Process to Email Background Check Request Directly from S2Verify to request completion of Screening

(Volunteer or Employee)

| From the S2Verify Home Screen click on SwiftHire | | Select Package | ~ |
|---|---|--|---|
| | | Select Package | |
| Click 'Applicant', enter 'Last I from the drop-down screen. Make sure to check the little | Company Packages Employee/Volunteer Pk Employee/Volunteer Pk MVR Search - \$2.58 Re-Screening Package | Company Packages Employee/Volunteer Pkg - \$8.24 Employee/Volunteer Pkg w/ MVR - \$10.82 MVR Search - \$2.58 Re-Screening Package - \$2.06 | |
| Click ' <mark>SUBMIT</mark> ' the person wi inform them that this is comi | ll get an email with the link. Best to ing from S2Verify. | | |
| REMEMBER: you will need to | o record check in VIRTUS | | 1 |
| Dioces Wino | e of ma-Rochester Find an Applicant? | ADVANCED SEARCH | |
| | | anagement my Account | |
| Swift | Hire: Create Request | View Applicants | |
| | | | |
| Applica Global | ant | | |
| Last Nam | e First Name | | |
| Select Pa | ickage 🗸 | - | |
| Reference | 3 | | |
| Delivery Me Email | • Send Text Link | | |
| CC me a co | ру | | |
| You may ent | ter multiple emails separated by commas. | | |
| I hereby a electronic consume certify that consume the federal | acknowledge that, by utilizing the SwiftHire process, the consumer will swiften Disclosure and their electronic written Authorization will be obt r report will be placed, and I agree to the content of those two documer it the appropriate adverse action process will be followed, where applied r report is being obtained for employment purposes, all in accordance al Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq. | be provided with an tained before an order for a nts; furthermore, I hereby cable, and that this with the requirements of | |
| | SUBMIT | | |

Once the process is completed by the employee/volunteer you will receive an email. See page 4.4 to complete the background check.