

Background Screening Services

from Praesidium

Consent2Screen

Paperless. Automated. Secure.

User Guide



For every kid ... one at a time.

ABOUT CONSENT2SCREEN

Praesidium, Inc. is pleased to introduce Consent2Screen.

This manual explains how to use Consent2Screen to:

- 1) Send email requests for Applicants to complete online consent forms
- 2) Send email requests for Applicants to complete online consent forms **and** automatically initiate background-screening services when their online consent form is complete
- 3) Initiate background-screening services online without requesting consent forms of Applicants via email (for when you have a paper consent form).

Instructions for the above are included in this guide.

You must already have a Praesidium, Inc. Background Check account with a User Name and Password to access Consent2Screen. If you do not have this information, please contact Praesidium at 817-801-7773 or backgroundcheck@praesidiuminc.com prior to using Consent2Screen.

SYSTEM REQUIREMENTS

Operating System: Windows XP or Higher, MAC OS-X or higher

Web Browser: Internet Explorer 7.0 or higher, Firefox, Safari and Chrome compatible

Java: Latest version from www.java.com (minimum version 6.22)

Adobe Acrobat Reader: Latest version from www.adobe.com (minimum version 9.0)

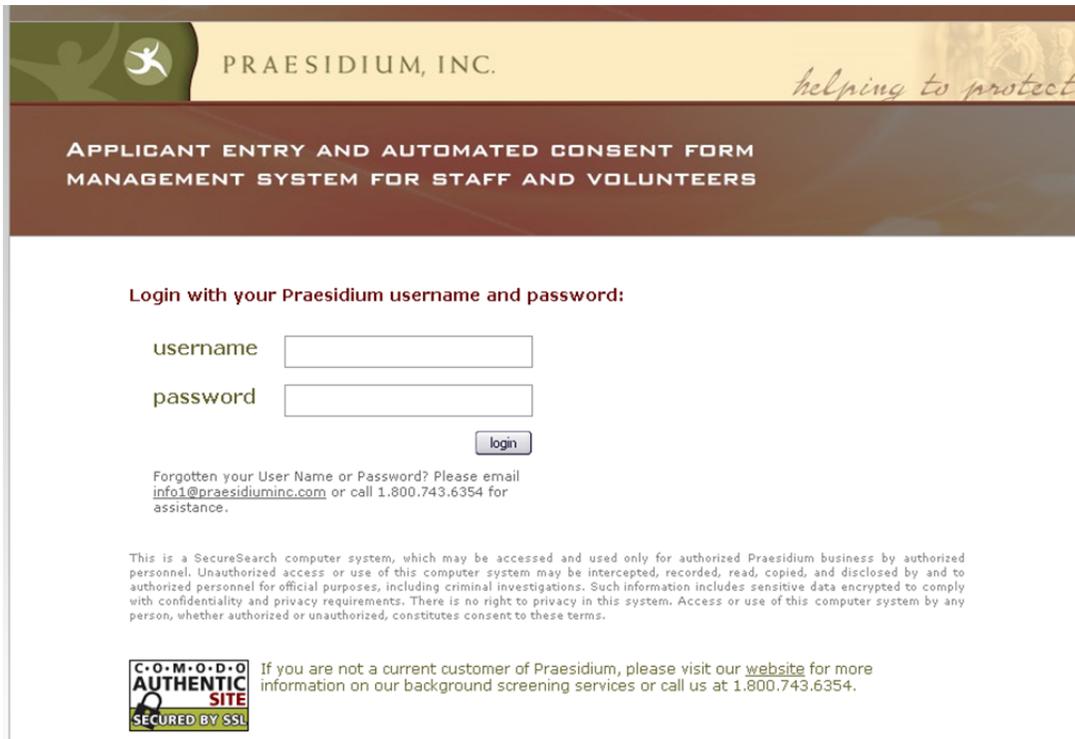
Pop-Up Blocker: Disabled

Firewall Software: Disabled until system tested for functionality

High-speed Internet Connection

HOW TO LOGIN

1. Open a new browser and go to the Consent2Screen website:
<https://www.consenttoscreen.com/apps/praesidium>. If you have a popup blocker, change your status to “Always ALLOW POP UPS from this site”.
2. Enter your User Name and Password. (Existing Customers: This will be the same User Name and Password you use for the old site.)



Login with your Praesidium username and password:

username

password

Forgotten your User Name or Password? Please email info@praesidiuminc.com or call 1.800.743.6354 for assistance.

This is a SecureSearch computer system, which may be accessed and used only for authorized Praesidium business by authorized personnel. Unauthorized access or use of this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. There is no right to privacy in this system. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

COMODO AUTHENTIC SITE SECURED BY SSL If you are not a current customer of Praesidium, please visit our [website](#) for more information on our background screening services or call us at 1.800.743.6354.

NOTE: For security purposes, you will be prompted to change your password every 90 days. If you get an error message or security message when you try to login to Consent2Screen, please go to <https://praesidiuminc.clearstar.net/CSGE/Default.aspx> and login with your Username and password. You can change your password from this page, then logout of that area and return to Consent2Screen to request consent forms or order checks. Please contact Praesidium at 817-801-7773 if you need any assistance changing your password.

3. A new window should generate showing the “Request Summary Dashboard” view. If prompted, set this page to also ALLOW POP-UPS.

Request Summary Dashboard

summary page | add request | bulk request | admin | logout

Search Requests

Find in field **Applicant Last Name** for account **[all accounts]**

Display summary for account: **[all accounts]**

17 Pending Requests [view all pending requests >](#)

(elapsed time in hours)	< 24	24 - 48	48 - 72	72 >	Total
Requests Not Sent	0	0	0	3	3
Requests Sent	0	2	0	8	10
Requests Acknowledged	0	0	0	0	0
Requests In Progress	0	0	0	4	4

8 Completed Requests [view all completed requests >](#)

(elapsed time in hours)	< 24	24 - 48	48 - 72	72 >	Total
Screenings in Draft	0	0	0	3	3
Screenings in Progress	0	2	0	3	5
Screenings on Hold for Review					0

4. From here, you may search for applicants, track-pending requests, and view completed requests/screenings.

ADD REQUEST

- 1. To begin sending requests for consent forms and initiating services, click on “Add Request”:



Request Summary Dashboard

Search Requests
Find in field for account

Display summary for account:

- 2. You have two accounts for your organization. One for ordering Volunteer checks and one for ordering STAFF/EMPLOYEE checks. Select the account you are ordering the request for. (In other words, is this person applying to be an employee or volunteer?)



- 3. Your “Add a Request” Screen will now have two options:

Add New Request

Assign request to

I would like to

Initiate a background screening on an applicant
Obtain a signed consent form only

You may choose to either:

- a) "Initiate a Background screening on an applicant" which will include the consent form and initiate screening services, or
- b) "Obtain a signed consent form only."

A) INITIATING CONSENT FORM AND SCREENING SERVICES

1. When selecting "Initiate a background screening on applicant" you have three choices as pictured below:

CHOICES FOR APPLICANT ENTRY:

Add New Request

Assign request to

I would like to

I would like to

[choose action]

Invite the applicant to enter all personal information and complete a consent form

Fill in applicant information and invite the applicant to complete a consent form

Fill in applicant information. Consent form has already been obtained - do not contact applicant

"Invite the applicant to enter all personal information and complete a consent form"

This is the easiest and most time saving option for our clients. When choosing this option you will send an email to the applicant asking the applicant to complete a consent form online and provide the personal information required for the screening services you may order.

"Fill in applicant information and invite applicant to complete a consent form"

With this option, you will enter all the required data to complete the screening process. The applicant will complete only the consent form.

"Fill in applicant information, consent form has already been obtained"

This option is for those clients who already have signed paper consent forms and would like to order background-screening services only. This may be useful for clients who are re-running background checks for current employees and/or volunteers.

2. Fill in the Applicant Profile information.



Add New Request

Assign request to

I would like to

I would like to

Applicant Profile

Please fill out the following information. When you are finished, click submit below.

* indicates required information

Applicant Name First* Middle Last* suffix

Email Address*

Confirm Email*

Request Details Accounting Code Position Highlighted

Comments

By clicking submit, a draft of the applicant's profile will be created and you will be re-directed to the screening services order page. Click Cancel to return to the summary page without creating a draft for this profile.

3. Some clients will have the following additional options:

The screenshot shows the "Request Details" section of the form. Red arrows point to the "Accounting Code" dropdown, the "Position" text input, the "Highlighted" checkbox, and the "Comments" text input. The "Accounting Code" field includes a note: "if Other, enter code here".

By clicking submit, a draft of the applicant's profile will be created and you will be re-directed to the screening services order page. Click Cancel to return to the summary page without creating a draft for this profile.

4. By clicking submit, a draft of the applicant's profile will be created and you will be re-directed to the screening services order page.
5. Click Cancel to return to the summary page without creating a draft for this profile.
6. After submitting, you will have an opportunity to edit the applicant information if needed. Just click on the “pencil and paper” icon (as shown below). You will be taken back to the previous screen to make your edits.



7. If known, you may enter any “Alias” names known here. Remember, “Alias” names can be maiden names, misspellings, etc. This information is optional for entry by you or can be completed by the applicant as noted by the “person” icon (as shown below).



8. From the next window, you will order background-screening services. Services may be pre-selected for you depending on how your account was set up.
9. Select the desired services then click add. **If you do not click add, the consent form will still be sent however, services will not be ordered.**

NOTE: Your services may differ from the screenshots below. If you have questions about which services to order, contact Praesidium at 817-801-7773.

Ordered Services

Key:  Package  Complete Service  Incomplete Service  Complete Order

Available Services mouse over service name to show details

Key:  Package  Service

Pre-selected Services:

<input checked="" type="checkbox"/>	REQUIRED - YFC Package	\$25.00
<input checked="" type="checkbox"/>	REQUIRED - Individual County Criminal	\$0.00
<input checked="" type="checkbox"/>	REQUIRED - MVR	\$0.00

Additional Services:

<input type="checkbox"/>	OPTIONAL - Education Verification	\$15.00
<input type="checkbox"/>	OPTIONAL - Employment Verification	\$15.00
<input type="checkbox"/>	OPTIONAL - CO Statewide Criminal	\$10.00
<input type="checkbox"/>	OPTIONAL - Professional License Verify	\$16.50
<input type="checkbox"/>	OPTIONAL - Statewide County Criminal	\$10.00

Authorization

Authorization Client hereby agrees to only use this system for legally agreed to searches and has obtained written and signed consent from Applicant prior to this search. Client acknowledges that they take responsibility for the information returned and agrees to do additional due diligence prior to taking any Adverse Action against Applicant. Additional due diligence may include verifying the record truly belongs to the Applicant and ordering county courthouse searches or the equivalent to determine if records are accurate. Client agrees no unverified record will be used for Adverse Action. All users subject to the Federal Trade Commission's jurisdiction must comply with all applicable regulations, including regulations promulgated after this notice was prescribed in 2004. Information about applicable regulations currently in effect can be found at the Commission's Web site, www.ftc.gov/credit. Persons not subject to the Commission's jurisdiction should consult with their regulators to find any relevant regulations. **Agree** **Disagree**

10. You will see all services ordered after you have clicked add.
11. Review your order and add more information if necessary.

You may delete any services by clicking on the “gear” icon at the right of the service (see red arrow).

A “person” icon indicates applicant will fill in all required data (see orange arrow).



Any services that are listed in red require more information from you (see yellow arrow). Click on the “paper” icon to the right of the service (see green arrow) to add more information. Then fill in the information.

NOTE: You will always have to follow this extra step for INDIVIDUAL COUNTY checks and STATEWIDE COUNTY checks.

12. When you have finished adding services and orders to the Applicant Profile, read the Authorization Statement and click Submit.

NOTE: The authorization statement is pre-selected to agree.



Authorization

Customer hereby agrees to only use this system for legally agreed to searches and has obtained written and signed consent from applicant prior to this search. Customer also agrees to not take any Adverse Action against an applicant based on a database search result without validating said flagged record with additional due diligence. Agree Disagree

When you have finished adding services and orders to the applicant profile, choose Agree in the Authorization section then click submit to send a notification to the applicant to complete the application and consent form.

Click delete to remove the profile from the system. Click cancel to go back to the summary screen where you can view and edit this profile at any time.



If you are not ready to submit the order, click delete to remove the profile from the system. Click cancel to go back to the summary screen where you can view and edit this profile at any time.

13. Once submitted you will receive a confirmation that the request was successfully sent to the Applicant via email.
14. Applicants will immediately receive an email with instructions on completing the consent form. Depending on services ordered, the email will be similar to this:

Dear John Doe,

Thank you for your interest in _____. Please complete the online background check consent form within 24 hrs.

Accessing the Screening System

Click this web address (or copy and paste into browser) to complete your personal information and consent for background screening:

<https://www.consenttoscreen.com/apps/request/160/75d0c792315b7e87b963c09bc73eebad>

Your email address is your username

Your access code is: 38996347

Please have the following information available to complete the process:

- Social Security Number
- Driver's License Number
- Current county of residence
- University contact information to verify degree (if applicable)
- Previous employer information for verification (if applicable)
- Previous states and counties of residence

- Each applicant will receive a proprietary code to use to login to the system. They may enter the site as many times as they wish, but once they click submit they will no longer be able to access the site.

B) OBTAIN AN ONLINE CONSENT FORM ONLY

- Select your account.
- Select “Obtain a signed consent form only.”
- Enter the Applicant information and click “Submit”.

Add New Request

Assign request to 

I would like to 

Applicant Profile

Please fill out the following information. When you are finished, click submit below.

* indicates required information

Applicant Name First* Middle Last* suffix

Email Address*

Confirm Email*

By clicking submit, an invitation to complete a consent form will be sent to the applicant at the specified email address. Screening services will not be ordered. Click Cancel to return to the summary page without sending an invitation to the applicant.

- On the next screen you will get confirmation that the email request was sent to the Applicant.

SUMMARY DASHBOARD

From the Summary Dashboard you can monitor the progress of all of your requests.

Click on the numbers in any of the columns to view the requests in that category.

Request Summary Dashboard

Search Requests
 Find in field **Applicant Last Name** for account: **search**

Display summary for account:

17 Pending Requests [view all pending requests >](#)

(elapsed time in hours)	< 24	24 - 48	48 - 72	72 >	Total
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8 Completed Requests [view all completed requests >](#)

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Screenings on Hold for Review					0

0 Completed Screenings [view all completed screenings >](#)

	Total
Completed with Discrepancy	0

VIEWING CONSENT FORMS AND SCREENING RESULTS

To print or view the completed consent form or the completed background screening report, you may either search for the applicant or use the Summary Dashboard.

Request Summary Dashboard

Search Requests

Find in field **Applicant Last Name** for account **SecureSearch House**

Display summary for account: **SecureSearch House**

SEARCHING FOR APPLICANT:

You may search for an applicant by:

- Last Name
- Last 4 of SSN
- Profile Number
- Request ID

1. Enter the data in the search box, select search criteria, the account (if you have multiple accounts), and click Search.

Request Manager

Quick Search

Find in field **Applicant Last Name** for account **SecureSearch House**

2 Requests Found << page 1 of 1 >>

<p>John Doe</p> <p>Entered on 03/26/11 01:04pm</p> <p>Accounting Code Volunteer</p> <p>Position Outreach</p> <p>Request Status Not Sent</p> <p>Request Type Application/Consent</p> <p>Profile Number 2011032650546350</p> <p>Screening Status Draft</p> <p>Entered by kgerathss</p> <p>Account SecureSearch</p>	<p>John Adam Doe, Sr (xxx-xx-6789)</p> <p>Entered on 02/18/11 09:51am</p> <p>Request Status Completed</p> <p>Request Type Application/Consent</p> <p>Profile Number 2011021838996347</p> <p>Screening Status In Progress</p> <p>Entered by kgerathss</p> <p>Account SecureSearch</p> <p>Consent Form  View PDF</p> <p>Report  View PDF</p>
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2. Click on the View PDF icon to open either the consent form or the report. A new window will open asking you would want to save the file or view it.

NOTE: Completed consent forms contain a wet signature as well as the criminal questionnaire. You are responsible for keeping personal information in a safe and secure location.