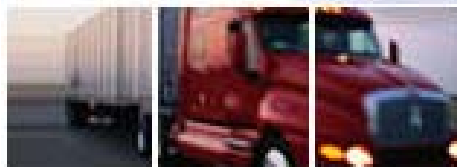




American  
Background  
Alliance

## Web Demo



# Access the Client Login

- Access Login at <https://americanbga.acciodata.com/>



Log in to initiate a background screening or to retrieve your background and drug screening results.

A screenshot of the login form. It is a light blue rectangular box containing three input fields: "Account", "User ID", and "Password". Below the fields is a dark blue "LOG IN" button. Underneath the button is a blue link that says "Forgot your password?". At the bottom of the form, there is a red "Note" that reads: "Note: Account, User ID and Password are case sensitive."

# Log In

- Enter account – no spaces, *not* case sensitive
- Enter user id – no spaces, *not* case sensitive
- Enter password – no spaces, case sensitive
- Click “LOGIN” to advance to the Client Home Page



American Background Alliance

Login

Log in to initiate a background screening or to retrieve your background and drug screening results.

Account

User ID

Password

**LOG IN**

[Forgot your password?](#)

**Note:** Account, User ID and Password are case sensitive.



# Main Menu

The screenshot shows a web application interface. At the top, there is a navigation bar with a dropdown menu labeled "Choose where to?" and a user profile "testacct / admin". Below the navigation bar, there is a "FILTER" button and a link "or edit filter options.". A dropdown menu is open, listing options: Home, Order, Reports, Admin, Logout, Help, Contact, Privacy Policy, and Legal. Below the menu, there is a table with columns: SSN, Status, New Update, Last Update, Order Date, and User ID. The table contains three rows of data.

	SSN	Status	New Update	Last Update	Order Date	User ID	
<input type="checkbox"/>	FRITZ	226-35-5067	NEGATIVE/PASS		2/25/05	2/25/05	admin
<input type="checkbox"/>	GUTIERREZ, ESTRELLITA	569-57-1628	NEGATIVE/PASS	YES	2/25/05	2/25/05	admin
<input type="checkbox"/>	JOHNSON, W	374-46-4055	PENDING	YES	2/10/05	2/10/05	admin

**Order** - Displays a product selection screen from which to order.

**Reports** - Use this option to view pending and completed orders.

**Admin** - Enables you to change your user information at any time.

**Help** – Provides useful forms and information.



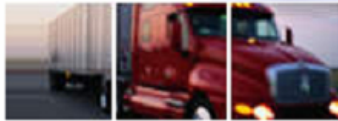
**Logout** - This option returns you to the Login Screen.

# Place an Order

Choose Home ▼ gev011413 / admin [Client Home](#)

- Home
- Order**
- Reports
- Admin
- Logout
- Help
- Contact
- Products
- Privacy Policy
- Legal

powered by US Investigations Services (USIS) - the largest personnel services company in North America - provides comprehensive employee and screening services. Our people, partnerships and performance enable us to efficiently and effectively serve commercial clients of all size.



**Order** - Displays a product selection screen from which to order.

**Reports** - Use this option to view pending and completed orders.

**Admin** - Enables you to change your user information at any time.

**Help** – Provides useful forms and information.

**Logout** - This option returns you to the Login Screen.

**Order Screen:** Click on the boxes next to the desired reports. The Quantity drop-down menu defaults to exactly one report. If more than one of a report type is desired for this applicant, such as two Employment Verifications, choose the number of reports (five maximum) to be ordered.

The screenshot displays a web application interface for ordering reports. At the top, there is a navigation bar with a 'Choose' dropdown menu set to 'Order' and a user identifier 'gev011413 / admin'. A blue 'Order' button is located in the top right corner. Below the navigation bar is a section titled 'Report components' with a dark header. This section is divided into three columns of report types, each with a checkbox and a quantity dropdown menu. The 'Background' column includes 'SSN Verification' (checked), 'Address Verification' (checked), and 'Credit Report' (unchecked). The 'Verification Services' column includes 'Employment' (checked), 'Education' (unchecked), 'Reference' (unchecked), and 'License' (unchecked). The 'Public Records' column includes 'National Criminal Search' (checked), 'Statewide Criminal History' (unchecked), 'County Criminal History' (unchecked), 'Motor Vehicle Report' (unchecked), 'USMA Retail Theft Screen' (unchecked), and 'Workers Compensation' (unchecked). A red arrow points to the 'Employment' checkbox, and another red arrow points to the quantity dropdown menu for 'Employment', which is set to '2'. Below the 'Report components' section is a section titled 'Subject Information' with a dark header. This section contains several input fields for personal information: Name (last) 'Smith', Name (first) 'Joe', Name (MI) (empty), name (suffix) (empty), SSN '123456789', Race (empty), Sex (empty), Address '123 Main Street', City 'Jackson', State 'MS', Zip '39232', and DOB '05/03/1994'.

Choose **Order** gev011413 / admin

**Order**

**Report components**

<b>Background</b>		<b>Public Records</b>
<input checked="" type="checkbox"/> SSN Verification		<input checked="" type="checkbox"/> National Criminal Search
<input checked="" type="checkbox"/> Address Verification		<input type="checkbox"/> Statewide Criminal History
<input type="checkbox"/> Credit Report		<input type="checkbox"/> County Criminal History
		<input type="checkbox"/> Motor Vehicle Report
<b>Verification Services</b>		<input type="checkbox"/> USMA Retail Theft Screen
<input checked="" type="checkbox"/> Employment	2	<input type="checkbox"/> Workers Compensation
<input type="checkbox"/> Education		
<input type="checkbox"/> Reference		
<input type="checkbox"/> License		

**Subject Information**

Name (last)	<input type="text" value="Smith"/>	Address	<input type="text" value="123 Main Street"/>
Name (first)	<input type="text" value="Joe"/>	City	<input type="text" value="Jackson"/>
Name (MI)	<input type="text"/>	State	<input type="text" value="MS"/>
name (suffix)	<input type="text"/>	Zip	<input type="text" value="39232"/>
SSN	<input type="text" value="123456789"/>	DOB	<input type="text" value="05/03/1994"/>
Race	<input type="text"/>		
Sex	<input type="text"/>		

**Entry Details Screen:** Complete the form; **pink** fields are required. Note that section buttons turn green when all required fields have been entered. By using our patent pending ValidateNow™ technology, an order cannot be submitted until all required information is complete. Field requirements will vary from state-to-state/product-to-product. *Providing as much of the optional information as possible will increase our ability to provide accurate and timely reports.*

Choose **Order** gev011413 / admin

**Order**

**Verification Services**

- Employment 2
- Education
- Reference
- License
- USMA Retail Theft Screen
- Workers Compensation

**Subject Information**

Name (last)	<input type="text" value="Smith"/>	Address	<input type="text" value="123 Main Street"/>
Name (first)	<input type="text" value="Joe"/>	City	<input style="background-color: #FFDADA;" type="text"/>
Name (MI)	<input type="text"/>	State	<input type="text" value="MS"/>
name (suffix)	<input type="text"/>	Zip	<input type="text" value="39232"/>
SSN	<input type="text" value="123456789"/>	DOB	<input type="text" value="05/03/1994"/>
Race	<input type="text"/>		
Sex	<input type="text"/>		

Candidate authorization obtained?

**Submit Order**

---

**Customer Identifier** Employment 1 2

**Proof Screen:** This is your chance to review the information you have entered and make any necessary corrections.

Choose **Order** gev011413 / admin

**IP Proof Order**

**Is this correct?**

---

**Subject Information**

Name	<b>SMITH, JOE</b>	SSN	<b>123-45-6789</b>
Address	<b>123 MAIN STREET, JACKSON, MS 39232</b>	Date of Birth	<b>05/03/1995</b>
Requestor	<b>kirby / KIRBY LEWIS</b>	Reference	<b>LOADING DOCK</b>

---

**Order Information**

**Social Security Number Verification**

---

**Address Verification**

---

**National Criminal Search**

---

**Employment 1**

Company	<b>ABC INDUSTRIES</b>
Address	<b>123 MAIN STREET, STARKVILLE, MS 39211</b>
Business Type	<b>MANUFACTURING</b>
Current Employer	<b>YES</b>
Employment Dates	<b>09/00/1999 TO PRESENT</b>
Position	<b>ADMINISTRATION</b>
Reason For Leaving	<b>TO SEEK OTHER OPPORTUNITIES</b>
Salary	<b>\$40K YEARLY</b>
Duties	<b>LOADING DOCK</b>

---

**Employment 2**

Company	<b>ACME</b>
Address	<b>133 WEST STREET, STARKVILLE, MS 39211</b>
Business Type	<b>MANUFACTURING</b>

The Order Confirmation Screen shows the Order number.

Choose **Order** gev011413 / admin

[Order Confirmation](#)

Thank you for your order.  
Your Order Number is 1287748.

**Subject Information**

Name	<b>SMITH, JOE</b>	SSN	<b>123-45-6789</b>
Address	<b>123 MAIN STREET, JACKSON, MS 39232</b>	Date of Birth	<b>05/03/1995</b>
Requestor	<b>kirby / KIRBY LEWIS</b>	Reference	<b>LOADING DOCK</b>

**Order Information**

**Social Security Number Verification**

---

**Address Verification**

---

**National Criminal Search**

---

<b>Employment 1</b>	Company	<b>ABC INDUSTRIES</b>
	Address	<b>123 MAIN STREET, STARKVILLE, MS 39211</b>
	Business Type	<b>MANUFACTURING</b>
	Current Employer	<b>YES</b>
	Employment Dates	<b>09/00/1999 TO PRESENT</b>
	Position	<b>ADMINISTRATION</b>
	Reason For Leaving	<b>TO SEEK OTHER OPPORTUNITIES</b>
	Salary	<b>\$40K YEARLY</b>
	Duties	<b>LOADING DOCK</b>

---

<b>Employment 2</b>	Company	<b>ACME</b>
	Address	<b>133 WEST STREET, STARKVILLE, MS 39211</b>
	Business Type	<b>MANUFACTURING</b>
	Current Employer	<b>YES</b>
	Employment Dates	<b>09/00/1999 TO PRESENT</b>
	Position	<b>ADMINISTRATION</b>

# View Reports

Choose Reports ge011413 / admin [List Reports](#) [FILTER](#)

All Users (10) kirby (6) bob (3)  
jim (1) mary (2)

Name	SSN	Status	New Update	Last Update	Order Date	Requestor Id
<input type="checkbox"/> APPLE, JOE	121-45-1233	COMPLETE	YES	08/10/04	08/08/04	kirby
<input type="checkbox"/> BARNES, SARAH	345-11-1343	NOT ORDERED				kirby
<input type="checkbox"/> DAWSON, SAM	452-13-1324	COMPLETE	NO	08/10/04	08/10/04	kirby
<input type="checkbox"/> EDGAR, BEN	121-31-3411	COMPLETE	NO	08/10/04	08/06/04	kirby
<input type="checkbox"/> JONES, JACK	134-12-1341	COMPLETE	YES	08/07/04	08/06/04	kirby
<input type="checkbox"/> SMITH, JOE	741-78-6534	PENDING	NO	08/10/04	08/09/04	kirby

Status	Description
COMPLETE	Report is finished; complete information is available
PENDING	Report is being processd, partial information may be available
NOT ORDERED	Report has not been submitted for processing

Color	Description
RED	Report contains discrepancies or derogatory information
GREEN	Report contains no discrepancies or derogatory information
BLACK	No evaluation has been made

Action for Selected Reports

Customer Service Inquiry  ViewPrint  Delete Unsubmitted

[Execute](#) [Reset Form](#)

**Order** - Displays a product selection screen from which to order.

**Reports** - Use this option to view pending and completed orders.

**Admin** - Enables you to change your user information at any time.

**Help** – Provides useful forms and information.

**Logout** - This option returns you to the Login Screen.

# Search Results

By choosing “Report” from the menu, the List Reports page will be displayed. By default, the fifty most recent reports will be listed. To view a list of the orders matching your criteria, simply click the Filter button...

Choose **Reports** | gen011413 / admin | **List Reports** | **FILTER**

📁 All Users (10)    📁 kirby (6)    📁 bob (3)  
📁 jim (1)    📁 mary (2)

Name	SSN	Status	New Update	Last Update	Order Date	Requestor Id
<input type="checkbox"/> APPLE, JOE	121-45-1233	COMPLETE	YES	08/10/04	08/08/04	kirby
<input type="checkbox"/> BARNES, SARAH	345-11-1343	NOT ORDERED				kirby
<input type="checkbox"/> DAWSON, SAM	452-13-1324	COMPLETE	NO	08/10/04	08/10/04	kirby
<input type="checkbox"/> EDGAR, BEN	121-31-3411	COMPLETE	NO	08/10/04	08/06/04	kirby
<input type="checkbox"/> JONES, JACK	134-12-1341	COMPLETE	YES	08/07/04	08/06/04	kirby
<input type="checkbox"/> SMITH, JOE	741-78-6534	PENDING	NO	08/10/04	08/09/04	kirby

Status	Description
COMPLETE	Report is finished; complete information is available
PENDING	Report is being processd; partial information may be available
NOT ORDERED	Report has not been submitted for processing

Color	Description
RED	Report contains discrepancies or derogatory information
GREEN	Report contains no discrepancies or derogatory information
BLACK	No evaluation has been made

**Action for Selected Reports**

Customer Service Inquiry     View/Print     Delete Unsubmitted

**Execute**    **Reset Form**

To view the reports ordered on a specific individual you would click on the last name of the applicant.11

# Searching for Reports

**Filter Reports Screen:** View orders & retrieve completed reports.

## Search Reports by:

- Last Name
- SSN
- Order Number

**Start Date/End Date:** View reports within a certain time frame(*defaults to a 30 day capture*).

**Show Reports For:** List reports ordered by user or by the entire location.

*User Only* – Only allows you to see the orders placed under your user id.

*User's Customer Number* – Allows you to see all orders placed under your customer number.

**Search Status:** View all reports, complete reports, or pending reports.

**Viewed Status:** Search for reports with new updates that had not previously been viewed.

**Sort-by:** Filter to sort your data that is retrieved. *Defaults to the settings shown to the right.*

The screenshot displays the 'Filter Reports' interface. At the top, there is a 'Choose' dropdown menu set to 'Reports' and a user identifier 'gev011413 / admin'. The main content area is titled 'Filter Reports' and contains several sections for filtering:

- who / what:** Includes input fields for 'Last Name', 'SSN', and 'Order Number'. A note states 'These fields may be left blank.'
- when:** Includes 'Order Date' with a range from '07/01/2004' to '07/15/2004'.
- where:** Includes an 'Account' dropdown menu set to 'gev011413' and a 'My User ID Only' checkbox.
- how:** Includes radio buttons for 'Show:' with options 'All' (selected), 'Pending', 'Complete', and 'Not Ordered'. It also has a 'New Update Only' checkbox and a 'Sort by:' dropdown menu set to 'Name'.

At the bottom of the form are two buttons: 'Execute' and 'Reset Form'.

# Report View

To view a report you may click on the applicant name which is a hyperlink.

Choose **Reports** gev011413 / admin

[List Reports](#)

Name	SSN	Status	New Update	Last Update	Order Date	Requestor Id
<input type="checkbox"/> <a href="#">APPLE, JOE</a>	121-45-1233	COMPLETE	YES	08/10/04	08/08/04	kirby
<input type="checkbox"/> BARNES, SARAH	345-11-1343	NOT ORDERED				kirby
<input type="checkbox"/> DAWSON, SAM	452-13-1324	COMPLETE	NO	08/10/04	08/10/04	kirby
<input type="checkbox"/> EDGAR, BEN	121-31-3411	COMPLETE	NO	08/10/04	08/06/04	kirby
<input type="checkbox"/> JONES, JACK	134-12-1341	COMPLETE	YES	08/07/04	08/06/04	kirby
<input type="checkbox"/> SMITH, JOE	741-78-6534	PENDING	NO	08/10/04	08/09/04	kirby

Status	Description
COMPLETE	Report is finished; complete information is available
PENDING	Report is being processd; partial information may be available
NOT ORDERED	Report has not been submitted for processing

Color	Description
RED	Report contains discrepancies or derogatory information
GREEN	Report contains no discrepancies or derogatory information
BLACK	No evaluation has been made

**Action for Selected Reports**

Customer Service Inquiry     ViewPrint     Delete Unsubmitted

# Report View (cont'd)

**Multiple reports:** You may pull more than one report up for viewing on the List Reports screen by selecting the check boxes to the left of the reports. After doing so, you will select the “View/Print” option and click “Execute” at the bottom to pull up more than one report at a time. This method can also be used to send inquires to customer service by selecting “Customer Service Inquiry”.

The screenshot shows a web application interface for managing reports. At the top, there is a navigation bar with a 'Choose' dropdown set to 'Reports' and a user identifier 'gev011413 / admin'. Below this, there are filters for users: 'All Users (10)', 'kirby (6)', 'jim (1)', 'bob (3)', and 'mary (2)'. The main content area displays a table of reports with columns for Name, SSN, Status, New Update, Last Update, Order Date, and Requestor Id. A red arrow points to the checkbox for 'APPLE, JOE'. Below the table are two legend boxes: one for Status (COMPLETE, PENDING, NOT ORDERED) and one for Color (RED, GREEN, BLACK). At the bottom, there is a section for 'Action for Selected Reports' with radio buttons for 'Customer Service Inquiry', 'View/Print', and 'Delete Unsubmitted'. A red arrow points to the 'View/Print' option. At the very bottom are 'Execute' and 'Reset Form' buttons.

Name	SSN	Status	New Update	Last Update	Order Date	Requestor Id
<input type="checkbox"/> APPLE, JOE	121-45-1233	COMPLETE	YES	08/10/04	08/08/04	kirby
<input type="checkbox"/> BARNES, SARAH	345-11-1343	NOT ORDERED				kirby
<input type="checkbox"/> DAWSON, SAM	452-13-1324	COMPLETE	NO	08/10/04	08/10/04	kirby
<input type="checkbox"/> EDGAR, BEN	121-31-3411	COMPLETE	NO	08/10/04	08/06/04	kirby
<input type="checkbox"/> JONES, JACK	134-12-1341	COMPLETE	YES	08/07/04	08/06/04	kirby
<input type="checkbox"/> SMITH, JOE	741-78-6534	PENDING	NO	08/10/04	08/09/04	kirby

Status	Description
COMPLETE	Report is finished; complete information is available
PENDING	Report is being processd; partial information may be available
NOT ORDERED	Report has not been submitted for processing

Color	Description
RED	Report contains discrepancies or derogatory information
GREEN	Report contains no discrepancies or derogatory information
BLACK	No evaluation has been made

Action for Selected Reports

Customer Service Inquiry  View/Print  Delete Unsubmitted

Execute Reset Form

# Sample Report

After selecting to view, a new browser window is opened containing the selected report.

Report for SMITH, JOE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

## ANNOWA Background Report

The following notice is provided as required under California law:

1. The report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records. Evidence of identity theft may or may not be identified from this report.
2. The recipient of this report shall give a copy of this report to the subject of the report.
3. Failure to provide a copy of the report as required by law may expose you to liability as specified in Section 1786.50.

Name **SMITH, JOE** SSN **123-34-4599**  
Date of Birth **10/03/1958**  
Address **123 WEST STREET, ROCKFORD, CA 23832**  
Account **gev011413** Order Number **2065588**  
Requestor **kirby / KIRBY LEWIS** Reference **LOADING DOCK**

### Order Information

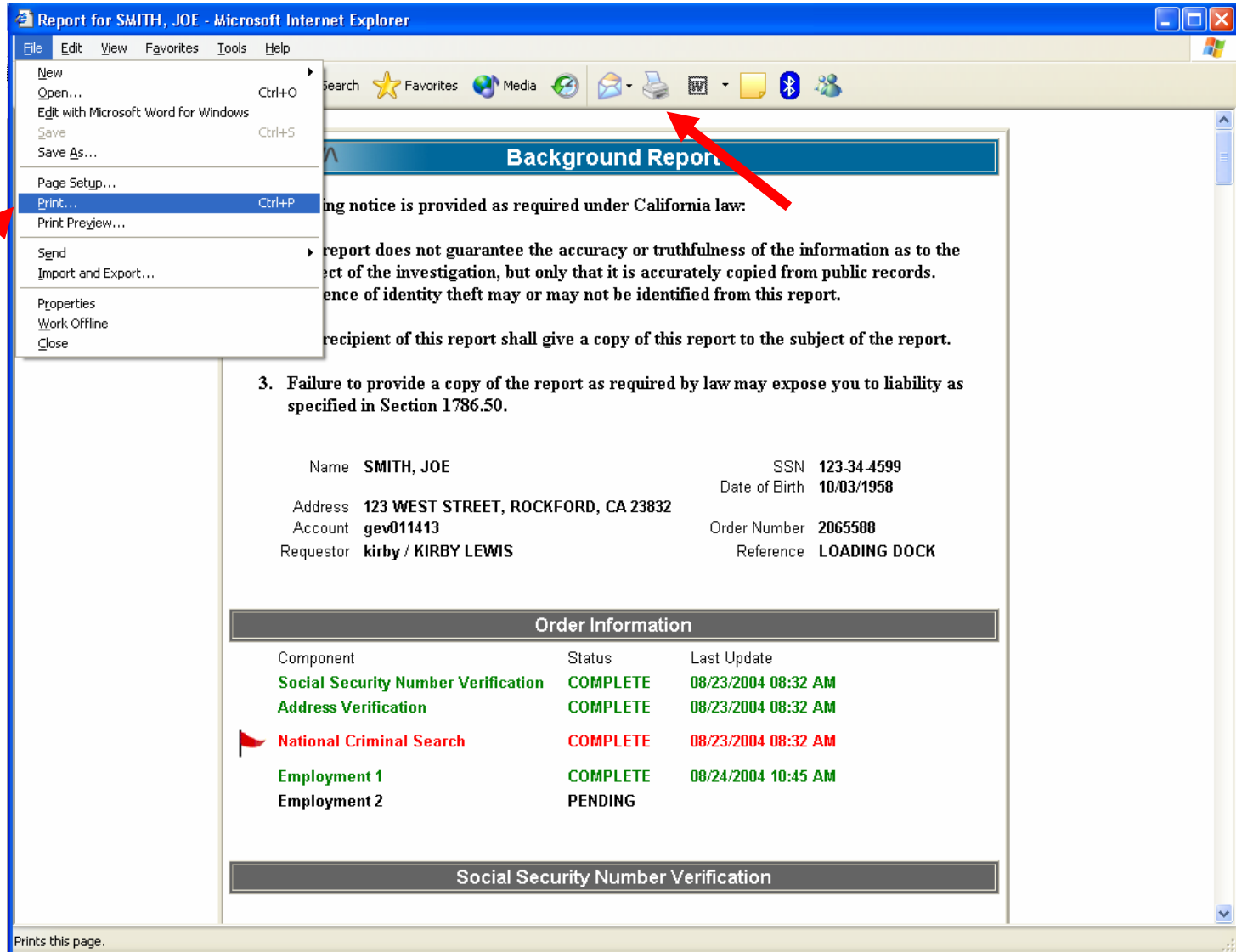
Component	Status	Last Update
Social Security Number Verification	COMPLETE	08/23/2004 08:32 AM
Address Verification	COMPLETE	08/23/2004 08:32 AM
National Criminal Search	COMPLETE	08/23/2004 08:32 AM
Employment 1	COMPLETE	08/24/2004 10:45 AM
Employment 2	PENDING	

### Social Security Number Verification

Internet

## Printing Reports from the website...

You may at any time access reports, and print them via the website. To print the report, go to 'File' in the upper left corner of your browser and select "print", or click on the printer icon of your browser.



Report for SMITH, JOE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New  
Open... Ctrl+O  
Edit with Microsoft Word for Windows  
Save Ctrl+S  
Save As...  
Page Setup...  
Print... Ctrl+P  
Print Preview...  
Send  
Import and Export...  
Properties  
Work Offline  
Close

Background Report


ing notice is provided as required under California law:

report does not guarantee the accuracy or truthfulness of the information as to the  
ect of the investigation, but only that it is accurately copied from public records.  
ence of identity theft may or may not be identified from this report.

recipient of this report shall give a copy of this report to the subject of the report.

3. Failure to provide a copy of the report as required by law may expose you to liability as  
specified in Section 1786.50.

Name SMITH, JOE SSN 123-34-4599  
Date of Birth 10/03/1958  
Address 123 WEST STREET, ROCKFORD, CA 23832  
Account gev011413 Order Number 2065588  
Requestor kirby / KIRBY LEWIS Reference LOADING DOCK

Order Information		
Component	Status	Last Update
Social Security Number Verification	COMPLETE	08/23/2004 08:32 AM
Address Verification	COMPLETE	08/23/2004 08:32 AM
 National Criminal Search	COMPLETE	08/23/2004 08:32 AM
Employment 1	COMPLETE	08/24/2004 10:45 AM
Employment 2	PENDING	

Social Security Number Verification

Prints this page.

# Administrative Functions

The screenshot displays a web application interface for administrative functions. At the top, there is a navigation bar with a dropdown menu set to 'Admin' and a user identifier 'gev011413 / admin'. A blue link labeled 'Administration' is visible in the top right corner. The main content area features three distinct sections:

- edit information:** Contains two dropdown menus. The first is labeled 'Company' with the value 'gev011413' and a 'Go' button. The second is labeled 'User ID' with the value 'admin' and a 'Go' button.
- add users:** Contains a text input field labeled 'User ID' and a 'Go' button.
- management reports:** Lists four report categories: 'Billing', 'Applicant Count', 'Status Statistics', and 'Agency Access Fees'.

**Order** - Displays a product selection screen from which to order.

**Reports** - Use this option to view pending and completed orders.

**Admin** - Enables you to change your user information at any time.

**Help** – Provides useful forms and information.

**Logout** - This option returns you to the Login Screen.

# Update account/user information...

You may edit your company and user information. Also, you can add and remove users at any time.

Choose Admin gev011413 / admin

**Company Information for gev011413 / ABC Manufacturing**

**billing contact**

Name: Joe Smith  
Address: 2001 Airport Road, Suite 2  
City: Jackson  
State: Mississippi  
Zip: 39232  
Telephone: 9013211900  
Fax: 9014311950  
E-mail: joe.smith@abcmanu.com

**administration contact**

Name: Joe Smith  
Address: 2001 Airport Road, Suite 2  
City: Jackson  
State: Mississippi  
Zip: 39232  
Telephone: 9013211900  
Fax: 9014311950  
E-mail: joe.smith@abcmanu.com

Choose Admin gev011413 / admin

**User Information for gev011413 / admin**

**contact**

Name: Joe Smith  
Address: 2001 Airport Road, Suite 2  
City: Jackson  
State: Mississippi  
Zip: 39232  
Telephone: 9013211900  
Fax: 9014311950  
E-mail: joe.smith@abcmanu.com

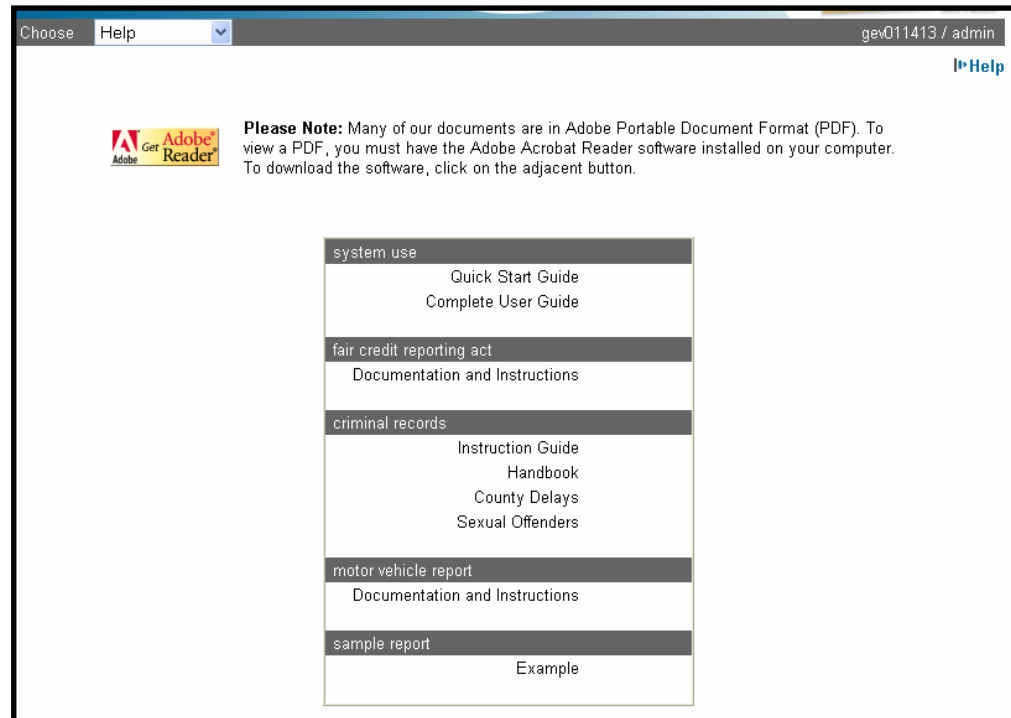
**access**

Password: \*\*\*\*\* Stored Encrypted  
Secret Question: What is your pet's name?  
Secret Answer: \*\*\*\*\* Stored Encrypted

**administrator options**

Administrative Privilege  Cannot be turned off for admin user id.  
Disable Login   
Disable Ordering   
Disable Results Viewing

# Help



**Order** - Displays a product selection screen from which to order.

**Reports** - Use this option to view pending and completed orders.

**Admin** - Enables you to change your user information at any time.

**Help** – Provides useful forms and information.

**Logout** - This option returns you to the Login Screen.

Thank you!

We look forward to working  
with you.



American  
Background  
Alliance