

# VendorSAFE

For USM Suppliers

## Preferred Background Screening Program

USM has partnered with backgroundchecks.com to provide their suppliers a fast & easy way to conduct employee background checks. VendorSAFE delivers access to custom packages that help suppliers comply with the USM screening requirements.

Not to mention the advantage of backgroundchecks.com's proprietary National Criminal Database products. We are committed to not only providing the most current data available, but also acquiring sources that none of our competitors have such as various tribal territory sex offender files & numerous state health and human services exclusion lists, just to name a few...

USM Suppliers benefit from:

- Fast account registration & ordering process-*the one-time registration fee of \$49.95 has been waived!*
- Pre-set discount pricing & packages for significant cost savings
- 24/7 online user-friendly interface and simplified results reporting
- Highest level of secure connection technology that meets government standards
- Live customer service support

We have an experienced Client Relations Team available for support, Monday through Friday, 7:30 am - 5:30 pm CST. Our Client Relations Team can be reached by telephone at 866-300-8524 or via email at [usmsupport@backgroundchecks.com](mailto:usmsupport@backgroundchecks.com). Please feel free to contact a member of the Client Relations Team if you need any assistance registering your account or placing your orders.

### Package

#### Advanced Background Screening\*

\$18.00

Package includes: US OneVerify, 1 County Criminal Search (court fees may apply) and 1 US OneTRACE (Name and Address History)-Nothing provides better coverage of the United States than US OneVerify. With one search, you can comb more than 450 million criminal records from counties, Department of Corrections (DOC), Administration of the Court (AOC) and sex offender and offender registries covering all 50 states, plus Washington DC, Guam, and Puerto Rico. Also included are national and international terrorism sources and more than 10 million photos. Criminal matches are verified directly at the source before being reported, ensuring maximum risk protection and greater accuracy. US OneVerify provides the data you want, the quality you demand and the updates that ensure you get the best possible information.

\* Additional fees may apply.



## What you should know to get started...

1. Suppliers must order the “Advanced Background Screening” package to comply with USM, Inc. requirements.
2. The backgroundchecks.com account registration process is handled all online which provides suppliers with immediate access to the USM, Inc. “Advanced Background Screening” package.
3. USM, Inc. pays for “Advanced Background Screening” package orders\*^.

*\*Because USM, Inc. handles payment for supplier package orders, backgroundchecks.com will need time to manually adjust your account to ensure that USM, Inc. is billed for the required packages and not you. **DO NOT** place any package orders until you receive notification from backgroundchecks.com that your account has been properly modified and is ready for use. backgroundchecks.com will email you within 24 business hours from your online account registration date.*

*^USM, Inc. only pays for applicable “Advanced Background Screening” package orders. USM, Inc. will hold you responsible for any separate, a la carte or ineligible orders placed in your account.*

### Online Account Registration Process

The screenshot shows the 'Account Information' section of the registration process. It includes fields for 'Your name' (First Name), 'Email Address', 'Password', and an optional 'Promotion Code' field. A green 'Continue' button is at the bottom. Three red callout boxes provide instructions: 1. The Register Now button on the custom VendorSAFE landing page routes you to our secure online account registration page. 2. You'll see a special USM partner code preloaded in the promotion code field to ensure your account receives proper access to the specified USM, Inc. packages. 3. Complete the account information page and click the Continue button to proceed.



### Contact Information

Please provide the following company information.

Company Name

Website Address (optional)

Industry

Street address

United States

Street Address Line 1

Street Address Line 2

City

Phone Number

How did you hear about us? (optional)

I have read and agree to the [Terms & Conditions](#)

Please notify me of important legislative and compliance updates, changes and updates to the background check order platform, and court delays.

**Create account**

The next step in the online account registration process is collecting company information.

\*\*\*Make sure to list your company information exactly as it appears in the USM, Inc. supplier system to avoid any delays in account access.

Review and agree to the Terms & Conditions and we encourage you to opt-in to receive important legislative and compliance updates, and other system or service changes to the backgroundchecks.com platform.

Click the Create account button to proceed.

### 1. Resale Intent

You certify as follows:

No Resale: You will not resell the report to the end-user or use the report to prepare your own report to the end-user.

CRA Resale: You will not be the end-user of the report to a consumer reporting agency, who will either resell the report to the end-user or use the report to prepare your own report to the end-user.

Conduit Resale: You will not be the end-user of the report to a consumer reporting agency, who will either resell the report to the end-user or use the report to prepare your own report to the end-user.

Non-CRA Resale: You will not be the end-user of the report to a consumer reporting agency, who will either resell the report to the end-user or use the report to prepare your own report to the end-user.

### 2. End-User Purpose

### 3. Acknowledgement

Next, is FCRA Certification.

Select and certify your applicable Resale Intent & End-User Purpose for using our services to obtain information on an individual from a consumer reporting agency.



### FCRA Notice

**Sections**

- ➔ [Notice To Users](#)
- ➔ [Summary Of Rights](#)

The final step in the online account registration process is acknowledging the presented FCRA [Notice To Users](#) and [Summary Of Rights](#) for users of consumer reports.  
**All users of consumer reports must comply with all applicable regulations.**

➔ [Notice to Users](#)

[Acknowledged](#) [Decline and logoff](#)

Order Products | Order Packages | Manage Reports | My Account | Support

Standard Order

#### Notifications

By ordering, you are certifying that you are the authorized user of the subject of the report for employment and volunteers. Contractors, agents, and volunteers are not included.

#### Select a package

**Advanced Background Screening**

Package includes: US OneTRACE (Name and Address History)-National search with one search, you can search more than 45 states, District of Columbia, and Puerto Rico. Also included are national criminal history photos. Criminal matches are verified directly at the source for greater accuracy. US OneVerify provides the data you need to ensure you get the best possible information.

#### Order Summary

Advanced Background Screening	\$18.00
US OneTRACE	\$0.00
US OneVERIFY	\$0.00
<b>Subtotal:</b>	<b>\$18.00</b>

**\*\*\*REMEMBER-DO NOT PLACE ANY ORDERS\*\*\***

**Unless, you received notification from backgroundchecks.com that your billing method is updated & your account is ready for use.**

**You will receive notification from backgroundchecks.com within 24 business hours of the online account registration date.**



**backgroundchecks.com®**

Order Products | Order Packages | M

Standard Order

**Notifications**

By ordering, you are certifying that you are ordering this report for employment, promotion, reassignment or retest and volunteers). [Change](#)

**Select a package**

**Advanced Background Screening**

Package includes: US OneVerify, 1 County Criminal Search (court fees may apply) and 1 US OneTRACE (Name and & Address History)-Nothing provides better coverage of the United States than US OneVerify. With one search, you can comb more than 450 million criminal records from counties, Department of Corrections (DOC), Administration of the Court (AOC) and sex offender and offender registries covering all 50 states, plus Washington DC, Gu... Rio. Also included are national and international terrorism sources and more than 10 million photos... are verified directly at the source before being reported, ensuring maximum risk protection and gre... OneVerify provides the data you want, the quality you demand and the updates that ensure you get t... information.

US OneVERIFY \$0.00

Subtotal: ⓘ \$18.00

**Advanced Background Screening**

Package Price \$18.00

- ✓ County Criminal ⓘ
- ✓ US OneTRACE ⓘ
- ✓ US OneVERIFY ⓘ

**Start your search**

Subject Information

[Change search options](#)

Full legal name

First Middle Last Select...

**Proceed to checkout**

You can start placing orders once your account is ready for use.

The USM, Inc. **Advanced Background Screening** package is preloaded to your account and available on the Order Packages page. Order Packages page is your default landing page each time you login to your account.

USM, Inc. will only cover the costs for **Advanced Background Screening** package orders. USM, Inc. will bill you for any separate or a la carte services ordered in your account.

The cost of the **Advanced Background Screening** package is \$18.00 *plus any applicable court fees.*

You cannot remove any required services included in the **Advanced Background Screening** package.

Enter the subject information and our system will auto-develop the current county of residence and populate it in the County Criminal section.

Click Proceed to checkout to view order confirmation



## Order Confirmation

Confirm order and click Purchase to proceed.

	Avg. turnaround time	Fees ?	Price
Advanced Background Screening			\$18.00
US OneVERIFY ?			
Test Test Test (Primary)			\$2.00
County Criminal ?			
Test Test Test (Primary) (Denton County)	17 Business Hours		\$0.00
USOne Trace ?			
Test Test Test (Primary)			\$0.00
Subtotal:			\$2.00
Total:			\$2.00

**Important:** By placing this order:

- You accept our [Terms](#).
- You agree that we can charge you for the search even if there are no results.
- You acknowledge receiving the Consumer Financial Protection Bureau's "[Notice to Users of Consumer Reports](#)" and "[A Summary of Your Rights under the Fair Credit Reporting Act](#)" (which are also available in the Compliance section of our website).
- You make the Employment certifications in [Report Certification for End-user Purpose of Employment](#) of our Terms.
- You make the No Resale certifications in [Report Certifications for Resale Intent of No Resale](#) of our Terms.

[Go Back to Dashboard](#) Cancel Order Purchase

Order Products Order Packages Manage Reports My Account Support

Inbox Certificates Batches

View: All In Progress Read Unread Clean

Advanced Search

Select All Print Selected Archive Selected Name  Search

Grade Legend: ✔ PASS ✘ FAIL ! REVIEW

Subject	Grade	Criminal Records?	Status	Monitor Expires	Report ID	Order Date	Certificate	Notes	Archived?
<input type="checkbox"/> [Redacted], DOB 6/19/XXXX	✔	NO HITS	Complete	N/A	[Redacted]	11/18/2015			
<input type="checkbox"/> [Redacted], DOB 4/15/XXXX			In Progress	N/A	[Redacted]	11/18/2015			
<input type="checkbox"/> [Redacted], DOB 2/2/XXXX									

\*\*USM, Inc. only pays for applicable Advanced Background Screening package orders.