



## Guide to Initiating an MVR Screen

Initiating a Motor Vehicle Report screening via the à la carte menu should only be done in the following circumstances:

- Your candidate was initially screened using the *ISUEO (No MVR)* package and you learn that they now have a driver's license (where they didn't during the initial search)
- You accidentally ran the screen using the *ISUEO (No MVR)* package when you should have selected the *ISUEO* package.
- The candidate's driver's license number was entered incorrectly on the initial screening.

The cost of this à la carte option is \$1.21 + fees. So, if the candidate has an Iowa driver's license, a county would be charged \$1.21 + \$10.55 (Iowa's MVR search fee) for a total of \$11.76.

Read below for instructions on selecting this search type.

**Enterprise Advantage** (user enters all candidate data)

1. From the **Employment Screening** menu option, click **New Order**.
2. Enter information as usual until you get to the **Package Selection** section
3. In the Package Selection section, **deselect** the **Custom Package** options (so it now reads "**Select One**").
4. Next select the **Motor Vehicle Report** screening under the **Search Types** heading
5. Click on the right arrow to move that screening type to the **Selected Search Types** box.
6. Complete any remaining information and the **Next** button at the bottom of the page.

A screenshot of a web application interface titled "Package Selections". At the top, there is a "Position Applied For" field and a "Custom Package" dropdown menu currently set to "Select One". A blue "Price List" button is located to the right of the dropdown. Below this, there is a section for "Additional Search Types" with a "Details" button. This section is divided into two columns: "Search Types" and "Selected Search Types". The "Search Types" list includes "Education", "Intl Education", and "Motor Vehicle Report", with "Motor Vehicle Report" highlighted in blue. Between the two columns are two circular buttons with arrows: a right-pointing arrow (highlighted with a red circle) and a left-pointing arrow. The "Selected Search Types" column is currently empty.

**Direct Advantage** (candidate enters their own data)

1. From the **Direct Advantage** menu option, click **New Subject**.
2. Enter information as usual until you get to the **Package Selection** section
3. In the Package Selection section, select **PER COMPONENT (MO)**.
4. Next select the **Motor Vehicle Report** screening under the **Search Types** heading
5. Click on the right arrow to move that screening type to the **Selected Search Types** box.
6. Complete any remaining information and the **Next** button at the bottom of the page.

The screenshot shows a web interface titled "Package Selections". At the top, there are three fields: "Order As Account" with a text input and a checkmark icon, "Requesting User" with a dropdown menu, and "Package" with a dropdown menu. The "Package" dropdown is highlighted with a red oval and shows "PER COMPONENT (MO)". Below this is a section titled "Additional Search Types". It contains two columns: "Search Types" and "Selected Search Types". The "Search Types" column has a list of items, with "Motor Vehicle Report" highlighted in blue. A red oval highlights a right-pointing arrow button between the two columns. The "Selected Search Types" column is currently empty. At the bottom left, there is a checkbox labeled "Sort International Components By Name".