VIRTUS® Registration S2Verify SwiftHire – Coordinator Process

To Finalize Background Check for New Volunteer

(NEW Employees will need to complete the paper form.)

Once the volunteer has completed the background check process through the VIRTUS[®] registration you will receive an email that looks like the below. By clicking on the link takes you to the S2Verify secure website:

| Į | From 🔻 | S2VerifyLLC@screening.services | | | | | |
|--|---|---|--|--|--|--|--|
| | То | O Hamann, Mary | | | | | |
| Send | Сс | | | | | | |
| | Bcc | | | | | | |
| | Subject | Background Check for John Smith is Ready For Review | | | | | |
| and is ready for review. You should now log into your system to complete the background check request process. | | | | | | | |
| LOg | Log in now. <u>nitps://enterprise.szverny.com</u> | | | | | | |
| Sinc | Sincerely, | | | | | | |
| The | The S2Verify, LLC Team | | | | | | |

Once you are logged on, your home page should look like below. Click on the "SwiftHire" circle

| Diocese of Winona-Roch | hester | Find a | n Applicant? Q орт | ONS | Logout | |
|---------------------------|---------------------|----------------------------------|-------------------------------------|--------------|------------------------|--|
| | Home | Order Report | Report Management | Му Ассо | ount | |
| Mary Han | nann F | lome Pag | e | | S2Verify, LLC Messages | |
| | | | | | | |
| | ACCESS YOUR REPORTS | | | | | |
| | | | | | | |
| In Progress Co (0) | ompleted (487) | SwiftHire Archive (1 / 1) (5) | d Needs Attention Review (0) (1) | Needed 6) | | |
| | | | | | | |

You now will see a list of who is "Ready" to be run and who is waiting to be run.

| | Diocese of Winona-Rochester | Find an | Applicant? | Q OPTION | s | | | | Logout |
|---|--------------------------------|---------|------------|--------------|-------------|------------|--------------------------|-------|-------------------|
| | | Но | me | Order Report | Report M | lanagement | My Account | | |
| | Applicant: SwiftHire | | | | | | | My Re | eports |
| | | | | | | | | 6 | In Progress (0) |
| | APPLICANT | STATUS | DAYS | TOTAL | <u>></u> | | | | Completed (487) |
| | Smith, John | Ready | 0 | \$8.00 | C. | ANCEL | VIEW ORDER | | Archive all |
| | | | | 1 - 1 of 1 | | | Select All | ₽ | SwiftHire (1 / 1) |
| _ | | | | | | SE | NU REMINUER FOR SELECTED | | Archived (5) |

If you have not run a background check on this person click on "ORDER" this will take you to the next two screens (combined). You can "CANCEL" (if already run) or "REVIEW".

| Order Report | Current Order | | | | |
|------------------------------|------------------------------|-----------------|--|--|--|
| | Total Price \$8.24 | | | | |
| Applicant: Create Pro | ORDER | | | | |
| Smith | John | | | | |
| James | | SAVE AS DRAFT | | | |
| UNITED STATES | ~ | VIEW DRAFTS | | | |
| 2340 3rd Ave | | | | | |
| Winona | MN 55987 | SwittHire Order | | | |
| 02/16/**** | | | | | |
| 468-04-**** | _ | | | | |
| johnsmith2022@gmail.com | | | | | |
| 507-588-1244 | _ | | | | |
| + Additional Names to Search | ➡ Additional Names to Search | | | | |
| Last | First | | | | |
| Middle | | | | | |
| Remove | | | | | |
| + ADD ANOTHER | | | | | |

Make sure to click on the box where the **BLUE** check-mark is or the check will not go through. Also, make sure that you have the correct background check selected.

| Additional Addresses to Search | Current Order |
|--|-----------------|
| Upload Document(s) for this Applicant View Document(s) | Total Brice |
| | \$8 24 |
| Send Report to Applicant: | ψ0.24 |
| by email | ORDER |
| I hereby certify that the consumer has already been provided with a written Disclosure and their written Authorization has been obtained, that the appropriate adverse action process will be followed, where | |
| applicable, that this consumer report is being obtained for employment purposes, and that the information from the consumer report will not be used in violation of any applicable Federal or State equal employment have a consultance of the second state of the second state of the second state. | SAVE AS DRAFT |
| U.S.C. §§ 1681 et seq. | VIEW DRAFTS |
| Diocese of Winona-Rochester | |
| | SwiftHire Order |
| ishnamith2022@amail.com | Ľ |
| Johnsmith2022@gmail.com | |
| + Add an additional email | |
| | |
| Criteria: Select Searches | |
| Package Selection: | |
| Employee/Volunteer Pkg - \$8.24 | |
| Company Packages Vinona-Rochester (100) | |
| Employee/Volunteer Pkg - \$8.24 Employee/Volunteer Pkg w/ MVR - \$10.82 | |
| MVR Search - \$2.58 Re-Screening Package - \$2.06 | |
| ers Individual Searches | |
| Order Individual Searches | |
| Search | |
| Past Address History 1 Selected info Package | |

Once the background check is completed, you will receive an email, see below. Click on the link and you will be able to print out the completed check.

| _ | From 🔻 | noreply@screening.services | | | | | |
|--|---|-------------------------------|--|--|--|--|--|
| · | То | O Hamann, Mary | | | | | |
| Send | Cc | | | | | | |
| | Bcc | | | | | | |
| | Subject | Completed Report - John Smith | | | | | |
| Your | Your report for John Smith is complete and available for viewing. | | | | | | |
| To view your report online please go to the following url: | | | | | | | |
| https://enterprise.s2verify.com/mvp/api/index.cfm? | | | | | | | |
| viewReport.hr&token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJyZXBvcnRJZCI6ND/ | | | | | | | |
| 3D.79eYNO8FTPflyiaxlBI2aQ0UHWZj3gqlQTIhFsEDqa4%3D&viewMode=1681b | | | | | | | |

In addition to the completed background check you will need to log onto S2Verify and **print** the "<u>AUTHORIZATION</u> <u>OF BACKGROUND INVESTIGATION</u>" form. Search for the user's name, click on their last name and you will see the box below. Store both documents in a locked secure location.

| REPORT ACTIONS | | | | | | | |
|---|---|---|--|---|--|--|--|
| VIEW view reports print report mark unread archive this report download all documents | SEND e-mail report | ORDER order more re-screen this ap | oplicant oplicant ODD Comple adverse Letter | document(s) for ort ete Pre- e/Adverse Action | | | |
| VIEW ACTIVITY HISTORY | | | | | | | |
| DOCUMENT | | DESCRIPTION | DATE ADDED | ADDED BY | | | |
| Applicant Disclosure Authorization of Bac Summary of Rights State Notices California State Noti | e Statement kground Investigation ces | SwiftHire Consent SwiftHire Consent SwiftHire Consent SwiftHire Consent SwiftHire Consent | 03/09/2022 03/09/2022 03/09/2022 03/09/2022 03/09/2022 | applicant applicant applicant applicant applicant | | | |