

Request **Universal Background Check** for Students

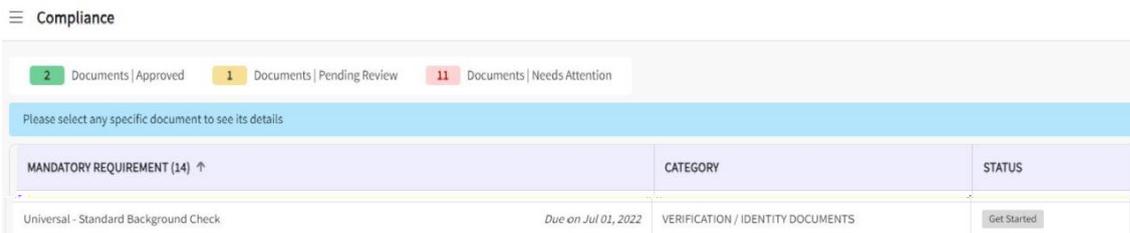
PRISM

This document will guide you through how you can request your background check via Exxat through Universal.

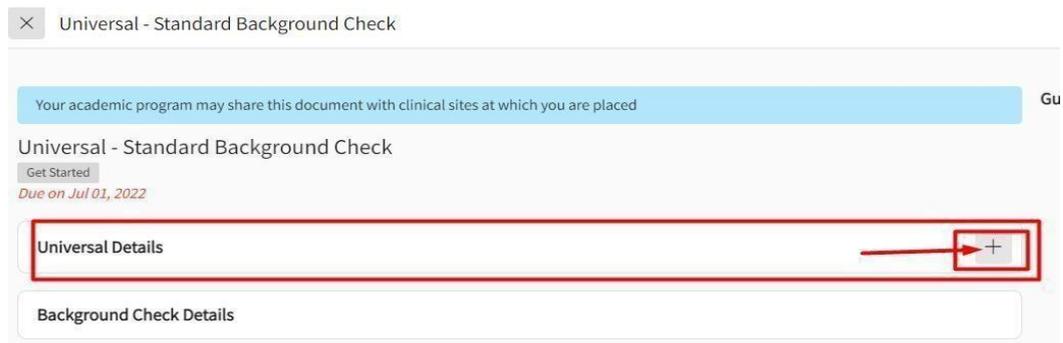
1. Click the “Compliance” button on the dashboard.



2. Select the **Universal - Standard Background Check** requirement from the list of documents to get started.



3. Click the **+** icon next to “Universal Details” in the center screen to begin the process.



4. On the right, a sidebar will open allowing you to select a package(s). Click on the circular radio button, and this will enable the “Request screening” button for you to continue. **NOTE: PLEASE USE YOUR LEGAL NAME as written on a government document or it will delay approval of your results.**

The image shows a blue button labeled "Request screening" in the top right corner. Below it is a form titled "Universal Details" with a dropdown arrow. The form contains the following fields:

- First Name:** John
- Last Name:** Worker
- Background Standard**
 - Social Security Address/Alias Trace
 - County Criminal Search-7 Years (All counties developed by the Social Security Trace within the past 7 years.)
 - USA CriminalSearch and USA Offender.
 - FACIS Level III

Below the radio button, there is a note: "The Background Standard package includes all third-party fees other than the New York Statewide (NYOCA) which would be billed to the client when applicable."

5. After you submit the request, the document status will show “In Progress,” and the Universal Status will be “Invitation Sent.”

The image shows a document status of "In Progress" in a blue box, with a red arrow pointing to it from the text "Exxat's document status". Below this is a "Universal Details" form with the following information:

First Name: June	Last Name: Bee
BGCheck Package: Rescreen Background	Universal Status: Invitation Sent
Request Date: June 01 2022	

A red arrow points from the text "Universal screening status" to the "Invitation Sent" status in the form.

6. You will receive an email from Universal. Clicking on the link in the email will direct you to Universal's website, where you will complete and submit the application.

Important Information about your Background Forms -- Please Read

eform@universalbackground.com
To: Stefanie McDonald
Mon 6/3/2024 1:13 PM

Dear John Worker,

Thank you for placing an order with Universal Background Screening. As part of the screening process, you'll be asked to fill out personal information about yourself using Universal Background Screening's secure online server.

To initiate the process, please click the link below to pay the fee and complete the forms.

[Click here to complete the Background forms on Universal Background Screening's secure server](#)

For your reference, here is your E-Forms invitation code: 0AD336D8-3CD1-41A4-8F3F-E1E3238B3499

For any questions about screenings that need to be ordered, please contact your Clinical Education team at your school.

For any concerns about your order, please contact Universal Background Screening's Client Services Department at 1-877-561-5150 or via email at cs@universalbackground.com.

After submission, Universal will commence processing your screening(s). Your complete screening results will be directly accessible on EXXAT.

Thank you,
The Exxat Team

Universal
BACKGROUND SCREENING

Exxat Demo Account

Exxat Demo Account

EXXAT

Welcome Students!

Your school has partnered with Exxat for your required background checks. Screenings are conducted by Universal Background Screening, which maintains the highest level of security and confidentiality.

Before you initiate your screening, please be sure to have your social security number, birth date, and the city, state, and zip code of all your residences within the past seven years.

Once you have successfully completed the forms and paid the fee, you will receive an email notification letting you know your order has been processed. Results of the screening will be emailed to you once they become available.

For any questions or concerns, please contact your school.

Thank you,
The Exxat Team

Your personal invitation Code should be pre-populated in the field below.
If not, enter the invitation Code shown in the email you received. We recommend you copy and paste the code exactly as it was provided.

E-Form Invitation Code: 0AD336D8-3CD1-41A4-8F3F-E1E3238B3499

By accepting these terms, you certify that you are able and willing to accept disclosures and/or documents electronically, as follows:

- You are being provided with forms and documents in a digital format.
- You have a right to receive any of these in paper format by contacting Exxat Demo Account.
- You can withdraw consent to electronic delivery by clicking the Cancel button at the bottom of this page.
- If you have any questions about the application process, please contact us at Exxat Demo Account.

Prior to acceptance of electronic delivery of disclosures and/or documents, you should verify that you have the required hardware and software to print or retain them, if you so desire.

I Accept - Continue

7. Complete the application, sign disclosures, and pay for screening.

NOTE: PLEASE USE YOUR LEGAL NAME as written on a government document or it will delay approval of your results.



Subject Information		Your E-Forms Application was located
FCRA Summary of Rights		
FCRA Disclosure		Required fields are indicated with a red asterisk or red border. All required fields must have an input in order to submit the form.
FCRA Authorization		
Supplemental Authorization For Release of Records		
Payment Amount: \$65.00		

Please complete the information in the fields below.

Subject Information

Please enter your legal name that shows up on your Social Security Card/Passport.

First Name*

8. Please follow the prompts and provide an electronic signature on the final page of the form.

Universal
BACKGROUND SCREENING

Subject Information ✓
FCRA Summary of Rights ✓
FCRA Disclosure ✓
FCRA Authorization ✓
Acknowledgement and Authorization For Background Investigation ✓
Supplemental Authorization For Release of Records

Sign Document

Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

Supplemental Authorization for Release of Records

This authorization is provided in connection with a consumer report or investigative consumer report ("background check") that may be conducted by Universal Background Screening, Inc. at

Sign your name (John Worker) in the signature box and click eSign and Continue.
— If you are using a mouse: Click in the box, hold down the left click button, and sign your name by drawing it with the mouse.
— If you are using a tablet or a mobile device: Draw your name with your finger inside the signature box.

John Doe

✓ Sign & Continue X Clear and Re-Sign ? Help

The form will be complete after you submit payment information for the package.

Subject Information ✓
FCRA Summary of Rights ✓
FCRA Disclosure ✓
FCRA Authorization ✓
Acknowledgement and Authorization For Background Investigation ✓
Supplemental Authorization For Release of Records ✓
Payment Amount: \$65.00

Required fields are indicated with a red asterisk or red border. All required fields must have an input in order to submit the form.

Application Payment

Card Type*

Card Number*

Expiration Date*

Security Number Please enter the three or four digit security code located on the front or back of your card

Name on Card*

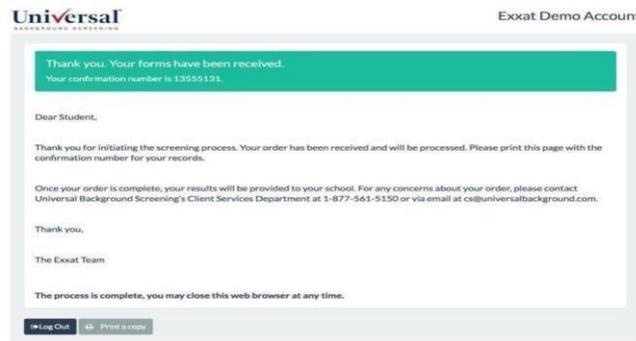
Address*

Phone Number

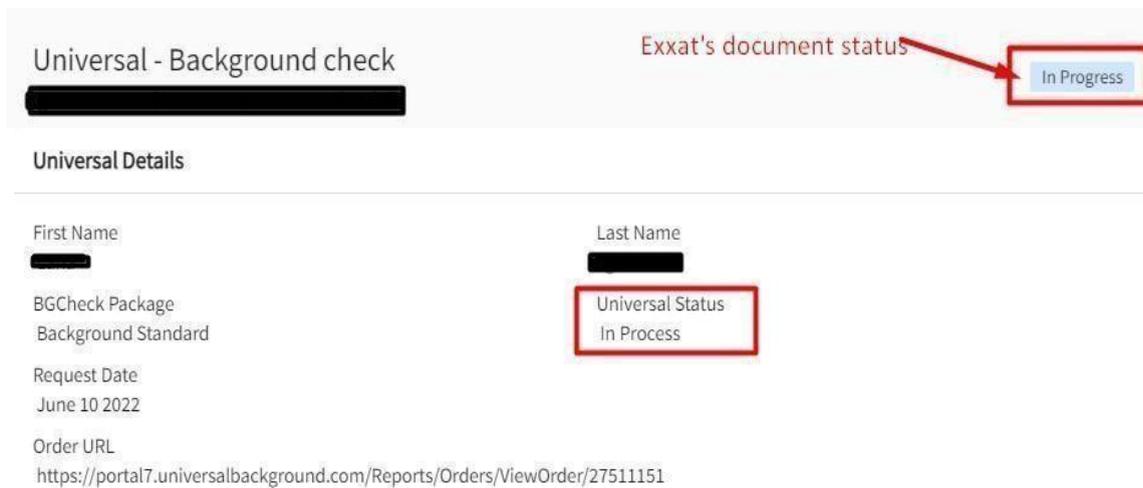
Payment Amount \$ 65.00

✓ Make Payment & Submit

- Once you submit the application, you will receive confirmation that your order has been received and will be processed. **Please print this page for your records since you will not receive any other confirmation from Universal.**



- Once you submit the application, the document status will continue to show **“In Progress”** but the Universal Status will now show as **“In Process.”**



- When the Universal status is **“Invitation Sent or Pending Student information”** for Universal drug screening, your Universal background requirement will show the yellow banner as below. You will be able to see the **+** icon next to the **“Universal Details”** to request screening for the Universal background screening only once the Universal status for your drug screening is **“In Process.”**



12. Once the results have been received and automatically uploaded into Exxat, the document status will show **“Pending Review”** and the Universal Status will show as **“Complete.”**

The screenshot shows a web interface for a background check. At the top, the title is "Universal - Background check" and the status is "Pending Review". Below this, there is a section titled "Universal Details" with the following information:

First Name John	Last Name Worker
BGCheck Package Background Standard	Universal Status Complete
Request Date May 18 2022	
Order URL https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27154631	
View Document	

13. Once your documented has been reviewed, the document status will change to **“Approved”** and the Universal Status will remain as **“Complete.”** To request an additional screening, click the **“Add New Record”** button and follow the same steps that you did to request your first screening.

Note:

Once you submit your application, you must go to the lab to submit a sample. After you submit your sample, it will take up to two weeks for your results to be received and uploaded to Exxat. If it has been more than two weeks and your results are not appearing in Exxat, please email ExxatCS@universalbackground.com.

The screenshot shows a web interface for a background check. At the top, the title is "Universal - Background check" and the status is "Approved". There is a blue banner that says "Your academic program may share this document with clinical sites at which you are placed". Below this, there is a section titled "Universal - Background check" with a status of "Approved" and a button labeled "Add New Record". Below this, there is a section titled "Universal Details" with the following information:

First Name [Redacted]	Last Name [Redacted]
BGCheck Package Background State of Illinois	Universal Status Complete
Request Date January 27 2022	
View Document	

Below the "Universal Details" section, there is a section titled "Background Check Details".