



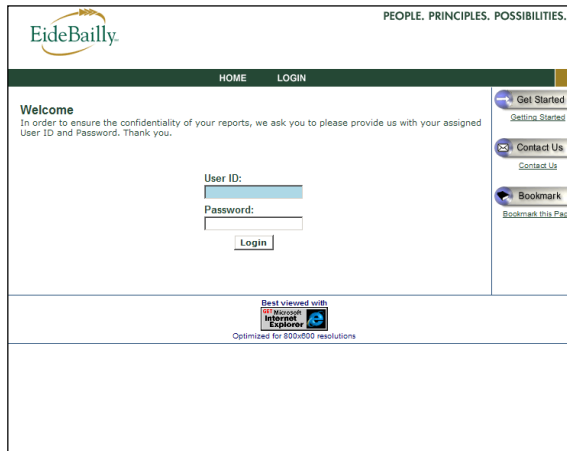
User Guide

Background Information Reporting System (BIRS)

Step 1

Website Login

Direct Access



Indirect Access



Direct Access

With this method, saving the link as a favorite gives easy accessibility.

URL: <https://frs.eidebailly.com/escreening/loginentrance.asp>

Directions: This is where you enter your User ID and password.

Indirect Access

Access can also be found at the Eide Bailly website.

URL: www.eidebailly.com

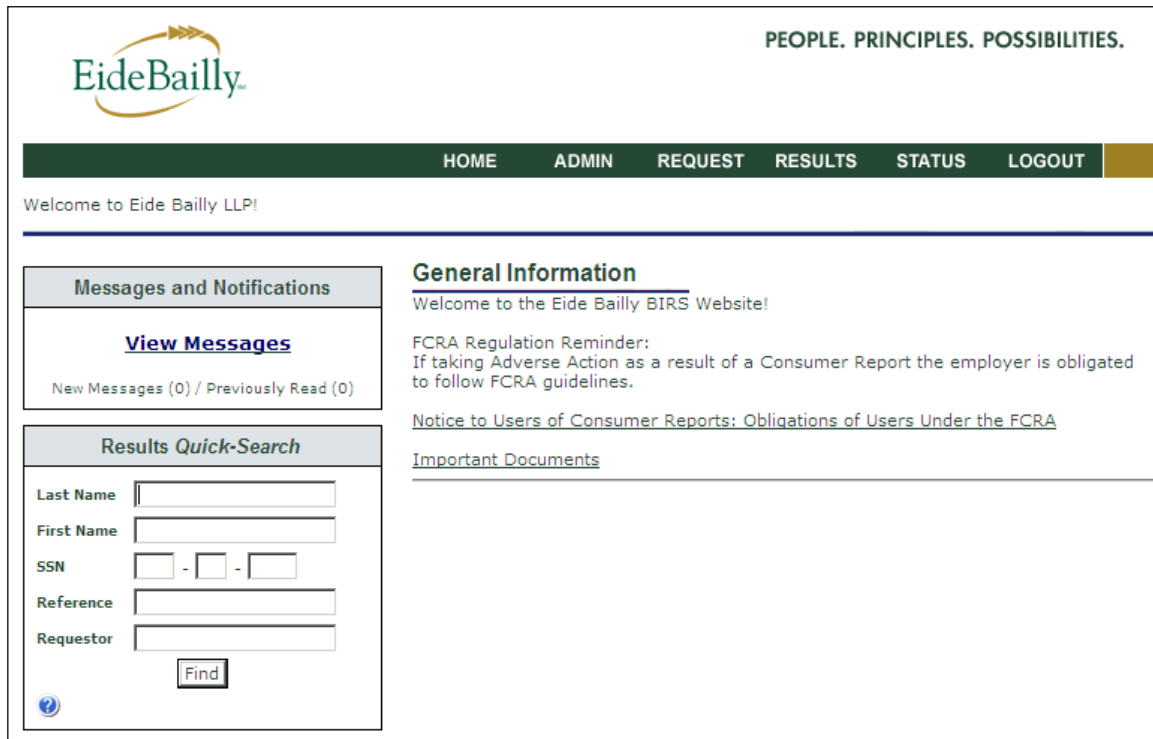
Directions:

- On the right side you will see the Login, click the **-Choose a Service** drop list.
- Select **Forensics Services | Background Portal** from the drop down list.
- When you select this link, it will take you to the same page as above and you will enter your user ID and Password.

Step 2

Getting to Know the Main Screen

What the Main Screen Looks Like



The screenshot shows the EideBailly main screen. At the top left is the EideBailly logo, and at the top right is the tagline "PEOPLE. PRINCIPLES. POSSIBILITIES.". Below this is a dark green navigation bar with tabs for HOME, ADMIN, REQUEST, RESULTS, STATUS, and LOGOUT. The HOME tab is highlighted. Below the navigation bar, the text "Welcome to Eide Bailly LLP!" is displayed. The main content area is divided into two columns. The left column contains a "Messages and Notifications" section with a "View Messages" link and a status "New Messages (0) / Previously Read (0)". Below this is a "Results Quick-Search" section with input fields for Last Name, First Name, SSN, Reference, and Requestor, and a "Find" button. The right column contains a "General Information" section with a welcome message, an FCRA Regulation Reminder, a link to "Notice to Users of Consumer Reports: Obligations of Users Under the FCRA", and a link to "Important Documents".

Tabs

Home: Takes you back to the Login Screen.

Admin: Currently not an active tab.

Request: Used to enter requests.

Results: Allows you to view the results.

Status: Find the status of your requests.

Logout: Select each time you leave the site.

Left Menu

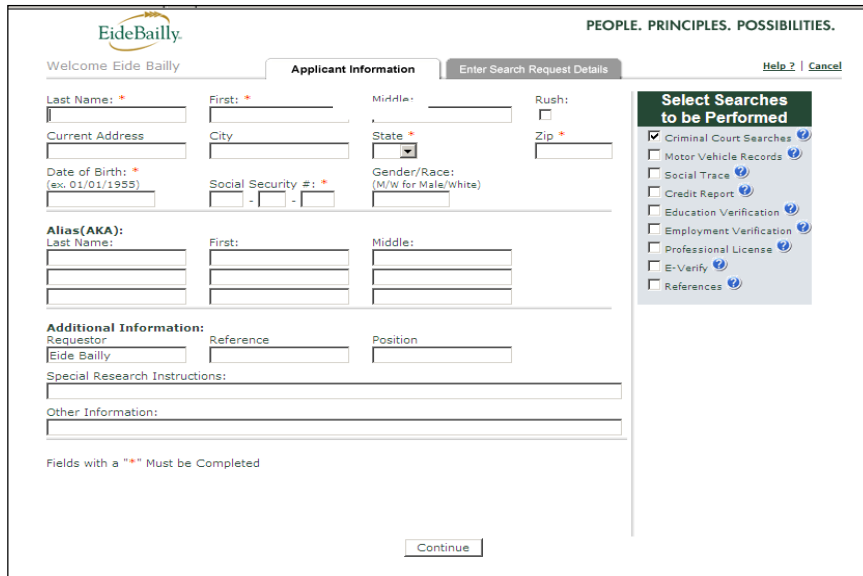
View Messages: Allows you to see if any messages are posted.

Result Quick-Search: Allows you to search for a specific candidate.

Step 3

Submitting a Request

Select the **Request** tab—you will then see the below screen.



The screenshot shows the EideBailly web application interface. At the top, it says "PEOPLE. PRINCIPLES. POSSIBILITIES." and "Welcome Eide Bailly". The main navigation tabs are "Applicant Information" (selected) and "Enter Search Request Details". There are also "Help ?" and "Cancel" links. The form is divided into several sections:

- Personal Information:** Last Name, First, Middle, Rush (checkbox), Current Address, City, State (dropdown), Zip, Date of Birth (with example "ex. 01/01/1955"), Social Security #, and Gender/Race (with note "(M/W for Male/White)").
- Alias(AKA):** Last Name, First, Middle.
- Additional Information:** Requestor (pre-filled with "Eide Bailly"), Reference, and Position.
- Special Research Instructions:** A text area for entering specific instructions.
- Other Information:** Another text area for additional notes.

On the right side, there is a "Select Searches to be Performed" panel with a list of search options, each with a checkbox and a help icon:

- Criminal Court Searches
- Motor Vehicle Records
- Social Trace
- Credit Report
- Education Verification
- Employment Verification
- Professional License
- E-Verify
- References

At the bottom of the form, there is a "Continue" button and a note: "Fields with a '*' Must be Completed'".

Enter the information into the fields from the signed release form.

- Applicant Information is the information the applicant has provided on the release form. The Alias section allows you to enter any former last names or AKA names to be searched. **It is very important that your applicant is filling out the Release Form completely to ensure that all names are searched.**
- Additional Information is a place to reference things such as position applying for. If more than one person is making requests, then enter your name. There is also a field to enter any special instructions in regards to your request.

Once the information has been entered, you then will make your selections on the right side in the “Select Searches” to be performed.


Once the selections have been made, then select “Continue” on the bottom of the screen or the “Enter Search Request Details Tab” on the top of the page.

If you would like our background specialists to make the relevant criminal selections do not select Criminal Court Searches.

If you are unsure of which selections you have requested in the past an email request for that information can be sent to backgrounds@eidebailly.com.

Step 3

Submitting a Request (continued)


PEOPLE. PRINCIPLES. POSSIBILITIES.

Welcome Eide Bailly
Applicant Information
Enter Search Request Details
[Help?](#) | [Cancel](#)

Applicant: DOE, JANE W. **SS#:** 999999999 **DOB:** 01/11/1977 **Reference:**
AKA: JOHNSON, JANE **Address:** 1100 ABC STREET, FARGO, ND 58103

Go To: [MVR](#)

Criminal Court Searches ?

[+ Add/Edit Jurisdictions](#) [@ County Lookup](#)

No Criminal Court Searches have

Please Save after each Individual Entry of the searches below by selecting the [+ Save Keyed Information and Add to Order] Buttons


Motor Vehicle Records top ?

Drivers License Number: * State Issued: *

(Do Not Enter Hyphens or Spaces)

[+ Save Keyed Information and Add to Order](#)

Document Management

[Click Here to Upload Files Associated with this Applicant](#) 

Order Authorization and Submission

I certify that I have authorization from the individual listed above and that I am in compliance with all applicable laws pertaining to an "Investigative Consumer Report" as defined in the *Fair Credit Reporting Act (FCRA)* as amended.

ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process

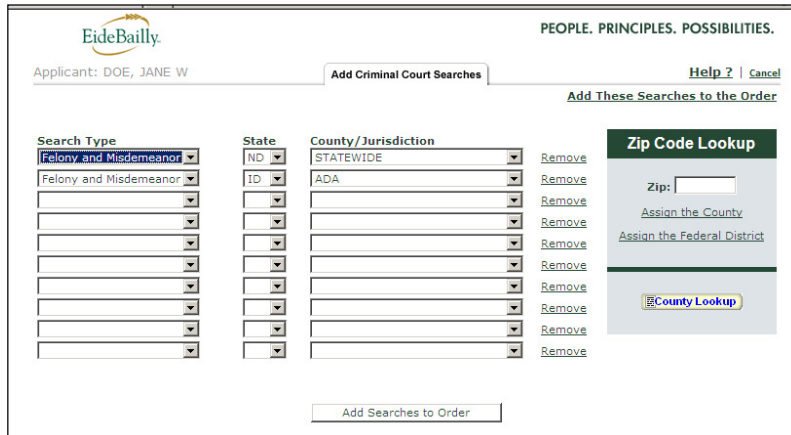
Fields with a "*" Must be Completed

[Return to Top of Page](#)

Enter the information into the Motor Vehicle Records field and select **Save**.

Step 3

Submitting a Request (continued)



The screenshot shows the EideBailly web application interface. At the top left is the EideBailly logo and the tagline "PEOPLE. PRINCIPLES. POSSIBILITIES.". Below the logo, it says "Applicant: DOE, JANE W". In the center, there is a tab labeled "Add Criminal Court Searches". To the right of the tab are links for "Help ?" and "Cancel". Below the tab is a link that says "Add These Searches to the Order".

The main content area is divided into three columns: "Search Type", "State", and "County/Jurisdiction". Each column has a list of dropdown menus. The first dropdown in "Search Type" is "Felony and Misdemeanor". The first dropdown in "State" is "ND". The first dropdown in "County/Jurisdiction" is "STATEWIDE". To the right of each dropdown menu is a "Remove" link. Below the "County/Jurisdiction" column is a "Zip Code Lookup" box. This box contains a "Zip:" input field, a link "Assign the County", a link "Assign the Federal District", and a "County Lookup" button. At the bottom center of the form is a button labeled "Add Searches to Order".


If you have opted to have a background specialist choose your criminal searches this step will be eliminated.

For a Criminal request, use the blue box on the right side to enter in the zip code. Use the information found on page nine that identifies which is a State/County search and then either accept the county or use the drop down box under County/Jurisdiction to select Statewide. After the requests have been added, select "Add Searches to Order".

One Criminal search is included in each Level of Background. The additional costs are provided in the brochure.

Step 3

Submitting a Request (continued)


PEOPLE. PRINCIPLES. POSSIBILITIES.

Welcome Eide Bailly
Applicant Information
Enter Search Request Details
[Help?](#) | [Cancel](#)

Applicant: DOE, JANE W. **SS#:** 999999999 **DOB:** 01/11/1977 **Reference:**
AKA: JOHNSON, JANE **Address:** 1100 ABC STREET, FARGO, ND 58103

Go To: [MVR](#)

Criminal Court Searches ?

[+Add/Edit Jurisdictions](#) [@County Lookup](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	ND	STATEWIDE	Remove
Felony and Misdemeanor	ID	ADA	Remove

Please Save after each Individual Entry of the searches below by selecting the [+ Save Keyed Information and Add to Order] Buttons


Motor Vehicle Records top ?

Saved MVR Requests for this Order:

Drivers License Number:	DOE-65-9999	State Issued: ND	Remove
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[+Add](#)

Document Management

[Click Here to Upload Files Associated with this Applicant](#) 

Order Authorization and Submission

I certify that I have authorization from the individual listed above and that I am in compliance with all applicable laws pertaining to an "Investigative Consumer Report" as defined in the Fair Credit Reporting Act (FCRA) as amended.

Agree and Submit Order
Do Not Agree and Cancel Order

ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process


Fields with a "*" Must be Completed

[Return to Top of Page](#)

At this point you will need to upload your Release Form and Application/Resume. Only one upload is allowed, so make sure that all of the documents are scanned together as one file.

Step 3

Submitting a Request (continued)


PEOPLE. PRINCIPLES. POSSIBILITIES.

eClientLink File Upload


Please click the "Browse" button below to browse for the file that you would like to attach to this order.
Note: You are required to select at least one valid file and enter an associated description to successfully complete the attachment process and submit the form.

If you decide not to attach a file at this time you can click the "Return to Complete your order" link below.

Files with extension that appear to be potentially dangerous will not be uploaded. The following extensions are block by default:
 ADE, ADP, ASP, ASX, BAS, BAT, CHM, CMD, COM, CPL, CRT, DBX, EXE, HLP, HTA, INF, INS, ISP, JS, JSE, LNK, MDA, MDB, MDE, MDT, MDW, MDZ, MHT, MSC, MSI, MSP, MST, NCH, OPS, PCD, PIF, PRF, REG, SCF, SCR, SCT, SHB, SHS, URL, VB, VBE, VBS, WMS, WSC, WSF, WSH

Note: Any file not containing a file extension will not be uploaded.

The total allowed upload size limit is set to 10 MB. You can upload a total of 5 files. Click the "Add a file" image to the right to add a file for upload.


Add a File

File 1 : Description 1 :

[Return to Complete your order](#)

Select Browse and attach the appropriate file to the request. **This must be done before we can process your request.** Requests without release forms will not be processed.

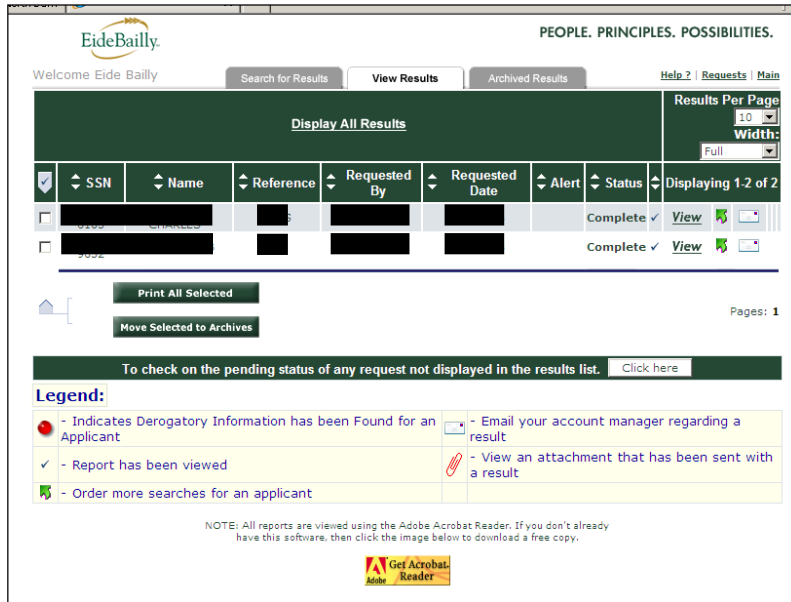
At this point the request is almost complete. Finally, select Agree and Submit Order. Congratulations, the request has been completed!

Other Searches

- Employment verification will require a location and phone number if it has not been provided; the Google icon can be selected to search for the phone number.
- Education verification will require a campus location.
- Reference verifications require names and phone numbers and/or email addresses.
- Credit or Social Trace are automatic and require no other information.
- Professional License verification requires license type, state issued, license number and, if they provided, date issued.

Step 4

Retrieving Results



The screenshot shows the EideBailly website interface. At the top, there is a navigation bar with "Search for Results", "View Results", and "Archived Results" buttons. Below this is a "Display All Results" section with a table of results. The table has columns for SSN, Name, Reference, Requested By, Requested Date, Alert, and Status. Two rows are visible, both with a status of "Complete" and a "View" button. Below the table are buttons for "Print All Selected" and "Move Selected to Archives". A "Pages: 1" indicator is also present. A green box contains the text "To check on the pending status of any request not displayed in the results list. Click here". A "Legend" section follows, with three items: a red circle for "Indicates Derogatory Information has been Found for an Applicant", a checkmark for "Report has been viewed", and a green arrow for "Order more searches for an applicant". A note at the bottom states: "NOTE: All reports are viewed using the Adobe Acrobat Reader. If you don't already have this software, then click the image below to download a free copy." Below the note is a "Get Acrobat Reader" button.

To check the status of requests, log into the website and select “View Results.” If the applicant is listed it can be printed by selecting “View”. If the subject is not listed, then select the “Click Here” button in the green pending status box. This page will list all pending requests.

To view archived results, select the “Archived Results,” than select the appropriate record.

Criminal Search Reference Page

What to Request for Criminal?

This is a list of what to request for each state.

State Searches

Colorado
Georgia
Iowa
Florida
Kansas
Michigan
Minnesota
Missouri
Montana
Nebraska
New Jersey
New York
North Dakota
South Dakota
Texas
Washington
Wisconsin

County Searches

Alabama
Alaska
Arkansas
Arizona
California
Connecticut
Delaware
District of Columbia
Hawaii
Idaho
Illinois
Indiana
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Mississippi
Nevada
New Hampshire
New Mexico
North Carolina
Ohio
Oklahoma
Oregon
Pennsylvania
Rhode Island
South Carolina
Tennessee
Utah
Vermont
Virginia
West Virginia
Wyoming