

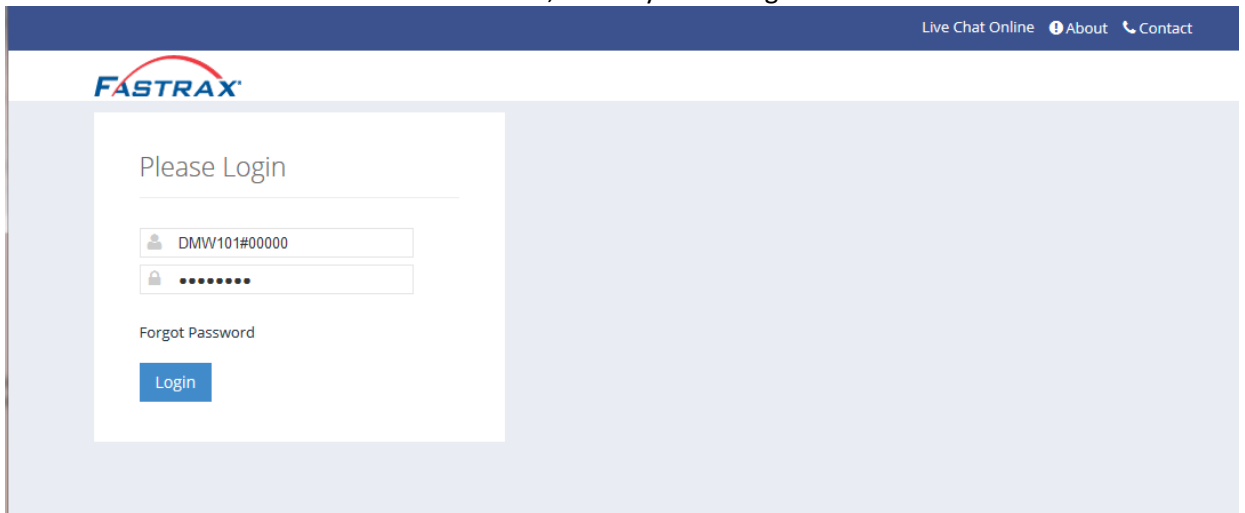
Reviewing and releasing a background check in Fastrax:

After logging into Fastrax, as a local administrator, you will follow the steps below to review and release the hold on any of the individuals for your organization, which need a background check performed.

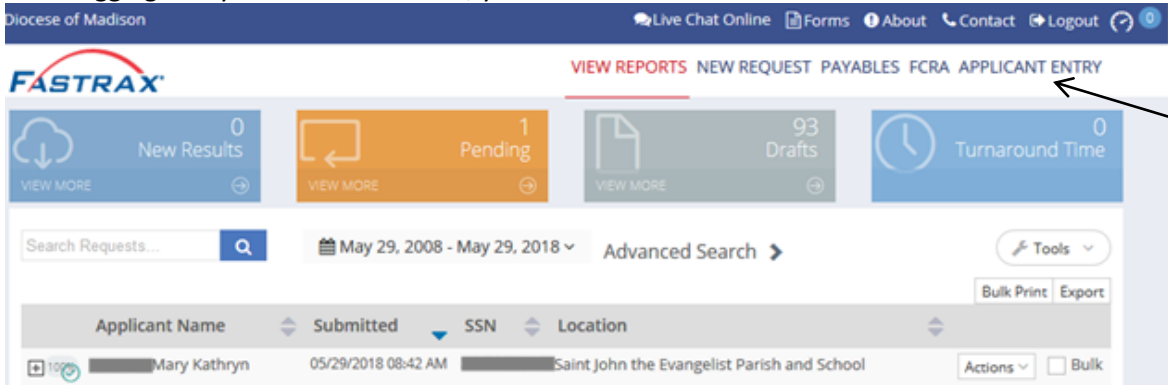
- 1) The login to Fastrax is found at the website located here:

<https://www.fastraxselect.com/Login.aspx>

You will see a screen similar to the one below, where you will log in:



- 2) After logging into your Fastrax account, you will see a screen similar to the one below:



- 3) After an applicant places their information into the system, it is the local administrator's responsibility to verify their information and release the information so that it can process the background check. In order to look at the current people in your system which need to be reviewed, click on the **Applicant Entry** area, seen in the screen above. Your screen will refresh to something similar to the screen below:

FASTRAX VIEW REPORTS NEW REQUEST PAYABLES FCRA **APPLICANT ENTRY**

Q APPLICANT ENTRY: SEARCH REQUESTS

Location: All Locations Last Name: Fever First Name: Joseph Ctrl Code: gfoote@selection.com Integration ID: Employees/Educators Search Clear

Status: Hold

Status	Location	Name	Email	Report	Control Code	Integration ID	Sent	Submitted	Hold	
Hold	DMW101#00000	Fever, Joseph	gfoote@selection.com	Employees/Educators			07/11/2017	07/11/2017	<input checked="" type="checkbox"/>	Review/Submit Delete

Please note that you will/should see only one name for each applicant that needs a background check.

- 4) First, please note the name of the person and what they signed up to have a background check on. In the screen below, Joseph Fever is signed up to have an Employee background check.

- 5) Click the **Review/Submit** button (indicated above) to review and change the record from being on Hold to being a status of Submitted. (so that the background check can get processed by the system. The background check will not be performed until it is submitted in the system, and will be released automatically after calendar 7 days, if you have not reviewed the information.) The system will walk you through the screens to review.

FASTRAX VIEW REPORTS **NEW REQUEST** PAYABLES FCRA APPLICANT ENTRY

Report/Service Application Notification **Review** Complete Next Save Draft

COMBINED REPORTS

- Search America Plus w/ Release Form
- Employees/Educators
- Priests/Deacons/Seminarians
- Volunteer Check

Clear

INDIVIDUAL REPORTS

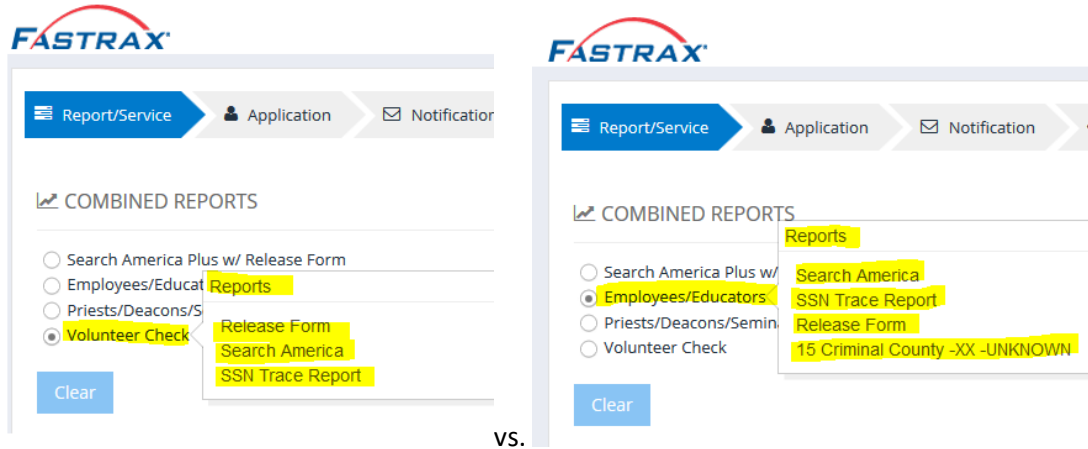
- 1 + Credit
- 1 + Motor Vehicle Report
- 1 + Search America
- 1 + SSN Trace Report
- 1 + Release Form
- 1 + Civil County
- 1 + Criminal County
- 1 + Federal Courts Report
- 1 + Criminal State

Clear

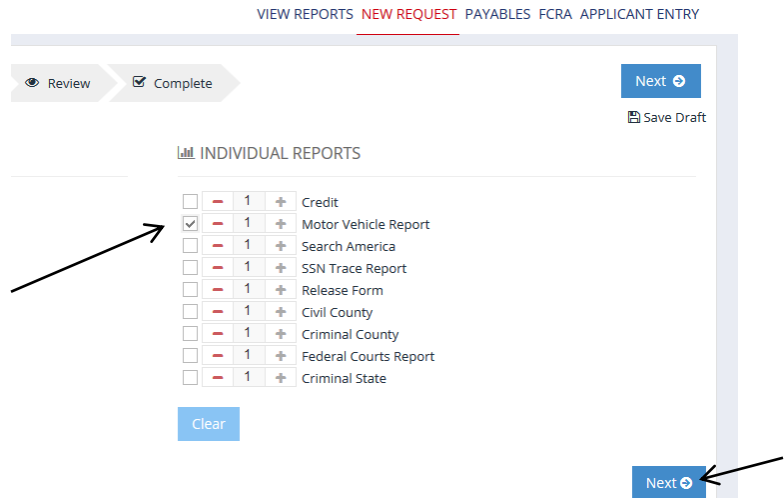
Next

First, verify that the type of background check on the left side is consistent with what the person signed up for. If it is not, you can change the report on the left side to the correct designation.

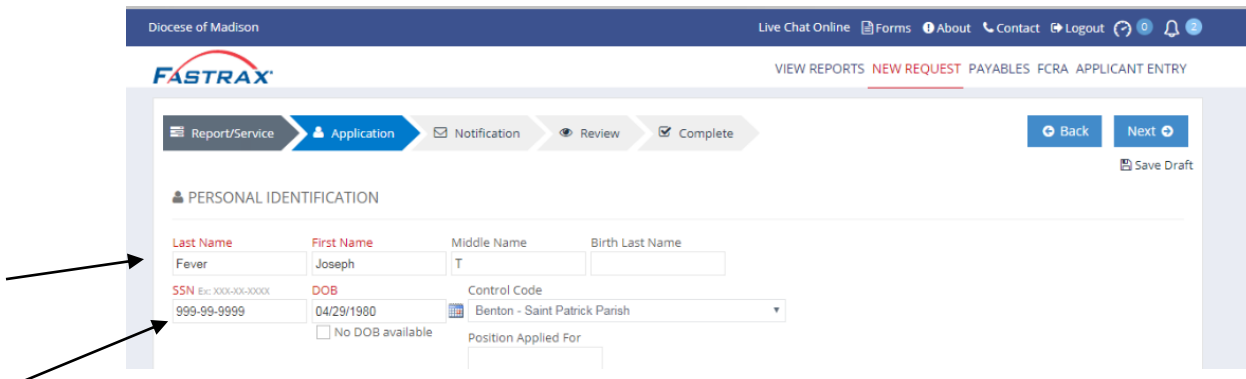
Also, by clicking on the name of the report (in the highlighted area below, you can see what type of reports make up either the Employee or Volunteer background check. (see images below)



To add an additional check, like a Credit or Motor Vehicle Report, select that report under the **Individual Reports** section, on the right half of the screen. Check mark the box on the left side of the line, as seen below. (example below is adding a Motor Vehicle report ALONG with the background check)



6) Click the **Next** arrow, as seen above. On the following screen, verify that the information listed for the individual *seems* correct, check date of birth, social security number, address, name, etc.



Note: If anything critical is missing or filled in incorrectly, an additional background check may need to be run, and the costs for running the additional background check will be charged your organization. If the SSN is filled in with something that looks fake, as in the example above, wait to verify it and run your background check.

At the bottom of the **Application** page, after reviewing the person's information, click **Next**.

- 7) You will now see the final review page, with a summary of their name, information, what reports will be run on them, etc.

The screenshot shows the FASTRAX application review page for Joseph T Fever. The page is titled "APPLICANT - JOSEPH T FEVER" and "REPORTS". The applicant's information is displayed in a table:

First Name: Joseph	Address: 123 Test Test, OH 45246
Middle Name: T	Phone:
Last Name: Fever	Phone Type:
SSN: 999-99-9999	Contact Notes:
DOB: 4/29/1980	Notes:
Gender: Unknown	
Race: Unknown	
Maiden Name:	
Control Code: 13549	
Position Applied For:	

The "REPORTS" section shows "Employees/Educators - Combined" with a list of "CRIMINAL COUNTY - UNKNOWN, XX".

After scrolling down to the bottom, please note the **FCRA Compliance guidelines**. This area must be checkmarked prior to submitting the report. (The applicant did select this initially, in order to put their record on hold.)

The screenshot shows the "FCRA COMPLIANCE" section of the application form. It contains the following text:

Checking this box certifies that a clear and conspicuous disclosure will be made, in a document consisting solely of the disclosure, pursuant to which this applicant / volunteer will consent to having a background check report run about him / her.

CALIFORNIA, OKLAHOMA AND MINNESOTA GIVE ANY APPLICANT LIVING IN THOSE STATES THE OPTION OF REQUESTING A COPY OF THEIR REPORT. IF THIS APPLICANT LIVES IN ONE OF THESE STATES AND HAS REQUESTED A COPY OF THEIR REPORT, CHECK THIS BOX AND A COPY WILL BE SENT TO THEM AT NO CHARGE.

Check this box to send the applicant a copy of this report.

Email Address:

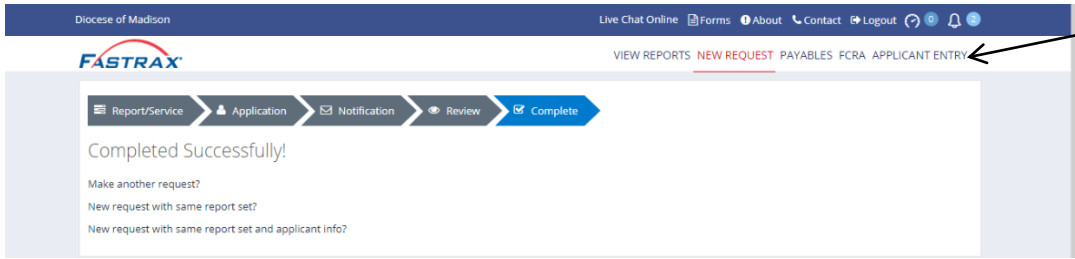
No email address

At the bottom right, there is a red "Submit Request" button. A blue "Back" button is at the bottom left. A note at the bottom right says "Please review your request info before submitting".

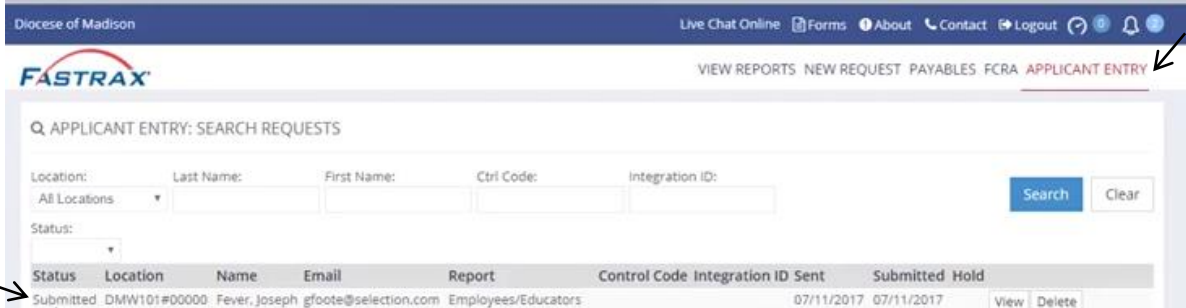
Checkmark the box in front of the FCRA Compliance area, then click the Submit Request.

If the applicant requests a copy of their background check, then you can checkmark that box, fill in their email and it will also be sent to them. If they requested it initially when they submitted their information, it will be automatically sent and you don't need to do this step. This is only for selecting it after they've reconsidered and would like it.

- 8) The background request is now starting to process. (as seen below)

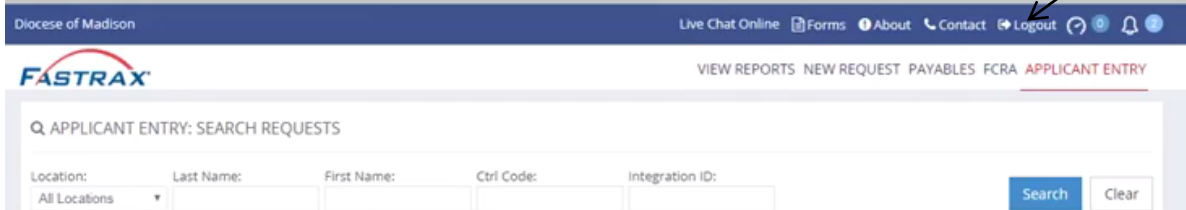


9) Back on the **Applicant Entry** screen (as seen indicated above), the existing record shows a status of **Submitted**, as seen below on the left.



10) It is recommended to log in and check/approve applicants on a regular basis. The background checks are usually completed within 24-48 hours. (but can take longer if the person lived outside of Wisconsin –up to a week to two weeks.)

11) Click **Logout** as indicated below to sign out of Fastrax.



If you have any questions contact the Madison Diocesan Safe Environment Office.