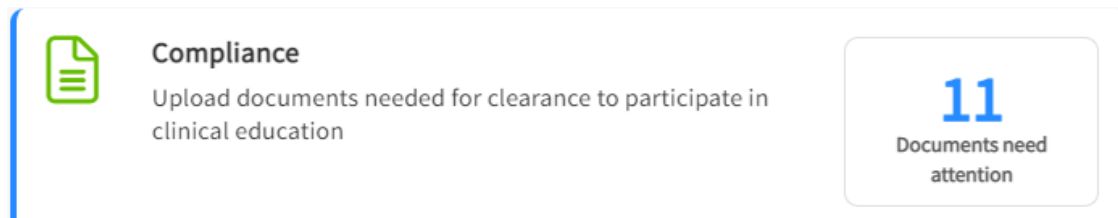


Request Universal Background Check for Students

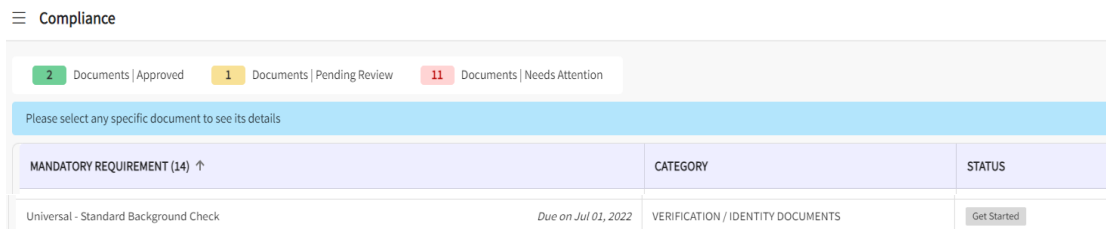
STEPS V4

This document will guide you on how you can request your Background Check via Exxat through universal.

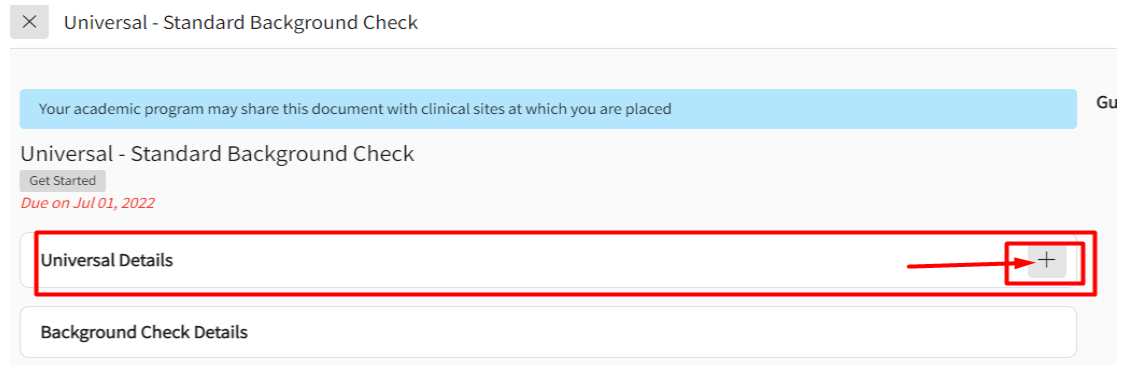
1. Click the “Compliance” button on the Dashboard page:



2. Select the Universal-Background Standard document from the list of document to Get Started.



3. Click the + icon next to the “Universal Details” in the centre screen to begin the process



4. On the right, a sidebar will open allowing you to select a package(s). Select the correct “Radio button” and this will enable the “Request Screening” button for you to continue.

The screenshot shows a web interface for Exxat. At the top right, there is a blue button labeled "Request screening". Below it is a section titled "Universal Details" with a collapse icon. Inside this section, there are two text input fields: "First Name" with the value "John" and "Last Name" with the value "Worker". Below these fields, there is a radio button selected for "Background Standard". Under this option, there is a list of services: "Social Security Address/Alias Trace", "County Criminal Search-7 Years (All counties developed by the Social Security Trace within the past 7 years.)", "USA CriminalSearch and USA Offender.", and "FACIS Level III". At the bottom of the section, there is a note: "The Background Standard package includes all third-party fees other than the New York Statewide (NYOCA) which would be billed to the client when applicable."

5. After you submit the request, the **document status** will show “In Progress” and the **Universal Status** will be “Invitation Sent”.

The screenshot shows the Exxat Universal Details form after submission. At the top, there is a status bar with a blue box containing the text "In Progress", with a red arrow pointing to it from the label "Exxat's document status". Below this is the "Universal Details" section. It contains two columns of information. The left column lists: "First Name" (June), "BGCheck Package" (Rescreen Background), and "Request Date" (June 01 2022). The right column lists: "Last Name" (Bee) and a box containing "Universal Status" (Invitation Sent), with a red arrow pointing to it from the label "Universal screening status".

6. You will receive an email from Universal. Upon clicking on the link in the email, it will now direct you to Universal's website where you will complete and submit the application.

Universal
BACKGROUND SCREENING

Exxat Demo Account

EXXAT

Welcome Students!

Welcome Students!

Your school has partnered with Exxat for your required drug screen. Screenings are conducted by Universal Background Screening which maintains the highest level of security and confidentiality.

Once you have successfully selected your drug screen location and paid the fee, you will receive an email notification letting you know your order has been processed.

Results of the screening will be emailed to you once they become available.

For any questions or concerns, please contact your school.

Thank you.

The Exxat Team

Your personal Invitation Code should be pre-populated in the field below. If not, enter the Invitation Code shown in the email you received. We recommend you copy and paste the code exactly as it was provided.

E-Forms Invitation Code

ACT78077-AAAD-4533-8178-891628146584

Universal
BACKGROUND SCREENING

Exxat Demo Account

Please complete the information in the fields below.

Subject Information

First Name

John

Middle Name

No Middle Name

Last Name

Worker

Generational Suffix

Social Security #

000-00-0000

Date of Birth

MMDDYYYY

Current Address

Address

City

State

Zip

Phone

Continue

Save Draft

Cancel

Universal
BACKGROUND SCREENING

Exxat Demo Account

For your convenience, we have pre-populated this form with the information you already provided. Please make any changes to this information based on the information associated with your credit card account.

Card Type

Card Number

Expiration Date

CVV Code

Please enter the three or four digit security code located on the front or back of your card

Name on Card

First Name

Last Name

Address

Mailing Address

City

ST

Zipcode

Phone Number

Payment Amount

\$1.00

Submit Payment

Cancel

Universal
BACKGROUND SCREENING

Exxat Demo Account

You are being provided with an electronic copy of this document. Click the Accept and Continue button to acknowledge that you have received and reviewed this document.

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, D.C. 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, visit www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, D.C. 20552.

You must be told if information in your file has been used to deny your application for credit, insurance, or employment, and must be given the name, address and phone number of the consumer reporting agency that provided the information.

You have the right to know what is in your file. You may request a copy of your report. Please be aware that you may not always receive a copy of your report. If you are denied credit, insurance, or employment, you will be given a copy of your report. If you are denied credit, insurance, or employment, you will be given a copy of your report.

Please wait...

Print Document

Cancel

Universal
BACKGROUND SCREENING

Exxat Demo Account

You are being provided with an electronic copy of this document. Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

Disclosure Regarding Background Investigation

Exxat Demo Account ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and to obtain a copy of your report. Please be aware that you may not always receive a copy of your report. If you are denied credit, insurance, or employment, you will be given a copy of your report. If you are denied credit, insurance, or employment, you will be given a copy of your report.

Exxat Demo Account

Acknowledgement and Authorization for Background Check

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Exxat Demo Account ("the Company") at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Universal Background Screening, Inc., Post Office Box 5920, Scottsdale, AZ 85261, 1-877-263-8033, www.universalbackground.com, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

eSign and Continue

Print Document

Cancel

Back to top

Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

Supplemental Authorization for Release of Records

This authorization is provided in connection with a consumer report or investigative consumer report ("background check") that may be conducted by Universal Background Screening, Inc. at the request of Exxat Demo Account. This authorization is a supplement to any previous disclosures, notices and authorizations obtained by Exxat Demo Account in compliance with the Fair Credit Reporting Act (FCRA) and applicable state laws.

I, **Daniel Abner**, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.

Daniel Abner
Exxat Demo Account
7/30/2018 9:27:23 PM

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[Back to](#)

Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

Supplemental Authorization for Release of Records

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I, **Daniel Abner**, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.

Daniel Abner
Exxat Demo Account
7/30/2018 9:28:21 PM

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- Once you submit the application, you will see this confirmation on the screen. **Please print this page for your records since you will not receive any other confirmation email from Universal.**

Thank you. Your forms have been received.

Your confirmation number is 13555131.

Dear Student,

Thank you for initiating the screening process. Your order has been received and will be processed. Please print this page with the confirmation number for your records.

Once your order is complete, your results will be provided to your school. For any concerns about your order, please contact Universal Background Screening's Client Services Department at 1-877-561-5150 or via email at cs@universalbackground.com.

Thank you,

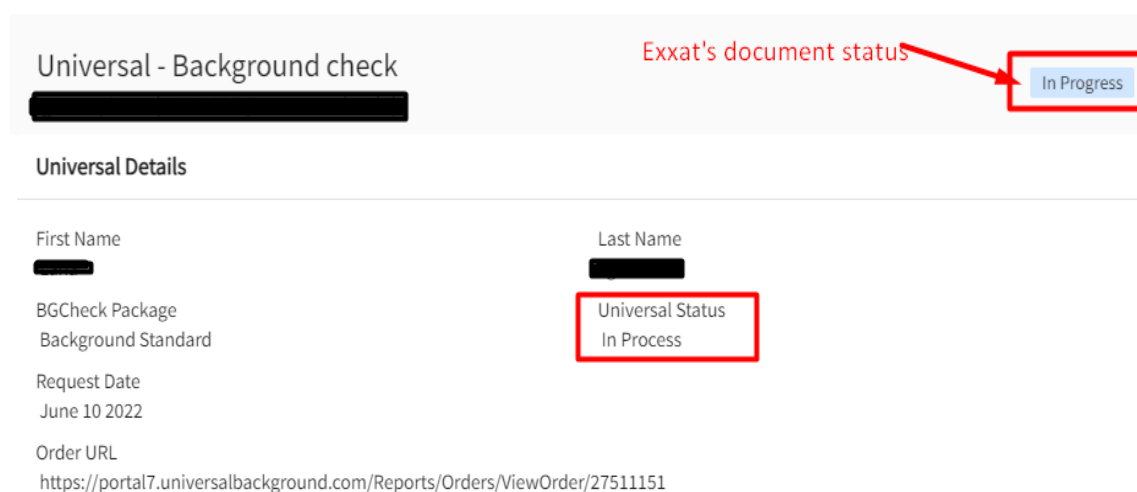
The Exxat Team

The process is complete, you may close this web browser at any time.

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8. Once you submit the application, the **document status** will continue to show 'In progress' but the **Universal status** will now show as "In process".



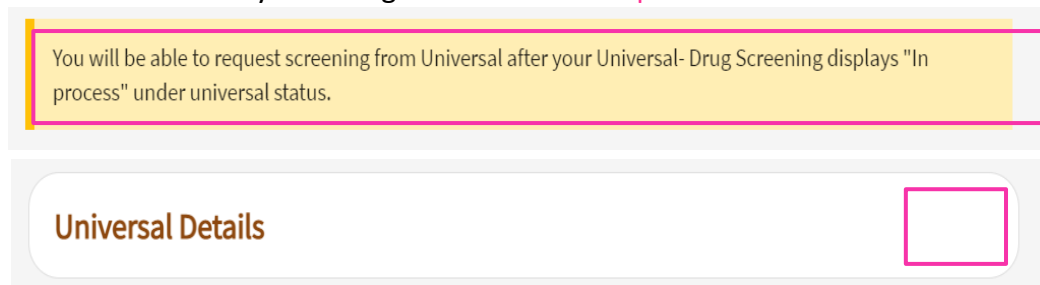
Universal - Background check

Exxat's document status → In Progress

Universal Details

First Name	Last Name
[Redacted]	[Redacted]
BGCheck Package Background Standard	Universal Status In Process
Request Date June 10 2022	
Order URL https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27511151	

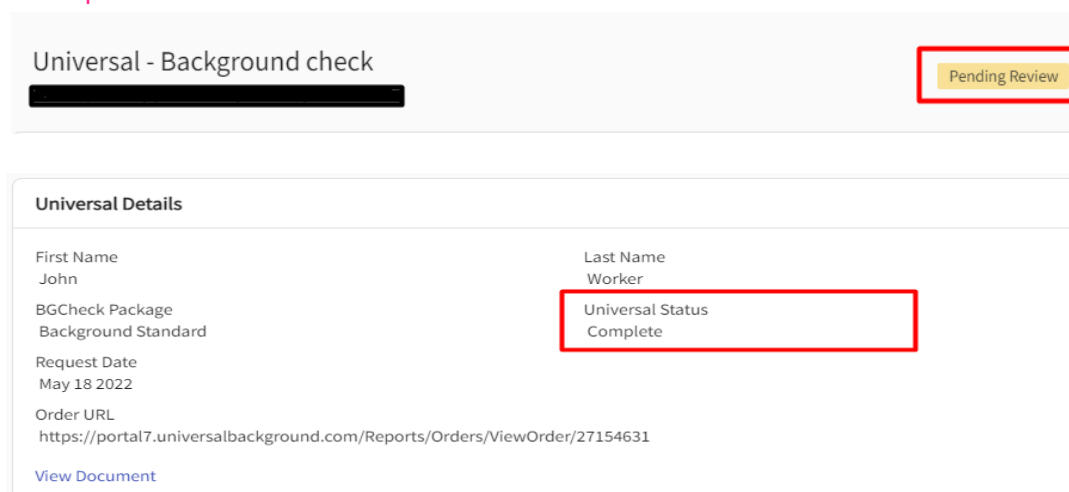
9. When the **Universal status** is "Invitation Sent or Pending Student information", for Universal-background check, your Universal-Drug screening will show the yellow banner as below, and you will be able to see the **+** icon next to the "Universal Details" to request screening for the 'Universal- Drug screening' only once the Universal Status for your background check is "In process".



You will be able to request screening from Universal after your Universal- Drug Screening displays "In process" under universal status.

Universal Details +

10. Once the results have been received and automatically uploaded in Exxat, the **document status** will show 'Pending Review' and **Universal status** will be seen as "Complete".



Universal - Background check

Pending Review

Universal Details

First Name John	Last Name Worker
BGCheck Package Background Standard	Universal Status Complete
Request Date May 18 2022	
Order URL https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27154631	

[View Document](#)

11. Once your documented has been reviewed, the **document status** will change to 'Approved' and **Universal status** will remain as 'Complete'. To request an additional screening, click "Add New Record" button and follow the same steps that you did to request your first screening.

× Universal - Background check

Your academic program may share this document with clinical sites at which you are placed

Universal - Background check

Approved

Add New Record

Universal Details

First Name	Last Name
[REDACTED]	[REDACTED]
BGCheck Package	Universal Status
Background State of Illinois	Complete
Request Date	
January 27 2022	
View Document	

Background Check Details