Ordering a background check on Acranet: HIRING MANAGER/USER GUIDE

Background checks are a mandatory step in our pre-employment process, and are completed for every candidate after he/she is deemed qualified for the role and before an employment offer is extended. Candidates are to complete and provide to the hiring manager the A4 and SSA89 Forms (both pages). All three pages are required to submit the background check order.

1. Please see example of how the documents should be completed by the applicants – SSA is very specific to details on what they will accept on a document.



Collection and Use of Personal Information

Sections 205(a) and 1106 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may

Privacy Act Statement

Furnishing us this information is voluntary. However, falling to provide all or part of the information may prevent us from releasing information to a designated company or company's agent.

We will use the information to verify your name and Social Security number (SSN). In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0058, entitled Master Files of SSN Holders and SSN Applications. Additional information and a full listing of all our SORNs are available on our website at www.socialisecurity.gov/ficia/bluebook.

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the <u>Paperwork Reduction Act of 1995</u>, You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to complete the form. You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send to this address <u>only</u> comments relating to our time estimate, not the completed form.

TEAR OFF-----

NOTICE TO NUMBER HOLDER

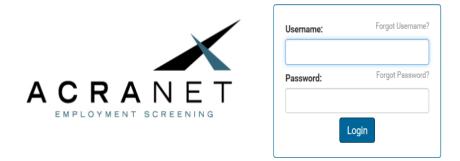
Form SSA-89 (02-2018)

The Company and/or its Agent have entered into an agreement with SSA that, among other things, includes restrictions on the further use and disclosure of SSA's verification of your SSN. To view a copy of the entire model agreement, this http://www.ssa.gov/cbs/viocs/SampleUseAgreement.pdf.

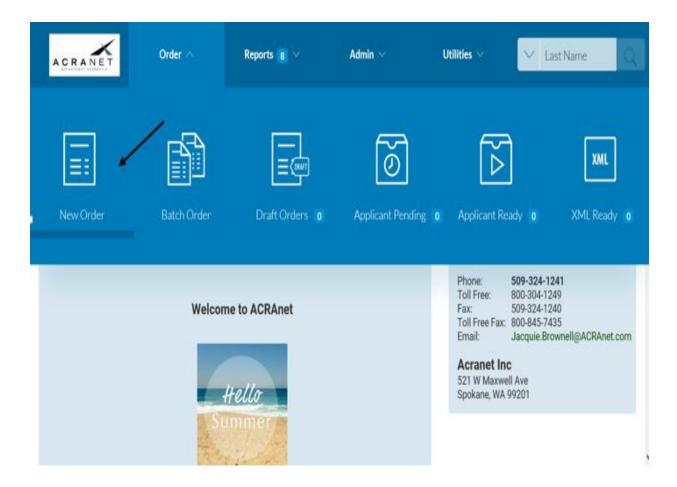
Form SSA-89 (02-2018)	D 1 -t0
Discontinue Previous Editions Social Security Administration	Page 1 of 2 OMB No.0960-0760
Authorization for the Social Security Administration (SSA)	
To Release Social Security Number (SSN) Verification Printed Name: Date of Birth: Social Security Number:	
Printed Name:	Date of Birth: Social Security Number:
	I am conducting the following business transaction:
T Wall the mornale in clouded because	rum conducting the lonewing publicate transcount.
EMPLOYMENT SCREENING	
Reason (s) for using CBSV: (Please selection	
	Banking Service
	License Requirement Other
with the following company ("the Compar	ny~):
Company Name: ACRAnet	
Company Address: 521 W Maxwell Ave, Spokane, WA 99201	
I authorize the Social Security Administration to verify my name and SSN to the Company and/or the Company's Agent, if applicable, for the purpose I identified.	
The name and address of the Company's Agent is:	
Computer Information Development LLC 713 W. Duarte Rd #106, Arcadia, CA 91007	
I am the individual to whom the Social Security number was issued or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare and affirm under the penalty of perjury that the information contained herein is true and correct. I acknowledge that if I make any representation that I know is false to obtain information from Social Security records, I could be found guilty of a misdemeanor and fined up to \$5,000.	
This consent is valid only for 90 days from the date signed, unless indicated otherwise by the individual named above. If you wish to change this timeframe, fill in the following:	
This consent is valid for 10 days fr	om the date signed. <u>JD</u> (Please initial.)
Signature: (Jan)00-	Date Signed: 08/31/18
Relationship (if not the individual to whom the SSN was issued):	
Contact information of individual signing authorization:	
Address: 1234 ABC ST.	
City/State/ZIP: SONAHIP WA	98116
	75 C

2. Log in to Acranet: https://acranetemployment.instascreen.net/sso/login.taz

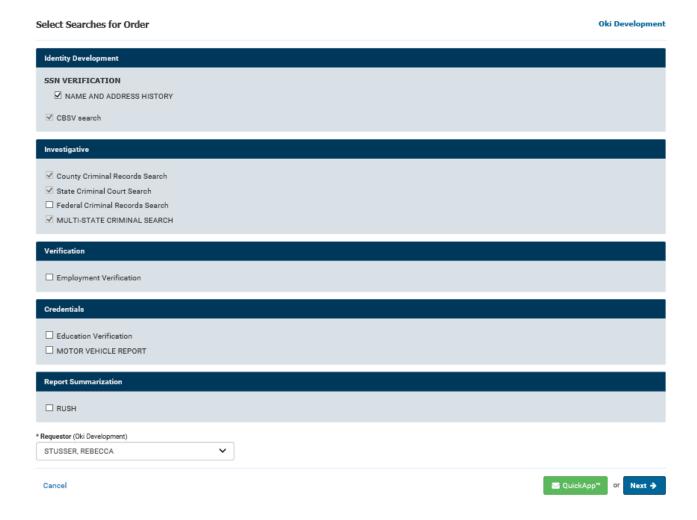
NOTE: IF YOU FORGET YOUR LOGIN, EMAIL RECRUITER AND HE/SHE WILL RESET



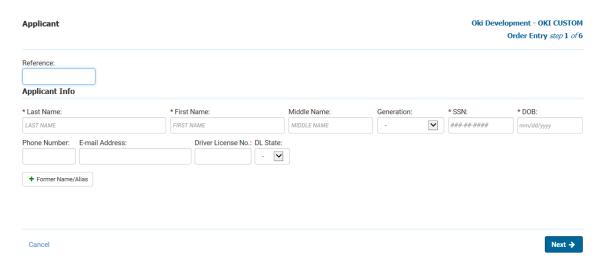
3. Hover mouse over Order and select New order:



4. Leave everything that has been checked by default. Scroll down and select a requester. This will be the manager (or your name.) Select Next.



5. Fill in the required information for the candidate. You may also fill in the other sections to provide more information on this candidate. Select next.



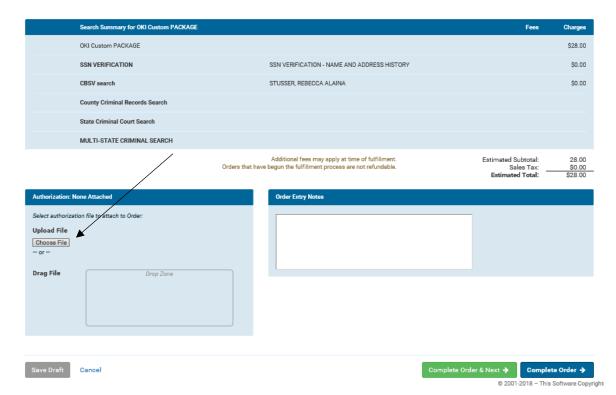
6. Type in the current address and the previous address if provided.



7. Use the copy machine to scan the SSA89 and authorization forms to your email. You will need to submit it in the next step.

IMPORTANT: MAKE SURE CANDIDATE IS USING THE MOST UPDATED SSA89 FORM AND ARE HAND WRITING THEIR SIGNATURE. AN ELECTRONIC SIGNATURE WILL NOT BE ACCEPTED!

8. Select choose file and upload the SSA89&Authorization forms



- 9. Click on Complete Order to finish ordering this background check.
- 10. Background checks usually take 2-3 business days to complete, sometimes longer, depending on the previous address history of the applicant. HR will notify the HR Manager of the background check result once it is returned. No employment offers or new hire paperwork should be completed until HR sends the results email.