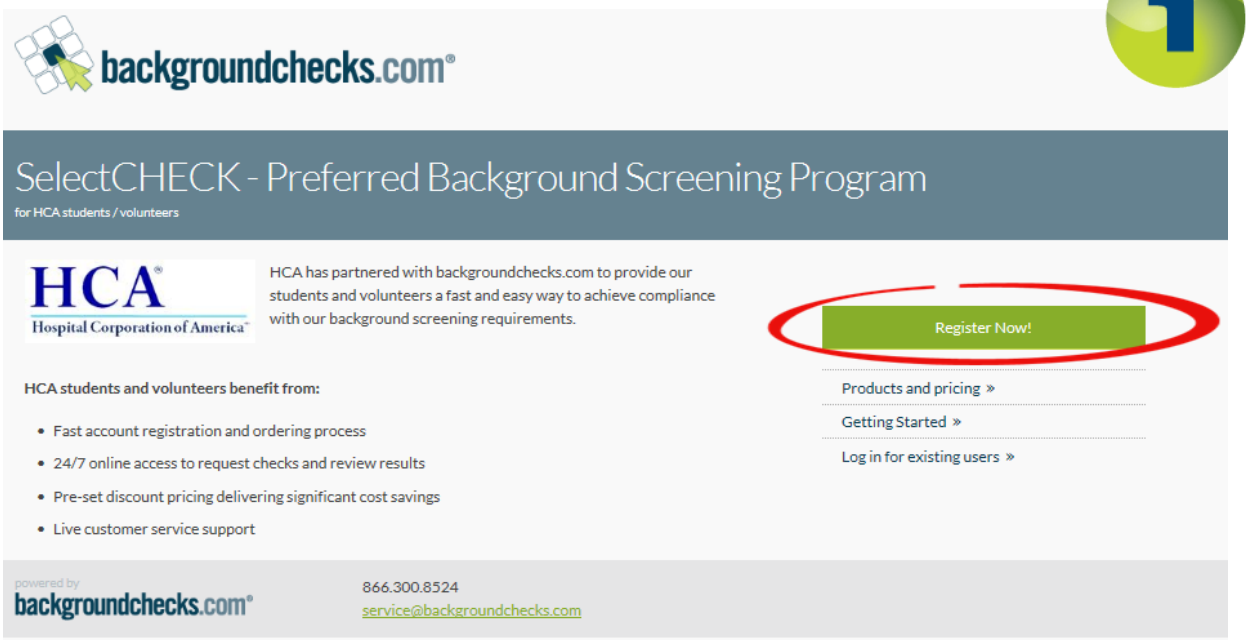
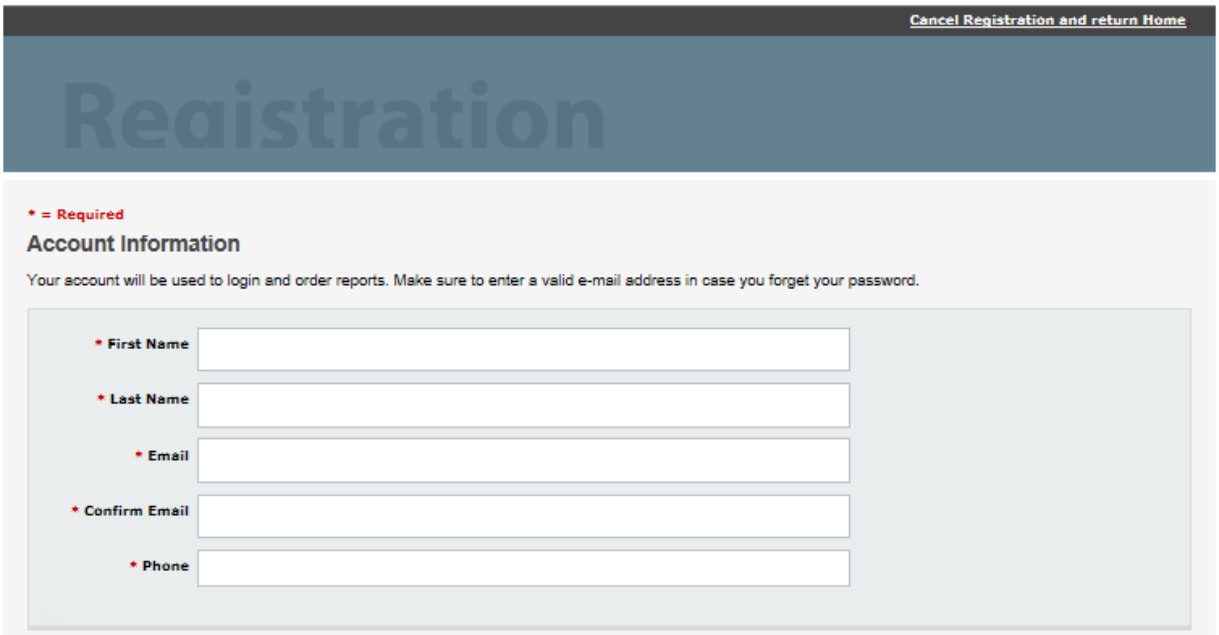
backgroundchecks.com®

Getting Started

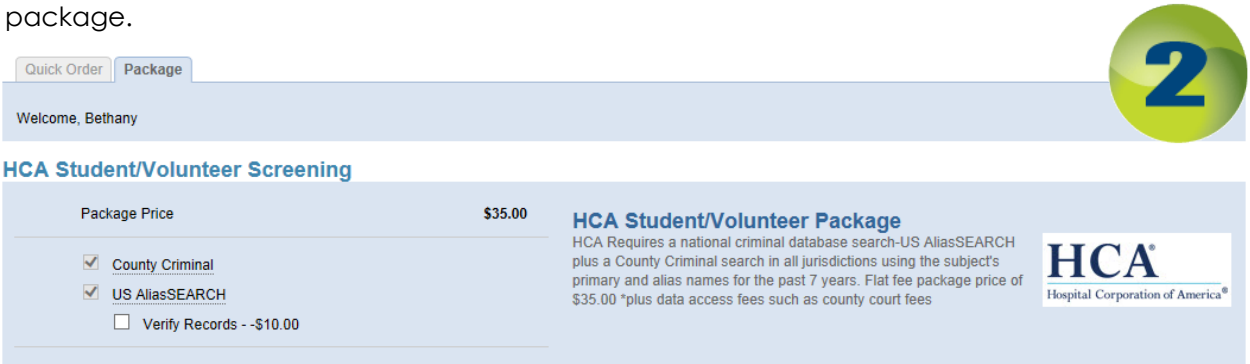
1-Register Account Online!
Log on to http://www.backgroundchecks.com/solutions/SelectCHECK/hca
Click the REGISTER NOW button



Register your account online! After completing our simple online registration you'll have immediate access the Custom **HCA Screening Package** designed to meet HCA requirements.



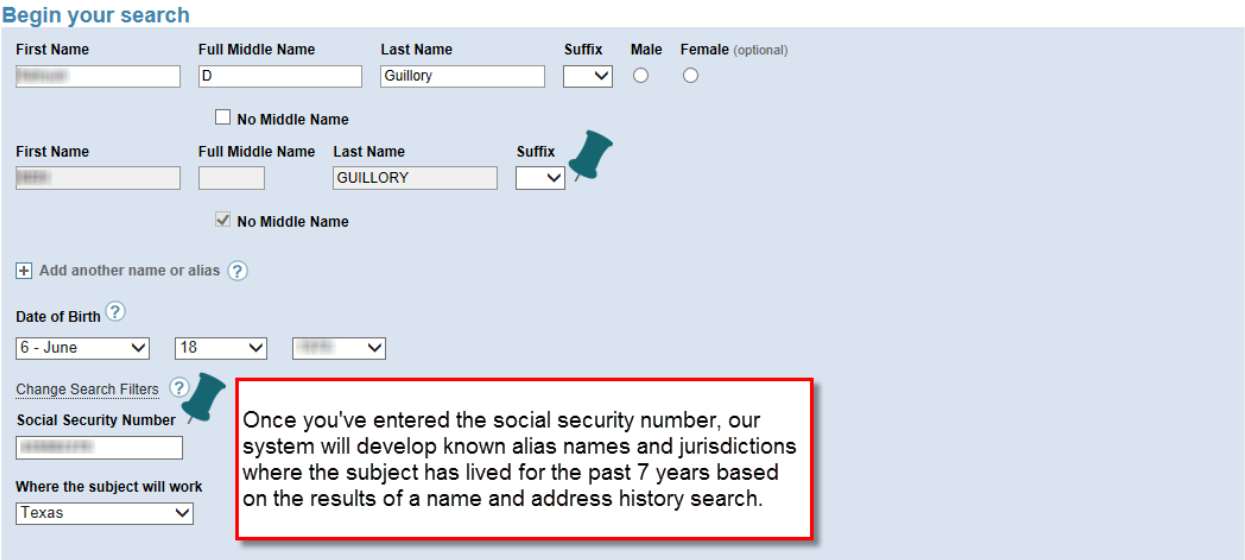
2-Start Your Order.
The Package Dashboard is the first screen you should see after completing the registration process. From here you can instantly begin ordering the HCA screening package.



The Custom HCA Screening Package includes the following required elements:

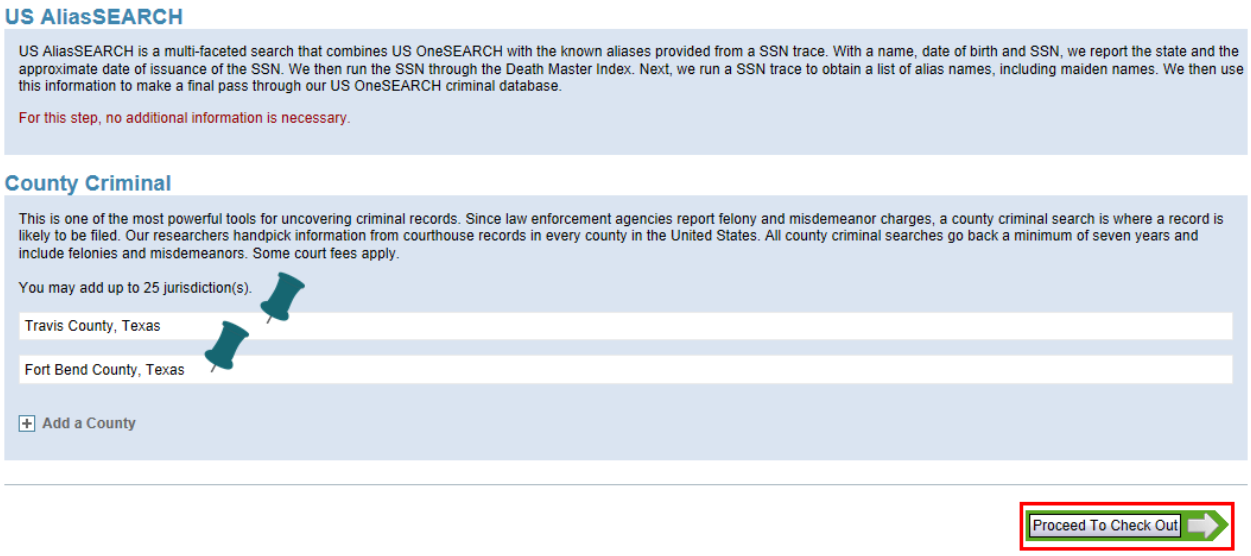
1. **US AliasSEARCH**-instant national criminal database-over 400 Million criminal records & 10 Million+ photos from hundreds of sources including Sex Offender Records for 49 states plus Washington DC, Guam, Puerto Rico, plus National Security sources such as OFAC and Terrorist watch lists, SSN Validation & a Name & Address History used to develop jurisdictions & alias names for the past 7 years. County Criminal searches in all jurisdictions for primary & alias names developed for the past 7 years.
2. **County Criminal searches**- in all counties developed in the name and address history for the past 7 years, to include screening both primary and alias names developed.

Begin your search. Enter the subjects name, gender, date of birth and social security number and our system will develop known alias names and jurisdictions where the subject has lived for the past 7 years based on the results of a name and address history search.

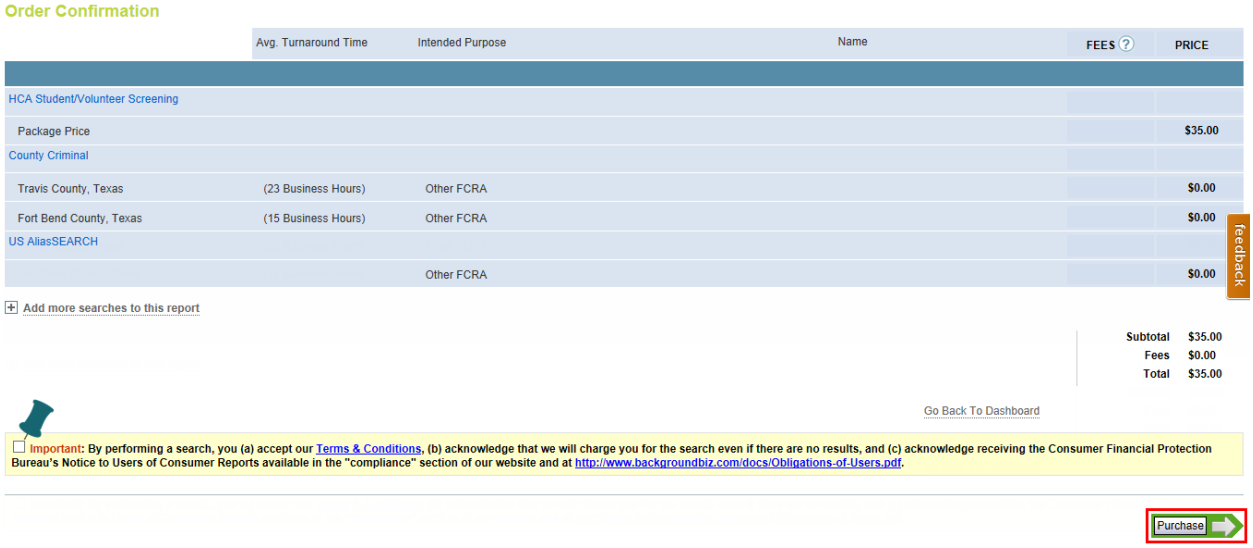


As you continue the order entry process you'll notice the US AliasSEARCH requires no additional information based on previously provided subject data.

The subjects counties of residence were auto-developed using the subjects SSN and we list the applicable jurisdictions in the County Criminal section. You may add more jurisdictions but you cannot remove the auto-developed counties.

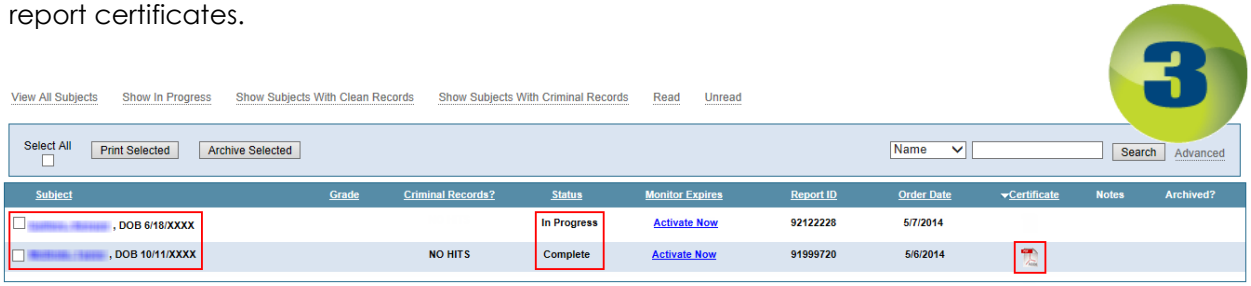


Once you have completed the data entry click the **Proceed To Check Out** button. Review the Order Confirmation page, agree to Terms & Conditions and click the Purchase button to place your order.



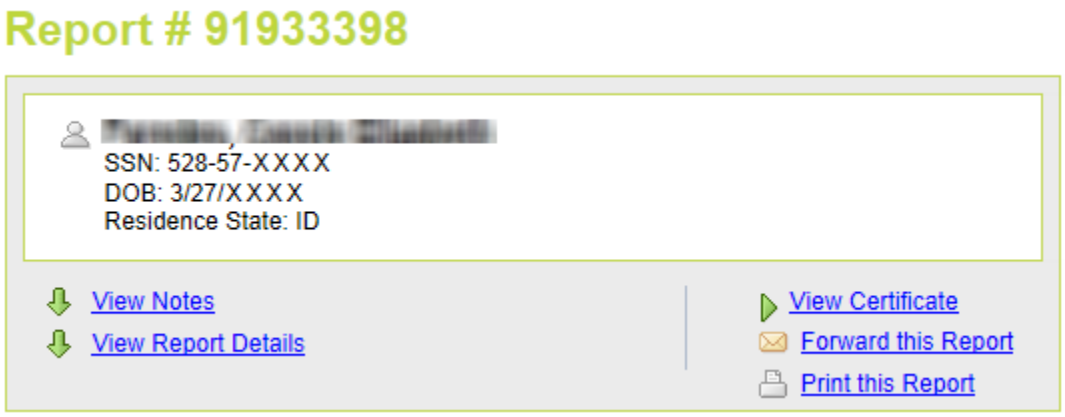
Average time to complete.
Some portions of your report will complete instantly such as the US AliasSEARCH, other element like the County Criminal typically complete within 1-3 business days.

3-Manage Reports.
After placing your order you will see your Manage Reports Inbox, you can check the status of an In Progress report, review completed report details and access completed report certificates.



Report Results.
Depending on your report notification settings you may receive an email notification or you may choose to log back into your account and to view the results in your inbox.
**Adjust report notification settings in the My Profile section of the account*

Access your report details by clicking on the subjects name in the inbox. From the report page you can view search results, certificate and email a copy of the report or print a copy.



We have an experienced Client Relations team available to assist with any questions you may have regarding the online account registration process, placing your order, and viewing report details and certificates.

Our Client Relations team is available M-F, 7:30am-5:30pm CT and can be reached by telephone at 866-300-8524 or via email at service@backgroundchecks.com.

In addition to our entire Client Relations team, Mary Lou Howard is your dedicated contact, she can also assist with any questions you may have. Mary Lou is available M-F, 8:00am-5:00pm CT and can be reached by telephone at 866-300-8524 ext. 5031 or via email at mhoward@backgroundchecks.com.