

SwiftHire Mobile-Applicant Portal

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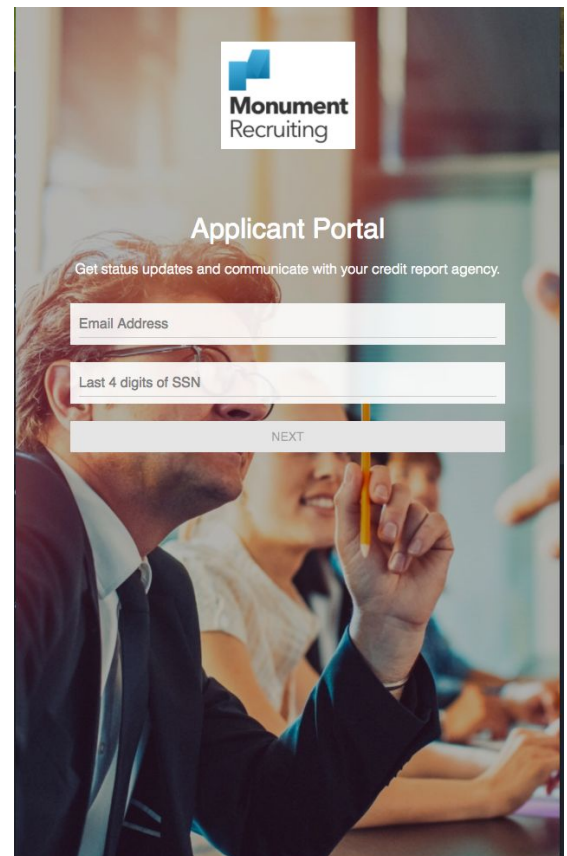
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SwiftHire Mobile-Applicant Portal

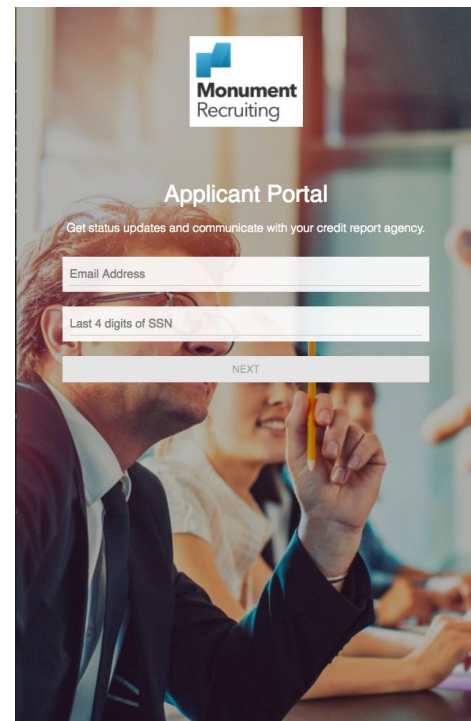
HR departments can extend the background screening process to mobile devices through SwiftHire Mobile and its Applicant Portal, providing job applicants with complete visibility and a faster, more simplified experience that aligns with the proliferation of modern, mobile-centric applications. SwiftHire Mobile also eliminates the manual, time-consuming information-input-process for CRA's and HR departments, and extends the enterprise-grade functionality of the deverus Verocity platform to streamline all workflow, reporting and management of increasingly important applicant background checks.

Welcome to Applicant Portal

To access the Applicant Portal, the applicant should fill out a background check request utilizing the SwiftHire Process. For more information, please review SwiftHire Mobile Forms. After an applicant has submitted their information, they can use Applicant Portal to keep track of the status of their background check, as well as have a central location for their documents and disclosures. They can also see, at a glance, what information (if any) was returned on the background check, and gather all the information they need to dispute any incorrect or incomplete information.

Logging into the Portal

1. After the SwiftHire initial form has been submitted, (see [SwiftHire Mobile Overview](#)) a new email is sent to the applicant with a link to utilize the portal.
2. Use the link to access the login page. The user does not need to create an account - they simply have to use the e-mail address they provided with the initial SwiftHire and the last four digits of their social security number (SSN4).



noreply@... ▾ Inb...rus.com 11:41 AM [Details](#) **N**

Your Login Requires Authenti...

1 recipient



Your login to requires additional authentication.

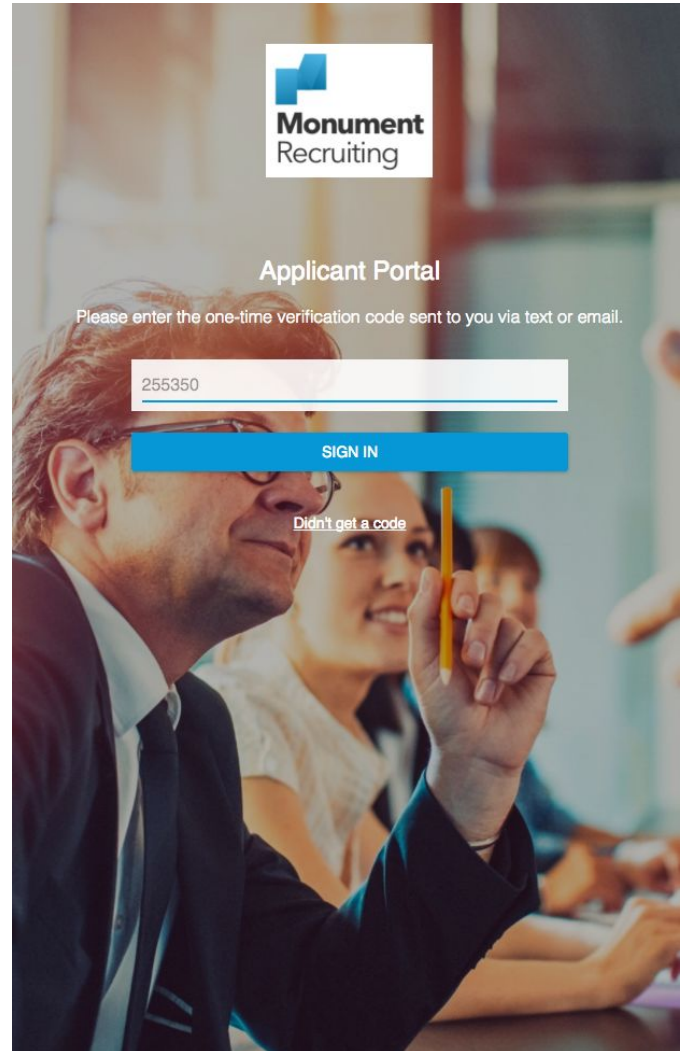
Enter the following access code in the provided field:

255350

Secure Login

Before we allow access to what can be sensitive personal information, we require confirmation of the applicant's identity.

3. Once email and last 4 of SSN are entered, we send an a verification email, containing a six-digit access code. This code provides them temporary access to the application, and is different every time the user logs in.



Welcome to the portal,

Your Background Check Reports

Record ID	Employer	Order Date	Status	Complete Date	Action
5049	Monument Recruiting	September, 29 2017 ...	pending		CONTACT US

Dashboard

Once the applicant is logged into the portal they will see their dashboard view. They can view the components of the background check ID, status, completion date, and action.

Record ID

This is the unique numeric identifier given to you your background check request.

Employer

The company or individual requesting the background check on your behalf.

Order Date

Date initial request was ordered. This can vary from the day you complete the original form as a company can choose to review data before places the order.

Status

Pending- Background request is still in progress

Complete- This component of the background check has been completed.

Completed Date

The date the background check finished processing.

Action

The applicant will next have 2 actions they can take.

Contact us- If the background check company has not finished compiling the background check, the applicant can contact them by clicking the “Contact Us” button.

View Report- If the background check has completed the applicant can view the results of the screening using the view report.

The screenshot displays the Monument Recruiting Applicant Portal. At the top, it says "Welcome to the portal," with a notification bell icon and a user profile icon. A message states, "You have 1 document(s) that need to be signed before your background can be processed." with a "VIEW DOCUMENTS" button. A "Contact Us" modal window is open, providing the following contact information:

- Name: Your Background Checks
- Address: 1708 W. 6th
- Email: service@yourbackgroundchecks.com
- Phone: 800-555-1212

The modal also includes a "CLOSE" button. In the background, a table lists application items with columns for ID, Name, Date, and Status. The table contains one row: "7777 Mock All Test ... July, 07 2017 ... complete July, 10 2017 ...". To the right of the table, there are "Action" buttons: "CONTACT US", "VIEW REPORT", and "VIEW REPORT". The left sidebar shows "Monument Recruiting" and navigation options for "Dashboard" and "Documents".

Pre-Adverse, Adverse and 613a Letters

Clicking on “View Report” will take the applicant to their report page, where they can see the results of all the searches completed.

If the background check lead to a flagged report and the a pre-adverse, adverse, or 613A letter has been added, that letter is shown to the applicant before they can view results. The applicant must scroll down to the bottom of the letter and click “I Understand” to continue.

Pre-Adverse and Adverse letters can be added be either an HR client or the Background Screening Company as an additional search. See [Pre-Adverse and Adverse Letters](#) for more information.

613a

These letters are setup to automatically attach to certain criminal reports with adverse action. Please click on [613a Letters](#) for more information.

The screenshot shows the Monument Recruiting portal interface. On the left is a sidebar with 'Monument Recruiting' logo and navigation icons for 'Dashboard' and 'Documents'. The main content area displays a 'Notice of Background Report' for 'TEst teST' at '1504 kohlers trl, lakew, TX 78734'. The letter text includes a greeting, an explanation of the enclosed consumer report, a notice of the applicant's right to dispute the report, and contact information for Candid Research, Inc. and the reporting agency. At the bottom, there is a Spanish language notice and a summary of rights under the FCRA.

Welcome to the portal,

Monument Recruiting

Dashboard

Documents

← BACK

EMAIL PRINT DOWNLOAD

Notice of Background Report

TEst teST
1504 kohlers trl
lakew, TX 78734

Dear Applicant,

Enclosed is a consumer report that was requested in connection with your application for employment with our company. In accordance with the Federal Fair Credit Reporting Act, we have also enclosed a copy of your rights under the Act.

You have the right to dispute the accuracy or completeness of information contained in the report(s) by contacting **Your Background Checks**, or if the report is a credit report, contacting the credit bureau that furnished the report.

Sincerely,

Human Resources Department
Candid Research, Inc.
1938 N. Batavia St. Ste A
Orange, CA 92865

Enclosures:
 Copy of Consumer Report
 FCRA Notice of Rights
 FCRA Contact Sheet

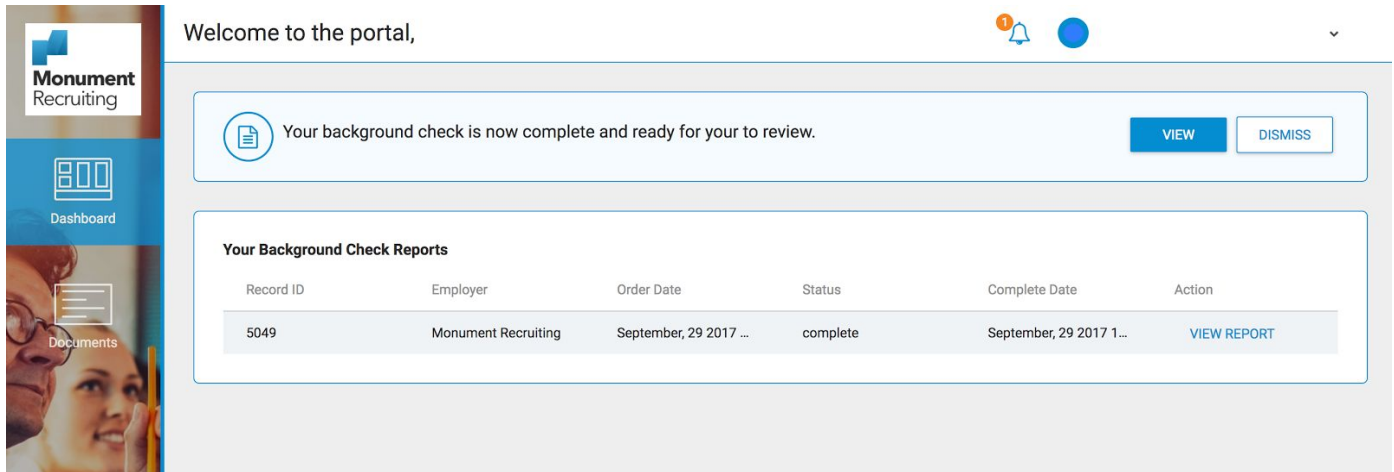
Reporting Agency Contact Information
Your Background Checks,
1708 W. 6th
800-555-1212
<http://www.s2verify.com/>

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

Viewing the Report



Welcome to the portal,

Your background check is now complete and ready for your to review. [VIEW](#) [DISMISS](#)

Your Background Check Reports

Record ID	Employer	Order Date	Status	Complete Date	Action
5049	Monument Recruiting	September, 29 2017 ...	complete	September, 29 2017 1...	VIEW REPORT

When a background check is complete, the Dashboard will display a message with a link to the results reports. If it is the applicants to see the report a blue notification bar will appear to notify them that the status is complete and ready for viewing.

View- See details of the report.

Dismiss- Will remove the notification and the applicant can use the “View Report” link to see details.

Report Details

The applicant’s background check will more than likely contain multiple background check components. The name of the searches in the report will be displayed on the left side. Click on the search name in the left pane to display the report in the right pane. Any information reported will have it’s details displayed.

The screenshot displays the Monument Recruiting Applicant Portal. At the top, it says "Welcome to the portal," with a notification bell icon. The main header is "Background Check Results" and includes print and download icons. On the left sidebar, there are navigation options: "Dashboard" and "Documents". The main content area shows a list of search results on the left and a detailed report on the right.

Search Component	Status
County Civil	Completed
County Civil	Completed
County Civil	Completed
Past Address History	Completed
Reference Verification	Completed
Instant Criminal	Completed

County Civil Reports	
Jurisdiction Searched	HAYS, TX
Name Searched	
DOB Searched	07/30/1973
SSN Searched	123-45-6789
Years Searched	
Record 1	
Plaintiff	dude five
Defendant	dude six
Case Number	1111
Verified By	DOB
Case Type	type c
File Date	12/22/2010

Dispute Button

If the information on a specific search is flagged or shows adverse action, a “Dispute This” button will appear on the page. If the applicant finds that there is an error in the information provided or the report is not associated with them, they may want to reach out to the background check company to file a dispute of the results.

They can simply click on the “[Dispute This](#)” button which gives the applicant the customer service contact information for the background check company.

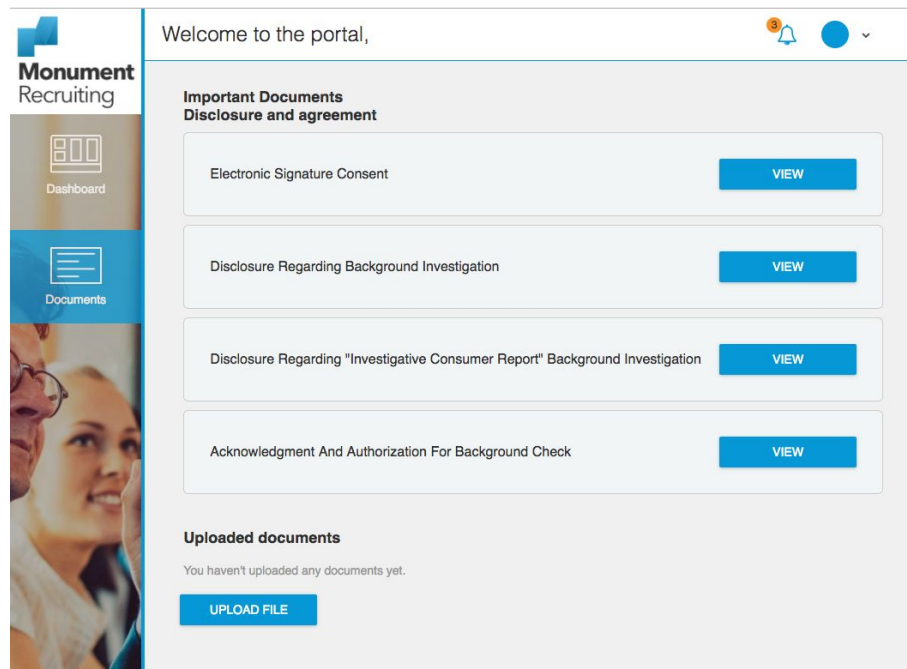
Documents

Applicants can also manage their documents using the applicant portal. To view consent and disclosure information, they can click on the documents tab located on the left side of the portal. Here the applicant can view, print or email out any of their documents.

Download- Use to download a PDF or other version of the document.

Print- To print simply click on view and then the print button located on the search.

Email- To email any documents, first click view and then utilize the email button to enter an email address.



Uploading Documents

Applicants can also upload additional documents to support any dispute claims or send the Background check company any additional information that may be needed to complete the screening. The following formats are supported:

- PDF, WordDoc, Image : gif, png, jpeg.
- There is 5mg is the limit.

The screenshot shows the Monument Recruiting Applicant Portal. On the left is a navigation sidebar with 'Dashboard' and 'Documents' options. The main content area displays a document titled 'Electronic Signature Consent'. At the top of the document area, there are buttons for 'EMAIL', 'PRINT', and 'DOWNLOAD'. The document text includes:

Electronic Signature Consent

You have been authorized to complete online documents in connection with your employment and receive legal notices throughout your employment electronically. During this process, you will be asked to "sign" one or more of the online documents with an electronic signature. Please read the following carefully regarding the electronic signature/notice process.

You have 2 options to sign a document electronically:

1. Sign your name on the signature pad using either your mouse or your finger, if you are on a touch device, and click the "I Accept" button appearing at the bottom of the document.
2. Fill out your name and last for digits of your SSN and click the "I Accept" button appearing at the bottom of the document.

NOTE: Your electronic signature will not be applied to the document until you correctly complete all of these steps.

If you want to make changes in information you provided, click "Back" button on your browser. If you do not agree to sign the document electronically, click the "Decline" button.

At the conclusion of this transaction, you will have the opportunity to download and print any documents viewed or signed during this electronic transaction. You may also request paper copies of documents or disclosures if you prefer to do so.

Click [here](#) for the hardware/software requirements needed to access and retain the electronic records related to your application, including the documents you are asked to sign. You may also contact:
Your Background Checks
 service@yourbackgroundchecks.com
 800-555-1212
 for a free copy of the documents you sign. Proper identification will be required before such information is provided.

Once the signature process is completed, your electronic signature will be binding as if you had physically signed the document by hand.

If at any point you would like to withdraw your consent for your electronic signature, or if you need to update information needed to contact you electronically, please contact Your Background Checks at 800-555-1212 or service@yourbackgroundchecks.com. Any withdrawal of consent will be effective as of the date it is received.

Please click "I AGREE" if you consent to provide an electronic signature rather than a handwritten signature in connection with any application or background screening documents and whenever you sign documents on this website and to receive notices and documents electronically in connection with your application for employment and background screening process.

You will have the same options as any other available documents.

Download- Use to download a PDF or other version of the document.

Print- To print simply click on view and then the print button located on the search.

Email- To email any documents, first click view and then utilize the email button to enter an email address.