



1.800.608.3645 | onesourcebackground.com

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 sele	ct and answer the security questions below:		
	Question #1		-	h
	Answer #1		Original Message From: orders@onesourcebackground.com [mailto:orders@onesourcebackground.com]	I
	Question #2		Sent: Monday, November 02, 2015 2:18 PM To: Bridget Klabunde Subject: Internet PIN	I
	Answer #2		Your Internet PIN is	ł
	Question #3		· Z.	J
	Answer #3			
1.		Submit		
			Enter Internet PIN Enter New Internet PIN within 15 minutes.	
			Submit	
			Э.	

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.

Administration | Logout

Home	Orders	Invoices	Applican	ts Catego	ries				
New Order									
Messages	3			Recently Re	ceived R	Reports	To enter a New Order: Click New Order, below the Home tab. Select service options by clicking in coordinating how Depending on services ordered, amount of required Applicant information will yary.		
1		Today			box. Depending on services ordered, another or required spontant information will vary.				
10	The Background Check Company		Last 3 Day	5		Click Enter Order located at the bottom of the page. The Order Confirmation screen appears. To edit Applicant data, re-enter information and click Update Applicant Data in this block. Under the Data Entry section, if the			
			Last 7 Day	lays		service is listed incomplete, click on the link to enter and update the required data. Select Submit Order located			
				Decently Su	ys hmitted	Deporto	at the top right-hand side when infisited.		
Welcome	! This page pro	vides helpful		Today	Dimitted	Reports	For quick access to reports: Use the links displayed on the Home screen to access a list of Re and Recently Submitted reports. Then click on the Applicant ID to view the desired report.		
informati	information to get the most out of your		Last 3 Day	s		To view completed reports: Click on the Applicants table Salast "Received" in the drop down my	Ordere	Invoicoe	
One Sour	rce Background	experience.		All Work In	Progre	SS	Status, Click on GO.	Olders	nivoices
SYSTEM	MAINTENANCE			Recently En	tered Re	eports	To view reports Submitted/In Progress: Click on the Applicants tab. Select "Submitted" in the		
Regularly	scheduled system	m maintenance	will	Orders in E	intered	Status	menu labeled Status. Click on GO. New Order		
9:00PM -	ted during these 11:00PM CST even	days/times: erv Wednesdav.		Orders Ent	ered To	oday	To view reports by SSN: Click on the Applicants tab. Enter the SSN in the SSN field. Click on G		
9:00AM -	11:00AM CST eve	ery Sunday.					To view reports by Last Name of Applicant: Click on the Applicants tab. Enter the last name in the Last Name		
During the	Standard Mainte	enance period, ti	he				field. Click on GO.		
servers ma	servers may become unavailable at any time.		1e.				To review Invoices: Click on the Invoices tab. Select desired date range from the drop down menu. Click on		
APPLICA	NT NAME						GO.		
Always en	Always enter your applicant's LEGAL NAME.		IE.				Need Help? Call 402.933.9999 or 1.800.608.3645 or click on One Source Help Desk. link located at the bottom		
into the or	se nicknames. If der should be the	ne name you en e legal name tha	ter t				or every page on this site.		
matches t	matches the applicant's social security number. Spelling the name correctly will								
number. S									
ensure ac	curate reporting.								
MIDDLE	MIDDLE INITIAL/NAME		al						
whenever possible. This information is valuable for research and verification procedures.									
	procoduros.								

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**.

ApplicantID: 201101172000050	Frist 1	Vame	Middle Name/Intital	La	st Name
Applying for the position of					at S1713
Department:					
Recruiter:					
SSN:	##########	BirthDa	e: MM/DD/YYYY		
Drivers License State Number:					
Email Address:			Phone	Number:	
AKANames:					
		Updat	e Applicant Data in t	his 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:

- 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.