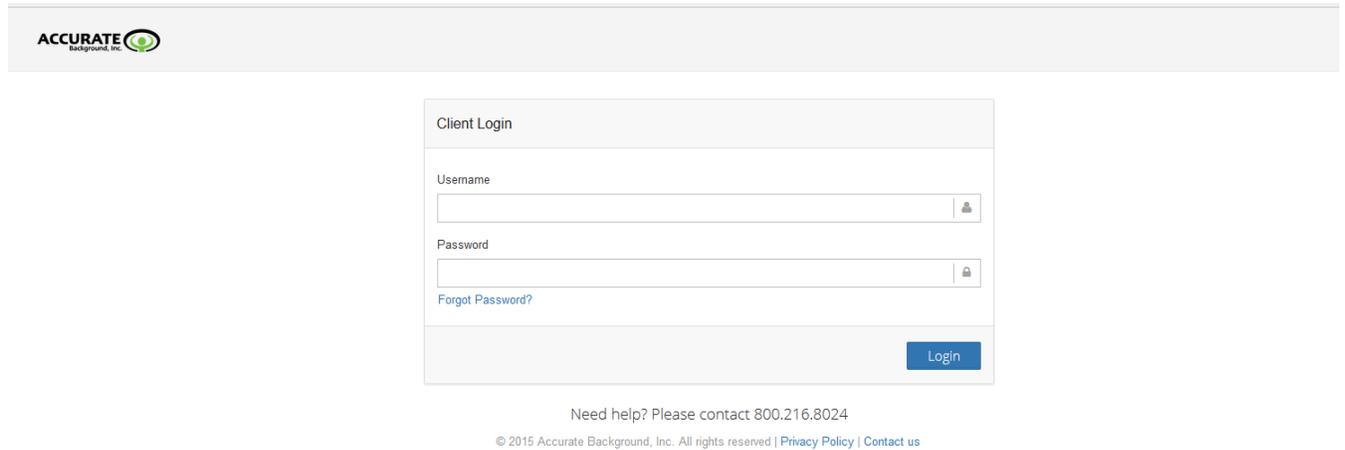


## Requesting a background check

1. Log in to the Accurate Background website using the credentials you were provided by Accurate.

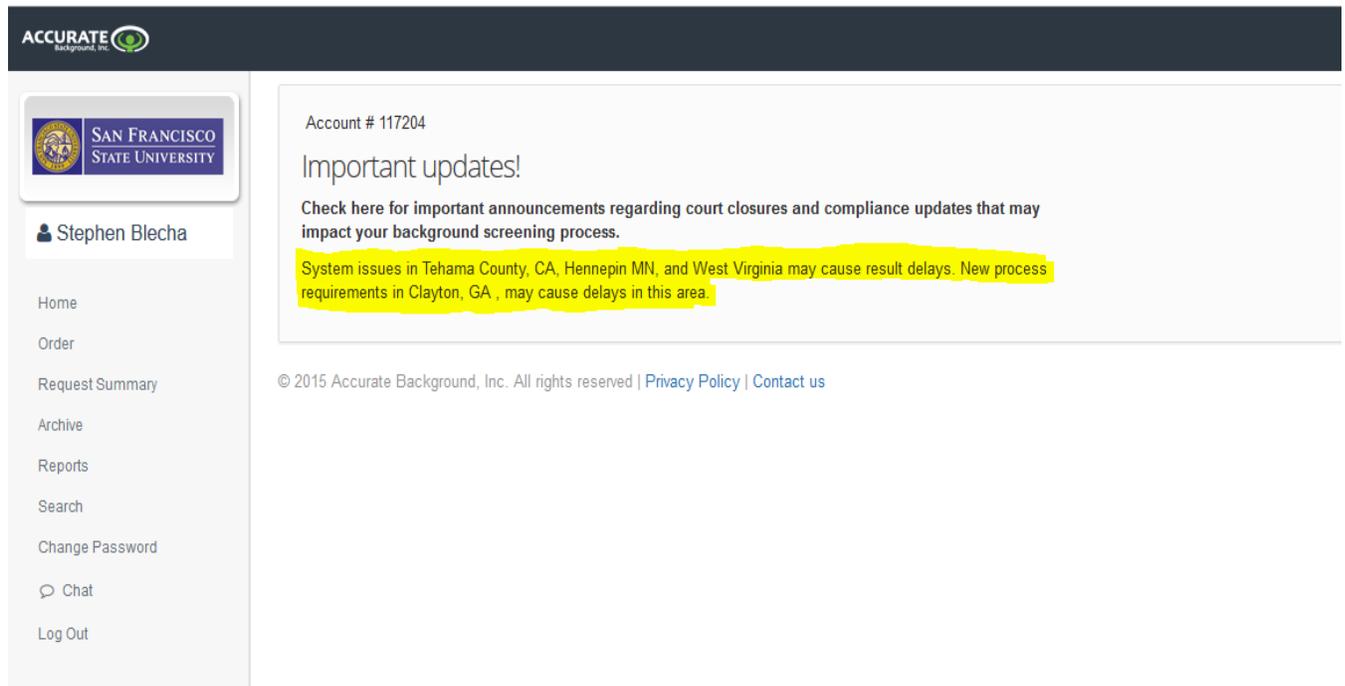


The screenshot shows the Accurate Background website's client login interface. At the top left is the Accurate Background logo. The main content area is titled "Client Login" and contains a form with the following elements:

- A "Username" input field with a user icon on the right.
- A "Password" input field with a lock icon on the right.
- A link for "Forgot Password?" below the password field.
- A blue "Login" button at the bottom right of the form.

Below the form, there is a text prompt: "Need help? Please contact 800.216.8024" and a footer with the copyright notice: "© 2015 Accurate Background, Inc. All rights reserved | [Privacy Policy](#) | [Contact us](#)".

2. Take note of any possible office closures or other news that might delay your request.



The screenshot displays the user dashboard for Stephen Blecha. On the left is a navigation menu with the following items: Home, Order, Request Summary, Archive, Reports, Search, Change Password, Chat, and Log Out. The main content area shows the user's account information and a notification:

- Account # 117204
- Important updates!
- Check here for important announcements regarding court closures and compliance updates that may impact your background screening process.
- A highlighted yellow box contains the text: "System issues in Tehama County, CA, Hennepin MN, and West Virginia may cause result delays. New process requirements in Clayton, GA, may cause delays in this area."

At the bottom of the dashboard, there is a footer with the copyright notice: "© 2015 Accurate Background, Inc. All rights reserved | [Privacy Policy](#) | [Contact us](#)".

3. Select the 'Order' link in the left-hand navigation.

The screenshot shows the Accurate Background user interface. At the top left is the Accurate Background logo. Below it is the San Francisco State University logo and the user's name, Stephen Blecha. The left-hand navigation menu includes links for Home, Order (highlighted in yellow), Request Summary, Archive, Reports, Search, Change Password, Chat, and Log Out. The main content area displays 'Account # 117204' and 'Important updates!' with a link to check for announcements. Below this is a copyright notice: '© 2015 Accurate Background, Inc. All rights reserved | Privacy Policy | Contact us'.

4. Select the Business Partner assigned to your department

The screenshot shows the Accurate Background user interface. At the top left is the Accurate Background logo. Below it is the San Francisco State University logo and the user's name, Stephen Blecha. The left-hand navigation menu includes links for Home, Order (highlighted in yellow), Request Summary, Archive, Approval, Result Summary, Reports, Search, Change Password, Chat, and Log Out. The main content area displays 'Hello Stephen, please choose the person you will be ordering for:' followed by a dropdown menu with the following options: Stephen Blecha, Lindsay Karen Harsha, Marianne Guzman Mangosing, and Mark Manansala. Below this is a copyright notice: '© 2016 Accurate Background, Inc. All rights reserved | Privacy Policy | Contact us | Get Adobe Reader'.

5. Select 'Candidate Entry' to send an email request to the new employee

ACCURATE Background, Inc.	
 SAN FRANCISCO STATE UNIVERSITY	
Stephen Blecha	
Home	
Order	
Request Summary	
Archive	
Reports	
Search	
Change Password	
Chat	
Recruiter Entry	Recruiter enters all information needed to perform background screening for candidate
Candidate Entry	Recruiter enters basic info; candidate will receive email invitation to complete the ordering process

6. Select 'New Employee' from Type of Search dropdown and entered required information, indicated by a blue asterisk. For reference number, use the pictured format (Dept ID – Lecturer – Term/Year). For new Tenure/Tenure Track, enter Dept ID – Search Number – Term/Year. For student employees, enter Dept ID – Last Name – Term/Year.



Stephen Blecha

- Home
- Order
- Request Summary
- Archive
- Reports
- Search
- Change Password
- Chat
- Log Out

Connect With Us



Type of Search:  [See Package Descriptions](#)

### Candidate Information

All candidate information must be submitted using English characters -- this includes candidate first and last name.

\* = Required Field

Reference # *	<input type="text" value="3500-Lecturer-Fall 2015"/>
First Name *	<input type="text" value="Joe"/>
Last Name *	<input type="text" value="English"/>
Middle	<input type="text"/>
Candidate Email *	<input type="text" value="sblecha@sfsu.edu"/>

To successfully complete this request please enter only one email address.  
Accurate Background, Inc. is not responsible for delays related to any invalid email address entered.

### CURRENT ADDRESS

Country	<input type="text" value="United States"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City/Municipality	<input type="text"/>
State	<input type="text"/>
Postal Code / Zip	<input type="text"/>
Phone Number	<input type="text"/>

### MISCELLANEOUS

Please enter the location for the position

Country	<input type="text" value="United States"/>
State *	<input type="text" value="California"/>
Special Instructions	<input type="text"/>
Department *	<input type="text" value="3500 - English"/>

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7. Select 'Submit New Request' button if you are not including additional items to the base package. Select 'Submit and Add A La Carte Search' if you need additional information checked.

Submit New Request

Submit and Add A La Carte Search

8. Once submitted, you will receive a confirmation number and the opportunity to print the confirmation page. Keep the confirmation number for reference.



 Stephen Blecha

Home

Order

Request Summary

Archive

Reports

Search

Change Password

 Chat

Log Out

Your request has been processed. Your confirmation number is 40890310 .  
Please write down your confirmation number for future reference.

Thank you for using Accurate Background, Inc.

Print

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