



**GET THE
WHOLE
STORY.**

WEBASAP
TRAINING DEMO





STANDARD ENTRY



STANDARD ENTRY

WEBASAP LOGIN



Welcome to WebASAP

 User ID

 Password

[Forgot?](#)

Account Number

Login

You will be required to provide your user ID, 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.

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STANDARD ENTRY

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

Occasionally 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.

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HOMEPAGE/RESOURCES

The screenshot displays the InfoMart homepage dashboard. At the top, the navigation bar includes the InfoMart logo, a 'Home' link, and dropdown menus for 'Requests', 'MVRs', 'Vaccinations', 'SSN Trace', and 'Resources'. On the right side of the navigation bar, there is a 'Help' dropdown and a red notification badge with the number '0'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with 'Quick Actions' (Home, Messages, ASAP Connect), 'Help', and 'Client Relations' (Email Us, (770)984-2727 option 2, Live Chat (online)). The central 'Request Status' section features a gauge chart and a table with the following data:

Status	Count	Action
Completed Requests	7	View
Processing Requests	0	View
Unsubmitted Requests	2	View

To the right of the 'Request Status' section, there are two summary cards: 'MVRs Available' with a count of 0 and a truck icon, and 'Completed Requests' with a count of 7 and a person icon. Below these is the 'All Requests' section, which includes a search bar and a table with the following headers:

NAME	BILLING CODE	CREATED	ORDER DATE	ORDER NUMBER	ORDER STATUS	PROFILE STATUS
------	--------------	---------	------------	--------------	--------------	----------------

VERIFIED WATCH LIST

The first FCRA-compliant sanctions search that can be used to determine employment eligibility.

GET THE WHOLE STORY.

STANDARD ENTRY

RESOURCES



WebASAP

The WebASAP Resources page provides valuable information to assist you in using WebASAP. If you need additional help or information, please contact your Client Relations Representative or Client Relations Representative.

Disclosures and Authorizations

- [Disclosure and Authorization Document Workflow](#)
- [Standard Disclosure Form](#)
- [Standard Disclosure Form \(With Credit\)](#)
- [Standard Investigative Consumer Report Disclosure Form](#)
- [Standard Authorization Form](#)
- [New York City Credit Check Form](#)
- [Notice Regarding Background Checks and Credit Checks per CA Law](#)

Legal News

On Wednesday, April 25, 2012, the EEOC issued an updated Enforcement Guidance on Employer Use of Arrest and Conviction Records in Employment Decisions under Title VII of the Civil Rights Act of 1964. We are recommending that all of our clients consult with their legal counsel to obtain direction regarding how they currently use criminal arrests and convictions. [Click here](#) to review the EEOC guidance. If you have any questions, please contact your customer service rep for more information.

Effective February 1, 2009, employers based in New York or screening residents of New York will be required to provide a copy of NY Corrections Law Article 23-A to any applicant whose background check shows criminal convictions in the state of New York.

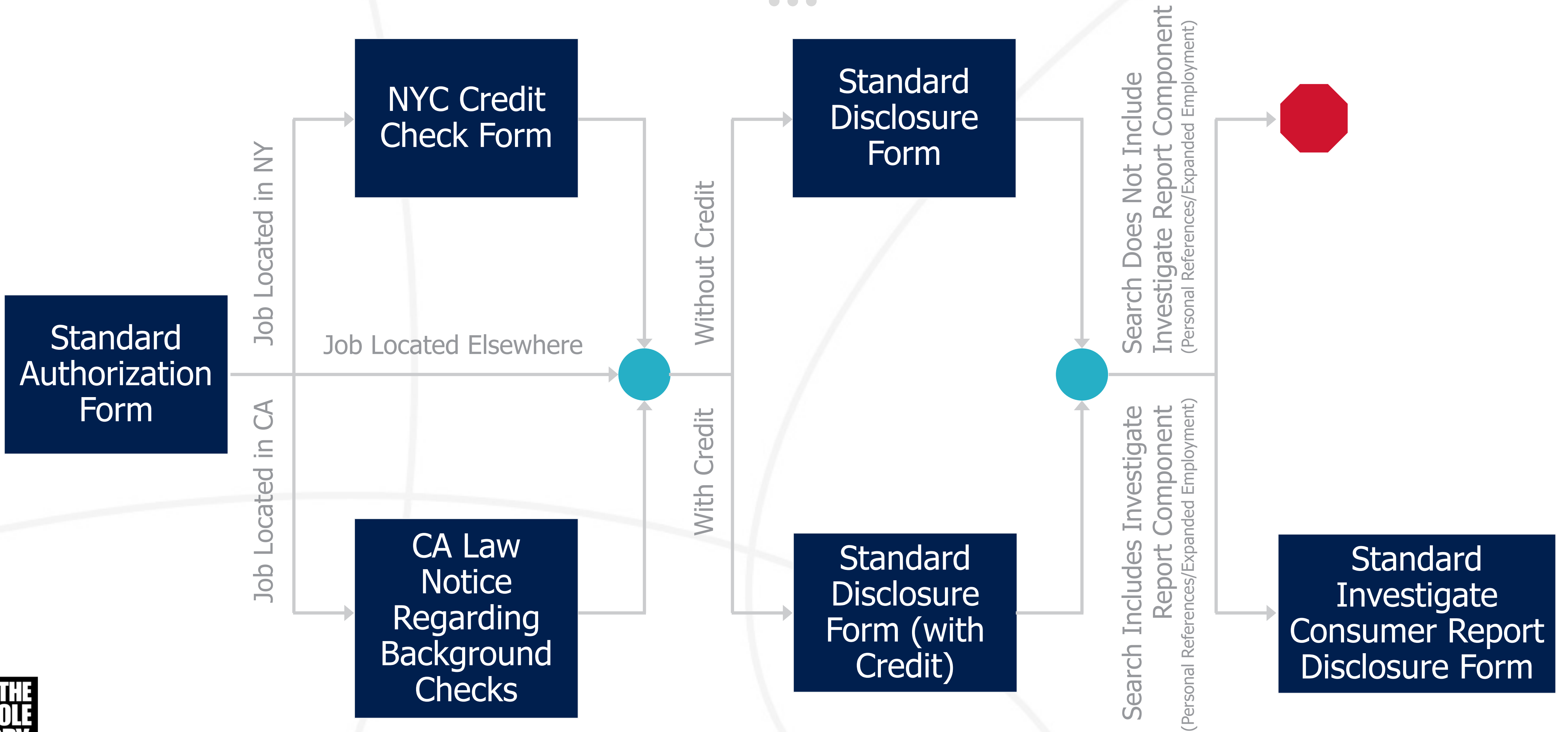
- [NY Corrections Law Article 23-A](#)

The Fair Credit Reporting Act (FCRA), 15 U.S.C. 1681-1681y, requires that this notice be provided to inform those who use consumer reports of their legal obligations.

- [Fair Credit Reporting Act \(FCRA\), 15 U.S.C. 1681-1681y](#)



STANDARD ENTRY
WORKFLOW



STANDARD ENTRY

HOMEPAGE



- Home
- Requests ▾
- MVRs ▾
- Vaccinations ▾
- SSN Trace ▾
- Resources

Help ▾

0



Quick Actions

Home

Messages

ASAP Connect

Help

Client Relations

✉ Email Us

☎ (770)984-2727 option 2

💬 Live Chat (online)

Dashboard

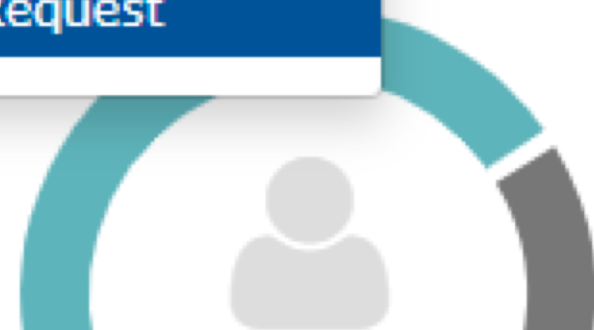
Completed

In Process

Unsubmitted

All

New Request



Status

T NOW

- 7 Completed Requests [View](#)
- 0 Processing Requests [View](#)
- 2 Unsubmitted Requests [View](#)

0 MVRs Await

7 Completed R

To begin the standard process of ordering a background check, click **requests** at the top of the page, then choose **new request**.

GET THE
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STANDARD ENTRY

CREATING A REQUEST



The screenshot displays the InfoMart web application interface. A modal dialog titled "Create New Request" is centered on the screen, asking the user: "Would you like to create a new request by starting with an SSN Trace?". The dialog has three buttons: "Cancel", "Start without SSN Trace", and "Start with SSN Trace".

The background dashboard shows a "Request" card with a "Last Updated JUST NOW" status. Below the card is a table of request statuses:

Status	Count	Action
Completed Requests	7	View
Processing Requests	0	View
Unsubmitted Requests	2	View

You will be prompted to indicate whether you would like to run the Social Security Number Trace (**SSN Trace**) first. The **SSN Trace** 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.

STANDARD ENTRY

SSN TRACE SUBMISSION



SSN Trace Home / SSN Trace / New Search

New Search

SSN Trace Reports

New Search

By submitting this request, you confirm that information obtained through an SSN Trace 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 an SSN Trace cannot be used to make an employment decision as outlined by the Fair Credit Reporting Act (15 U.S.C. 1681 et seq.).

SSN

Billing Code

Reference Number

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. Click **search** when you have finished.

SSN TRACE 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 SSN Trace, 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)

POTOMUS, PENNY

Applicant AKA/Maiden

<input type="checkbox"/>	NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
<input checked="" type="checkbox"/>	1234	CITI WY 5	JACKSONVILLE	DUVAL	FL	32218
<input checked="" type="checkbox"/>	14700	CITICORP DR	HAGERSTOWN	WASHINGTON	MD	21742



STANDARD ENTRY

SSN TRACE RESULTS



Create Profile Request

Multiple names found associated with 911-11-1119

Select Current Address

- Select address to use as current address in profile

Addresses

POTOMUS, PENNY

NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CODE
<input checked="" type="radio"/>	1234	CITI WY 5	JACKSONVILLE	FL	32218
<input type="radio"/>	14700	CITICORP DR	HAGERSTOWN	WASHINGTON	MD 21742

Often, 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.

STANDARD ENTRY

SSN TRACE REVIEW



Create Profile Request

Clicking Finish will create and load the request.

Summary

Applicant Name: POTOMUS, PENNY
SSN: 911-11-1119
Current Address: 1234 CITI WY 5
JACKSONVILLE, FL 32218

Additional Jurisdiction(s)

NO	STREET	CITY	COUNTY	STATE	ZIP/POSTAL CO
14700	CITICORP DR	HAGERSTOWN	WASHINGTON	MD	21742

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 the **back** button to make changes.

Cancel

Back

Finish

APPLICANT INFORMATION

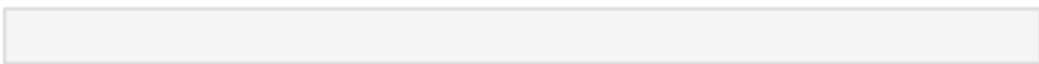


- General
- Applicant Info
- Select Your Services
- Review & Submit

Applicant Info

* Required Fields

Estimated Total: \$0.00



Completed 0 of 3

Request Reason * Pre-Employment

Country United States CHANGE

Social Security No. * Full SSN provided

911-11-1119

First Name * Penny

Middle Name Middle

Last Name * Potomus

Suffix Suffix

Maiden Name Maiden Name

+ ADD ALIAS

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.

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.*

STANDARD ENTRY

APPLICANT INFORMATION



Date of Birth *

01/01/1990

DOB Unknown

Phone

(XXX)XXX-XXXX

Email

email@email.com

Gender

Gender

Location of Employment *

Zip Code



Salary

Salary Range



Billing Code

Select a Billing Code

Reference

Reference Number

Disclosure & Authorization on File

Yes

Send copy of this completed profile directly to the applicant

Cancel

Next »

Email address should be the applicant's email, not the person ordering the check (unless they are the same person).

Location of employment is a required field. This allows InfoMart to apply the appropriate state/city rules where applicable.

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.

STANDARD ENTRY

PACKAGE SELECTION



Select an option to set/choose services to perform on applicant.

Service Packages

Select Individual Services

Select Individual Services

=====

+ Expanded [\$29.95]

+ Sample 11-26 [\$40.00]

Public Records	Ver	
<input type="checkbox"/> Criminal History	<input type="checkbox"/> Previous Employment	<input type="checkbox"/> SSN Trace Plus
<input type="checkbox"/> National Criminal Search	<input type="checkbox"/> Education	<input type="checkbox"/> Drug Screening
<input type="checkbox"/> National Sex Offender Search	<input type="checkbox"/> Professional Licenses	<input type="checkbox"/> Physical
<input type="checkbox"/> Federal Criminal History	<input type="checkbox"/> References	<input type="checkbox"/> Credit History
<input type="checkbox"/> Civil Records	<input type="checkbox"/> Workers' Compensation	<input type="checkbox"/> Verified Watch List
<input type="checkbox"/> FBI Fingerprint Search	<input type="checkbox"/> Financial References	<input type="checkbox"/> Social Media Search
<input type="checkbox"/> Motor Vehicle Reports		<input type="checkbox"/> Special Instructions

You can select the appropriate service package from the dropdown on the top of the screen.

Package price will show if applicable and your estimated running total can be found at the top right of the screen.



STANDARD ENTRY

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 National Sex Offender Search will automatically be run when the National Criminal History is ordered, as it is included.*



Select an option to set/choose services to perform on applicant.

Service Packages

Expanded [\$29.95] ▼

+ denotes packages that allow additional services

Selected Package: Expanded
This package allows you to add additional services.

Public Records

- Criminal History
- National Criminal Search
Included in package.
- National Sex Offender Search
Included in package.
- Federal Criminal History
- Civil Records
- FBI Fingerprint Search
- Motor Vehicle Reports
- CDLIS

Verifications

- Previous Employment
- Education
- Professional Licenses
- References
- Workers' Compensation
- Financial References

Other

- SSN Trace Plus
Included in package.
- Drug Screening
- Physical
- Credit History
- Verified Watch List
Included in package.
- Social Media Search
- Special Instructions
- GSA Procurement Exclusion Search
- OIG Exclusions List Search
- OFAC Watch List Search

NEW REQUEST OUTLINE



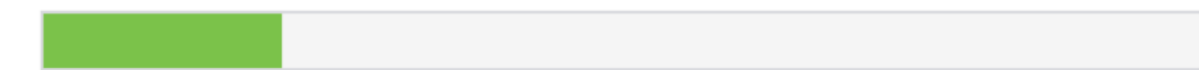
- General
 - Applicant Info
 - Select Your Services
 - Addresses
- Public Records
 - Criminal History
 - Federal Criminal History
 - Motor Vehicle Reports
- Verifications
 - Previous Employment
 - Education
- Other
 - Occupational Health
- Review & Submit

Addresses

* Required Fields

Estimated Total: \$300.00

Applicant: Potomus, Penny



Completed 2 of 10

Current Address

Location Type US/Canada All Other Countries

Address Type

Street Address

Apt/Suite No

ZIP/Postal Code



CURRENT ADDRESS



General

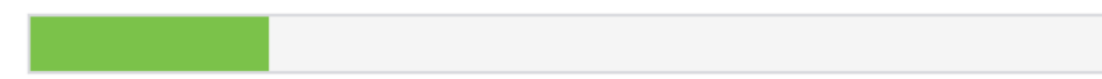
- Applicant Info
- Select Your Services
- Addresses
- Public Records
 - Criminal History
 - Federal Criminal History
 - Motor Vehicle Reports
- Verifications
 - Previous Employment
 - Education
- Other
 - Occupational Health
- Review & Submit

Addresses

* Required Fields

Estimated Total: \$300.00

Applicant: Potomus, Penny



Completed 2

Current Address

Location Type US/Canada All Other Countries

Address Type

Street Address

Apt/Suite No

ZIP/Postal Code

The current address you selected during the SSN Trace process will pre-populate here. If it was correct, you can click **next**. If not, please update it before clicking **next**.



STANDARD ENTRY

ADDING CRIMINAL JURISDICTIONS



Jurisdictions discovered by the SSN Trace 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.

As jurisdictions are added, the estimated total will update, taking mandatory fees into consideration as well as jurisdiction costs (if applicable).



Home / Requests / New Request

Criminal History
* Required Fields

Applicant: Potomus, Penny

National Criminal Search

Search Names Penny Potomus (Applicant)

Jurisdiction 1 ▼ Statewide, GA

Jurisdiction 2

Jurisdiction Type US/Canada All Other Countries

ZIP/Postal Code *

State/Province *

City

County *

Search Names Penny Potomus (Applicant)

- General
 - Applicant Info
 - Select Your Services
 - Addresses
- Public Records
 - Criminal History
 - Federal Criminal History
 - Motor Vehicle Reports
- Verifications
 - Previous Employment
 - Education
- Other
 - Occupational Health
- Review & Submit

STANDARD ENTRY

MVR



Home

Requests ▾

MVRs ▾

Vaccinations ▾

SSN Trace ▾

Resources

Help ▾



harmstrong ▾

Home / Requests / New Request

- General
- Applicant Info
- Select Your Services
- Addresses
- ✓ Public Records
 - Criminal History
 - Federal Criminal History
 - Motor Vehicle Reports
- Verifications
 - Previous Employment
 - Education
- Other
 - Occupational Health
- Review & Submit

Motor Vehicle Reports

* Required Fields

Estimated Total: \$606.00 ▾

Applicant: Potomus, Penny



Completed 5 of 10

License Number *

State/Province *

Commercial License

Back

Next »



STANDARD ENTRY

PREVIOUS EMPLOYMENT

Please be as thorough as possible when providing the **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.

- Verifications
- Previous Employment
- Education
- Other
- Occupational Health
- Review & Submit

Company 1

Location Type US/Canada All Other Countries

Company Name * Current Employer

Street Address

ZIP/Postal Code

City

State/Province

Phone

Contact Email

Dates of Employment

Position Title

Supervisor Name

Reason for leaving

Comments
(Maximum characters:156)

Back

Next »

STANDARD ENTRY

EDUCATION



- Select Your Services
- Addresses
- Public Records
- Criminal History
- Federal Criminal History
- Motor Vehicle Reports
- Verifications
- Previous Employment
- Education
- Other
- Occupational Health
- Review & Submit

* Required Fields

School 1


Applicant: Potomus, Penny



Completed 6 of 10

Location Type US/Canada All Other Countries

School *

Branch 

ZIP/Postal Code

City *

State/Province *

Contact Email

Attended Dates

Graduated * Yes No

Degree

Major

Minor

Comments

(Maximum characters:156)

+ ADD SCHOOL

⊘ CLEAR

STANDARD ENTRY

OCCUPATIONAL HEALTH



Home Requests MVRs Vaccinations SSN Trace Resources

Help

1

harmstrong

Home / Requests / New Request

- General
 - Applicant Info
 - Select Your Services
 - Addresses
- Public Records
 - Criminal History
 - Federal Criminal History
 - Motor Vehicle Reports
- Verifications
 - Previous Employment
 - Education
- Other
 - Occupational Health
- Review & Submit

Occupational Health

Estimated Total: \$806.00

Applicant: Potomus, Penny



Completed 6 of 10

Drug Screening

Purpose for Drug Test

Purpose

This candidate will be placed in a safety sensitive position.

Back

Next »

GET THE WHOLE STORY.

STANDARD ENTRY

REVIEW REQUEST

Home / Requests / New Request

Review & Submit Estimated Total: \$806.00

Applicant: Potomus, Penny Completed 8 of 10

Please correct the errors highlighted below.

- [REPAIR](#) - Missing Disclosure & Authorization on Applicant Info

Please review the warnings highlighted below.

- [REPAIR](#) - Middle name on Applicant Info is blank and omission may delay results.
- [REPAIR](#) - Major and Minor on Education are blank and omission may delay results.

General	1	Errors. Please repair this section.
Public Records	0	Success. This section is ready to submit.
Verifications	2	Warnings. Applicant results may be delayed.
Other	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.

As you can see above, the price forecast can also be expanded and pinned to the sidebar by clicking on the dropdown arrow and clicking the pin.

Prices will vary from what is shown.

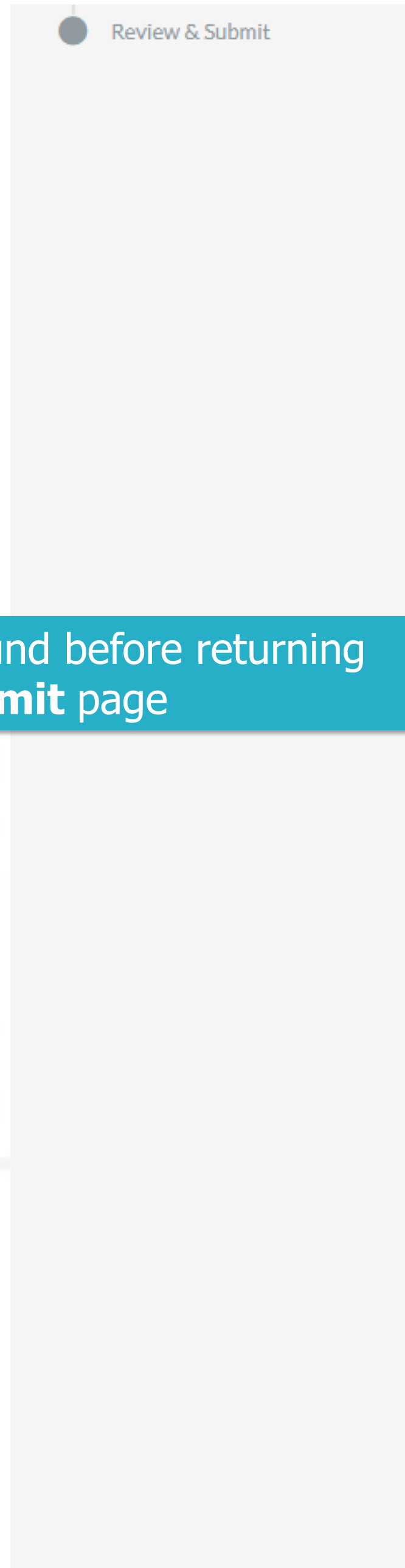


STANDARD ENTRY

CORRECTING ERRORS



Correct any errors found before returning to the **review & submit** page



Middle Name
Middle Name is recommended

Last Name *

Suffix

Maiden Name

+ ADD ALIAS

Date of Birth * DOB Unknown

Phone

Email

Gender

Location of Employment *

Salary

Billing Code

Reference

Disclosure & Authorization on File Yes

Consent to perform background check must be given

Send copy of this completed profile directly to the applicant

Cancel

Next »

SUBMIT REQUEST



Home / Requests / New Request

- ✓ General
 - Applicant Info
 - Select Your Services
 - Addresses
- ✓ Public Records
 - Criminal History
 - Federal Criminal History
 - Motor Vehicle Reports
- ✓ Verifications
 - Previous Employment
 - Education
- ✓ Other
 - Occupational Health
- Review & Submit

Review & Submit



Estimated Total: \$806.00

Applicant: Potomus, Penny Lane



Completed 9 of 10

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.

✓ Ready to submit request.

Request has not been submitted until you click the button below.

Submit Request

Please note that the price reflected above is an estimate based on services ordered. Package pricing may be impacted and additional charges incurred during the background check process.

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.

STANDARD ENTRY

SCHEDULING A DRUG TEST



Finished Request

Your request has been submitted

Additional Finishing Options:

Drug Test Scheduling

Do you want to schedule the service now or email an invitation to the applicant for self scheduling?

Email Invitation

Schedule Now

Some buttons will open a new window, which may be stopped if you have a pop up blocker installed. If the expected window does not open, please disable pop up blocking for this site.

Home

New Request

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ASAP CONNECT



ASAP CONNECT
HOMEPAGE



Quick Actions

Home / Dashboard

Home

Messages

ASAP Connect

Help

Client Relations

Email Us

(770)984-2727 option 2

Live Chat (busy)

VERIFIED

Request Status
Last Updated JUST NOW

7 Completed Requests View

0 Processing Requests View

3 Unsubmitted Requests View

0 MVRs Awaiting Approval View

7 Completed Requests View

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



ASAP CONNECT

ASAP CONNECT



Applications

Template Settings

Application Settings

Custom Content

Create New Application

Applications

Validate All Applications

APPLICATION	SERVICES	INVITES	QUALIFYING	LAST UPDATED	
1/6 sample	Individual Services	Pending: 1 Total: 1	None	Jan 06 2021 03:17PM ET	View ▾
9-3 Sample	Individual Services	Pending: 2 Total: 2	None	Sep 03 2020 10:51AM ET	View ▾
Basic	Individual Services	Pending: 5 Total: 21	None	Jan 22 2020 12:21PM ET	View ▾
Drug Only	Individual Services	Pending: 0 Total: 2	None	Mar 04 2020 03:48PM ET	View ▾
Expanded	Package Expanded	Pending: 0 Total: 4	None	Sep 12 2019 01:41PM ET	View ▾
Full Service Demo	Individual Services	Pending: 1 Total: 4	None	May 26 2020 09:14AM ET	View ▾

From this screen, you will click on the application that you would like to send to your candidate. These applications will have been set up based on position, service package, department, etc., based on your company's request.

ASAP CONNECT

ASAP CONNECT



Applications

Template Settings

Application Settings

Custom Content

Create New Application

Applications

Validate All Applications

APPLICATION	SERVICES	INVITES	QUALIFYING	LAST UPDATED	
1/6 sample	Individual Services	Pending: 1 Total: 1	None	Jan 06 2021 03:17PM ET	View
9-3 Sample	Individual Services	Pending: 2 Total: 2	None	Sep 03 2020 10:51AM ET	
Basic	Individual Services	Pending: 5 Total: 21	None	Jan 22 2020 12:21PM ET	
Drug Only	Individual Services	Pending: 0 Total: 2	None	Mar 04 2020 03:48PM ET	
Expanded	Package Expanded	Pending: 0 Total: 4	None	Sep 12 2019 01:41PM ET	
Full Service Demo	Individual Services	Pending: 1 Total: 4	None	May 26 2020 09:14AM ET	View

- View
- Edit
- Preview
- Add Invitation
- View Invitations
- Delete

To begin the process of ordering a background check, click the drop-down arrow beside view and then choose **add invitation**.

Choosing a **package** will automatically select the appropriate services included in that package. To view the invitations already sent out to the applicants, please choose **view invitation**.

ASAP CONNECT

ASAP CONNECT



If you click **add invitation**, you will be prompted to complete the *send new invitation* section.

If applicable, **billing codes** for your account will be preloaded into the drop-down menu.

The **reference number** field is freeform. Whatever you provide there will appear on the invoice alongside this candidate's name.

Only the location of employment zip code, first name, last name, and email address are required fields.

If you would like to be notified when the candidate completes the application, please check the **notify** box.

Click **send invitation** when you have finished.

GET THE
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Send New Invitation

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 0000 - Default

Reference Number Reference Number

Location of Employment Location of Employment

First Name First Name

Last Name Last Name

Email Address Email Address

This candidate will be placed in a safety sensitive position.

Notify when application is completed

Cancel Send Invitation

ASAP CONNECT

ASAP CONNECT



“Safety-sensitive” check box – examples include employment that is regulated by the DOT, FAA, and FMCSA; home-facing workers; etc.



Send New Invitation

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: 0000 - Default

Reference Number: Reference Number

Location of Employment: Location of Employment

First Name: First Name

Last Name: Last Name

Email Address: Email Address

This candidate will be placed in a safety sensitive position.

Notify when application is completed

Cancel Send Invitation

“Safety-sensitive” describes a position that an employer reasonably believes could affect the safety and health of others. It is recommended that you consult with legal counsel for assistance in determining if this distinction applies to jobs in your workforce.

ASAP CONNECT

ASAP CONNECT



Invitations

Invitation to complete this application was sent to implementation@infomart-usa.com

Search Invitations

First Name

Filter Invitations

Status: Sent:

NAME	LOE	BILLING CODE	REF NUM	STATUS	NOTIFY	SENT	COMPLETED	CANCEL ALL
Penny Potomus implementation@infomart-usa.com	30067	Default		Pending	<input type="checkbox"/>	Feb 03, 2021 10:15AM ET		<input type="button" value="Cancel"/> <input type="button" value="v"/>

After you clicked **send invitation**, you will be taken into this screen showing that the invitation has been sent to the candidate (displayed at the bottom of the screen).

ASAP CONNECT

ASAP CONNECT



Background Check Invitation



Cust Service

To Implementation

Reply Reply All Forward

Wed 2/3/2021 10:17 AM

Penny,

You are being considered for employment at InfoMart Demo, which needs you to complete an online background check application. To do so, please visit:

<https://InfoMartDemo.infomart-usa.net/app/index.php?aid=10916&oid=634066>

THIS IS AN AUTOMATED MESSAGE, DO NOT REPLY.

It was sent at the request of InfoMart Demo by InfoMart, their background screening provider.

If you have any questions, you may contact InfoMart at (800) 800-3774 option #2.

Once sent, your candidate will receive an email invitation to complete the background check application and online disclosure/authorization.

This is also the email your candidate will receive if an ATS integration does not provide 100% of information required to complete the search requested.

ASAP CONNECT

ASAP CONNECT



Welcome to the InfoMart Demo online application, powered by InfoMart. By completing this application, you will provide InfoMart with the information necessary to conduct a background check on behalf of InfoMart Demo.

The information you provide will only be used to conduct a background check, so please make sure that you provide accurate and complete responses for all requested information on the one-page application. If you would like a copy of your completed application, use your web browser's Print function to print the application after completing it, but before clicking the Submit button at the bottom of the application.

To ensure accurate identification, you will be required to provide your Social Security Number or your Social Insurance Number. If you have both, please provide only your Social Security Number, even if you currently reside in Canada.

Before clicking the Submit button, please thoroughly review your completed application. You will not have another opportunity to review your responses after clicking Submit.

After you submit the completed application, you will be required to give consent for the background check.

Please click the Get Started button to begin your online application for InfoMart Demo.

Get Started

[Summary of Your Rights](#) | [Privacy Policy](#)

This landing page and your account's applications can be branded with your company's logo and banner. You may also customize application language.

GET THE
WHOLE
STORY.

ASAP CONNECT

ASAP CONNECT



The candidate will only be asked to provide information related to the specific set of services requested. The site is mobile optimized and will provide an easy and smooth candidate experience on any mobile device, including phones and tablets.



We can provide customized instructions to your candidates here.

SSN/SIN *

First Name *

Middle Name

Last Name *

Suffix

Date of Birth *

Gender

Email Address *

Phone Number *

Mother's Maiden Name

If you have ever lived or worked in Puerto Rico, please provide your mother's maiden name

Additional Names/Maiden Name

Additional Name 1

ASAP CONNECT

ASAP CONNECT



Current Address

Address Type	<input type="text" value="Standard"/>
Street Address	<input type="text" value="1234"/>
	<input type="text" value="Pre"/> <input type="text" value="Terrell Mill"/> <input type="text" value="Street Extension"/> <input type="text" value="Post"/>
Apt/Suite No	<input type="text" value="Apt/Suite No"/>
City *	<input type="text" value="MARIETTA"/>
State/Province *	<input type="text" value="Georgia"/>
ZIP/Postal Code *	<input type="text" value="30067"/>
Country	United States change

Criminal History

Have you been convicted of a crime in the last seven (7) years *?

<input type="text" value="Yes"/>	<input checked="" type="radio"/> <input type="text" value="No"/>
----------------------------------	--

ASAP CONNECT

ASAP CONNECT



As mentioned, only relevant data will be collected based on the services requested.

When providing their employment history, candidates are required to confirm that InfoMart has their permission to contact any current employers. If they do not agree to this, that information will not be provided to our employment team to avoid any mistakes or jeopardization of their current employment.



Employment

Employer

Company Name *

Company Name

Self Employed

Country United States [change](#)

Street Address

Street Address

City *

Jacksonville

State/Province *

Florida

ZIP/Postal Code

ZIP/Postal Code

Position *

Manager

Supervisor *

Supervisor Example

Phone Number

(nnn)nnn-nnnn

Wage

0000.00

Wage Rate

Select

Current Employer

Employment Dates *

01/01/2003

MM/DD/YYYY or MM/YYYY or YYYY

01/01/2008

MM/DD/YYYY or MM/YYYY or YYYY

Reason for Leaving

Select

Comments

Professional Licenses

ASAP CONNECT

ASAP CONNECT



Motor Vehicle Report

Driver's License
Number *

111111110

State/Province *

Georgia

This is a Commercial Driver's License

I would like a copy of the completed background check report

Candidates can request a copy of their completed reports before they submit and move on to the disclosure and authorization form. This will be emailed to them directly at no additional charge.

Please be sure to review your responses before continuing.

Continue

ASAP CONNECT

ASAP CONNECT



Thanks for the info. Your prospective or current employer is requesting an investigation of your background. Typically, this investigation will result in a background check report. Below are the searches that have been requested about you.

More information about your rights under federal, state and local laws will appear on the screens that follow, as well as a separate disclosure as to the type of checks that will be conducted. You will also be presented a written authorization to sign. You're almost done – just a few more clicks!

Screening Summary

Criminal History Search

MARIETTA, GA 30067 ⓘ

Motor Vehicle License

GA: 011111111

SSN Trace

National Sex Offender Search

National Criminal History Search

Continue

GET THE
WHOLE
STORY.

ASAP CONNECT

ASAP CONNECT



This is an example of our default disclosure form, which the candidate is required to submit before the background check begins. It can be customized if you have your own form.



DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Applicant Name: (First Middle Last) Penny Potomus	Account Number: 101-123456
--	-------------------------------

InfoMart Demo ("the Company") may obtain information about you from a third-party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

These searches will be conducted by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774, www.infomart-usa.com.

To ensure that your signature is unique and to safeguard against unauthorized use of your name, your IP address has been recorded and will be stored with your electronic signature.

Click here to indicate that you have read and understand the above release information.

IP Address: 192.168.250.23 Date: 02/10/2021 @ 01:58 PM

Print Name: Penny Potomus

ASAP CONNECT

ASAP CONNECT



The separate acknowledgement and authorization form will be provided next, again requiring the candidate to check a box and submit to move forward.



ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the InfoMart Demo ("the Company") at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, with no reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774, www.infomart-usa.com, and/or Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. The searches will be conducted by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774, www.infomart-usa.com.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

New York City applicants only: By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

Minnesota applicants only: You have the right to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within five business days after its receipt of your request or the report was requested by the Company, whichever date is later.

Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Oklahoma applicants only:

Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Applicant Information

* This information will be used for purposes of background screening only and will not be used in making any employment decisions.

Applicant Name: (First Middle Last) Penny Potomus	Date of Birth: * 1990-01-01
Social Security Number: * 111-11-0891	City: MARIETTA State: GA Zip: 30067

To ensure that your signature is unique and to safeguard against unauthorized use of your name, your IP address has been recorded and will be stored with your electronic signature.

Click here to indicate that you have read and understand the above release information.

IP Address: 192.168.250.23

Date: 02/10/2021 @ 01:59 PM

Print Name: Penny Potomus

ASAP CONNECT

ASAP CONNECT



Thank you for completing this application.

Next Step:

This position requires the following occupational health screenings:

- Drug Test

[Schedule Now](#)

[Summary of Your Rights](#) | [Privacy Policy](#)

Once completed, the candidate is directed to a thank you screen, letting them know that their ASAP Connect request has been completed. They will be prompted to schedule a drug test when applicable.

ASAP CONNECT

SCHEDULE DRUG TEST



Scheduling



Thank you for taking a few moments to schedule your drug test that is required as a part of your background check for InfoMart Demo, powered by InfoMart. Beginning on the next page, you will choose a collection facility (clinic) convenient to you. This will be where you must go for your test. If asked for an address, the search results will identify clinics in close proximity to the address you provide.

- From the list of clinics, select the one you want to use.
- Then confirm your selection.
- Finally, print the "ePassport". Take this with you to the clinic along with a photo ID and any other documents provided by InfoMart Demo.

It is imperative that you report to the clinic as soon as possible.

Please click the Continue button to begin scheduling your test.

If you have any questions about this process, please contact InfoMart's Customer Service department at (800) 800-3774 option 2.

Continue

ORDER STATUS



ORDER STATUS

HOMEPAGE/ STATUS

All Requests

<input type="checkbox"/>	ORDER STATUS	NAME	BILLING CODE	CREATED	REFERENCE NUMBER	ORDER DATE	CREATED BY	SENT	PACKAGE	ORDER NUMBER	
<input checked="" type="checkbox"/>	Needs Attention 0 of 7 complete	Testing, Test T	0000	03/25/2025			mwilson		9-26 Sample		<input type="button" value="Modify Request"/>

If the request is unsubmitted on the homepage under the **order status header** you will see the **needs attention icon**.

If you click **on needs attention** or **0 of _ complete**, the order status bar will appear.

If the request has not been submitted, all services requested are marked needs attention.

To close the order status bar, click **hide**.

Hide ▶ Order Status

Testing, Test T
Implementation@InfoMart-usa.com
Needs Attention 0%

Criminal history
Statewide, GA
Needs Attention 0%

Education verification
InfoMart University
Needs Attention 0%

Previous employment
InfoMart
Needs Attention 0%

Federal criminal history
COBB, GA
Needs Attention 0%

National Sex Offender Search
National Sex Offender Search
Needs Attention 0%

National Criminal Search
National Criminal Search
Needs Attention 0%

ORDER STATUS

HOMEPAGE/ STATUS



All Requests

<input type="checkbox"/>	ORDER STATUS	NAME	BILLING CODE	CREATED	REFERENCE NUMBER	ORDER DATE	CREATED BY	SENT	PACKAGE	ORDER NUMBER	
<input type="checkbox"/>	In Process 3 of 6 complete	Testing, Test T	0000	03/25/2025		03/26/2025	mwilson		9-26 Sample	15048232	<input type="button" value="Modify Request"/> <input type="button" value="v"/>

Once the request is submitted, the order status will change to **in process**.

If you click **in process** or **0 of _ complete**, the order status will appear, displaying which services are in process or completed.

Hide ▾ Order Status

Testing, Test T
Implementation@InfoMart-usa.com

In Process 33%

Criminal history
Statewide, GA

In Process 0%

Education verification
InfoMart University

In Process 0%

Previous employment
InfoMart

Completed 0%

Federal criminal history
USNational Federal

In Process 0%

SSN Trace

Completed 100%

National Criminal Search

In Process 0%

ORDER STATUS


HOMEPAGE/ STATUS

Once the request completes, the order status will change to **completed** and the number of completed services will update (for example, 6 of 6 completed).

Click **completed** or the **check box icon** to open the status tracker for that request.

Request Status

Last Updated JUST NOW



- 1 Completed Requests [View](#)
- 0 Processing Requests [View](#)
- 0 Unsubmitted Requests [View](#)

Individualized Assessments to Review

0 [View](#)

MVRs Awaiting Approval

0 [View](#)

All Requests

[SEARCH](#)

<input type="checkbox"/>	ORDER STATUS	NAME	BILLING CODE	CREATED	REFERENCE NUMBER	ORDER DATE	CREATED BY	SENT	PACKAGE	ORDER NUMBER	
<input checked="" type="checkbox"/>	Completed 6 of 6 complete	Testing, Test T	0000	03/25/2025		03/26/2025	mwilson		9-26 Sample	15048232	View Prof

Hide ▾ Order Status

Testing, Test T

Implementation@InfoMart-usa.com

Completed 100%

[View](#)

Criminal history

Statewide, GA

Completed 0%

In Process

Education verification

InfoMart University

Completed 0%

In Process

Previous employment

InfoMart

Completed 0%

In Process

Federal criminal history

USNational Federal

Completed 0%

In Process

SSN Trace

Completed 100%

[View](#)

National Criminal Search

In Process

RESULTS / REPORTING



HOMEPAGE/ STATUS



The screenshot shows the InfoMart dashboard homepage. At the top, there is a navigation bar with the InfoMart logo and menu items: Home, Requests, MVRs, Vaccinations, SSN Trace, and Resources. On the right side of the navigation bar, there are links for Help, a notification badge with the number 0, and a user profile for 'harmstrong'. Below the navigation bar, the main content area is titled 'Home / Dashboard'. On the left side, there is a sidebar with 'Quick Actions' (Home, Messages, ASAP Connect), 'Help', and 'Client Relations' (Email Us, (770)984-2727 option 2). A 'Live Chat (busy)' button is also present. The main content area features a 'Request Status' section with a gauge chart and a table of request counts: 7 Completed Requests, 1 Processing Requests, and 2 Unsubmitted Requests. To the right, there are two summary cards: 'MVRs Awaiting Approval' (0) and 'Completed Requests' (7). Below these is an 'All Requests' section with a search bar and a table of request details.

NAME	BILLING CODE	CREATED	ORDER DATE	ORDER NUMBER	ORDER STATUS	PROFILE STATUS
Potomus, Penny	0000	02/03/2021	02/03/2021		Received	Modify Request

You can search for any background requests you have ordered by typing in the box under **all requests**.

Action options can be viewed by clicking on the box/arrow next to the candidate's name (options detailed on the next slide).

We integrate with your existing ATS & HRIS:
iCIMS
Bullhorn
Greenhouse
Workday
Taleo
...and more
ASK US ABOUT YOURS TODAY

VIEW/EMAIL RESULTS



All Requests

Q SEARCH

NAME	BILLING CODE	CREATED	ORDER DATE	ORDER NUMBER	ORDER STATUS	PROFILE STATUS	
Doe, John L	0678	11/25/2003		3551361	Unsubmitted	Complete (Modified since Received)	View Profile

Next Action Options

Modify Request: Change information 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: Email one of the following items:

- Completed profile (background check results)
- Pre-adverse/adverse action letters
- Consumer rights
- Consumer notification

Click **View Profile** to see results.

- View Profile
- Modify Request
- View Request
- Print Request
- View Activity
- E-mail
- Print Profile/Letters



APPLICANT PROFILE



GET THE WHOLE STORY CONFIDENTIAL REPORT



InfoMart Product Testing - Ungraded

Name: Janice Litman	Account #: 101-555556	Order: Friday, 04/24/2020
DOB: 04/24/XXXX	Purpose: Other	Reporting: Thursday, 05/07/2020
SSN: XXX-XX-0002	Order Number: 12053414	Decision: -
Alias: -		

SERVICE	ORDERED ON	COMPLETED ON	PAGE #
● Previous employment	Apr 24, 2020	Apr 24, 2020	1
● Criminal history	Apr 24, 2020	Apr 24, 2020	2
● Physical	Apr 24, 2020		2
● OFAC Watch List Search	Apr 24, 2020	Apr 24, 2020	2
● OIG Exclusions List Search	Apr 24, 2020	Apr 24, 2020	3
● GSA Procurement Exclusion Search	Apr 24, 2020	Apr 24, 2020	3
● Verified Watch List Search	Apr 24, 2020	Apr 24, 2020	3
● ASAP ID w/Facial Match	Apr 24, 2020		3

🕒 - Waiting 🕒 - Pending ● - Complete

● PREVIOUS EMPLOYMENT

● Employer: Central Perk

	Per Employer	Per Applicant
Employment Dates:	1994 - 2000	1994 - 2002
Duration:	6 yrs, 11 mo	8 yrs, 11 mo
Position:	Barista	Barista
Termination:	Layoff	Layoff
Rehire Status:	Eligible	-

Verified by: Phone - David Kauffman, Supervisor

PRE-ADVERSE & ADVERSE ACTION LETTERS



NAME	BILLING CODE	CREATED	ORDER DATE	ORDER NUMBER	ORDER STATUS	PROFILE STATUS	
Doe, John L	0678	11/25/2003		3551361	Unsubmitted	Complete (Modified since Received)	View Profile
Doe, Jane F	ADMN	10/06/2003	01/28/2009	3515018	Unsubmitted Changes	Complete	
Doe, John D	ADMN	10/06/2003		3461371	Unsubmitted	Complete (Modified since Received)	
Kent, Clark	4321	06/17/2003	12/15/2017	10095078	Received	Complete (Modified since Received)	
Parker, Peter Spider	ACCT	06/17/2003	04/11/2014	7062824	Unsubmitted	Complete	
DOE, JANIE C	MGMT	04/14					View Profile

- View Profile
- Modify Request
- View Request
- Print Request
- View Activity
- E-mail**
- Print Profile/Letters

After reviewing the candidate profile, the InfoMart system offers the ability to generate pre-adverse and adverse action letters.

From the same dropdown used to view profile, select **email** to see pre-adverse and adverse action letters.



RESULTS / REPORTING

REPORTS



Customized reports can be found on the top of the homepage by clicking **reports**.



The screenshot shows the InfoMart website interface. At the top, the navigation bar includes 'Home', 'Requests', 'MVRs', 'Vaccinations', 'SSN Trace', 'Reports' (highlighted in green), and 'Resources'. The 'Reports' dropdown menu is open, listing various report types such as 'Report Overview', 'Access Report', 'Applicant Status Report', 'Background Check Overview Report', 'Background Check Turnaround Report', 'Criminal Record Detail Report', 'Delayed Jurisdiction Report', 'Invoice Report', 'Jurisdiction Performance Report', 'Needs Additional Info Report', 'Profile Delivery Report', 'Screening Summary Report', 'Service TAT and Volume Report', 'Statewide Availability Report', and 'Turnaround Summary Report'. The main dashboard area shows a 'Request Status' section with a gauge chart and a '7' indicator, and an 'All Requests' section with a search bar and a table header.

InfoMart. Home Requests MVRs Vaccinations SSN Trace Reports Resources

Home / Dashboard

Quick Actions

Home

Messages

ASAP Connect

Help

Client Relations

Email Us

(770)984-2727 option 2

Live Chat (busy)

Request Status

Last Updated JUST NOW

7

1

2

Comple

Proces

Unsub

All Requests

SEARCH

NAME	BILLING CODE	CREATED	ORDER DATE	ORDER NUMBER	ORDER STATUS	PROFILE S
------	--------------	---------	------------	--------------	--------------	-----------

Consolidate your FBI fingerprinting requirements with your InfoMart screening program.

TELL ME MORE

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

CustomerService@InfoMart-usa.com
770 984 2727 opt 2