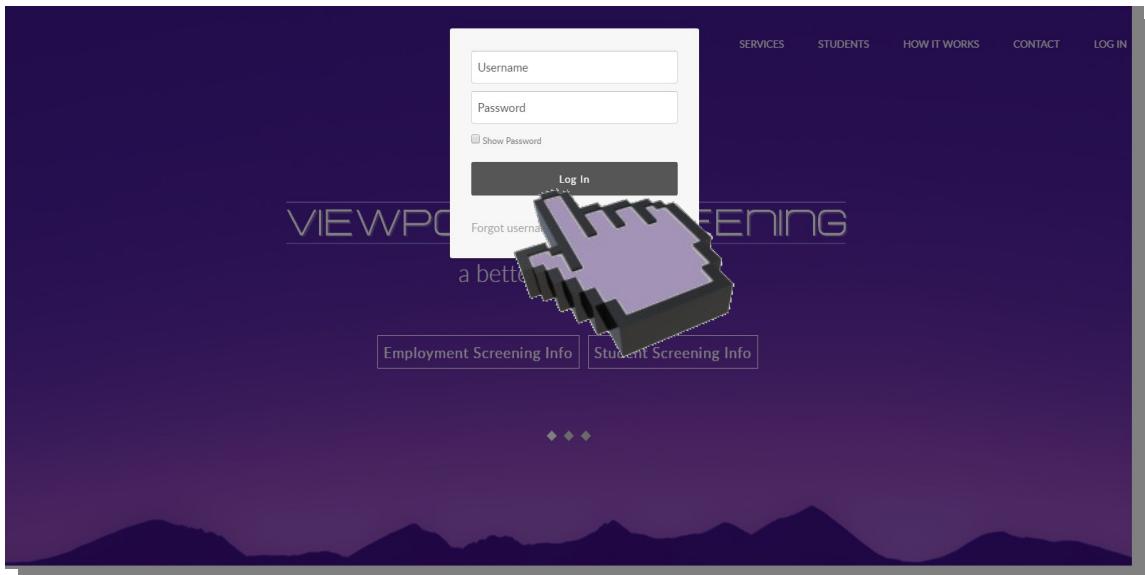


Viewpoint Screening Online Instructions

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:

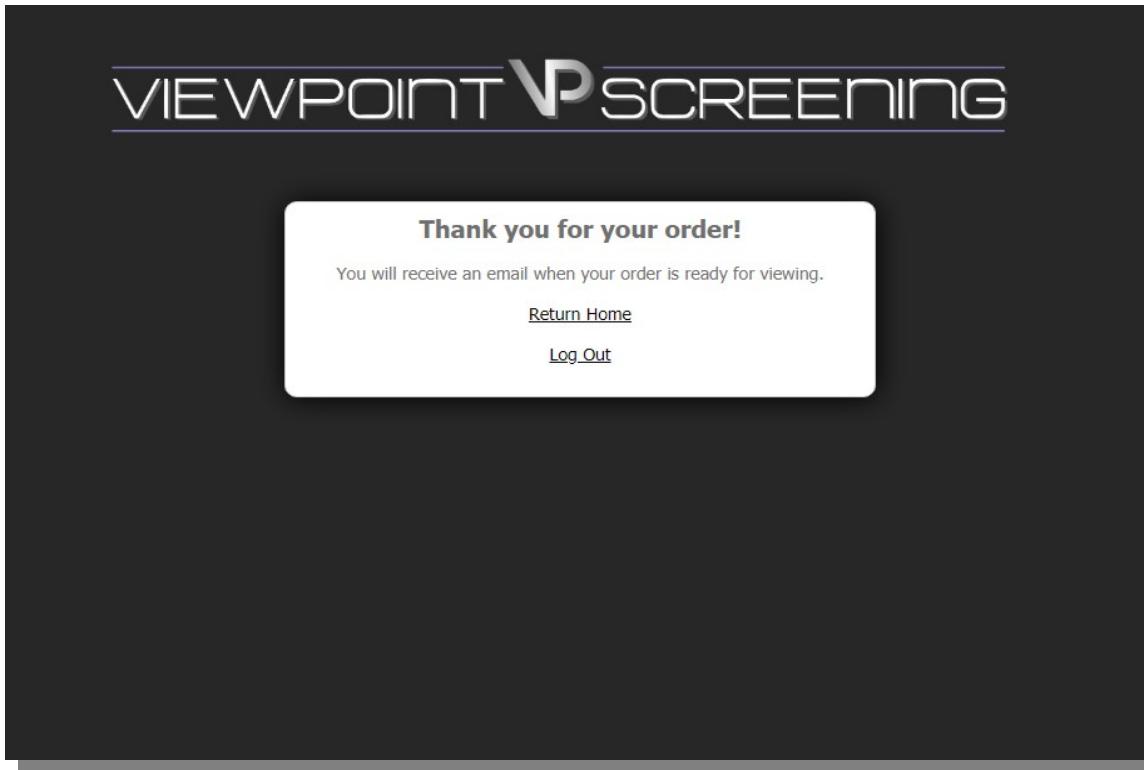
Submit

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

Viewpoint Screening Online Instructions

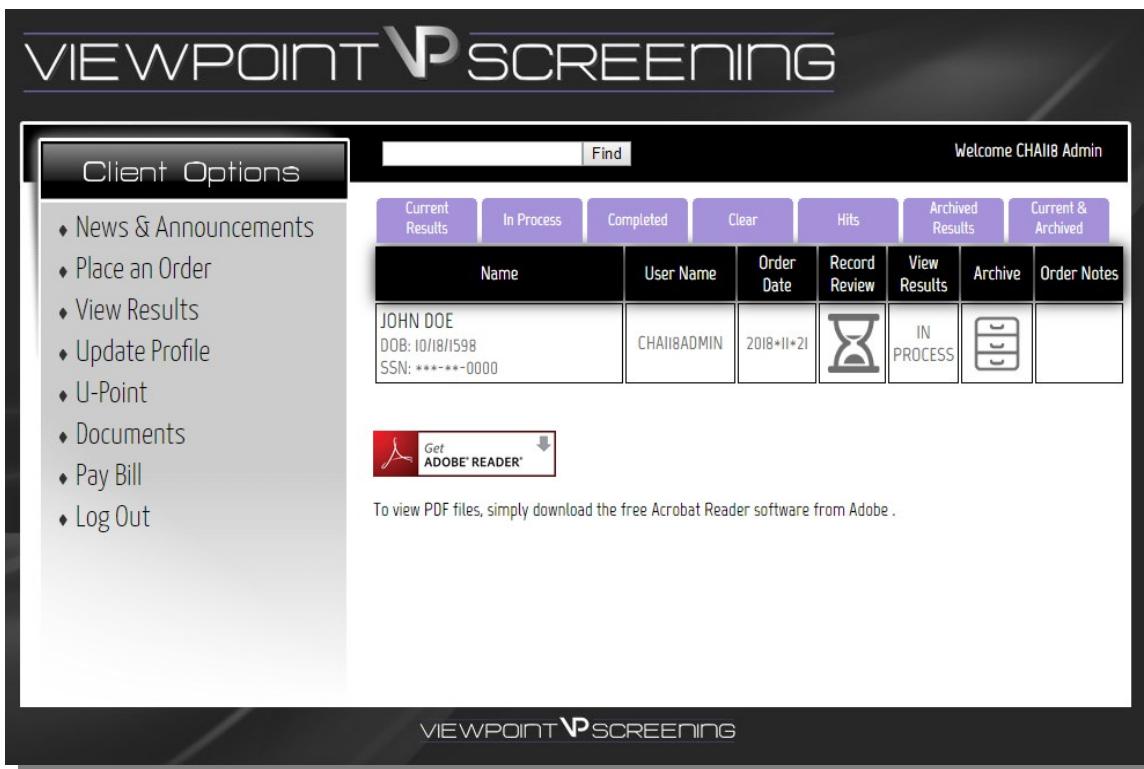
Step 5

Order confirmation page



Step 6

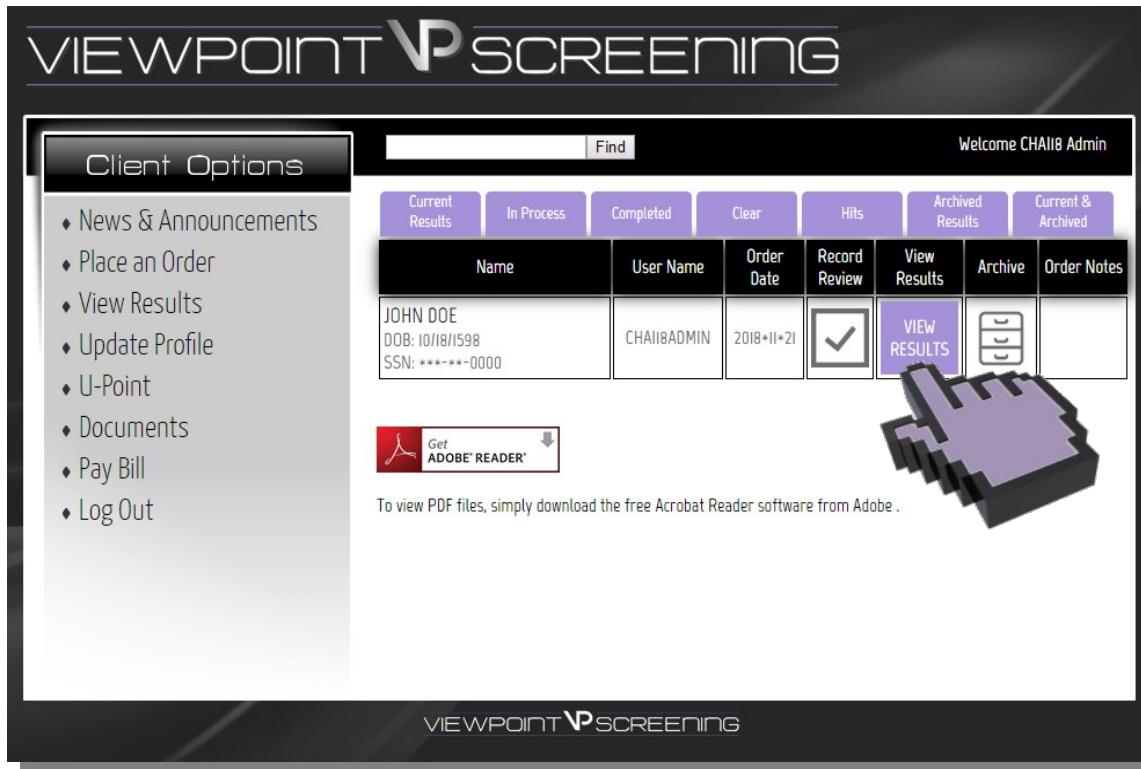
Click on “View Results” to view all orders that has been placed.



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