

# How to Send a Background Check Request through Trusted Employees

1. Log into your Trusted Employees account.
2. From your home page, click on the “Invite Applicant to Apply Online” icon.

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(Cambridge Isanti Schools) [Logout](#)

Home Tasks Results Reporting Account Resources Support

Reporting Overview — Cambridge Isanti Schools - Employment

PENDING REPORTS: 0  
COMPLETED REPORTS SINCE 12/14/14: 39  
UNVIEWED REPORTS: 0

Start New Tasks

- New Report Order Entry
- Invite Applicant to Apply Online**
- Invite Applicants from Excel Spreadsheet
- Invite Applicant Management
- Upload and Send Document
- Upload New Orders from Excel

Results Activities

3. You’ll always select the “Direct Child/Staff Screen” package. Don’t worry about checking any of the boxes off, the necessary ones are already selected. Just click on the “Select this package” button.

\*Please select a defined package or build a custom report

**Direct Child / Staff Screen - \$20.00**

The following products are included in this package:

- Included Criminal Search Area
- Nationwide Criminal SuperSearch
- Social Security Trace Plus
- MN BCA Criminal Search
- Nationwide Sex Offender Registry Search
- Statewide/County Criminal Search (\*)

Choose additional products now to include with your order:

- Civil Court Search (\$15.00)
- Education Verification (\$10.00)
- Federal Criminal Search (\$5.00)
- International Criminal Search (\$20.00)
- Most Wanted Search (\$5.00)
- OIG/EPLS (\$5.00)
- SEC Broker (\$5.00)
- Commercial Drivers License (CDL) (\$10.00)
- Employment Verification (\$10.00)
- FIL-46-2005 (\$5.00)
- MN BCA Private Criminal (\$19.00)
- OFAC / Global Terrorist Search (\$5.00)
- Professional License Verification (\$15.00)

**Select this package**

4. Now fill out the fields and click “Send.”

\*In the “Reference” text box, enter the job title and building.

Invite Applicant [Change Package/View Past Invites](#)

Applicant Name

Email

Reference

In which state will the applicant perform his/her job?







By sending this invitation I certify that:

- This report will be used for employment or volunteer screening purposes only.
- I have received written authorization from the subject of this report. (This will be obtained during the Apply Now process.)
- I have provided the subject of this report with the document: [A Summary of Your Rights Under the FCRA](#). (This document will be provided to the applicant during the Apply Now process.)
- I will follow proper adverse action procedures as required by the FCRA.
- I will comply with all applicable EEO laws.
- I have read and understood the document: ["Obligations of Users of Consumer Reports."](#)

Once you’ve hit “send,” you’ll get a confirmation, written in green, and an empty form will appear (so you can invite another applicant without having to go back to the home screen).

\* Please note, you can view the people you’ve already sent invitations to by selecting the “Invite Applicant Management” icon on the home page. Here you’ll be able to see if your applicant has completed the background check yet and whether or not they were approved, once they have done it.

Start New Tasks

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