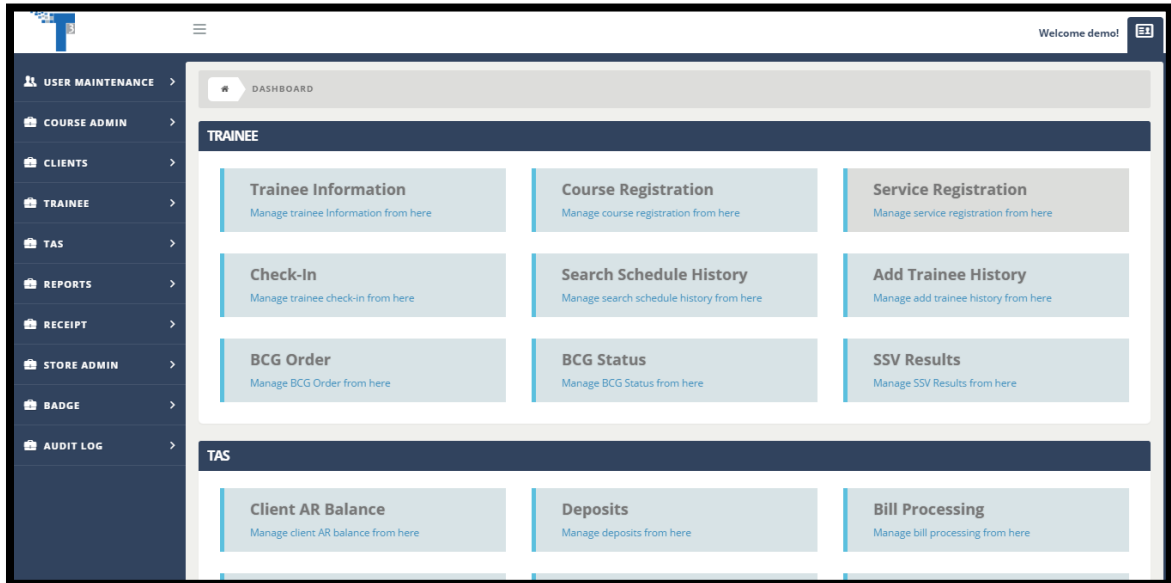
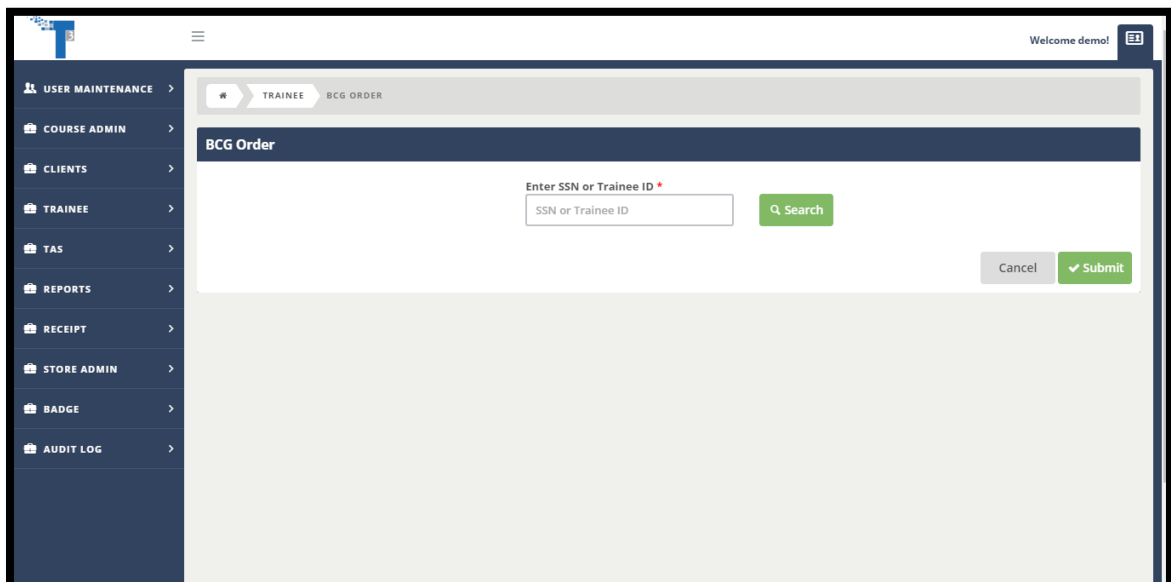


# How to Order a Background Check

1. Click on the **BCG Order** tab located on your dashboard underneath **Trainee**.



2. Once you're directed onto the **BCG Order** page, in the provided field, **Enter SSN or Trainee ID**. Then, press the green **Search** button.



3. After entering in **SSN or Trainee ID**, you'll be directed to the **BGC Order** page. Under the **Schedule Services** section, you will select what packages and/or services your Trainee will need to take their course.

*Note: Depending on what packages/services selected, additional fields will appear for information.*

*Note: Different councils may offer different types of packages/services.*

The screenshot shows the 'BGC Order' page. At the top, there's a search bar labeled 'Enter SSN or Trainee ID' with the value '333333330' and a green 'Search' button. Below this is the 'Schedule Services' section. Under 'Packages', the 'Graded Package' checkbox is unchecked. Under 'Services', several checkboxes are checked: 'County Criminal', 'Federal Criminal', and 'Professional License Verification'. Other services like 'Credit Report', 'MVR', 'Prohibited Parties/Global Sanctions', 'Current Employer Verification', 'National File Plus Crime', 'Statewide Criminal', 'Education Verification', 'Prior Background', 'Reference Verification', 'SSV', and 'Workers Compensation' are unchecked. Below the services is the 'Trainee Information' section with fields for 'First Name' (Testing), 'Middle Name', 'Last Name' (Site), and 'Gender' (Male).

4. After selecting which packages and/or services your Trainee needs, scroll down to the **Trainee Information** section and fill in all necessary fields. Once all information is filled in, click the green **Submit** button at the bottom right hand corner.

This screenshot shows the 'Trainee Information' section with the following data entered: 'First Name' is 'Testing', 'Middle Name' is empty, 'Last Name' is 'Site', 'Gender' is 'Male', 'Date of Birth' is '05/15/1990', 'SSN Number' is '\*\*\*-\*\*-3330', 'Street Line 1' is '333 demo', 'Street Line 2' is empty, 'City' is 'demo', 'State' is 'Louisiana', 'Zip' is '33333', 'County' is 'County', 'Phone Number' is '(333) 333-3333', 'Cell Number' is empty, and 'Country' is 'United States'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

- After Submitting your **BCG Order**, A **Make Payment** pop up window will appear. Select Credit Card as payment. Fill in credit card information and click the green **Pay** button at the bottom of the pop up window.

*Note: If you are a Net 30 Client, you will automatically be invoiced.*

- Once a payment has been processed, the trainees **Receipt** will appear. Print the Receipt out for the Trainee if needed, otherwise hit the green **Finish** button at the bottom of the screen.

DATE	COURSE CODE	TRAINEE	REGISTERED BY	GRADE	QUANTITY	PRICE	CANCELLATION/NO SHOW CHARGES	TOTAL PRICE	
<b>Graded Package</b>									
05/24/2016	08BCG	Testing Site (3330-101071)	demo	N/A	1	\$1.00	\$0.00	\$1.00	
<b>County Criminal</b>									
05/24/2016	08CCRIM	Testing Site (3330-101071)	demo	N/A	1	\$1.10	\$0.00	\$1.10	
<b>Federal Criminal</b>									
05/24/2016	08FCRIM	Testing Site (3330-101071)	demo	N/A	1	\$1.00	\$0.00	\$1.00	
<b>Reference Verification</b>									
05/24/2016	08REF	Testing Site (3330-101071)	demo	N/A	1	\$1.00	\$0.00	\$1.00	
								Course Tax Amount:	\$0.00
								Course Amount:	\$4.10
								Total Amount Include Tax:	\$4.10
								Credit Card Processing Charge:	\$0.00