my н screens™

User Instructions

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.**



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 !!





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





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

A summary of the order will now appear.

IMPORTANT!

Click Submit Now

Please check this report for accuracy.

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CONGRATS!

Your order is now placed.

You will now see an order confirmation message.

TO VIEW PREVIOUS SCREENINGS

Select **SCREENINGS** from the menu toolbar.

This will show a list of orders you have placed.

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

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(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 selectaion called **DOCS & FORMS**



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





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



The applicant will receive an email from 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 <support@myhrscreens.com>

Show Details

Please click on the following link to supply missing information required in order to execute a background check: <u>https://myhrscreens.bgsecured.com/c/p/pubcollectiongetform?</u> order_number=81&key=reE9wpFQ5e9OaciGInqS18TtbeZJbfvY

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.

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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 !!



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 verity that you **have obtained candidate authorization** select this and then **Continue to Next Step – Verify Order**

Save as draft (to edit later) Continue To Next Step - Verify Order Questions? Call 855-242-1802		✓ I have obtain Learn more about th	ned candidate authorization. e Fair Credit Reporting Act (FCRA)
Questions? Call 855-242-1802		Save as draft (to edit later)	Continue To Next Step - Verify Order
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Next: Select Drug Testing Facility



Choose your Collection Site

Schedule Your Test Date

from the options on this screen below

ne: Johnny Bad **Confirm Request** Participant Information Name: Johnny Bad Address: 123 ANYWHERE Ridg Once you have reviewed this, Order Information Case Number: 2020011522754 Reason for Test: PRE-EMPLOYMENT Click the forward button Date: 01/16/2020 Collection Site: QUEST DIAGNOSTICS - FLOWOOD, MS (1050 RIVER OAKS DR) Collection Site Address: 1050 River Oaks Drive Rowood, MS 39232 at the bottom right corner A copy of the re A pop-up window will confirm that Your order was successfully placed! 00 our order was successfully placed. It is recomm 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 **Congrats! You have now** 2) call one service-hours. Failure to do so may result in the collection site not being able to accommodate the testing requirement. completed your **Drug Screening Order**