

Background Screening Training

Iowa Association

Agenda

- System Demonstration
 - Enterprise Advantage – Recruiter perspective
 - Profile Advantage – Candidate Perspective
- Q & A

Enterprise Advantage



Recruiter Perspective

Section Topics:

- How to log in to Enterprise Advantage
- Basic Navigation and System Features
- How to direct order a background check
- How to Initiate the Candidate Invite to Complete Online Profile



Profile Advantage



Candidate Perspective



Welcome, Jane. County Extension & Outreach is inviting you to start your background screening process, powered by First Advantage.

START

Jane,

County Extension & Outreach requests that you begin this simple process to initiate, complete and receive your own background screening report in an easy to use application called Profile Advantage, powered by First Advantage. It's mobile-friendly, so you can start right now and be done in just a few minutes. We recommend using Chrome, Firefox or Safari for the most optimal experience, though any browser should work fine. There is a limited time to complete the screening, so be sure to start today.

START

<https://pa-test.fadv.com/#/invite/?key=H7UB52M5YO>

After creating your password, you will answer a set of screening questions and then submit your responses to **County Extension & Outreach**. When the final report is completed, you will get anytime access to your own background screening report.

The screening process typically takes up to 5 business days, but could take longer depending on the items selected for screening. Once submitted, you will need to follow up with **County Extension & Outreach** for any updates on the status of your application.

If you experience technical difficulties while completing Profile Advantage, please use our chat feature that is located in the bottom left corner of the page. Our customer success team is available to assist you 8am to 8pm, Eastern time Monday –Friday.

Sincerely,

County Extension & Outreach and the First Advantage Team

Candidate clicks *Start* to begin the process



First Advantage

Profile Set Up – Create Password



Welcome Jane, County Extension & Outreach would like you to start the screening process with Profile Advantage.

Already have a Profile? - [Sign in](#)

EMAIL

jillburt-jillburt@gmail.com

CREATE PASSWORD

CONFIRM PASSWORD

SECRET QUESTION

SECRET ANSWER

NEXT

[Terms of Service](#) [Privacy Policy](#)

Candidate creates a password and security question/answer

Profile Advantage username is the Candidate email



Terms of Service Agreement

PROFILE
ADVANTAGE

TERMS OF SERVICE

×

This terms of service (this "Agreement") is between you ("User" or "You") and First Advantage Corporation ("FADV") and governs your access to and use of FADV's Profile Advantage website / application (the "Website"), and your access to and use of all software applications, databases and services made available to You and accessible by You through use of the Website (collectively, "Services"). By subscribing to any Service through use of the Website You agree to the terms and conditions of this Agreement.

1. FADV Account Registration.

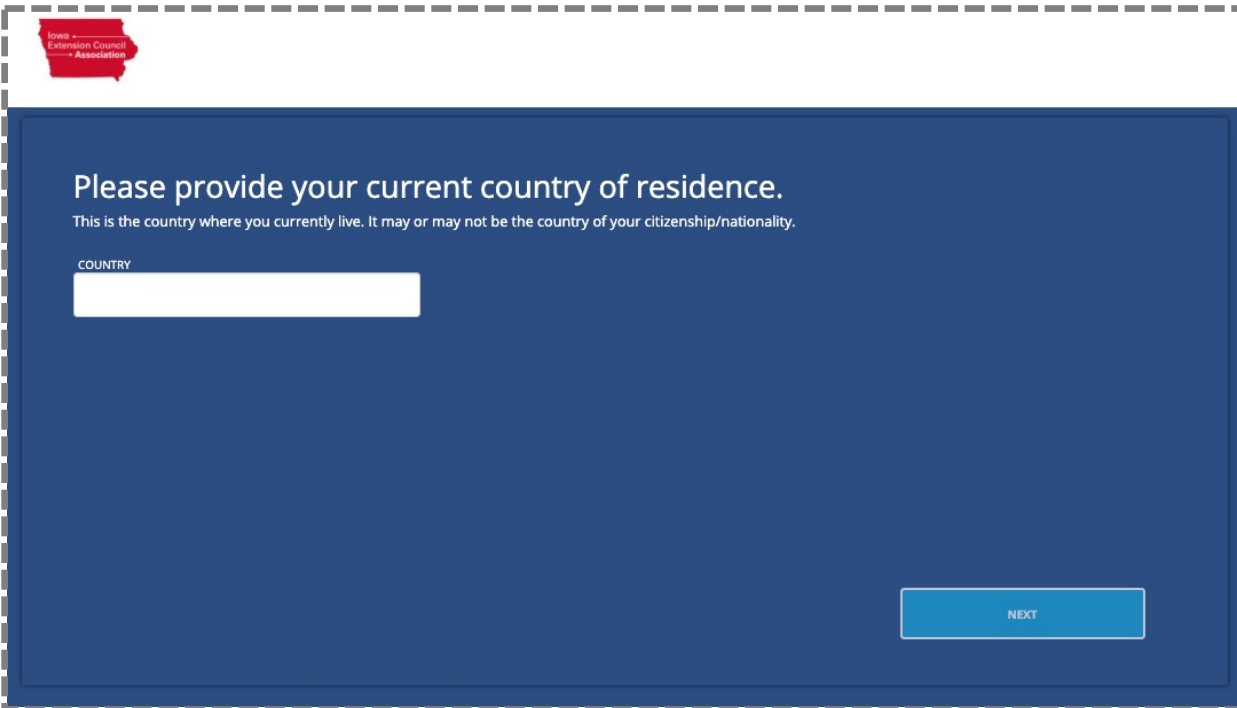
In order to access the features of the Website and to subscribe, upload or download any content on the Website or through your use of the Services, You must register and create an account ("Account"). In order to register to use a Service and create an Account, You are required to provide certain personal information to FADV and create a User ID and password associated with your Account. You shall not share your User ID or password with any third party. User must be at least 18 years of age in order to register to use a Service and to create an Account. You hereby represent and warrant to FADV that You are at least 18 years of age and possesses the legal right and ability to enter into this Agreement. FADV reserves the right to suspend or terminate your Account if any information provided during the registration process or thereafter proves to be inaccurate, fraudulent or incomplete. You are solely responsible for all activity under your Account, whether or not You have authorized such activities or actions. You will immediately notify FADV of any unauthorized use of your Account.

2 FADV Services

AGREE

DISAGREE

Country of Residence Selection



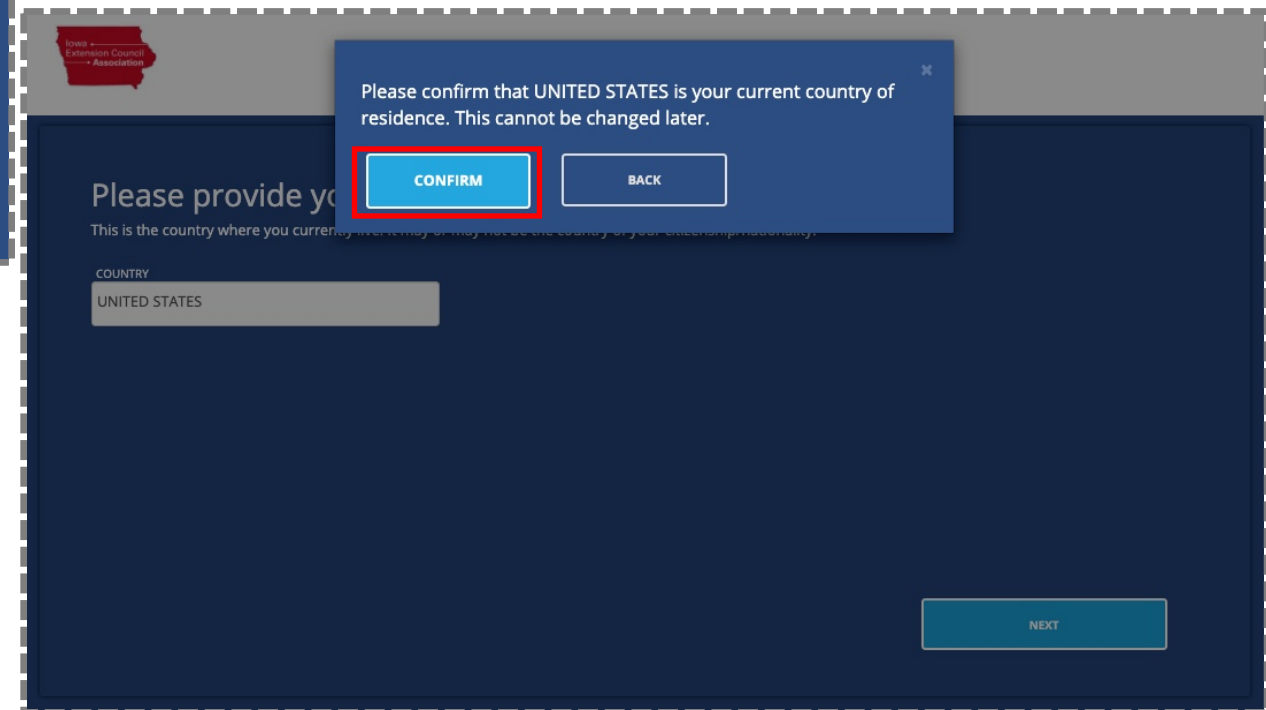
Iowa Extension Council Association

Please provide your current country of residence.
This is the country where you currently live. It may or may not be the country of your citizenship/nationality.

COUNTRY

NEXT

Candidate enters country of residence



Iowa Extension Council Association

Please provide your current country of residence.
This is the country where you currently live. It may or may not be the country of your citizenship/nationality.

COUNTRY
UNITED STATES

NEXT

Please confirm that UNITED STATES is your current country of residence. This cannot be changed later.

CONFIRM BACK

Electronic Signature Agreement



Welcome, to begin your process we require your consent.

We use a simple electronic signature, please read our authorization terms before accepting.

Consent to Use Electronic Signature

By selecting the "Yes" option below, I hereby consent to the use of my electronic signature to execute the Authorization Form, which will appear on the following screen. I understand that my electronic signature will have the same legal effect, validity and enforceability as if I were to execute by handwritten signature. If I do not wish to have my electronic signature to have a binding effect, I must select "No" option below.

Right to Entering into Agreement in Non-Electronic Form

I understand that I have the right to agree to the Authorization Form on paper and to execute the Authorization Form by handwritten signature. In order to provide it in written form, I can print and upload the form in the Document Upload section upon completing my profile.

Withdrawing My Consent and Updating Information

I understand that I have the right to withdraw my consent to use electronic signature and the right to update my contact information at anytime. If I decide at any point to withdraw my consent, I understand that the withdrawal is only prospective and shall not impact the legal effectiveness, validity or enforceability of the Authorization Form prior to the implementation of my requested withdrawal. The effectiveness of the withdrawal will be within a reasonable period of time after receipt of the withdrawal. If I withdraw during the period where a screening service is in the process of being fulfilled or ordered, it may impact my application for employment, contract work or other purpose.

If I decide at any point to withdraw my consent, I may call First Advantage at(+1) 800-845-6004, or provide a signed letter via mail to the address below:

First Advantage Background Services Corp.
Consumer Center

NO, DECLINE E-SIGNATURE

YES, USE E-SIGNATURE

Disclosure and Consent



Authorization

VOLUNTEER BACKGROUND SCREENING AUTHORIZATION

I hereby authorize the County Agricultural Extension District (CAED), Iowa State University Extension and Outreach, and/or its agents to make an independent investigation of my background, including social security number verification, motor vehicle, national criminal records, sex offender, state and federal abuse registry checks, including those maintained by both public and private organizations and all public records. First Advantage will be used to accomplish part of this background screen. The purpose of this authorization is to confirm the information contained on my Application and to obtain other information which may be material to my qualifications for service as a volunteer now and, if applicable, during the tenure of my volunteer service with County Agricultural Extension Districts (CAED).

To facilitate the background screening, I agree to provide CAED and Iowa State University Extension and Outreach (ISUEO) with my full name, date of birth, social security number, and other sensitive information.

■ [Check here to receive a copy of your Consumer Report. \(For U.S. addresses only\)](#)

DECLINE

AGREE



Authorization

To facilitate the background screening, I agree to provide CAED and Iowa State University Extension and Outreach (ISUEO) with my full name, date of birth, social security number, and other sensitive information.

Information provided by First Advantage

I have carefully read and understand this Background Screening Authorization and, by signing electronically below, I authorize First Advantage to release national sex offender registry and/or criminal record reports to ISUEO and CAED. This Background Screening Authorization in original, faxed, photocopied, or electronic form will be valid for securing background screening reports that ISUEO and CAED may request.

■ [Check here to receive a copy of your Consumer Report. \(For U.S. addresses only\)](#)

DECLINE

AGREE

Authorization Signature

* Use your mouse or touch.


Jane Doe

SIGN

CLEAR

CANCEL





Welcome, JaneDoe

PROFILE

RESIDENCE

LICENSE

IDENTITY

0 COMPLETED 8 SECTIONS REMAINING

Jane, let's make sure we have your name as it appears on your identification and legal documents.

FIRST NAME

MIDDLE NAME(S)

LAST NAME

jane

Maria


Doe

NAME SUFFIX/GENERATION (EX: JR, II, III...)

SAVE AND EXIT

NEXT

Candidate is asked to enter their complete name and if they have ever used any aliases.



Welcome, Jane Mari...

PROFILE

RESIDENCE

LICENSE

IDENTITY

0 COMPLETED 8 SECTIONS REMAINING

Jane, have you ever used any other legal name?

It could be either a maiden name or names you've used on official legal documents.

SAVE AND EXIT

NO OTHER NAME

ADD ANOTHER NAME

- PROFILE
- RESIDENCE
- LICENSE
- IDENTITY


0 COMPLETED 8 SECTIONS REMAINING

Alright Jane, please specify your gender for the record.

- Male
- Female



- SAVE AND EXIT
- SKIP AND CONTINUE
- NEXT



Welcome, Jane Mari...

PROFILE

RESIDENCE

LICENSE

IDENTITY

0 COMPLETED 8 SECTIONS REMAINING

When's your birthday Jane?

DATE OF BIRTH


12/12/1970

<

SAVE AND EXIT

NEXT

Candidate will need to confirm their date of birth.



Welcome, Jane Mari...

PROFILE

IDENTITY

0 COMPLETED 8 SECTIONS REMAINING

When's your birthday Jane?

DATE OF BIRTH

12/12/1970

<

SAVE AND EXIT

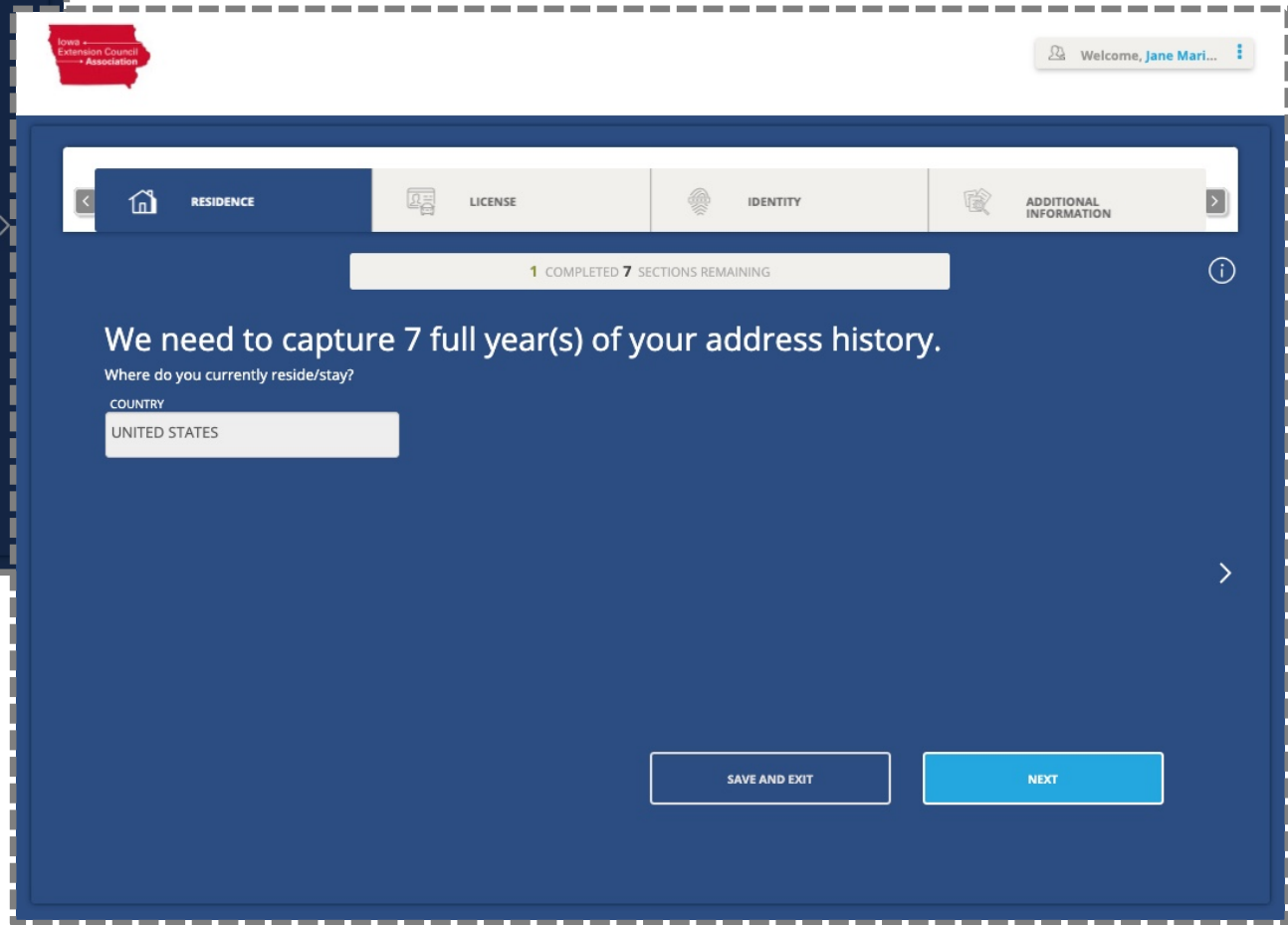
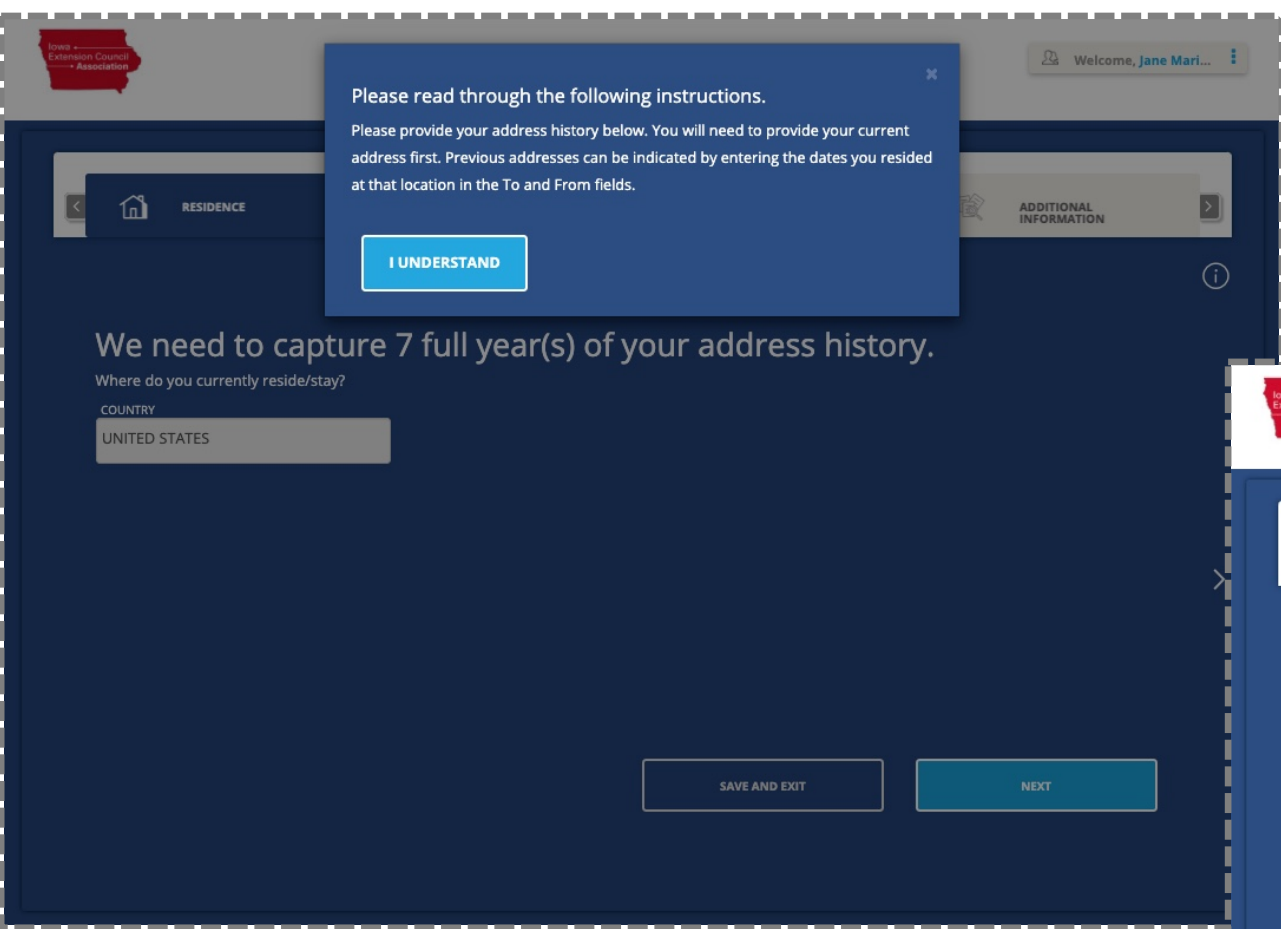
NEXT

You selected December 12, 1970 as your date of birth. Please Confirm or select Back to change this date.

CONFIRM

BACK

For support needs, click the chat icon in the lower left corner of the screen.



Iowa Extension Council Association

Welcome, Jane Mari...

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RESIDENCE

LICENSE

IDENTITY

ADDITIONAL INFORMATION

>

1 COMPLETED 7 SECTIONS REMAINING

When did you start living at this address?

📍 1100 Alderman Dr, ALPHARETTA, Georgia, 30005 US

START (MONTH, YEAR)

August 2010

<

>

SAVE AND EXIT

NEXT

- EMPLOYMENT
- EDUCATION
- IDENTITY
- ADDITIONAL INFORMATION

2 COMPLETED 7 SECTIONS REMAINING

We need to capture 7 full years of employment history

What is your current employment status?

- Current employer
- Self-employed
- Unemployed
- In school

SAVE AND EXIT

NEXT

- EMPLOYMENT
- EDUCATION
- IDENTITY
- ADDITIONAL INFORMATION

2 COMPLETED 7 SECTIONS REMAINING

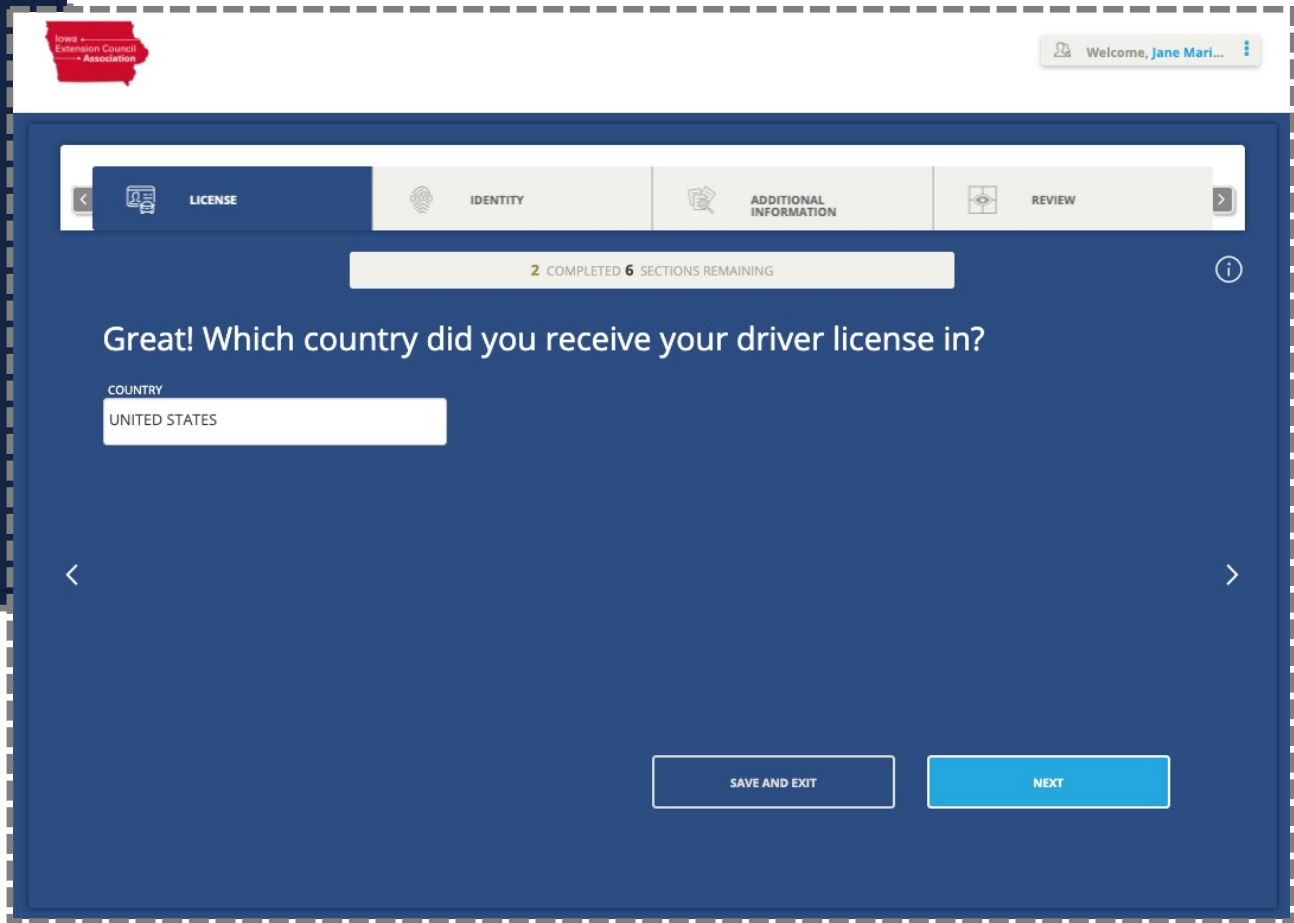
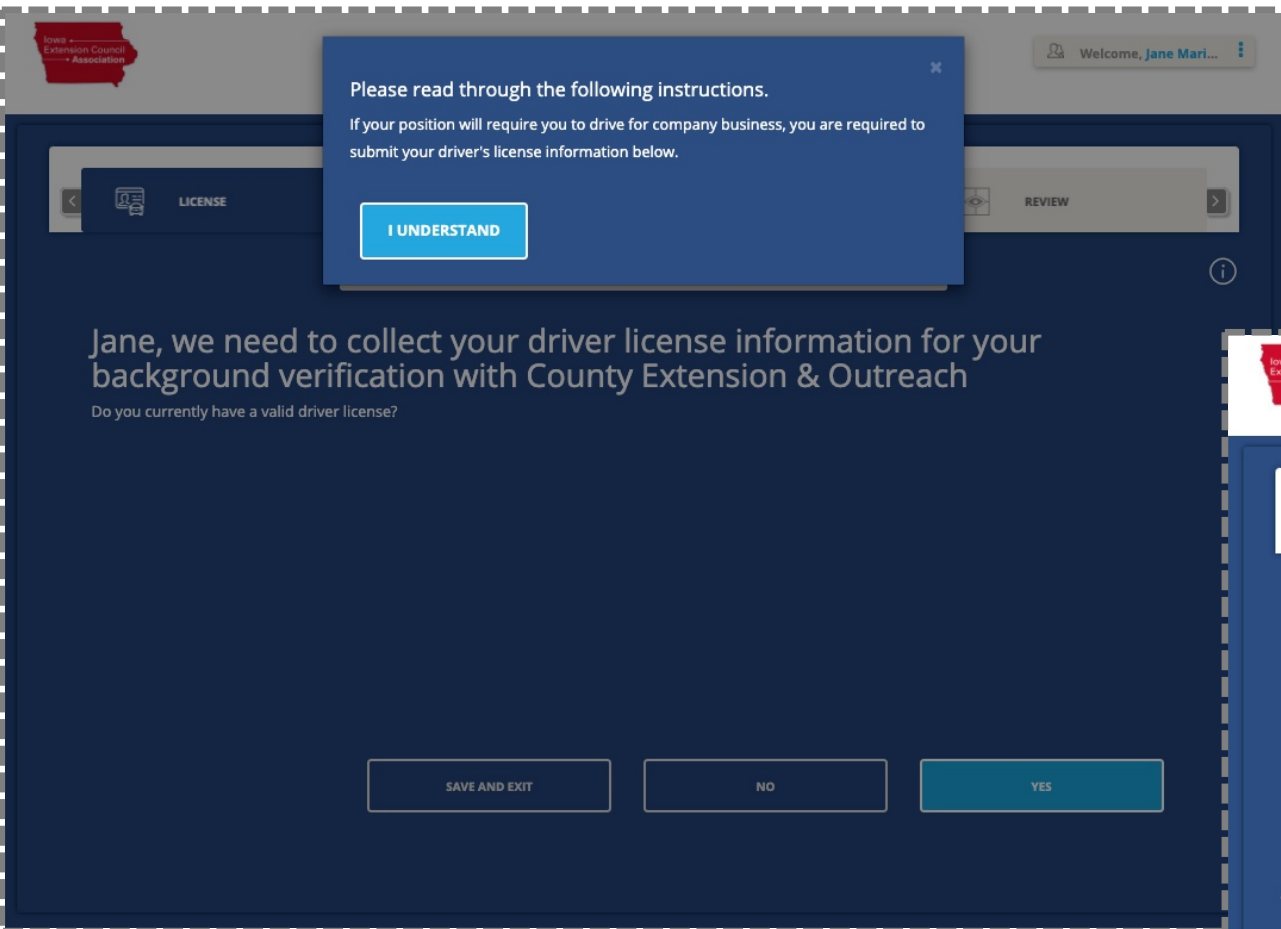
Where do you work?


COUNTRY/REGION

UNITED STATES


SAVE AND EXIT


NEXT







Welcome, Jane Mari...


LICENSE

IDENTITY

ADDITIONAL INFORMATION

REVIEW

2 COMPLETED 6 SECTIONS REMAINING



Jane, which state/province was your license issued in?


STATE/REGION/PROVINCE

Georgia


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SAVE AND EXIT


NEXT




Welcome, Jane Mari...


LICENSE

IDENTITY

ADDITIONAL INFORMATION

REVIEW

2 COMPLETED 6 SECTIONS REMAINING



Great! Let's get your license information.

What is your driver license number?

LICENSE NUMBER


123456789


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SAVE AND EXIT


NEXT


21


 First Advantage




Welcome, Jane Mari...


 LICENSE

 IDENTITY

 ADDITIONAL INFORMATION

 REVIEW

2 COMPLETED 6 SECTIONS REMAINING



Jane, what type of license is it?

Commercial


Non-commercial

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
>


SAVE AND EXIT


NEXT




Welcome, Jane Mari...


 LICENSE

 IDENTITY

 ADDITIONAL INFORMATION

 REVIEW

2 COMPLETED 6 SECTIONS REMAINING



Jane, do you currently have another valid driver license?

<

>

SAVE AND EXIT

NO

YES



IDENTITY



ADDITIONAL
INFORMATION



REVIEW



DOCUMENT UPLOAD



3 COMPLETED 5 SECTIONS REMAINING

Thanks! Now let's move on to your identification.

SOCIAL SECURITY NUMBER

CONFIRM SOCIAL SECURITY NUMBER

If candidates does not have an SSN, they can choose I Don't Have a SSN and enter an alternate form of ID such as a drivers license or passport.



SAVE AND EXIT

I DONT HAVE SSN

NEXT



First Advantage

Welcome, Jane Mari...

5 COMPLETED 3 SECTIONS REMAINING

Please review the information below.
This information will be used to initiate your background screening. No additional edits to the information can be made after submission.

Profile

Identity

SAVE AND EXIT

NEXT

Candidate clicks the edit icon to modify the information they have entered in that section.

Welcome, Jane Mari...

5 COMPLETED 3 SECTIONS REMAINING

Please review the information below.
This information will be used to initiate your background screening. No additional edits to the information can be made after submission.

No more edits can be made after this step.

NEXT

BACK

Profile

Identity

SAVE AND EXIT

NEXT



IDENTITY



ADDITIONAL
INFORMATION



REVIEW



DOCUMENT UPLOAD



6 COMPLETED 2 SECTIONS REMAINING

Next, we'll see if we need any documents.

Click NEXT to continue.

SAVE AND EXIT

NEXT



First Advantage

IDENTITY ADDITIONAL INFORMATION REVIEW DOCUMENT UPLOAD

Click SUBMIT PROFILE as it appears we have everything that is needed to continue.

SUBMIT PROFILE

Jane, welcome to your profile dashboard.

*The screening process typically takes an average of 5 - 10 business day(s), but note it could take longer depending on the items selected for screening. Unless First Advantage reaches out to you for any additional information, there is nothing more to do until you hear back from the company requesting the screening.



YOU



YOUR PROFILE DATA

No actions pending from you at this time.

VIEW PROFILE



REPORT

BACKGROUND SCREENING REPORT

0 review **Ready For Company Review**
0 review **In Progress**

VIEW SUMMARY

Enterprise Advantage



Recruiter Perspective

Section Content

- How to search for candidate records
 - Quick Search Feature
 - Dashboard
 - Search Filters
- How to review the candidate profile
- How to review the background report





Q & A

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**We look forward
to being your partner.**

