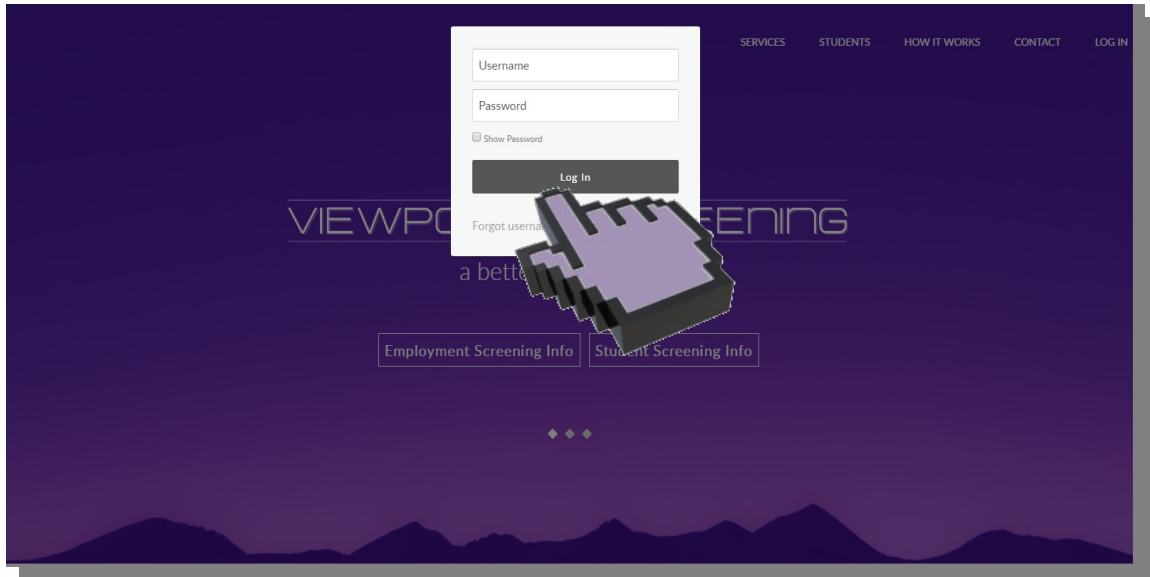


# Viewpoint Screening Online Instructions

## Step 1

Go to ViewpointScreening.com, click Log In at the top right corner and enter your Username and Password (passwords are case sensitive).



## Step 2

The Client Homepage will allow you to place orders and retrieve results. You can also update your profile, create a case and pay your bill online.

Click on the  
“Place an  
Order”  
option



# Viewpoint Screening Online Instructions

## Step 3

Select a package and/or choose individual items.

**Options**

*Welcome New User*

- ◆ News & Announcements
- ◆ Place an Order
- ◆ View Results
- ◆ Update Profile
- ◆ Create a Case
- ◆ Pay Bill
- ◆ Log Out

**Packages**

☒ Standard

**Individually**

**Criminal Record Searches**

☒ County Criminal Records  
☐ Statewide Criminal Records  
☐ Federal Criminal Records  
☐ National Criminal Records  
☒ Sexual Offender Registry

**Database Searches**

☒ Residence History  
☐ Social Security Check  
☐ Credit Report  
☐ Motor Vehicle Records  
☐ Parole & Probation Records  
☐ US Patriot Act Search / OFAC

**Public Record Searches**

☐ County Civil Records  
☐ Federal Civil Records  
☐ Bankruptcy Records  
☐ Workers' Compensation Records

**Healthcare Registry Searches**

☐ Fraud Abuse and Control Info System (FACIS)  
☐ DHHS Office of Inspector General (OIG)  
☐ General Services Administration (GSA)

**Verifications**

☐ Employment Verification  
☐ Education Verification  
☐ Reference Verification  
☐ Professional License Verification

**Submit**

By clicking on a package, the package items will automatically be checked. You can then add additional items if needed.

## Step 4

Enter applicant information. Any items that require additional information will be listed below the applicant identifiers.

**Applicant Information**

First Name:

Middle Name:

Last Name:

Suffix:

Maiden Name and/or Alias:

Social Security Number:  -  -

Date of Birth:  /  /

Sex: ☐ Female ☐ Male

**Applicant Current Address**

Address 1:

Address 2:

City:

State:  Zip Code:

**County Criminal Records**

☐ Please search for criminal records within additional counties not disclosed by the applicant. I understand this may result in additional fees.

County Name:

State:  Zip Code:

Add Another County

**Notes and/or Instructions**

☐ Please use maiden names and/or aliases to search for additional criminal records. I understand this will result in additional fees.

☐ Please rush my order. I understand this will result in an additional fee.

Notes:

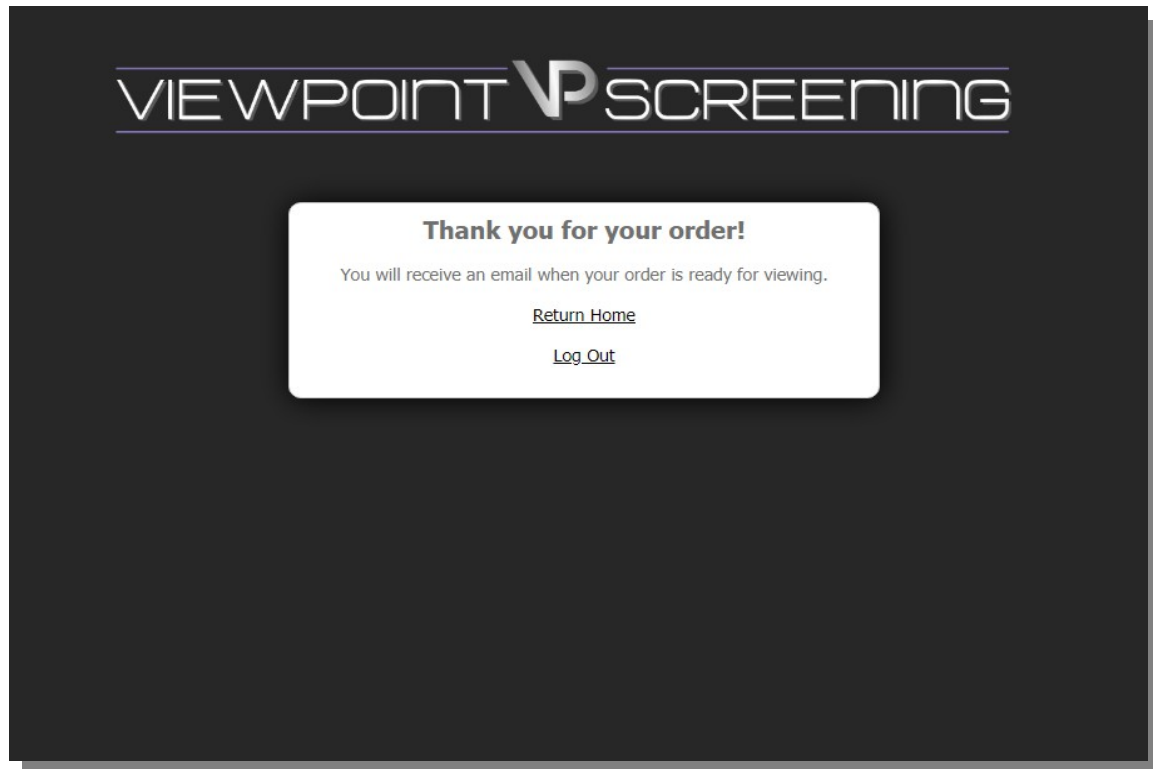
**Submit**

Click "Submit" to place your order. Popup messages will allow you to confirm the provided information (name, dob, etc.)

# Viewpoint Screening Online Instructions

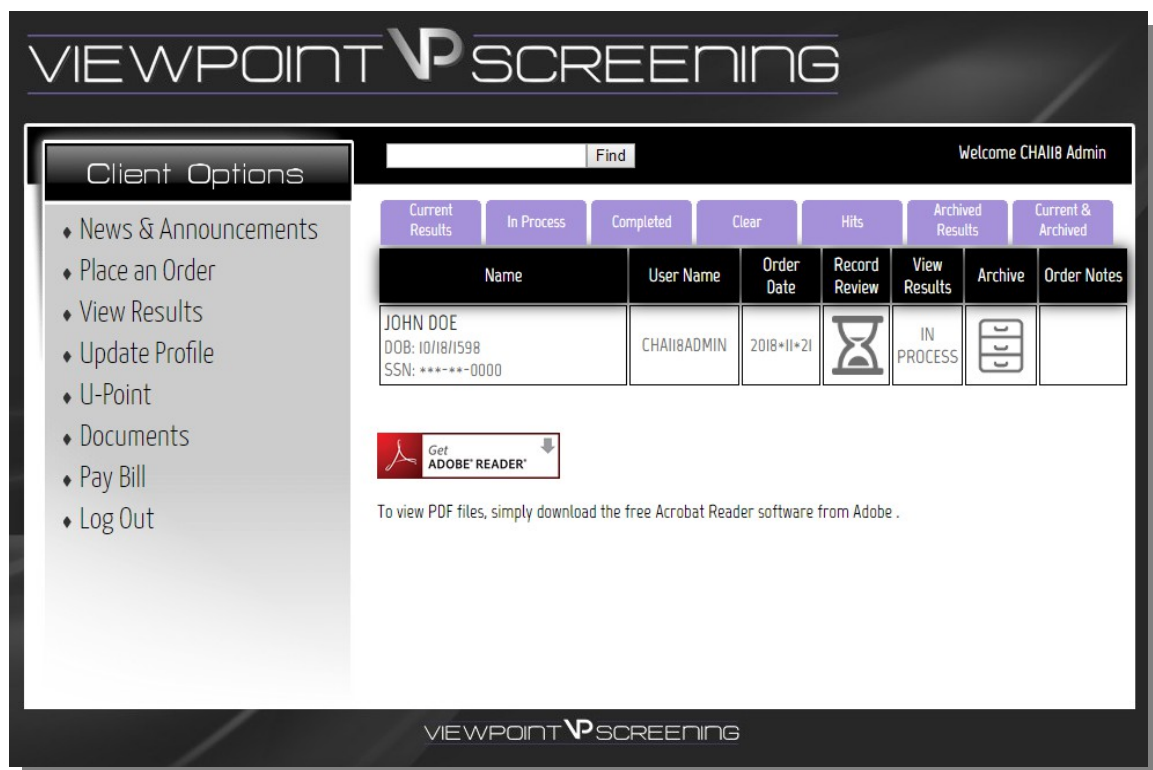
## Step 5

Order confirmation page



## Step 6

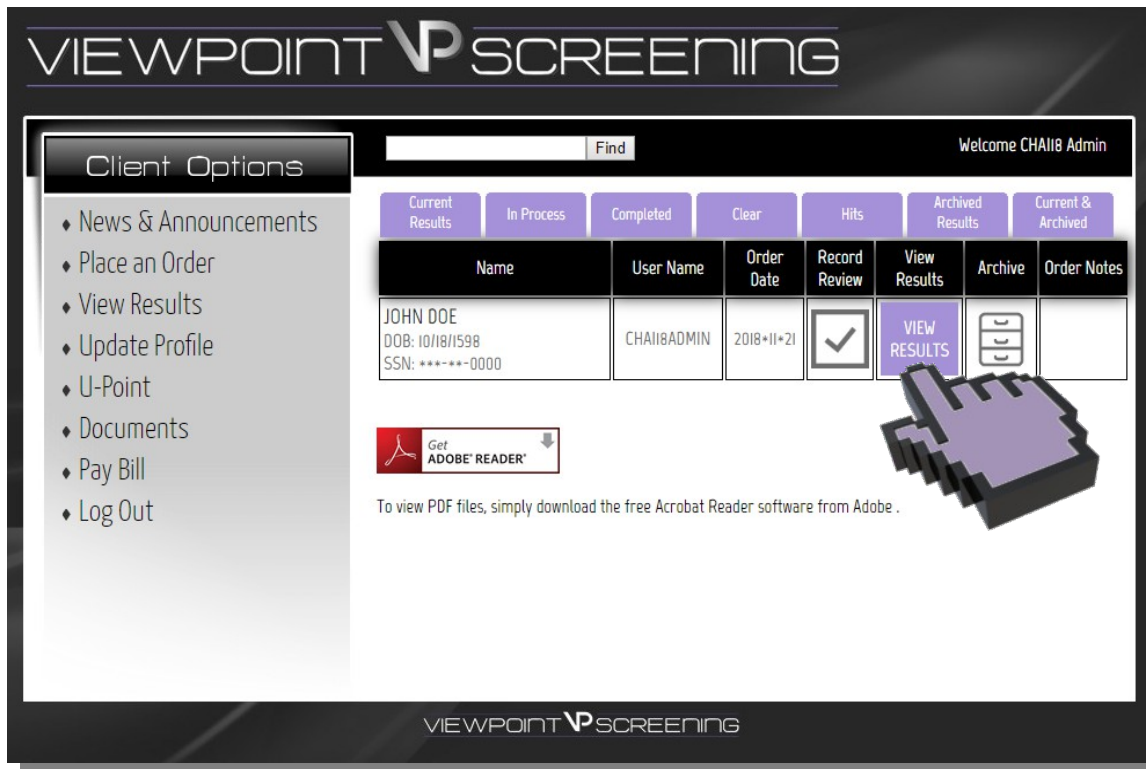
Click on "View Results" to view all orders that has been placed.



# Viewpoint Screening Online Instructions

## Step 7

Once an order is completed, click on “View Results” to view the background check in pdf format. You can then archive the report.



Thank you for choosing Viewpoint Screening

customerservice@viewpointscreening.com  
888-974-8111