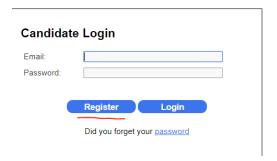


AccurateNow Background Screening Instructions

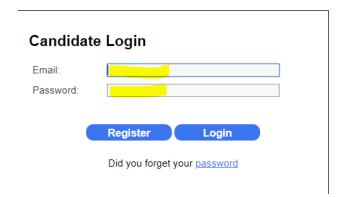
- 1. Go to https://backgroundscreening.accuratenow.com/Applicant/Login.aspx
- 2. Click the Register button



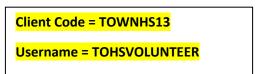
- 3. Enter your name and create a password
- 4. Click Register and return to the Candidate Login Page

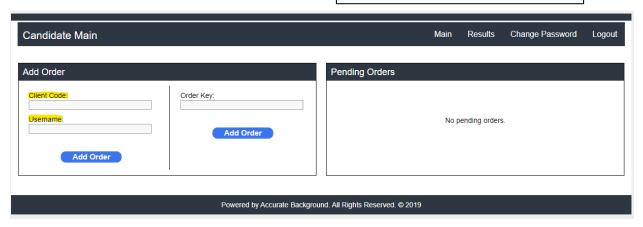


- 5. Enter your Email address and Password
- 6. Click Login (Pressing Enter will not work)



- 7. Enter Client Code and Username provided by company.
- 8. Click Add Order





- 9. Your order will appear to the right in the pending orders section.
- 10. Click the Start Order button



11. Proceed with the order by reviewing and signing relevant documents and entering all information as requested.

By registering on the website, you will be able to log in and out as needed to complete the application, check the status of the report and to download a copy of the report once completed.

Please contact AccurateNow Client Service with any questions about the background screening process either via email: clientservice@accuratenow.com or by phone: 866-693-1764.