

XTDFORCE

Quick Start Guide

Welcome!

First Advantage would like to welcome you as a new strategic partner! This mobile-enabled solution will allow you to background screen your workforce quickly and easily. The implementation process is completed in three simple steps and typically takes just a single day to begin viewing your background screening results.

Let's Get Started!

Step 1: Register Your Business

The registration process takes only a couple of minutes and will request basic information about you or your business. The implementation process is automated and typically takes 3 business hours to establish your account.

Step 2: Credential Your Business

After completing your registration, your account will initially be set up to allow orders to begin to be placed, while First Advantage completes your account credentialing process. The account credentialing process typically a short time – depending on the clarity and completeness of the information you provide during registration.

You may need to provide additional information to complete this process and gain access to your detailed screening results. Please keep an eye in your inbox for more information.

Step 3: Place Orders

While your account is being set up, you will have access to begin placing orders. Simply log in using the credentials you created during registration and select “Add People” to begin the order invite process.

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 your requested background screening package.



Please take note:

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

Questions?

Please feel free to contact us anytime at:
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