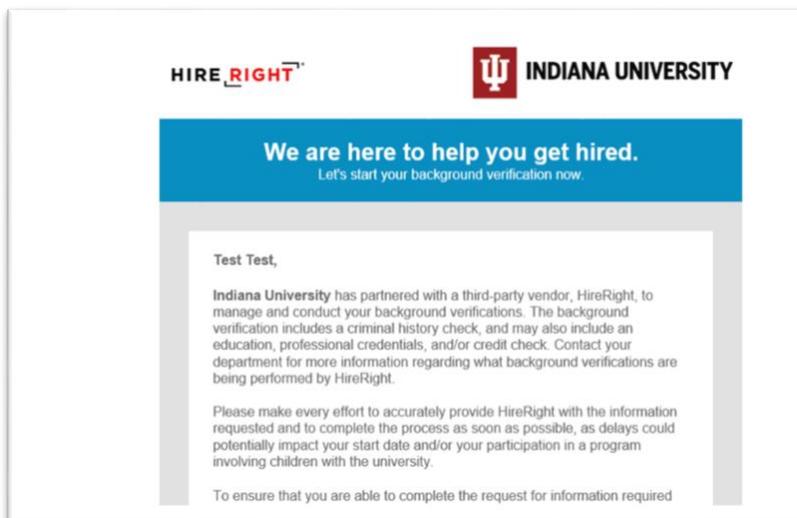


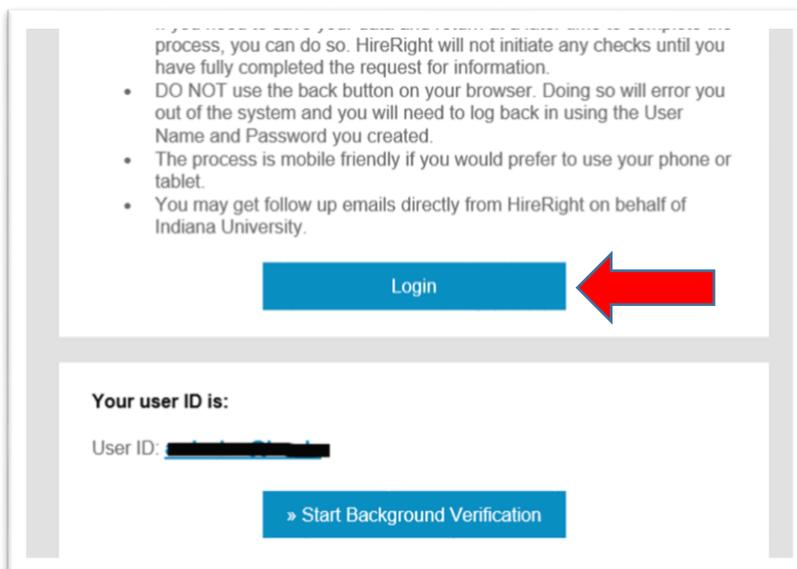
## HireRight Background Check Applicant Guide

- If you encounter any problems or have any questions while completing the background check form, please reach out to **HireRight at: 1-877-990-4473**.
- You can also utilize the **live chat function** on the left hand side of the background check application at any point during the process.
- Be sure to only use the “Back” and “Next” buttons at the bottom of the page to navigate through the check. Using the browser back button will log you out with an error.

1. You will receive an e-mail from “HireRight Customer Support [noreply@hireright.com](mailto:noreply@hireright.com)”, that will look similar to this:



2. After reading the message, scroll down and click, “Login”. This will open a web browser window.



3. Create a password, and have the opportunity to opt in to text messages that will help you follow the progress of your background check. Click “Next”.

The screenshot shows the 'Create New Password' section with two password input fields. The first field has a green checkmark and the text 'Your password requires: ✓ 1 Upper case letter ✓ 1 Number ✓ more than 7 characters'. The second field has a green checkmark and the text 'Passwords match'. Below this is the 'Text Notifications' section with a radio button selected for 'Yes'. The 'Yes' option includes the text: 'I acknowledge and agree that I may receive texts for notifications and password needs, and that standard data and text charges may apply.' There is a 'Country Code' dropdown menu set to '+1 USA' and a 'Phone Number' input field with the placeholder '(000) 000 0000'. A 'Next' button is at the bottom.

4. Next you will see the HireRight welcome page. Read through and then click “Start Form” at the bottom of the screen.

The screenshot shows the 'Background Verification Instructions' page. It includes a diagram with three circles labeled 'Step 1', 'Step 2', and 'Step 3'. Below the diagram is a paragraph of text: 'You can save your work and exit the application by clicking the "Save" button. This application must be completed and submitted within 7 days of receiving the background verification request email. Once you submit your application you will not be able to make any modifications, and HireRight will start working on your verifications. While your background verification is in process you may be contacted by HireRight to provide additional information necessary to complete this request. Please respond to any of HireRight's requests for information as quickly as possible in order to expedite completion of your background verification.' There is an 'Additional Instructions' section with a list of bullet points. A red arrow points to the 'Start Form' button at the bottom right.

5. Enter the required personal information exactly as it appears on your government issued ID (first name, middle name, last name and any aliases). If you do not have a middle name, check the box stating this. Make sure you also have the additional certification boxes checked.

**Name**

Please provide your name exactly as it appears on your current government-issued identification document such as your **Passport, Driver's License** or **National Identification Document**

First Name \*  
Test

Middle Name

I certify that I do not have a Middle Name on my official identification document

Last Name \*  
Test

Suffix  
None

I certify this is my current legal name, exactly as it is displayed on my government-issued identification document \*

6. Enter your current address and e-mail address.  
Click "Next".

**Current Mailing Address and Contact Information**

Country \*  
USA

Street Address \*  
1234 Internet Street

City \*  
Bloomington

State or Territory \*  
Indiana

ZIP Code \*  
47408

When did you start living at this address?

Month Year  
August 2018

Phone \* ext.  
+1 (000) 000 0000

E-mail \* ?  
geninfo@iu.edu

7. Enter your personal identification data, including your date of birth, social security number and sex.
  - a. If you do not have a SSN, be sure to select “I don’t have a Social Security Number”.
  - b. If you do not identify with either of the sexes listed, please contact HireRight support to determine the best way to continue.

**Identification**

Date of Birth \* ?

Month: August | Day: 13 | Year: 1998

Re-enter Date of Birth \* ?

Month: August | Day: 13 | Year: 1998

USA Social Security Number (SSN) \* | Re-enter USA SSN \*

\*\*\*\*-\*\*-\*\*\*\* | \*\*\*\*-\*\*-\*\*\*\*

I don't have a Social Security Number

Sex \* ?

Male  Female

8. Next, enter your address history. IU requires you to enter 7 years of address history. These entries must be entered end-to-end (example: *August 2013 to September 2014*, then, *September 2014-July 2020*).
  - a. If you leave any gaps, you will be asked to provide a reason for this address gap.
  - b. To add another address, click “+Add Another Address”
  - c. Once you have completed entering all 7 years of address history, click “Next”.

**Residence History**

Please tell us where you have lived during the last 7 years

**Current Address** ✖

Country \* USA

Street Address \* 1234 Internet Street

City \* Bloomington

State or Territory \* Indiana

ZIP Code \* 47405

When did you start living at this address? \*

From \* August | Year \* 2018

**Previous Address** ✖

**Previous Address** ✖

Country \* USA

Street Address \* 400 E 7th St

City \* Bloomington

State or Territory \* Indiana

ZIP Code \* 47405

Date of Residency \* From \* To \*

Month \* August | Year \* 2013 | Month \* July | Year \* 2018

+ Add another address

← PREVIOUS Save → NEXT

9. The next portion of the check will ask you about any criminal history. Read the statement on Candidate Self-Reporting, and select “Yes” if you have information to disclose, and “No” if you do not.

The screenshot shows the HireRight Applicant Center interface. On the left is a sidebar with 'Form Steps' including 'Instructions', 'Personal Information', 'Residence History', 'Candidate Self-Reported Information' (highlighted), 'Review Your Information', 'Screening Disclosure and Authorization', and 'Other Disclosures and Authorizations'. The main content area is titled 'Candidate Self-Reported Information' and contains a question: 'Have you ever been convicted of a criminal offense that has not been expunged, restricted, or sealed by a judge? (Convicted means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide. A criminal history investigation is done on each new employee, and employment with the University is conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.) \*'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom of the page are 'PREVIOUS' and 'NEXT' buttons, with a 'Save' button in between.

- a. If you have criminal history to disclose, enter the offense information as accurately as possible. Then click “Next”.

This screenshot shows the 'Offense' form section. It features a text input field for 'Offense \*', a checkbox for 'Case Pending', and two date pickers: 'Offense Date \*' (with Month, Day, and Year dropdowns) and 'Disposition Date \*' (with Month, Day, and Year dropdowns). There is also a large text area for 'Disposition \*' with a '(2000 characters left)' indicator.

This screenshot shows the location and name information form. It includes a 'Country \*' dropdown menu set to 'USA', text input fields for 'City', 'County', and 'State or Territory \*' (with a '-- Select From List --' dropdown), and three text input fields for 'First Name', 'Middle Name', and 'Last Name'. Below these fields is a green '+ Add offense history' button. At the bottom are 'PREVIOUS' and 'NEXT' buttons, with a 'Save' button in between.

- Review all of the information you have entered on the background check forms for accuracy. You can return to any section and make changes as needed. Once you are satisfied that all information looks correct, hit “Next”.

- Review the screening disclosure forms and electronically sign them at the bottom of the page. Then click “Accept & Continue”.

- Review the authorization form and electronically sign this at the bottom of the page. Then click, “Accept and Submit”.

13. If your background check forms have been fully completed, signed and submitted, you will see the following confirmation page:

