

# XtdForce™

## Quick Start Guide

### Welcome!

{Company Name} would like to welcome you as a new strategic partner!

To partner with our company, we require your organization to register and background screen your workforce on the selected extended force portal hosted by First Advantage.

This mobile-enabled custom portal will allow you to quickly and easily background screen your workforce and ensure that everyone representing {Company Name} meets the same standard of excellence.

The implementation process is completed in three simple steps and typically takes just a single day to begin viewing your background screening results.

### Getting Started is Easy



#### Recommendation:

Prepare the following key materials to complete the registration process.

- ✓ Legal Business Name and Address
- ✓ Contact Information for a Designated Primary Contact
- ✓ Contact Information for a Designated Billing Contact

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### Let's get started!

[Click here to begin](#)

#### Step 1: Register Your Business

As the individual registering your business, you will first need to set up your personal User ID and Password. Please take note of these credentials. You will need this information going forward to access your personal web portal.

#### Step 2: Validate Your Business

After you've created your own User ID, you will need to validate your business with First Advantage. This is part of conducting business with {Insert Company Name}.

The business account you create provides exclusive access to our discounted pricing and allows you to background screen individuals working on behalf of {Insert Company Name}. The implementation process is automated and typically takes a day to establish your account.

#### Step 3: Place Orders

To begin placing orders, you will be asked to provide the Name (First, Middle and Last) and Email Address of the individuals you wish to background screen. First Advantage will then generate a personal invitation to collect the information necessary to complete the screen per {insert company name}'s policy.



**Please take note:**

Access to view the results of your background screening orders will be restricted until the completion of your company's credentialing. You will be granted viewing rights once you receive notice of your account activation.

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Questions?

Please feel free to contact us anytime at:  
{Insert Email Address}  
{Insert Phone Number}

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