

## User Instructions

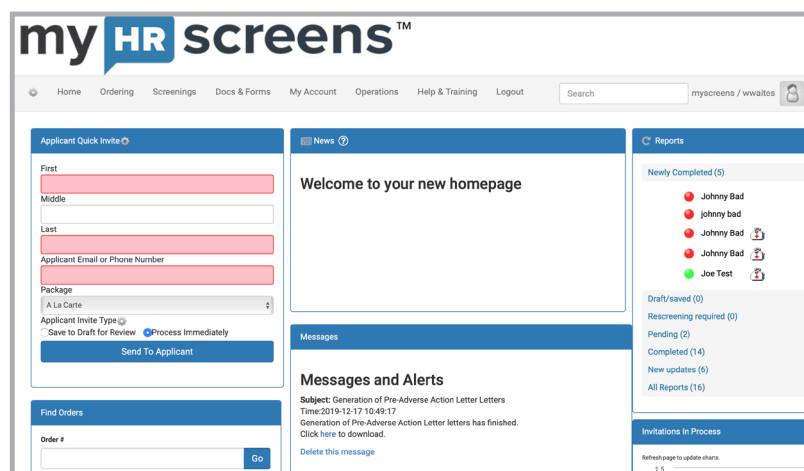
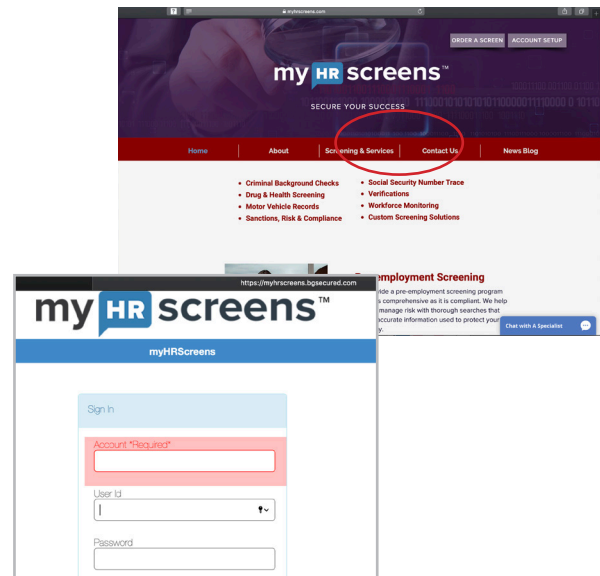
# myHR screens™

### TO BEGIN:

Visit the myhrscreens.com webpage and click the button at the top right to **Order a screen**.

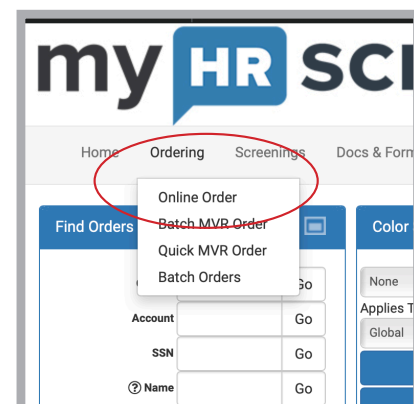
This will take you to the login page. You will **enter the login information** that was emailed to you when you signed up with MyHRScreens.

Once you log in you will see the **Main Dashboard**.



## TO PLACE AN ORDER

At the top of the horizontal menu bar click **ONLINE ORDER**.



## To place an order Cont'd

This is where you will **Choose a package** to order from the drop down menu.

- Choose what type of screening service or package you would like to order.

NOTE: When ordering **A la carte**, be sure to **select each box** next to each screening you would like.

Click **CONTINUE TO NEXT STEP**

## Complete the Applicant Information

!! Please note that highlighted boxes are **mandatory** and must be filled in before you can proceed !!

myHR screens™

Home Ordering Screenings Docs & Forms My Account Operations Help & Training Logout

Search myscreens / wwaites

Online Order

Placing order for: myscreens/waites

Change

+ PAGE CONFIGURATION

ORDER SUMMARY

Order Information

Package: A La Carte

Subject: No Info Yet

Billing: No IDs set

Requester: Windy Waites

Products and Authorization

Authorization

PACKAGES AND PRODUCTS

Describe Errors

Next

Choose a package:

A La Carte

Pre-checked items are your most commonly ordered services. Any additional items you order will be added to your bill.

Background

☐ SSN Address Trace

☐ Credit (Employment) Report

Verification Services

☐ Employment

☐ Education

☐ Professional License

Healthcare Services

☐ Medical Sanctions History Level 3

☐ Medical Sanctions History Level 1

☐ Office of Foreign Assets Control Search

☐ OIG Sanctions/SAM

Public Records

☐ National Federal Criminal

☐ County Criminal History

☐ Motor Vehicle Report

☐ Adverse Action Process

Home Ordering Screenings Docs & Forms My Account Operations Help & Training Logout

Search myscreens

Change

+ PAGE CONFIGURATION

ORDER SUMMARY

Order Information

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Subject: No Info Yet

Billing: No IDs set

Requester: Windy Waites

Products and Authorization

Authorization

PACKAGES AND PRODUCTS

Describe Errors

Next

Choose a package:

A La Carte

Basic Package

reverification hiddenpackage

Plus 7 Year Search

Plus 10 Year Search

Premium 7 Year Search

Premium 10 Year Search

Healthcare Specialty Package 7 Year

Pre-checked items are your most commonly ordered services. Any additional items you order will be added to your bill.

Background

☐ SSN Address Trace

☐ Credit (Employment) Report

Verification Services

☐ Employment

☐ Education

☐ Professional License

Healthcare Services

☐ Medical Sanctions History Level 3

☐ Medical Sanctions History Level 1

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☐ OIG Sanctions/SAM

Public Records

☐ National Federal Criminal

☐ County Criminal History

☐ Motor Vehicle Report

☐ Adverse Action Process

Continue to Next Step

+ SUBJECT

## Complete the Applicant Information Form

The lower portion of the screen will change based on the type of screen you have ordered.

*For example, if you order a motor vehicle screen, you will use this area to enter **IMPORTANT** information such as driver's license, etc.*

After input continue the steps as needed until you get to the section that says:

## AUTHORIZE AND CONTINUE TO ORDER A REVIEW.

You will see an area to show that you have obtained candidate authorization.

Check the box to acknowledge

This screenshot shows the 'SUBJECT' section of the 'Online Order' form. It includes fields for First Name, Middle Name, Last Name, Suffix, Name Type (Current), SSN, Date of Birth, Gender, DL #, and DL State. A 'Save as draft' button is in the top right corner.

This screenshot shows the 'EMPLOYMENT #1' section of the 'Online Order' form. It includes a 'Verify Services' button and a 'Continue To Next Step - Verify Order' button. A message states: 'I have obtained candidate authorization. Learn more about the Fair Credit Reporting Act (FCRA)'.

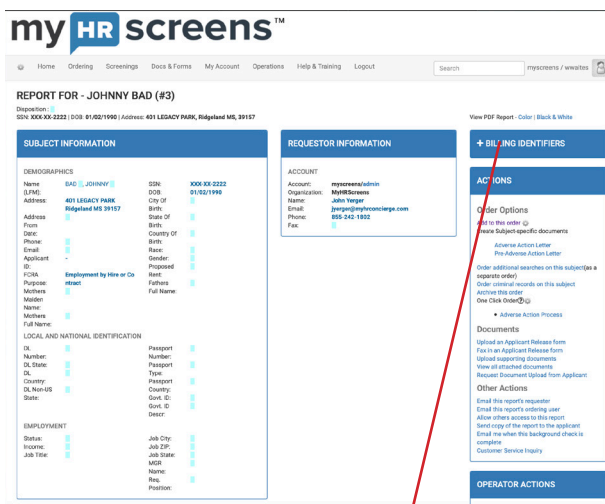
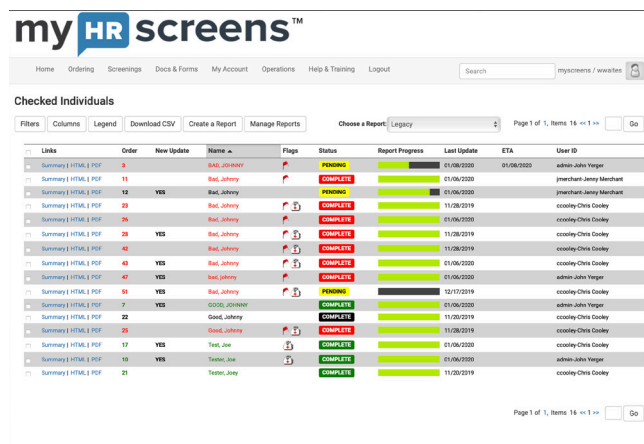
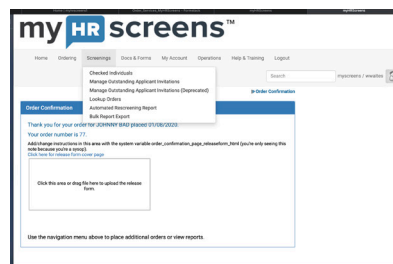
This screenshot shows the 'AUTHORIZE AND CONTINUE TO ORDER REVIEW' section of the 'Online Order' form. It includes a checkbox for 'I have obtained candidate authorization.' and a link to 'Learn more about the Fair Credit Reporting Act (FCRA)'. There are buttons for 'Save as draft (to edit later)' and 'Continue To Next Step - Verify Order'.

This screenshot shows the 'ORDER SUMMARY' section of the 'Online Order' form. It includes a sidebar with 'Order Information' (Package: A La Carte, Subject: JOHNNY BAD, Billing: No IDs set, Requester: John Yenger) and 'Products and Authorization' (Background, SSN Address Trace, Authorization). The main area shows the 'AUTHORIZE AND CONTINUE TO ORDER REVIEW' section with a green 'Continue To Next Step - Verify Order' button. A message states: 'I have obtained candidate authorization. Learn more about the Fair Credit Reporting Act (FCRA)'.

**GREAT JOB!** The form will appear all green if all required information has been input correctly.



Select a specific screen by clicking on the **name**. This will then take you to that specific report.



*(You may view this report in color or Black and White by looking for that option at the top right of this window)*



## TO ADD TO AN EXISTING ORDER

Once in the **Reports** Window, you will see the column called **ACTIONS**. You will be able to add your additional order here.

## TO ACCESS DOCUMENTS & FORMS

Under the horizontal menu bar you will see a selection called **DOCS & FORMS**

In this area you will be able to access additional resources such as applicant release forms and authorizations.

### Docs & Forms

To access any of the (PDF) documents below, simply click on the document name.

## HOW TO INVITE APPLICANTS

Once in the Client Home screen

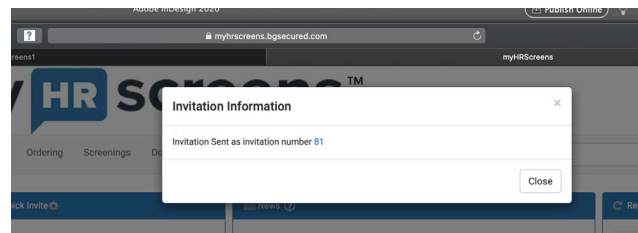
You will see the **Applicant Quick Invite** form to fill out.

(see detail to the right)



Once this is complete, click **Send to Applicant**

A screen will pop up to confirm that the Invitation was sent.



The applicant will receive an email from [support@myhrscreens.com](mailto:support@myhrscreens.com) with instructions as well as a link to complete the sensitive information portion of the application.

### Request for missing information

[support@myhrscreens.com](mailto:support@myhrscreens.com) <[support@myhrscreens.com](mailto:support@myhrscreens.com)>

[Show Details](#)

Please click on the following link to supply missing information required in order to execute a background check:

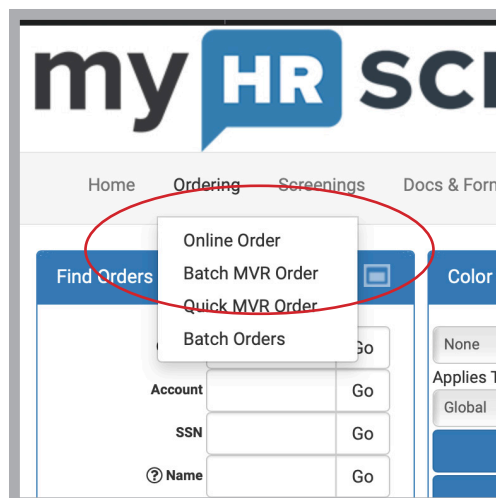
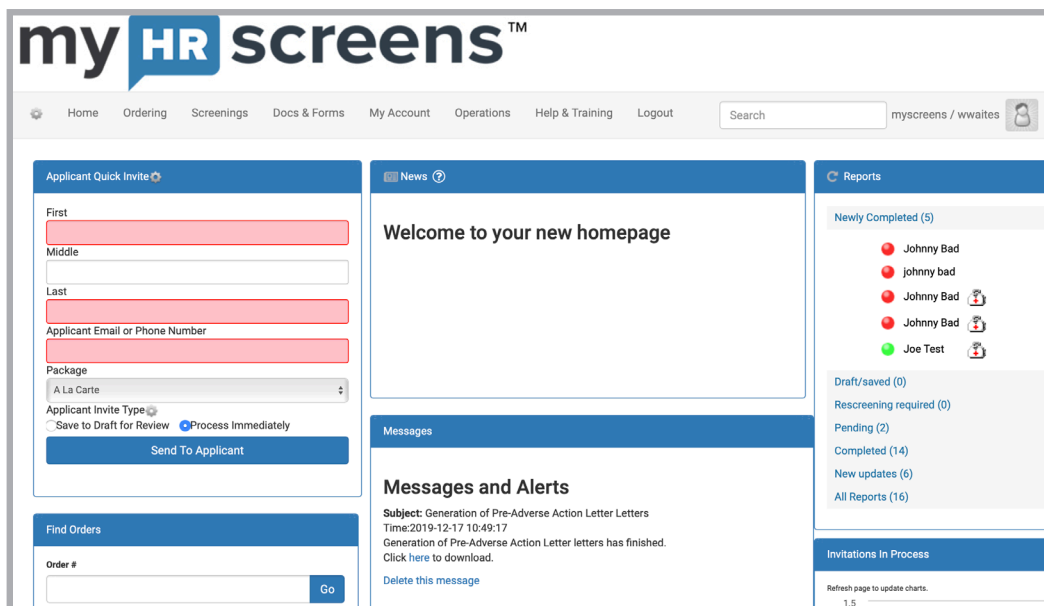
[https://myhrscreens.bgsecured.com/c/p/pubcollectiongetform?order\\_number=81&key=reE9wpFQ5e90aciGInqSI8TtbeZJbfvY](https://myhrscreens.bgsecured.com/c/p/pubcollectiongetform?order_number=81&key=reE9wpFQ5e90aciGInqSI8TtbeZJbfvY)

Questions? Call myHRScreens 855-242-1802  
When calling, reference order number 81

## HOW TO ORDER A DRUG SCREENING

At the top of the horizontal menu bar click **ONLINE ORDER.**

This is where you will **Choose a package** to order from the drop down menu.





## To place an drug screen order Cont'd

### Choose a Package

Choose what type of drug screening service or package you would like to order.

**!! Please note that highlighted boxes are mandatory and must be filled in before you can proceed !!**

From the Package drop down menu select **Substance Testing**

Place a Check mark in the box next to the testing you would like, and then **Continue to Next Step**

## Complete the Applicant Information Form

Complete the information and **DO NOT** leave any highlighted fields (highlighted in pink) blank. The system will not allow you to continue until all necessary information is input.

Continue to the **BILLING INFORMATION** page and complete this area.

Once complete **Continue to Next Step**

You will be prompted to verify that you **have obtained candidate authorization** select this and then **Continue to Next Step – Verify Order**

On the next screen you will review your Order information and then select **Submit Now**

You will receive an Order Confirmation with an area to **Schedule your drug testing service**

## Next: Select Drug Testing Facility

### Choose your Collection Site

from the options on this screen below

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Welcome: Johnny Bad  
Reason for Test: PRE-EMPLOYMENT

**Choose Your Collection Site**

Below is a list of Collection Sites available in your area. Please click on one and then click the green right-arrow button to go to the next page. Please contact our customer service at 1-800-585-7366 with the case # 2020011522754 if you are unable to complete the scheduling of your drug test.

**Starting Address**

☒ Participant Address: 123 ANYWHERE, RIDGELAND, MS 39157  
☐ Branch Address: 401 LEGACY PARK, RIDGELAND, MS 39157

**Alternative Address**

Address:  Address 2:   
City:  State:  Zip:

If you wish to edit your starting location, please enter a new address above and click "Add Location."

Lab	Site Name	Address	City	State	Zip	Distance	Hours	Directions	Type	Paper
Quest	QUEST DIAGNOSTICS - FLOWOOD	1050 River Oaks Drive	Flowood	MS	39...	7.91 miles	Hours	Directions	PSC	No
LabCorp	LABCORP - FLO...	4816 Lakeland Dr	Flowood	MS	39...	8.3 miles	Hours	Directions	PSC	No

Welcome Johnny Bad to the schedule your test

Johnny Bad  
NOTE: Most facilities have dedicated drug testing hours. Please ensure you provide adequate time to arrive at the facility during dedicated hours.

### Schedule Your Test Date

from the calendar that is provided on this page.

Welcome: Johnny Bad  
Reason for Test: PRE-EMPLOYMENT

**Schedule Your Test Date**

Please click a date below to schedule a test date and then click the green right-arrow button to go to the next page.

**Test Date**


January 2020

S	M	T	W	T	F	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	15	16	17	X	X
X	20	21	22	23	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

Most facilities have dedicated drug testing hours. Please ensure you provide adequate time to arrive at the facility during dedicated hours.

Johnny Bad your schedule expires on Thursday January 23.

### Confirm Request

Once you have reviewed this, Click the forward button.  at the bottom right corner

A pop-up window will confirm that **Your order was successfully placed!**

**Congrats! You have now completed your Drug Screening Order**

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Welcome: Johnny Bad  
Reason for Test: PRE-EMPLOYMENT

Case #: 2020011522754

Step 5 of 5: Confirm Request

**Confirm Request**

Please confirm order information. If information is correct, click the green right-arrow button to confirm this request. If the information is not correct, use the blue left-arrow button to go back and change information.

**Participant Information**

Name: Johnny Bad  
Address: 123 ANYWHERE Ridgeland, MS 39157

**Order Information**

Case Number: 2020011522754  
Reason for Test: PRE-EMPLOYMENT  
Date: 01/15/2020  
Collection Site: QUEST DIAGNOSTICS - FLOWOOD, MS (1050 RIVER OAKS DR)  
Collection Site Address: 1050 River Oaks Drive Flowood, MS 39232

A copy of the registration document will be emailed to all email addresses on file. Please check your email when registration has been completed.

MS (1050 RIVER OAKS DR) Flowood, MS 39232

all email addresses on file

Your order was successfully placed. It is recommended that you:  
1) arrive one hour before the closing time to ensure testing can be completed; and  
2) call the scheduled collection site to confirm operational hours.  
Failure to do so may result in the collection site not being able to accommodate the testing requirement.

## Questions?

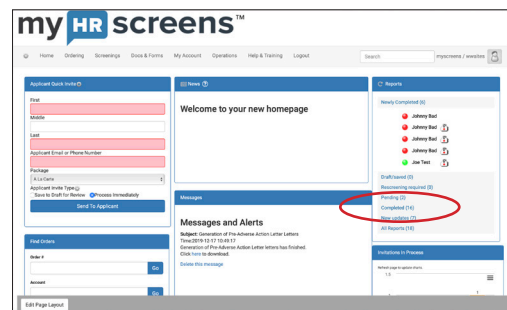
If you have questions about this process, feel free to contact us by email at [support@myhrscreens.com](mailto:support@myhrscreens.com)

## Adverse Action:

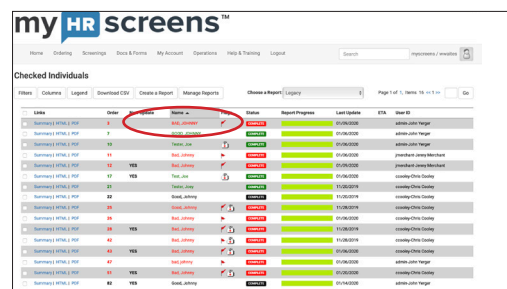
To complete the Adverse Action process, enter your Client Home Portal,

Go to the **Reports** Column

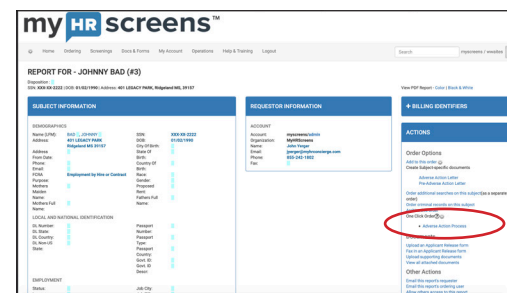
Click on **completed**



A list of orders will appear, **Select the name** on the order you wish to file the action on.



When the report window opens, in the **Actions** column on the righthand side, you will see **Adverse Action Process**.



Click this and you will then be taken to a window where you can submit this action.

Follow the remaining prompts to complete this process,

