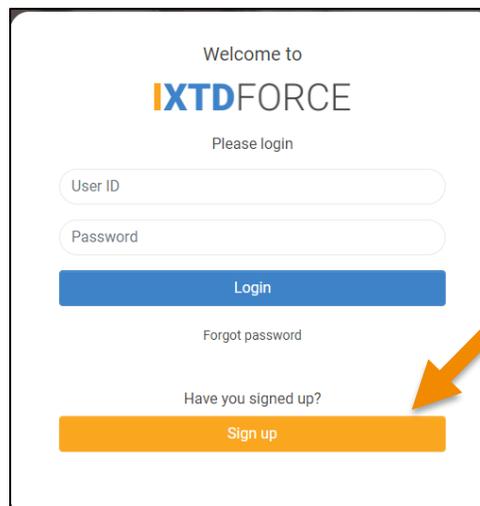


Introduction

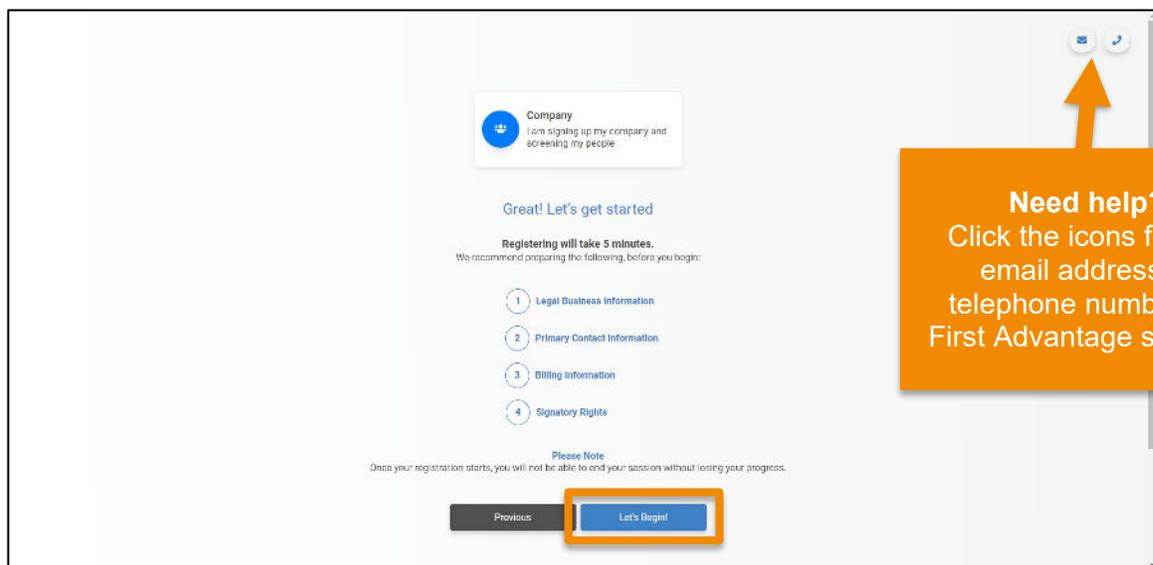
This job aid will outline the steps to register a new account on the First Advantage XtdForce system as a business partner.

To access the XtdForce system, enter the URL provided by First Advantage in your browser's address window. Note that the URL is case-sensitive, you must enter exactly as shown in your notification. For future ease of access bookmark or add the URL to favorites in your browser.

1. Before you begin using the system, you must sign up. Click **Sign Up** on the login page to register as a Business Partner.

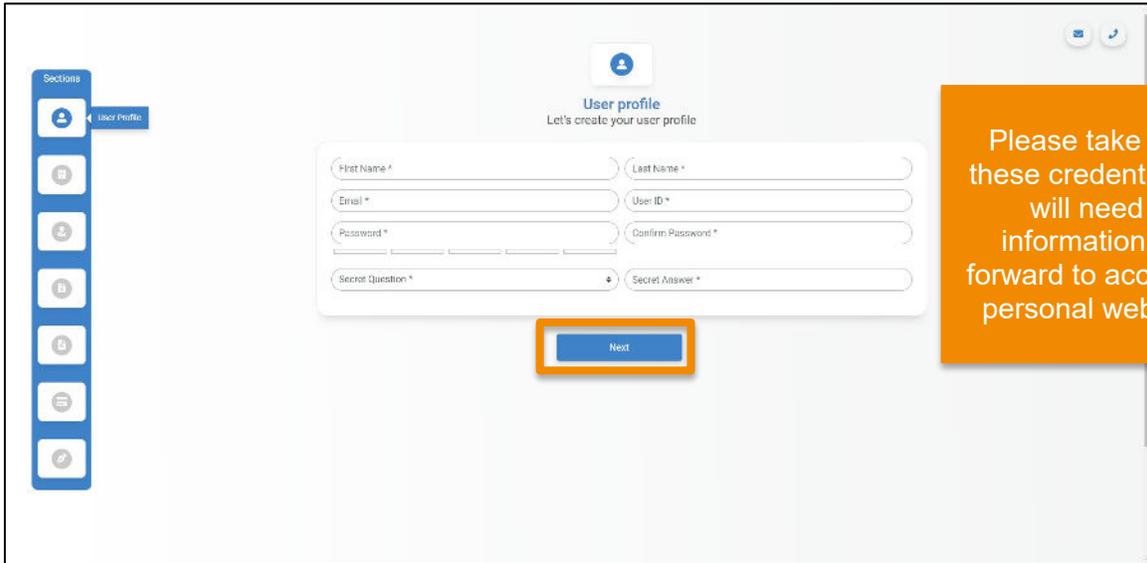


2. Instructions display. Review and gather information. When you are ready, click **Let's Begin!**



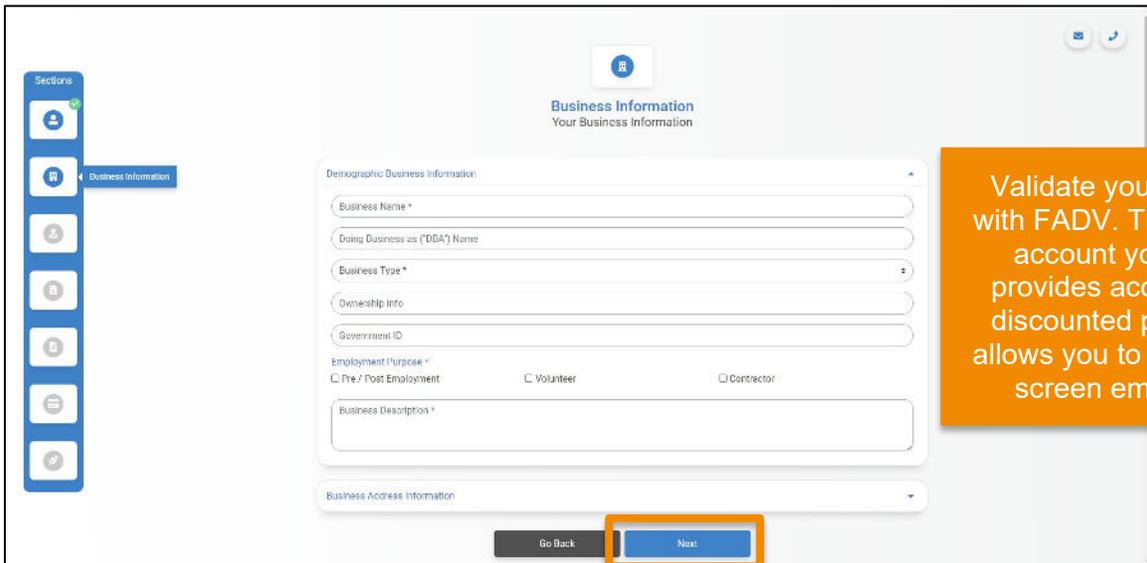
3. As the individual registering your business, you will first need to set up your personal User ID and Password. On the left side of the screen you can track the sections you have completed. Click **Next**.

Note: Required fields are indicated by an asterisk (*).



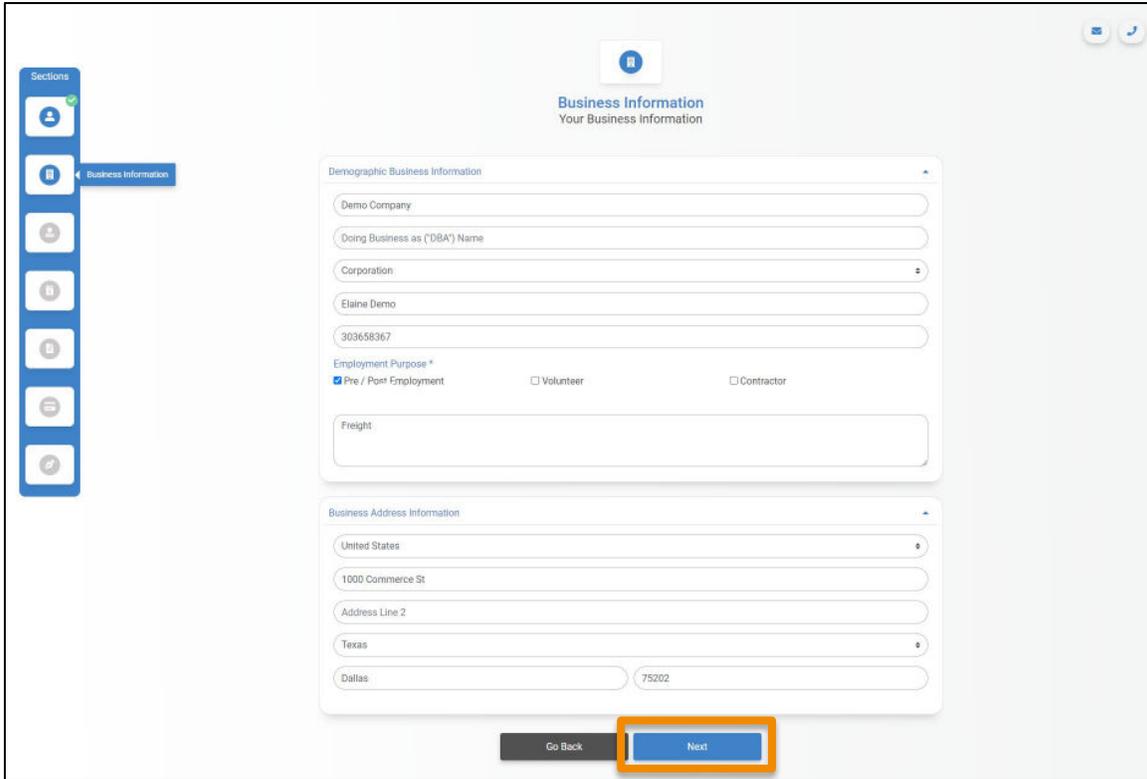
Please take note of these credentials. You will need this information going forward to access your personal web portal.

4. Enter your Business Information, select the Employment Purpose and enter a Business Description. Click **Next**.



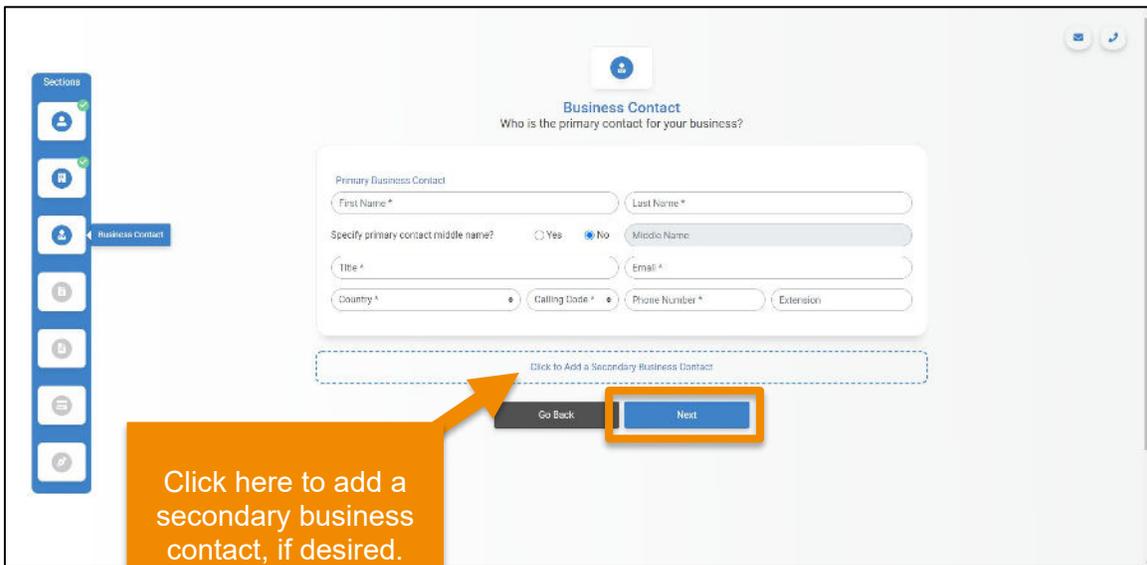
Validate your business with FADV. The business account you create provides access to our discounted pricing and allows you to background screen employees.

5. Enter your Business Address Information. Click **Next**.



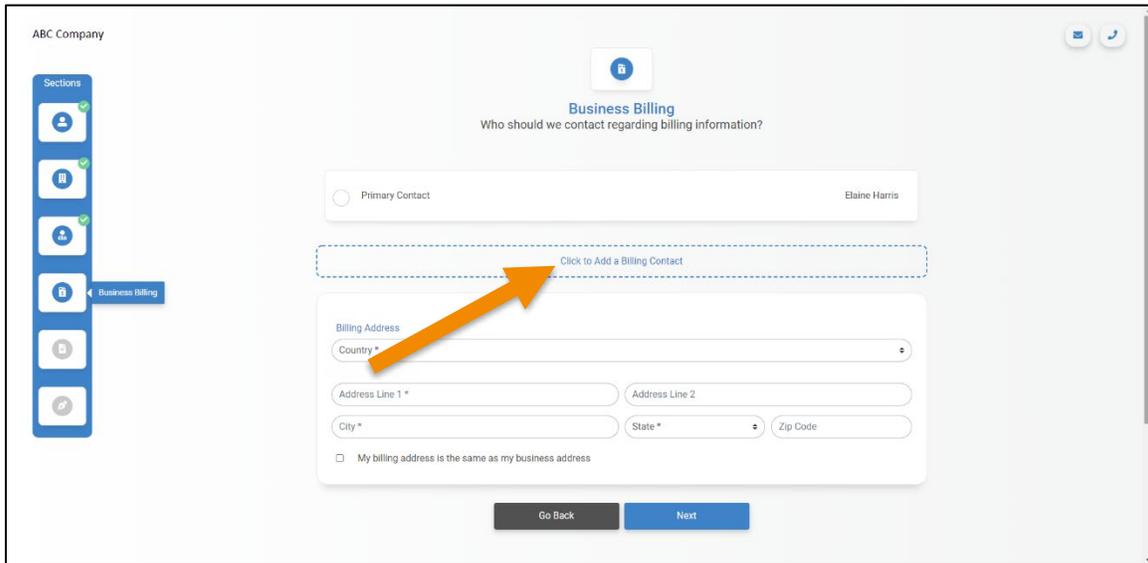
The screenshot shows the 'Business Information' form. The 'Business Address Information' section is highlighted with a blue box. The form includes fields for 'Demographic Business Information' (Company Name, DBA Name, Corporation, Contact Name, Phone Number) and 'Business Address Information' (Country, Address Line 1, Address Line 2, State, City, Zip Code). The 'Next' button is highlighted with an orange box.

6. In the Business Primary Contact section, enter the information for the person at your firm who will be the primary contact for screening activities. Click **Next**.



The screenshot shows the 'Business Contact' form. The 'Primary Business Contact' section is highlighted with a blue box. The form includes fields for 'First Name', 'Last Name', 'Specify primary contact middle name?' (Yes/No), 'Title', 'Email', 'Country', 'Calling Code', 'Phone Number', and 'Extension'. A dashed box highlights the 'Click to Add a Secondary Business Contact' link. The 'Next' button is highlighted with an orange box. An orange callout box with an arrow points to the dashed box with the text: 'Click here to add a secondary business contact, if desired.'

7. In the Business Billing section, if the person at your firm that will be the primary contact for billing is different than the Primary Contact, click to add the Billing Contact's information.



ABC Company

Sections

- Profile
- Company
- Business Billing
- Address
- Payment
- Documents

Business Billing
Who should we contact regarding billing information?

Primary Contact Elaine Harris

[Click to Add a Billing Contact](#)

Billing Address

Country *

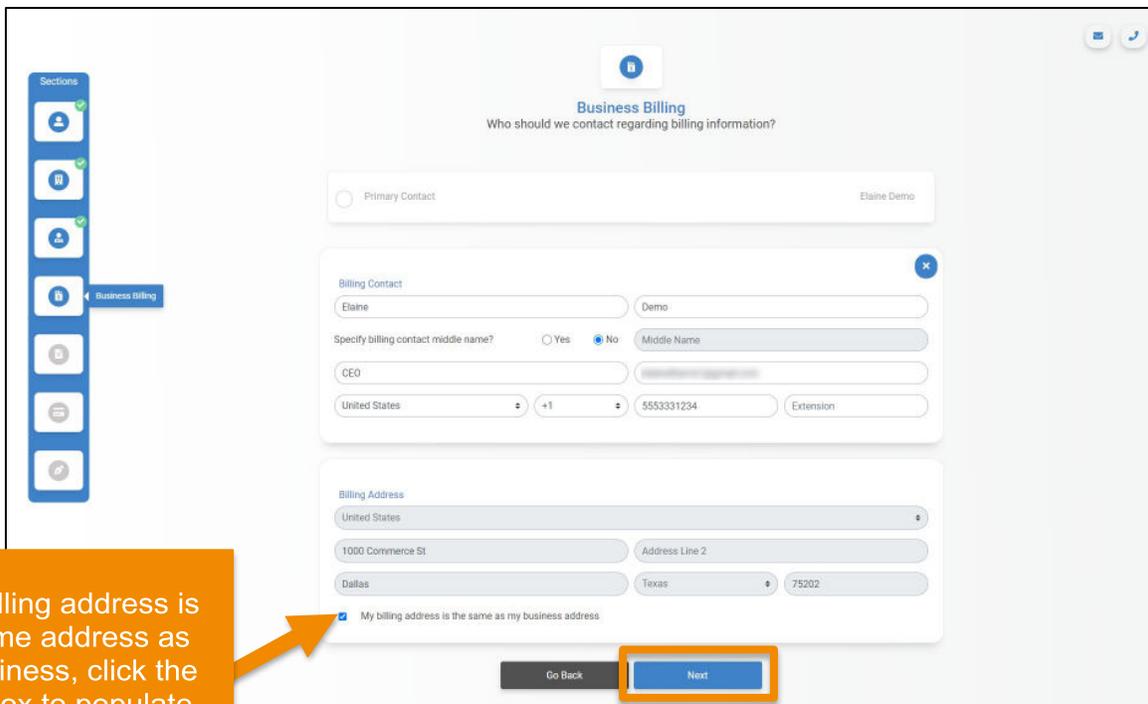
Address Line 1 * Address Line 2

City * State * Zip Code

My billing address is the same as my business address

Go Back Next

8. Enter the Billing Address. Click **Next**.



ABC Company

Sections

- Profile
- Company
- Business Billing
- Address
- Payment
- Documents

Business Billing
Who should we contact regarding billing information?

Primary Contact Elaine Demo

Billing Contact

Elaine Demo

Specify billing contact middle name? Yes No Middle Name

CEO

United States +1 5553331234 Extension

Billing Address

United States

1000 Commerce St Address Line 2

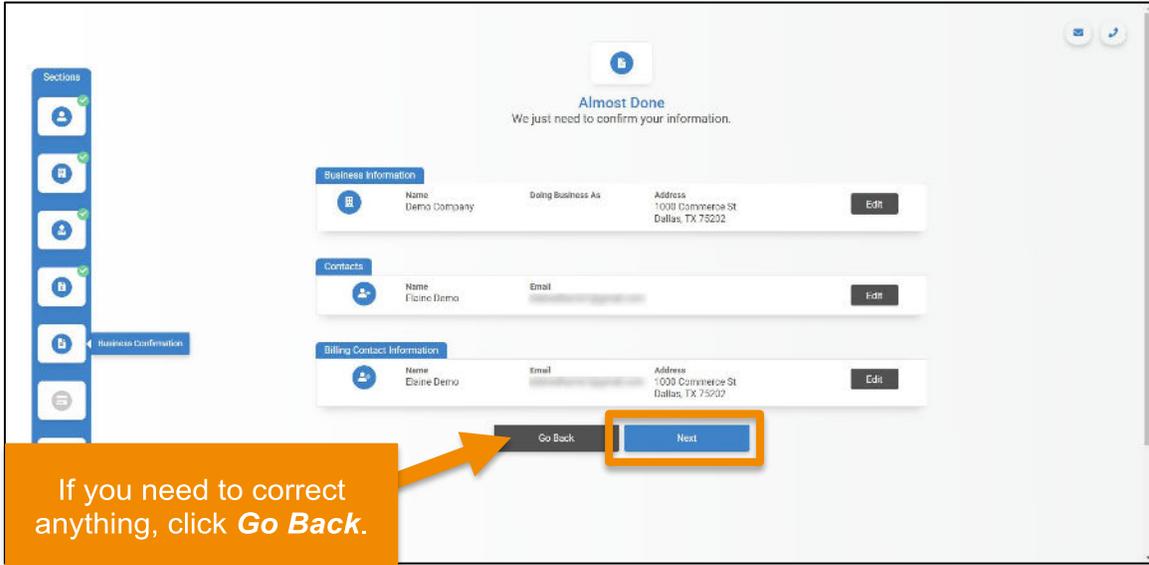
Dallas Texas 75202

My billing address is the same as my business address

Go Back **Next**

If the billing address is the same address as the business, click the checkbox to populate the information.

9. Review the registration information to verify its accuracy. If all information is correct, click **Next**.



Sections

Almost Done
We just need to confirm your information.

Business Information

Name	Doing Business As	Address	Edit
Demo Company		1000 Commerce St Dallas, TX 75202	

Contacts

Name	Email	Edit
Flicine Demo		

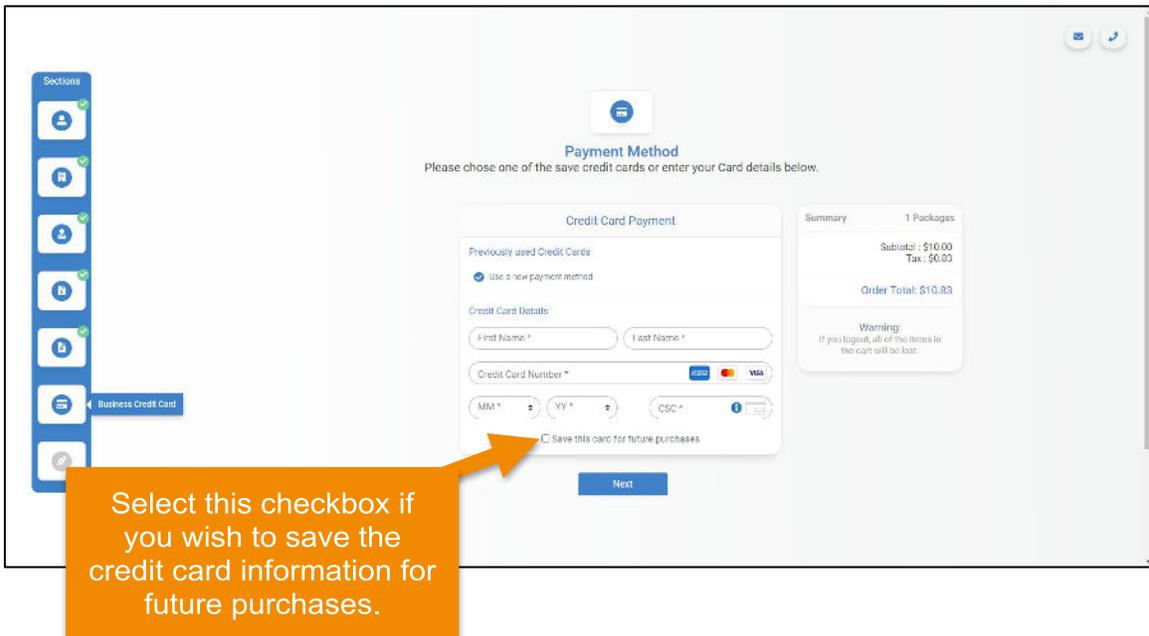
Billing Contact Information

Name	Email	Address	Edit
Elsine Demo		1000 Commerce St Dallas, TX 75202	

Go Back **Next**

If you need to correct anything, click **Go Back**.

10. Your order summary displays. Enter the credit card information that you wish to use for payment. Click **Next**.



Sections

Payment Method
Please choose one of the save credit cards or enter your Card details below.

Credit Card Payment

Previously used Credit Cards

Use a new payment method

Credit Card Details

First Name * Last Name *

Credit Card Number * 

MM * YY * CSC *

Save this card for future purchases

Next

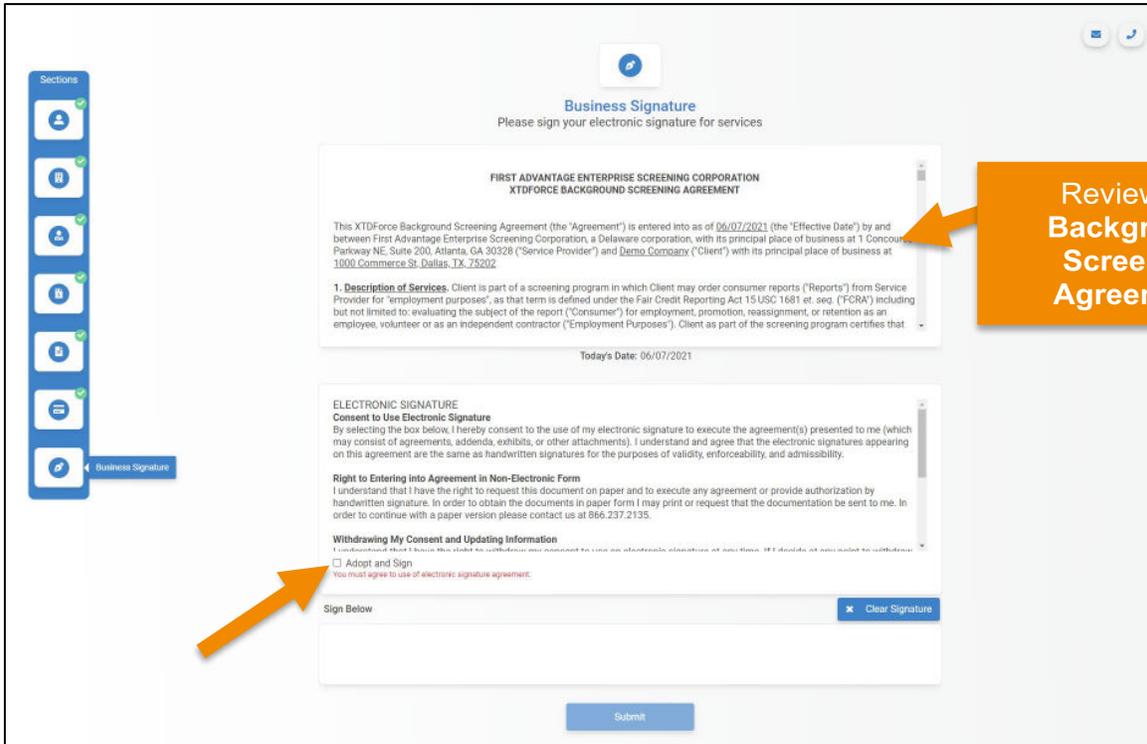
Summary 1 Packages

Subtotal: \$10.00
Tax: \$0.00
Order Total: \$10.00

Warning:
If you forget all of the items in the cart will be lost.

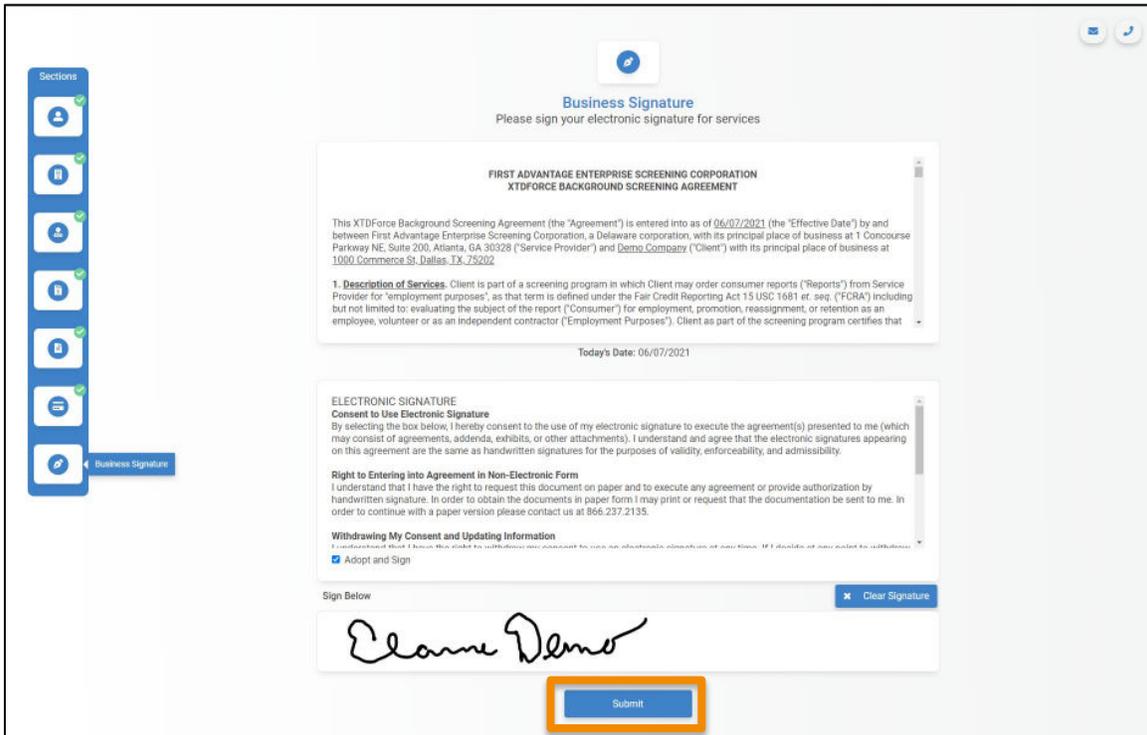
Select this checkbox if you wish to save the credit card information for future purchases.

11. Review the agreement. You must agree to the use of electronic signature agreement, by clicking the **Adopt and Sign** checkbox.



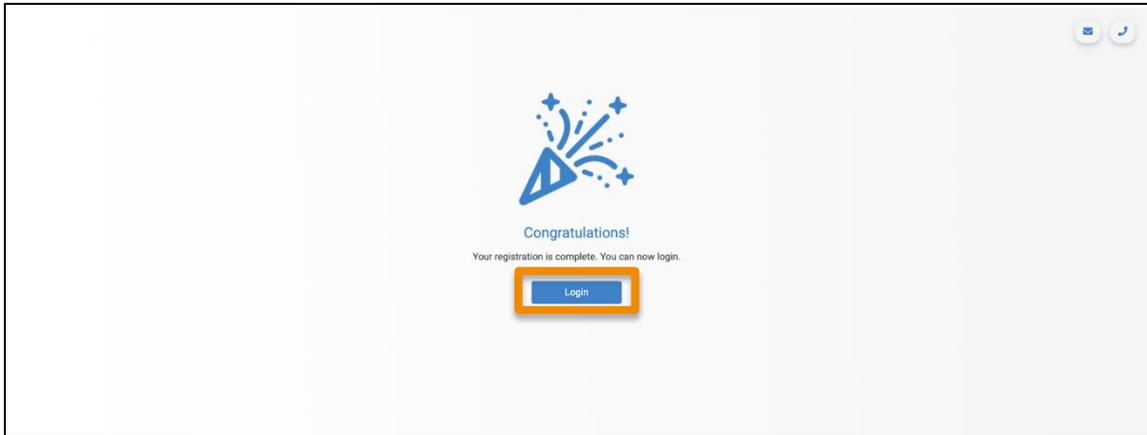
The screenshot shows the 'Business Signature' section of the registration process. The page title is 'Business Signature' with the instruction 'Please sign your electronic signature for services'. The main content is the 'FIRST ADVANTAGE ENTERPRISE SCREENING CORPORATION XTDFORCE BACKGROUND SCREENING AGREEMENT'. The agreement text includes the effective date (06/07/2021) and a description of services. Below the agreement text, there are sections for 'ELECTRONIC SIGNATURE Consent to Use Electronic Signature', 'Right to Entering into Agreement in Non-Electronic Form', and 'Withdrawing My Consent and Updating Information'. In the 'Withdrawing My Consent and Updating Information' section, the 'Adopt and Sign' checkbox is selected. An orange arrow points to this checkbox. Another orange arrow points to the agreement text, with a callout box that says 'Review the Background Screening Agreement.' At the bottom of the form, there is a 'Sign Below' field and a 'Submit' button.

12. Sign your electronic signature to receive services. Click **Submit**.



This screenshot shows the same 'Business Signature' screen as the previous one, but now with a signature. The signature 'Elaine Demo' is written in the 'Sign Below' field. The 'Submit' button at the bottom is highlighted with an orange box. The 'Adopt and Sign' checkbox remains selected.

13. The confirmation page displays. Login using the **User ID** and **Password** you created.



The implementation process is automated and typically takes a day to establish your account.

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. 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.