

Brief Instructions on Submitting Online Requests

Following are brief instructions on entering and submitting applicant information via NCR's newer web site. Please note that a username and password would be generated for the company.

- 1) Go to the following web site: www.nerscreening.com
- 2) Select "Client Log In", located to the top right of the screen
- 3) Select "Client Log-in" button, located to the left of the screen
- 4) Enter the username and password (will be assigned)
Select (click on) "OK"
- 5) At the home page, you may select (click on) "New Order", shown near the top of the home page tab.
- 6) You may change the Department/Recruiter name.
- 7) Select the product options requested (i.e. Deluxe Criminal Report Package, Credit Report, etc.)
- 8) Enter information provided by Applicant (i.e. First Name, Last Name, AKA's, etc.)
- 9) Select (click on) "Next", located at the bottom of the screen.
- 10) The page that appears will allow you to edit some applicant data. This page also shows the products that were requested for the applicant.
- 11) Select (click on) "I agree", then select (click on) "Submit Order." At this time, you may close the window. You will now be at the "Home" page.
- 12) You will receive an e-mail when the report(s) is completed and posted on the web site. You'll be able to select the link in the e-mail, which will take you to the web site, to view the results.
- 13) At this time, you are able to select what you print. If you ordered multiple products and would like to print them separately (i.e. criminal print out, sex offender print out, etc.), select (click) on the product. Another window will open that only shows that product/service. You can print this result separately.
- 14) If you would like to exit the system, you may select (click on) "Logout", then exit the internet browser.