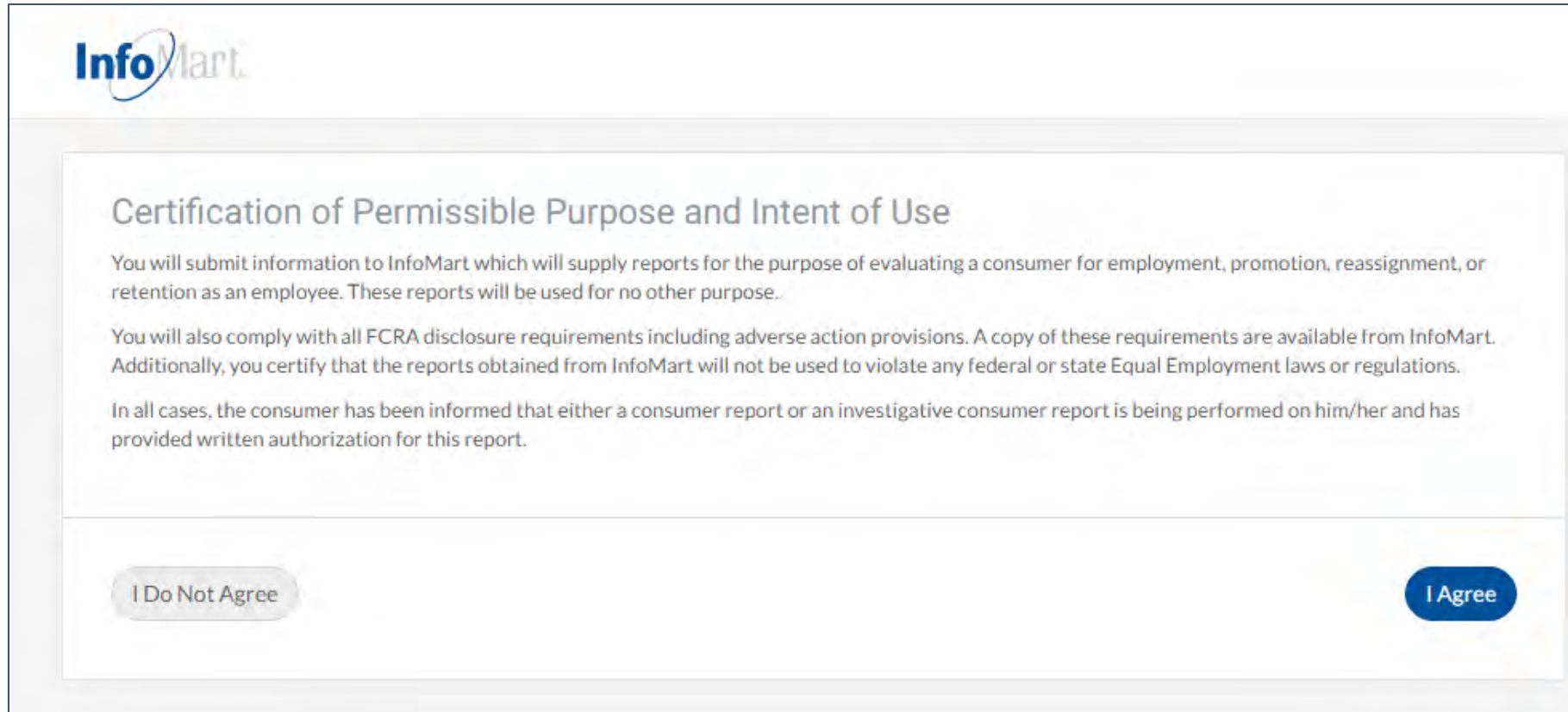
Login

© Copyright 1996-2016 InfoMart. All Rights Reserved. Need Help?

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



The screenshot shows a web form titled "Certification of Permissible Purpose and Intent of Use" with the InfoMart logo in the top left. The form contains three paragraphs of text explaining the purpose of the reports and the user's obligations. At the bottom, there are two buttons: "I Do Not Agree" and "I Agree".

**InfoMart**

### Certification of Permissible Purpose and Intent of Use

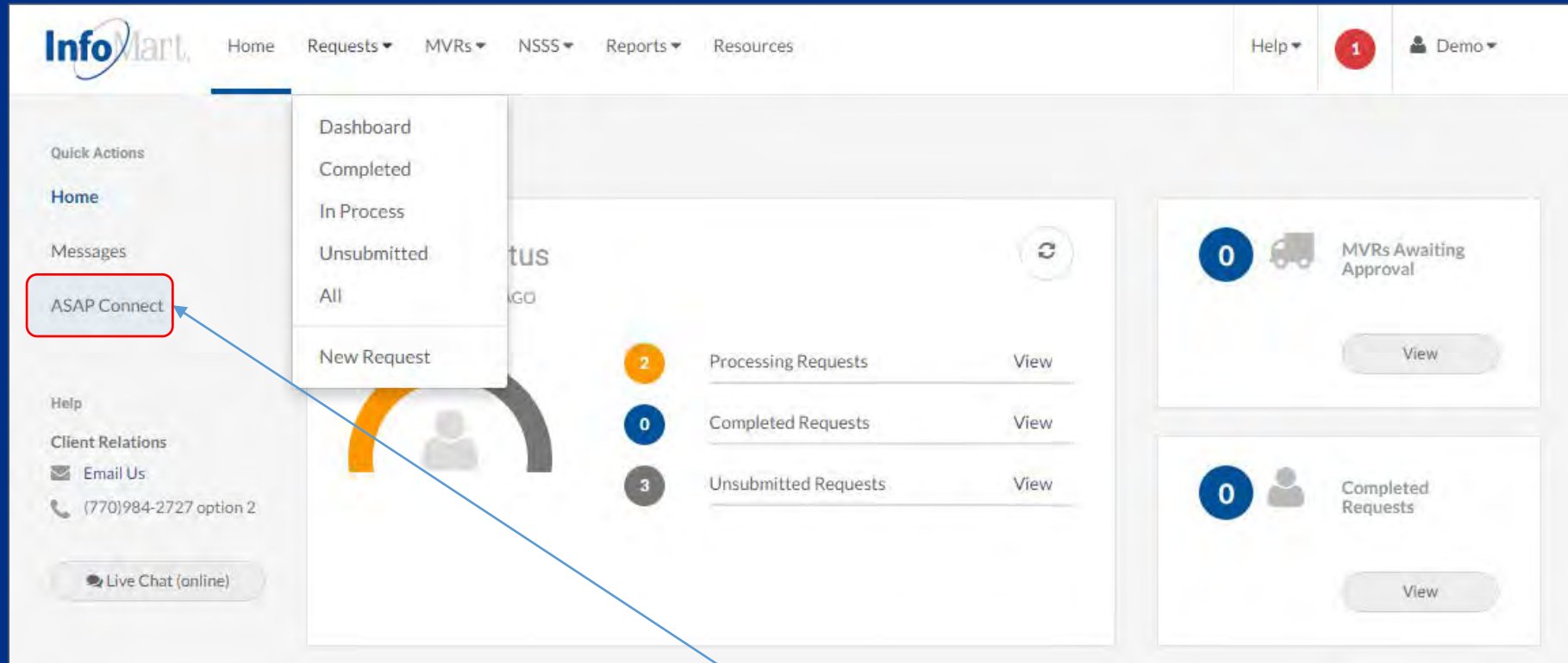
You will submit information to InfoMart which will supply reports for the purpose of evaluating a consumer for employment, promotion, reassignment, or retention as an employee. These reports will be used for no other purpose.

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.

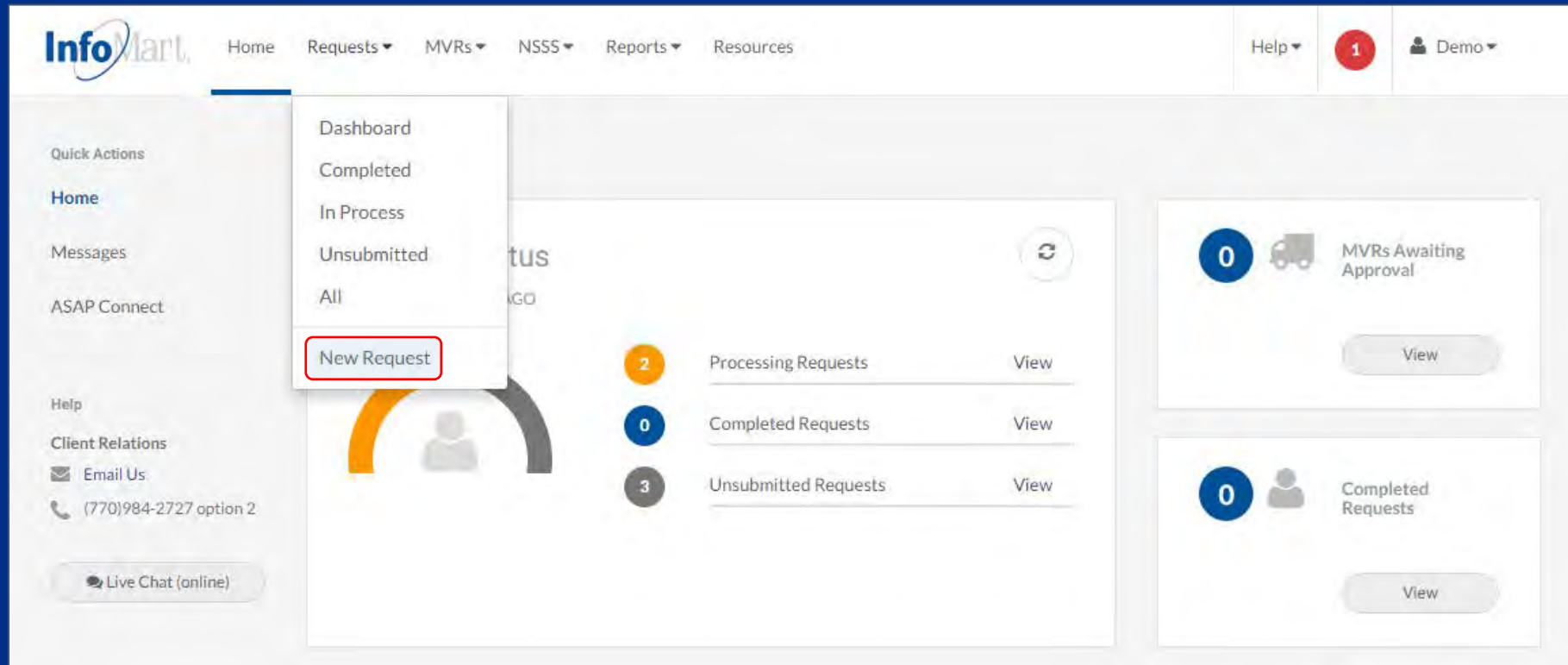
1 out of each 5 times you log in, you will be required to agree to a Certification of Permissible Purpose and Intent of Use. This is where you confirm that you will only be running background checks for the reasons you stated when signing up for an account. Click **I Agree** to continue.

# ASAP Connect



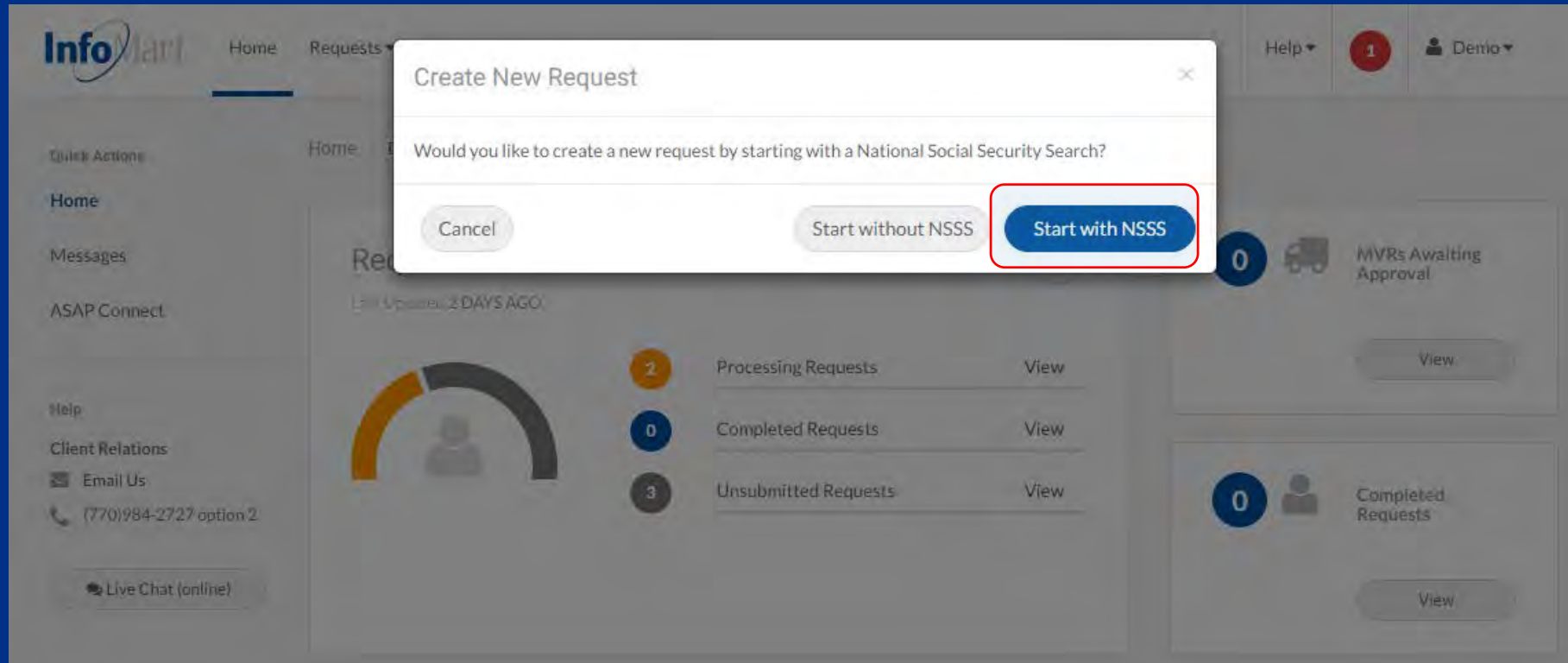
For those clients who currently use our candidate portal (AKA Online Application), it has been renamed ASAP Connect and remains otherwise unchanged.

# Homepage



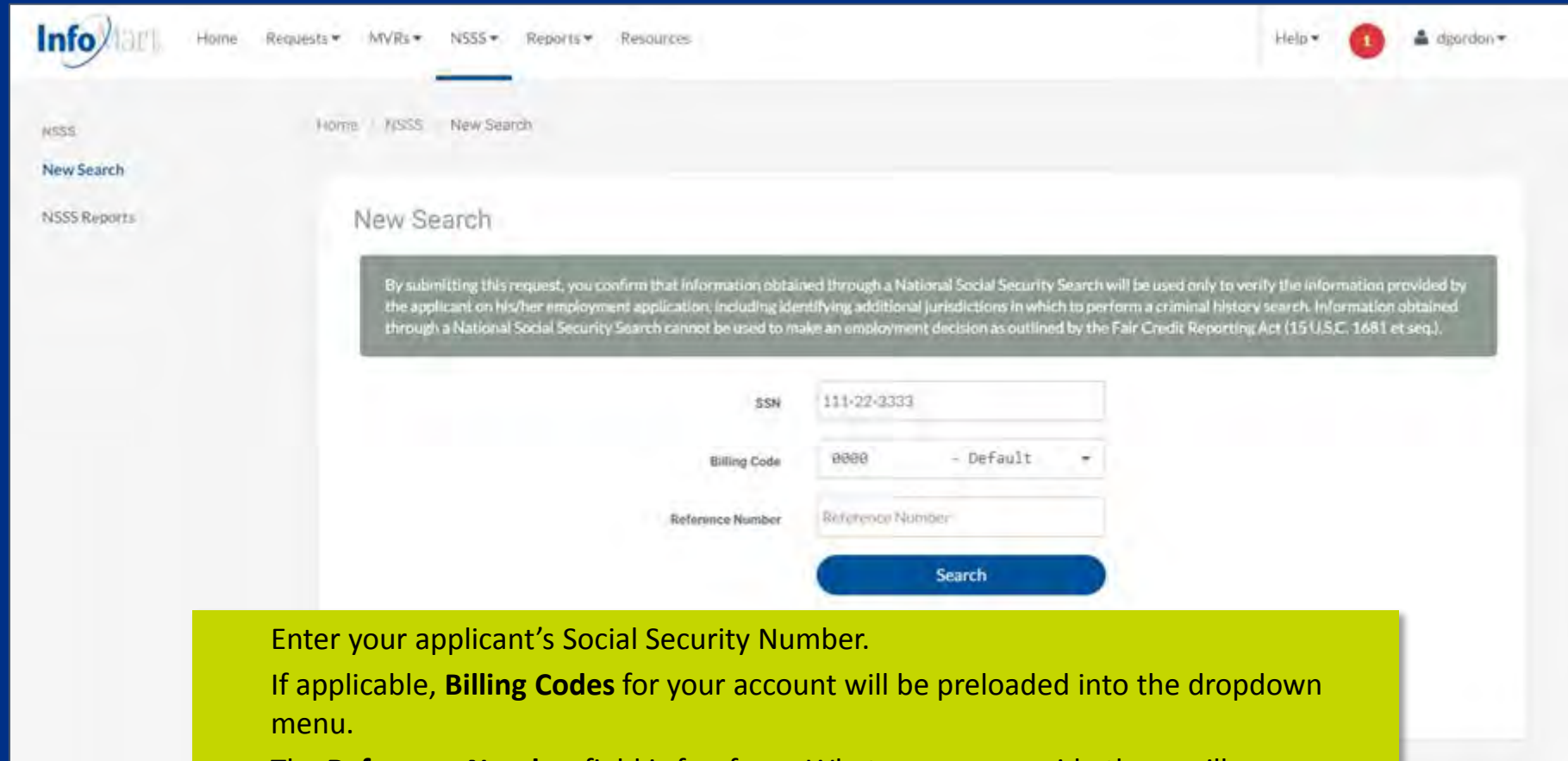
To begin the standard process of ordering a background check, click **Requests** at the top of the page, then choose **New Request**.

# 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



The screenshot shows the InfoMart website's 'New Search' page. At the top, there is a navigation bar with links for Home, Requests, MVRs, NSSS, Reports, and Resources. A user profile for 'djordan' is visible in the top right corner. The main content area is titled 'New Search' and contains a disclaimer: '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.).' Below the disclaimer are three input fields: 'SSN' with the value '111-22-3333', 'Billing Code' with a dropdown menu showing '0000 - Default', and 'Reference Number' with the placeholder text 'Reference Number'. A blue 'Search' button is located at the bottom of the form.

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



# 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
<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

# NSSS Review

InfoMart Home Requests MVRs NSSS Resources Help 2 SYSTEM

Home NSSS Create Profile Request

### 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 **Finish**

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

**InfoMart** Home Requests MVRs NSSS Resources Help 2 SYSTEM

NEW REQUEST Home Requests New Request

General

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

### 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

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

InfoMart Home Requests MVRs NSSS Resources Help 2 SYSTEM

NEW REQUEST Home Requests New Request

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

### 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

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.

The screenshot shows a web form for entering applicant information. The fields include: Maiden Name, Date of Birth (with a calendar icon and 'DOB Unknown' checkbox), Phone, Email (highlighted with a red box), Gender, Salary Range (with an information icon), Bill Code (set to '0000 - Default billi'), and Reference. At the bottom, there is a checkbox for 'Disclosure & Authorization on File' (checked 'Yes', highlighted with a red box) and another checkbox for 'Mail copy of this completed profile directly to the applicant'. Navigation buttons for 'Cancel' and 'Next >' are at the bottom.

# Package Selection

NEW REQUEST Home Requests New Request

General  
Applicant Info  
Select Your Services  
Current Address  
Review & Submit

Select Your Services Applicant: Morgan, Dexter N  
Completed 1 of 4

Select an option to select/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

Ver  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.

# Package Selection

General

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

### Select Your Services

Applicant: Morgan, Dexter N

Completed 1 of 4

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	Verifications	Other
<input checked="" type="checkbox"/> Criminal History	<input checked="" type="checkbox"/> Previous Employment	<input checked="" type="checkbox"/> National Social Security Search
<input checked="" type="checkbox"/> Multi-State Criminal History Search	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Drug Screening
<input checked="" type="checkbox"/> Multi-State Sex Offender Search	<input checked="" type="checkbox"/> Professional Licenses	<input type="checkbox"/> Credit History
<input checked="" type="checkbox"/> Federal Criminal History	<input type="checkbox"/> Personal References	<input checked="" type="checkbox"/> Watch List
<input type="checkbox"/> Civil Records	<input type="checkbox"/> Workers' Compensation	<input type="checkbox"/> Social Media Search
<input checked="" type="checkbox"/> Motor Vehicle Reports	<input type="checkbox"/> Financial References	<input type="checkbox"/> Special Instructions
<input type="checkbox"/> CDLIS		

Back Next »

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

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

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 before you can submit the order

Country United States CHANGE

Back Next



# Current Address

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 E

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**.

# Adding Criminal Jurisdictions

NEW REQUEST Home / Requests / New Request

**Criminal History** Applicant: Walker, Rachel N  
\* Required Fields Completed 3 of 12

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.

# Adding Criminal Jurisdictions

Verifications

- Previous Employment
- Education
- Professional Licenses
- Other
- Drug Screening
- Review & Submit

Jurisdiction 1

Jurisdiction 2

Jurisdiction 3

ZIP/Postal Code \*

State/Province \*

City

County \*

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.

- General
  - Applicant Info
  - Select Your Services
  - Current Address
- Public Records
  - Criminal History
  - Federal Criminal History**
  - Civil Records
  - Motor Vehicle Reports
- Verifications
  - Previous Employment
  - Education
  - Professional Licenses
- Other
  - Drug Screening
- Review & Submit

## Federal Criminal History

\* Required Fields

Applicant: Walker, Rachel N

Completed 5 of 12

### Federal Jurisdiction 1

ZIP/Postal Code *	<input type="text" value="30060"/>
State/Province *	<input type="text" value="Georgia"/>
City	<input type="text" value="MARIETTA"/>
County *	<input type="text" value="COBB"/>
Search Names	Rachel N Walker (Applicant)

[+ ADD JURISDICTION](#) [CLEAR](#)

[Back](#) [Next >](#)

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

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.

### Previous Employment

\* Required Fields

Applicant: Walker, Rachel N

Completed 6 of 12

Company Name \*   Current Employer  
 May we contact?

Street Address

ZIP/Postal Code

City

State/Province

Country  CHANGE

Phone

Contact Email

Dates of Employment

Position Title

NEW REQUEST    Home / Requests / New Request

**Education**  
\* Required Fields

Applicant: Morgan, Dexter N  
Completed 5 of 9

- General
  - Applicant Info
  - Select Your Services
  - Current Address
- Public Records
  - Criminal History
  - Motor Vehicle Reports
- Verifications

School \*    Main Street High School

Branch    School Branch

ZIP/Postal Code    30067

City \*    MARIETTA

State/Province \*    Georgia

Country    United States [CHANGE](#)

Contact Email    Contact Email

Attended Dates    1999    2003

Graduated   

Degree    Diploma

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.

● Previous Employment  
● Education  
● Other  
● Drug Screening  
● Review & Submit

ZIP/Postal Code: 30067

City \*: MARIETTA

State/Province \*: Georgia

Country: United States CHANGE

Contact Email: Contact Email

Attended Dates: 1999 2003

Graduated:

Degree: Diploma

Major: Major

Minor: Minor

Comments: (Maximum characters:156)

+ ADD SCHOOL CLEAR

Back Next »

Click **Next** when finished.

# Professional License

InfoMart Home Requests MVRs NSSS Reports Resources Help 1 Demo

NEW REQUEST Home / Requests / New Request

Professional Licenses Required Fields Applicant: Morgan, Dexter N Completed 4 of 8

- General
- Applicant Info
- Select Your Services
- Current Address

License Number

License Type \*

License School \*

License State/Province \*

License Country United States CHANGE

License Date

+ ADD LICENSE CLEAR

Back Next >

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

NEW REQUEST Home / Requests / New Request

## Review & Submit

Applicant: Morgan, Dexter N

Completed 7 of 9

Please correct the errors highlighted below.

[REPAIR](#) - Missing Disclosure & Authorization.

General	1	Errors. Please repair this section.
Public Records	0	Success. This section is ready to submit.
Verifications	0	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.

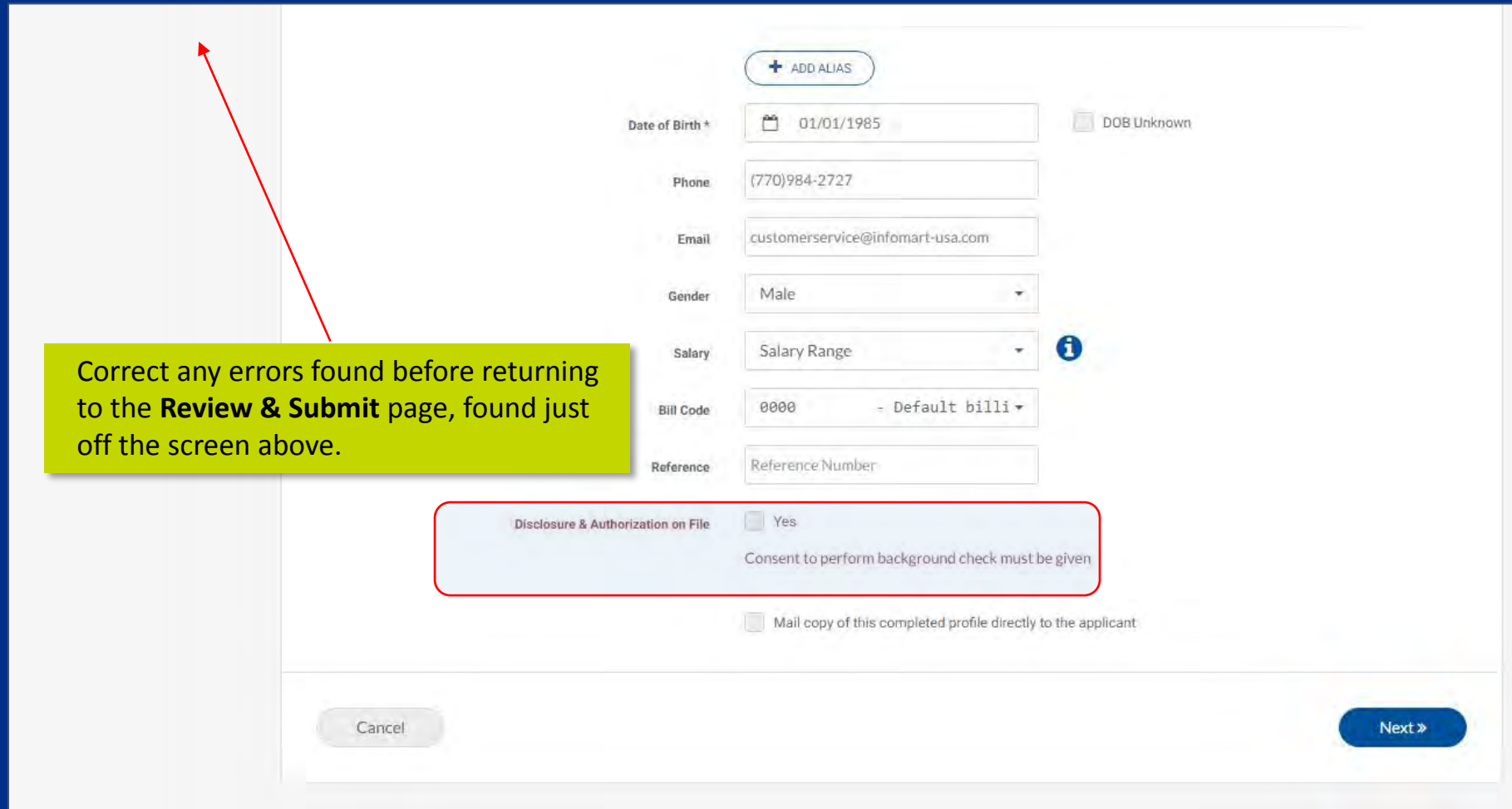
Button will become clickable once errors have been corrected.

[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.

# Correcting Errors



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 (text input)

At the bottom, there are two checkboxes:

- 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** (grey), **Next >** (blue)

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

InfoMart Home Requests MVRs NSSS Reports Resources Help 0 Demo

Quick Actions Home / Dashboard

Home

Messages

ASAP Connect

Help

Client Relations

Email Us

(770)984-2727 option 2

Live Chat

### Request Status

Last Updated 2 DAYS AGO

2 Processing Requests View

0 Completed Requests View

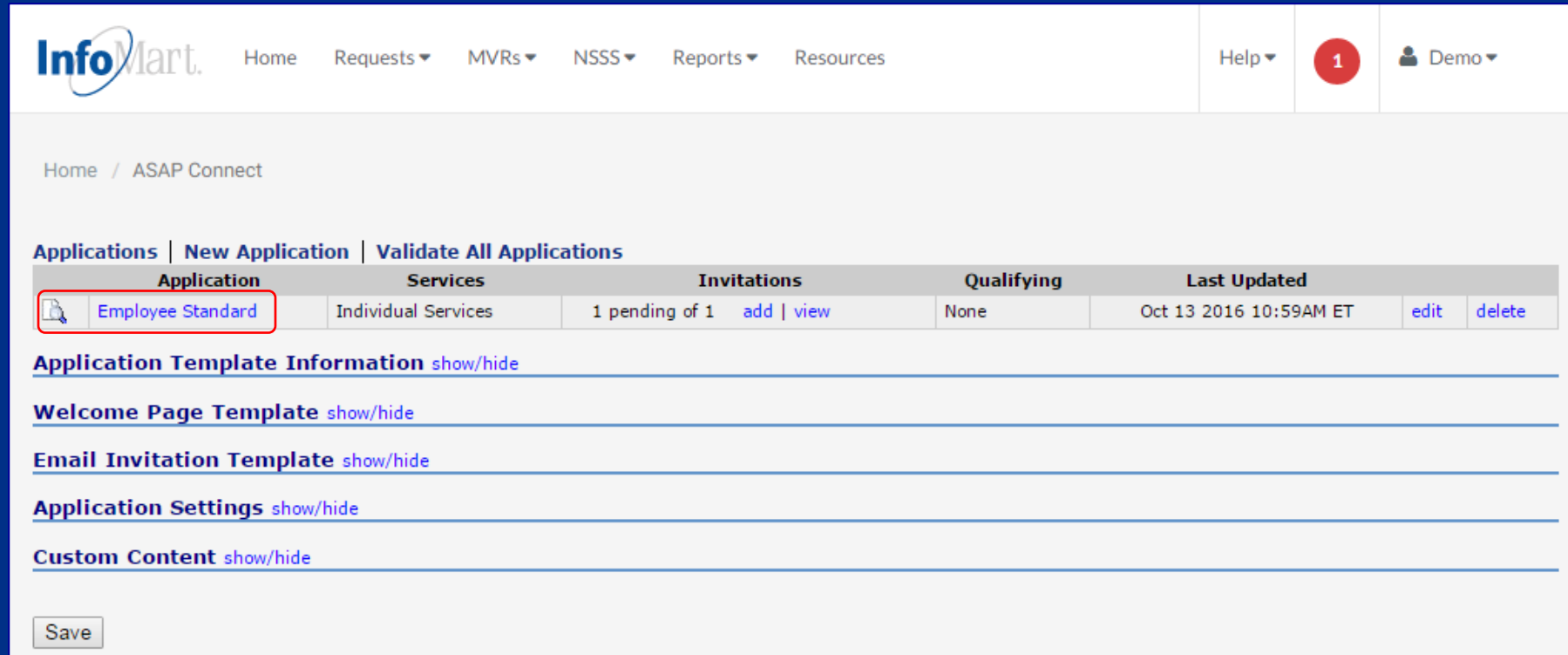
4 Unsubmitted Requests View

0 MVRs Awaiting Approval View


0 Completed Requests View

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

# ASAP Connect



The screenshot shows the InfoMart ASAP Connect interface. At the top, there is a navigation bar with the InfoMart logo, a 'Home' link, and several dropdown menus: 'Requests', 'MVRs', 'NSSS', 'Reports', and 'Resources'. On the right side of the navigation bar, there is a 'Help' dropdown, a red notification badge with the number '1', and a user profile dropdown labeled 'Demo'. Below the navigation bar, the breadcrumb 'Home / ASAP Connect' is visible. The main content area features a header with 'Applications | New Application | Validate All Applications'. Below this is a table with the following columns: 'Application', 'Services', 'Invitations', 'Qualifying', and 'Last Updated'. The first row of the table contains the following data: 'Employee Standard' (with a red box around it), 'Individual Services', '1 pending of 1' (with 'add | view' links), 'None', and 'Oct 13 2016 10:59AM ET' (with 'edit' and 'delete' links). Below the table, there are several expandable sections: 'Application Template Information show/hide', 'Welcome Page Template show/hide', 'Email Invitation Template show/hide', 'Application Settings show/hide', and 'Custom Content show/hide'. At the bottom left of the interface, there is a 'Save' button.

Application	Services	Invitations	Qualifying	Last Updated
 Employee Standard	Individual Services	1 pending of 1 <a href="#">add</a>   <a href="#">view</a>	None	Oct 13 2016 10:59AM ET <a href="#">edit</a> <a href="#">delete</a>

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.

The screenshot shows the InfoMart web interface for the 'ASAP Connect' section. The top navigation bar includes 'Home', 'Requests', 'MVRs', 'NSSS', 'Reports', and 'Resources'. A user profile 'Demo' is visible in the top right corner. The main content area displays application details such as 'Description: Employee Standard', 'Purpose: Pre-Employment', and 'Invitations: Yes'. The 'Invitations' section is highlighted with a red box and contains the following form fields:

- Billing Code: 0000 Default billing code
- Reference Number: [Empty field]
- First Name: [Empty field]
- Last Name: [Empty field]
- Email Address: [Empty field]
- Notify when application is completed
- 

Below the form, there is a 'Sent Invitations' section with a search bar and a 'Filter Invitations' option.

# Homepage/Status

The screenshot displays the InfoMart homepage dashboard. At the top, there is a navigation bar with links for Home, Requests, MVRs, NSSS, and Resources. On the right side of the navigation bar, there is a Help icon, a notification badge with the number 2, and a user profile icon labeled SYSTEM. Below the navigation bar, there is a sidebar on the left with sections for Quick Actions, Home, Messages, Help, and Client Relations. The main content area features a red alert banner at the top stating "You have 2 alerts that require your attention. Please click here to review." Below this, there is a "Request Status" section with a circular progress indicator and a list of request counts: 2 Processing Requests, 0 Completed Requests, and 2 Unsubmitted Requests. To the right of this section, there are two summary cards: "MVRs Awaiting Approval" with a count of 0 and "Completed Requests" with a count of 0. At the bottom of the dashboard, there is a search bar labeled "All Requests" with a search button. Below the search bar, there is a table with columns for NAME, BILLCODE, CREATED, ORDER DATE, ORDER STATUS, and PROFILE STATUS. The first row of the table shows "Morgan, Dexter N", "0000", "09/22/2016", "Sent", and a "View Request" button.

**All Requests**

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

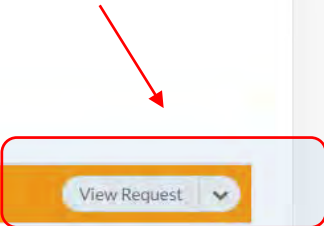
The **Status** screen is now available to you on the homepage. You can search for any background requests you have ordered by typing in the box under **All Requests**.

# Homepage/Status

The screenshot shows the InfoMart homepage dashboard. At the top, there is a navigation bar with 'Home', 'Requests', 'MVRs', 'NSSS', and 'Resources'. On the right, there is a 'Help' dropdown, a notification badge with the number '2', and a user profile for 'SYSTEM'. Below the navigation bar, there is a 'Quick Actions' section with links for 'Home', 'Messages', 'Help', 'Client Relations', 'Email Us', and 'Live Chat (online)'. The main content area features a 'Request Status' section with a progress gauge and a table of request counts: 2 Processing Requests, 0 Completed Requests, and 2 Unsubmitted Requests. To the right, there are two summary cards: 'MVRs Awaiting Approval' (0) and 'Completed Requests' (0). Below this is an 'All Requests' section with a search bar and a table of requests. The first row in the table is highlighted in orange and includes a 'View Request' button with a dropdown arrow.

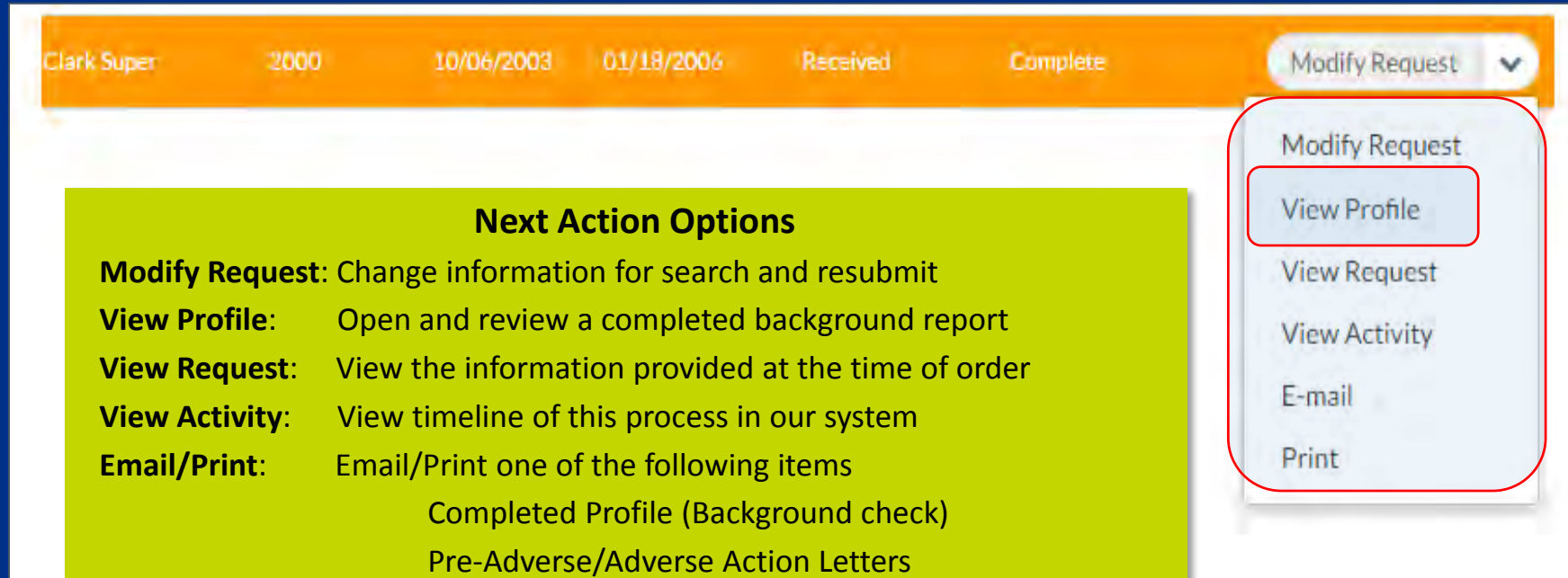
NAME	BILLCODE	CREATED	ORDER DATE	ORDER STATUS	PROFILE STATUS
Morgan, Dexter N	0000	09/22/2016		Sent	

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 ▼

- 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

# Reports

The screenshot shows the InfoMart dashboard. At the top, there is a navigation bar with the InfoMart logo and menu items: Home, Requests, MVRs, NSSS, Reports, and Resources. On the right side of the navigation bar, there are links for Help, a notification badge with the number 1, and a user profile labeled Demo. The main content area is titled 'Home / Dashboard'. On the left, there is a sidebar with 'Quick Actions' including Home, Messages, ASAP Connect, Help, and Client Relations (with an 'Email Us' link and phone number (770)984-2727 option 2). A 'Live Chat (online)' button is also present. The central 'Request Status' widget features a gauge chart showing progress and a table of request counts:

Category	Count	Action
Processing Requests	2	View
Completed Requests	0	View
Unsubmitted Requests	3	View

Additional summary cards on the right show 'MVRs Awaiting Approval' (0) and 'Completed Requests' (0), each with a 'View' button. The 'Request Status' widget also includes a refresh icon and a timestamp 'Last Updated 2 DAYS AGO'.

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

# Reports

InfoMart Home Requests MVRs NSSS Reports Resources Help 1 Demo

Home Report Overview

Reports

- Reports Overview
- Access Report
- Background Check Overview Report
- Background Check Turnaround Report
- Criminal Record Detail Report
- Delayed Jurisdiction Report
- Invoice Report
- Needs Additional Info Report
- Profile Delivery Report
- Screening Summary Report
- Statewide Availability Report

### General

**Statewide Availability Report**  
InfoMart maintains a list of states where a statewide criminal history search is available. We rate these states based on a set of criteria that determines the value of each state's search, and those with a high rating are designated as "recommended" on the list. These ratings change from time-to-time as we re-evaluate the statewide searches, and this report displays the statewide searches that InfoMart currently recommends.

**Needs Additional Information Report**  
Lists applicants for whom InfoMart requires additional information before the background check can continue.

**Background Check Overview Report**  
Displays the number of applicant profile requests ordered within a specified timeframe, with the option to group results based on billing code, user, purpose or reference number.

**Profile Delivery Report**  
Shows where profiles are sent.

### Invoicing

**Invoicing Report**  
Shows a summary of invoices whose dates fall within a specific calendar period.

### Security

**Access Report**  
Lists all users authorized to access your WebASAP account.

### Service

**Criminal Record Detail Report**  
Calculates statistics on the criminal records found on applicants you submitted. These include the number of applicants with a record and a categorical breakdown of the charges found on those records.

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](mailto:customerservice@infomart-usa.com)

