

# BackTrack

The **right** employment screening partner

## BackTrack Account Set-Up

### ACCOUNT SET-UP

JUST  CHECK THE BOXES OFF AS YOU GO!

- 1**  **COMPLETE USER AGREEMENT FOR SERVICE FORM**  
Please include all requested information. We cannot complete your account set-up without it.
- 2**  **COMPLETE CLIENT PROFILE**  
A Client Profile is required for all contacts at your company who will have their own separate username and password to our system. (Complete online or you can print, complete and fax back.)
- 3**  **FAX AGREEMENT FOR SERVICE AND CLIENT PROFILE FORMS TO (440) 205-8355**
- 4**  **CONFIRMATION OF APPLICATION**  
A Customer Service Representative will contact you to confirm receipt of your documents and to review your specific handling instructions. A site inspection will be ordered and should be completed within 48 – 72 hours after the appointment has been scheduled. Once all references have been verified and the site inspection has been completed, you will be issued a username and password to our system, provided with customized forms, and will be ready to go!

At BackTrack, protecting confidential consumer/applicant information is our highest priority. Because of this, we have adopted the same policy as the national credit bureaus to verify that the companies we work with are legitimate business entities with a legal and permissible purpose to obtain the information we provide. This policy includes verifying your business checking account, contacting business references, and performing a site inspection at your facility. While these measures may seem extreme, we believe that they are a necessary precaution to reduce the increasing incidence of identity theft. The cost for the site inspection and account verification is a one-time fee of \$75.00. This will appear on your first invoice.