HireRight

Background Check – Step By Step

1 Gather Your Information

Information you will need:

- Phone Number
- Email Address
- Social Security Number
- Current & Past Home Addresses

2 Open the Email

1. Open the email sent from: HireRight Customer Support.
2. Click on the link to be taken to HireRight's Website.

3 Create New Password

1. Your new password must include: 1 upper case letter & 1 number. It must be more than 7 characters long.
2. Choose if you want to receive text messages, or just emails about your background check.
3. Click on the blue **Next button**.

4 Enter Your Information

1. Don't worry about the "Additional Instructions" saying you need to have a resume or educational transcripts. This information is needed for employees only.
2. At the bottom of the page, click on the blue **Start Form button**.
3. Enter all the information requested. If an item has a * it is required.
4. Click on the blue **Next button** when you are done.

5 Authorize & Sign

1. Enter in your name, email, and last 4 digits of your Social Security number.
2. Sign using your mouse.
3. Click on the blue **Accept & Continue button**.

6 Read Disclosures

1. The next few screens are legal Disclosures, Acknowledgements & Authorizations, and State Law Notifications.
2. There is also a check box if you would like to receive a copy of your background report.
3. Check "I have read additional disclosures provided above."

7 Electronic Signature

1. Enter your information as an Electronic Signature.
2. Check the certification box and the electronic signature authorization box.

8 Accept & Submit

Click on the blue **Accept & Submit button** to initiate the background check.

9 Close Browser

Close your internet browser.