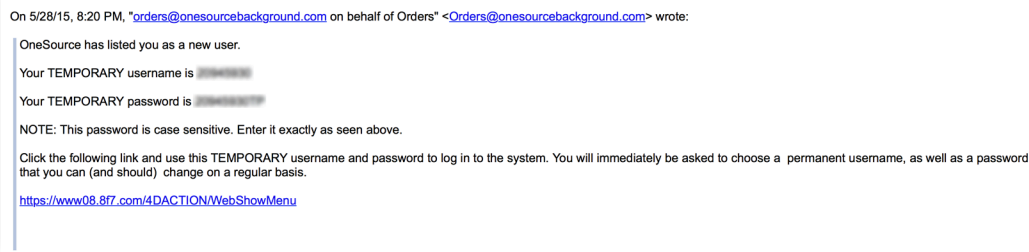## To Log In

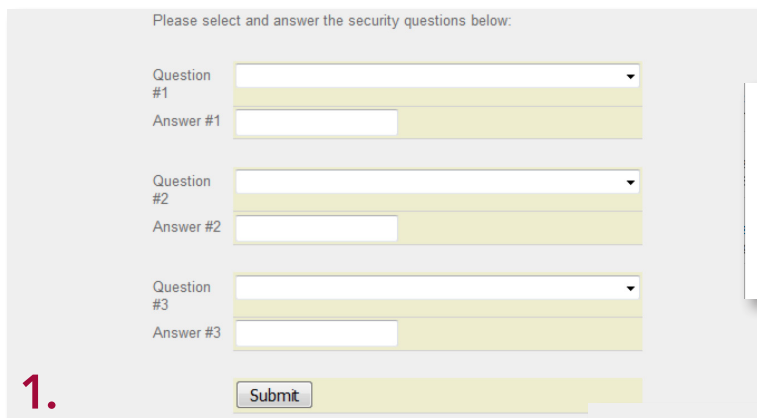You will receive an email notification from One Source with:

- Link to the online system
- Temporary username and password

Click on the link provided in the email. A prompt will appear for you to enter your temporary username and password.

On 5/28/15, 8:20 PM, "orders@onesourcebackground.com on behalf of Orders" <Orders@onesourcebackground.com> wrote:

OneSource has listed you as a new user.

Your TEMPORARY username is

Your TEMPORARY password is

NOTE: This password is case sensitive. Enter it exactly as seen above.

Click the following link and use this TEMPORARY username and password to log in to the system. You will immediately be asked to choose a permanent username, as well as a password that you can (and should) change on a regular basis.

https://www08.8f7.com/4DACTION/WebShowMenu

PIN Request

You will be prompted to select security questions then request an Internet PIN.
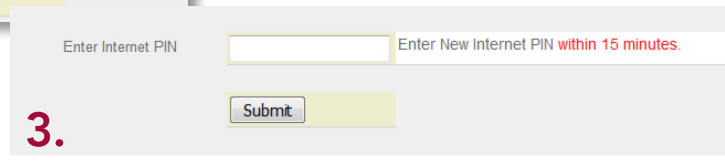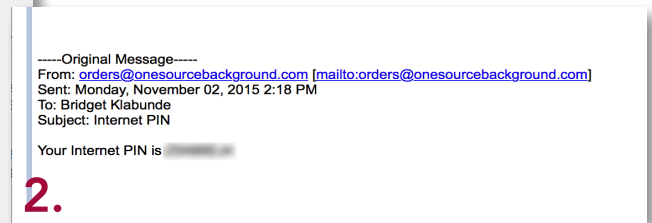
Please select and answer the security questions below:

Question #1

Answer #1

Question #2

Answer #2

Question #3

Answer #3

1.   Submit

-----Original Message-----
From: orders@onesourcebackground.com [mailto:orders@onesourcebackground.com]
Sent: Monday, November 02, 2015 2:18 PM
To: Bridget Klabunde
Subject: Internet PIN

Your Internet PIN is

2.

Enter Internet PIN   Enter New Internet PIN within 15 minutes.

3.   Submit

Once the PIN is received you will have 15 minutes to enter it, and choose a permanent username and password. You will be prompted to choose a permanent username and password. Password **MUST BE**:

- At least 8 characters
- Include at least one number and one letter. *DO NOT use special characters (@ #$%^&*? !)*

Usernames/passwords are issued to individual users. If a member of your staff needs access to the system, please contact One Source.

When completed close all web browsers and re-start.

To Re-Start

Log in from the website, onesourcebackground.com, by clicking any of the Client Login buttons.
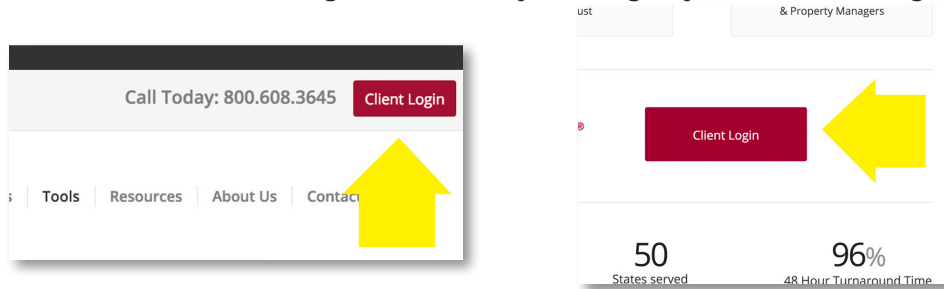
Enter your new username and password. Your account will open in a new window.

Ordering Background Checks

Select **New Order**, under the Home tab, in the upper-left hand corner. The services your company/organization will be using are listed. Make sure the boxes of the service(s) you are ordering are marked. After completing the required information, click **Enter Order** located at the bottom of the page.
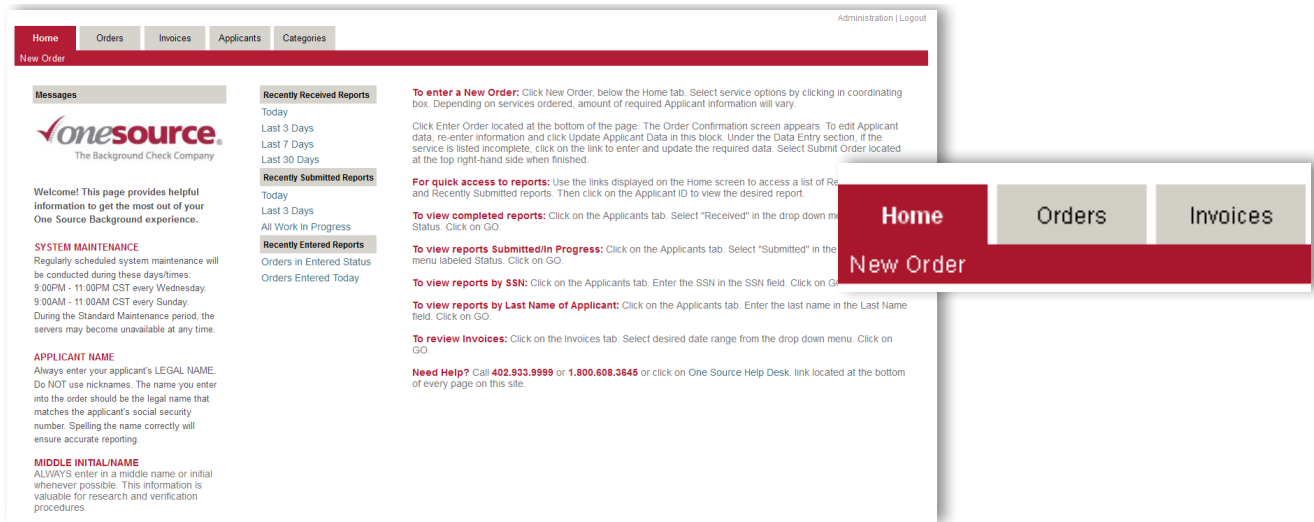
The Order Confirmation screen

Confirm that all information has been entered and selected correctly. To edit applicant data, simply click on field and re-enter information, then click on **Update Applicant Data In This Block**.


The Data Entry Section

If a service is listed incomplete, click on the link to enter and update the required information. To complete your order, select **I Agree** located at the bottom of the screen and then select **Submit Order**.

Reports

From the Home screen you can access **Recently Received Reports** (completed reports) and **Recently Submitted Reports** (reports still in progress). Click on the **Applicant ID** to view the desired report.
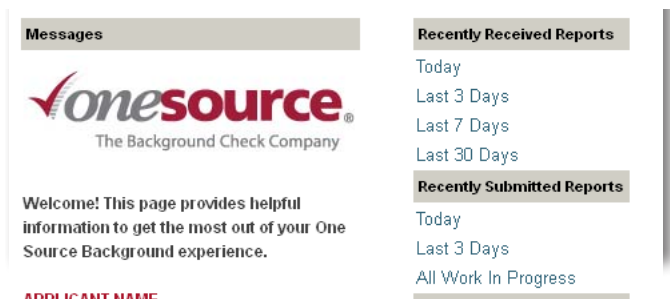
To View Completed Reports
- Applicants tab
- From the Status drop down menu select Received
- Click on GO

To View Reports Submitted/In Progress
- Applicants tab
- From the Status drop down menu select Submitted
- Click on GO

To View Reports by Social Security Number
- Applicants tab
- Enter the social security number in the SSN field
- Click on GO

To View Reports by Last Name of Applicant
- Applicants tab
- Enter Applicant's last name
- Click on GO

To Review Invoices
- Invoices tab
- Select desired date range from the drop down menu
- Click on GO

Summary of Process

An employer must follow these key steps to obtain a background report on an applicant/employee:

1. Organization discloses in writing to applicant/employee that s/he will be the subject of a background report as part of the employment selection/promotion/retention/placement process. Use the provided ***Applicant Authorization and Disclosure form***.
2. Organization collects Authorization and Disclosure form from applicant and keeps form on file for at least 5 years from the date of inquiry OR minimum of 5 years from the date of termination.
3. Organization uses information to request background report from One Source on the applicant/employee.
4. One Source completes background report, notifies organization when completed via email from ***orders@ onesourcebackground.com***.
5. Organization reviews completed background report and determines if any information will adversely impact employment/placement decision. If no adverse impact results from information in the background report, the employer will proceed with other steps in the employment/placement process.

Steps 6-9 only need to be completed if Pre-Adverse Action occurs:

6. If organization is considering an adverse employment action based in whole or part on information in the background report the organization must
    a. Notify applicant/employee, use link on completed report for Pre-Adverse Action Letter.
    b. Provide a copy of the background report.
    c. Provide a "A Summary of Your Rights under the Fair Credit Reporting Act" use link on completed report for FCRA Rights.
7. Applicant/employee contacts One Source if s/he disputes any information in background report ***onesourcebackground.com/applicant-disputes***
8. One Source re-investigates any disputed items of information. If the information is updated, an updated report is sent to the organization and applicant/employee.
9. Organization reviews updated report and makes final employment/placement decision. If the employment/placement decision is adverse, a notice of the adverse action is sent to the applicant/ employee.
10. Use link on completed report for ***Adverse Action Letter***.

Additional information

Refer to the Notice to Users and Remedying the Effect of Identity Theft for additional information. These documents have been provided as part of the account set up.