



User Guide

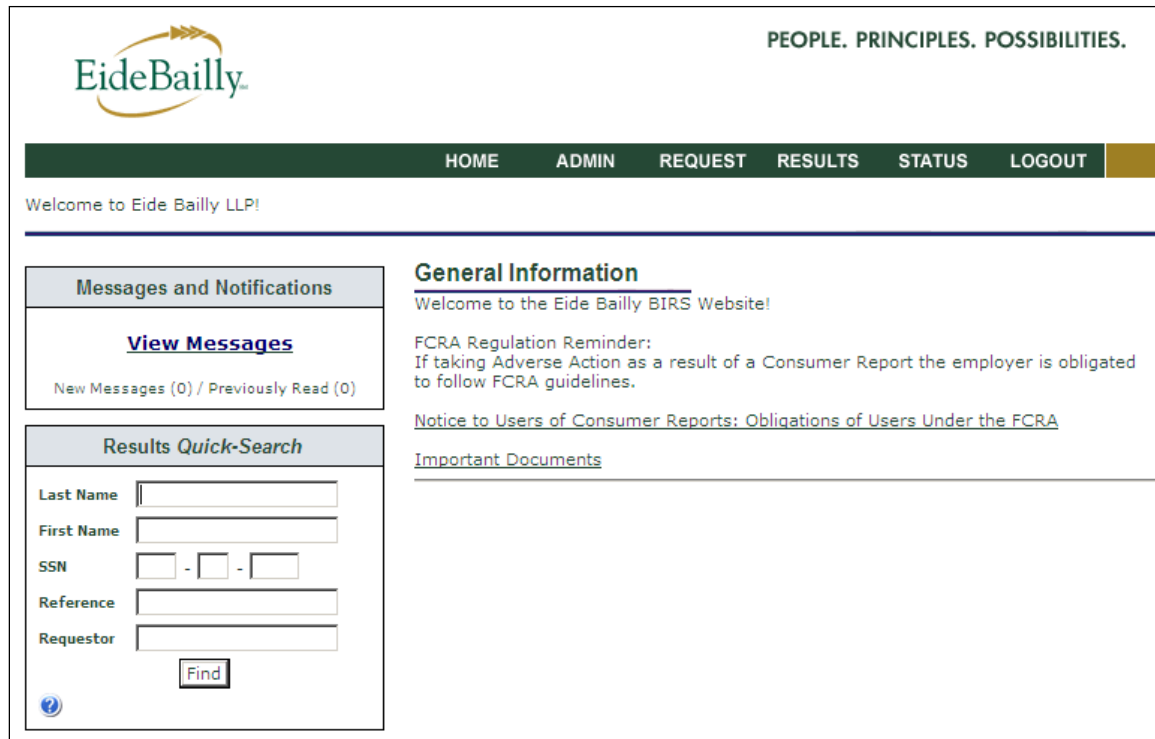
# Background Information Reporting System (BIRS)



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, a welcome message reads "Welcome to Eide Bailly LLP!". The main content area is divided into two columns. The left column has a "Messages and Notifications" section with a "View Messages" link and "New Messages (0) / Previously Read (0)". Below that 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 has 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.

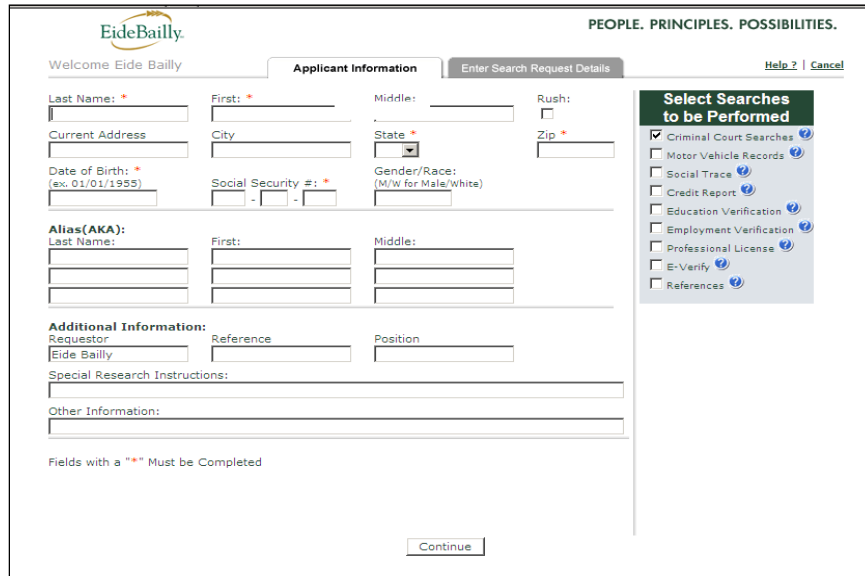
### Left Menu

- 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.



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](mailto: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**

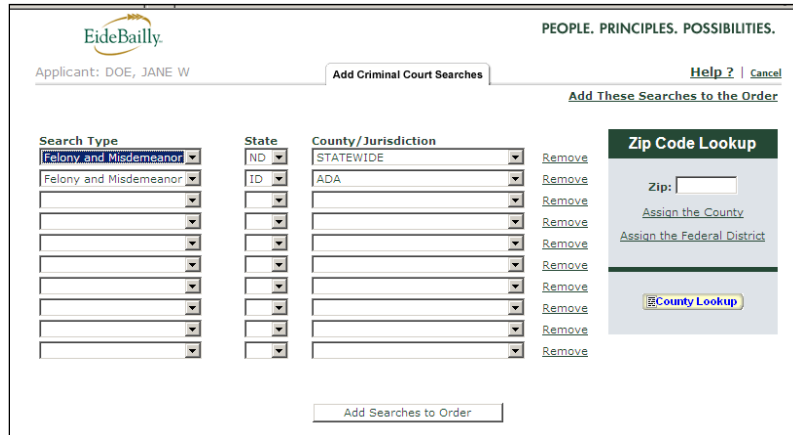
Fields with a "\*" Must be Completed

[Return to Top of Page](#)

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

Step 3

## Submitting a Request (continued)



Applicant: DOE, JANE W

**Add Criminal Court Searches** [Help ?](#) [Cancel](#)

[Add These Searches to the Order](#)

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

[Add Searches to Order](#)

**Zip Code Lookup**

Zip:

[Assign the County](#)

[Assign the Federal District](#)

[County Lookup](#)


**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	Remove
Felony and Misdemeanor	ND	STATEWIDE	<a href="#">Remove</a>
Felony and Misdemeanor	ID	ADA	<a href="#">Remove</a>

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	<a href="#">Remove</a>
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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**

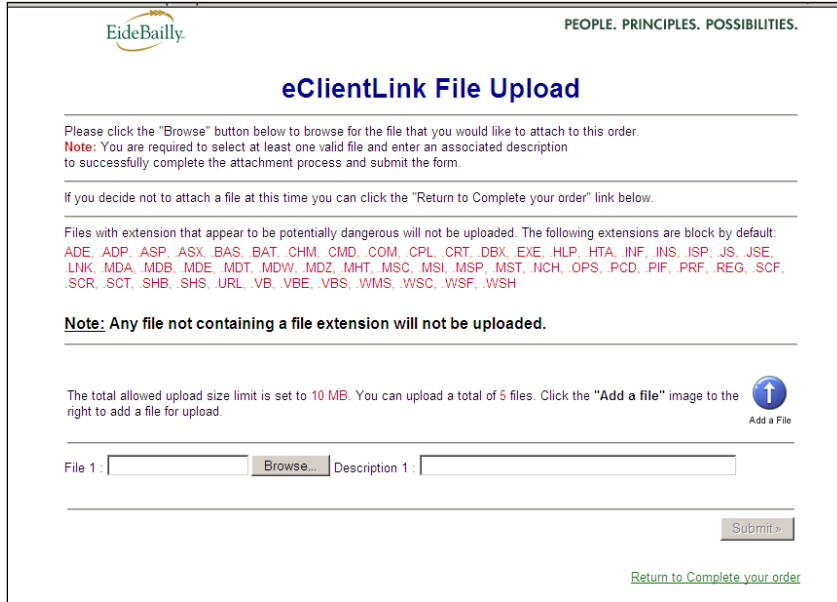
Fields with a "\*" Must be Completed

[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)



The screenshot shows the "eClientLink File Upload" form. At the top left is the EideBailly logo and the tagline "PEOPLE. PRINCIPLES. POSSIBILITIES." The title "eClientLink File Upload" is centered. Below the title, there is a paragraph of instructions: "Please click the 'Browse' button below to browse for the file that you would like to attach to this order." A red note follows: "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." Another paragraph states: "If you decide not to attach a file at this time you can click the 'Return to Complete your order' link below." A list of blocked file extensions is provided: ".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". A red note states: "Note: Any file not containing a file extension will not be uploaded." Below this, a paragraph explains the upload limits: "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." To the right of this text is a blue circular icon with an upward arrow and the text "Add a File". The form contains two input fields: "File 1:" followed by a "Browse..." button and a text box, and "Description 1:" followed by a text box. At the bottom right is a "Submit»" button. At the bottom center is a green link: "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.

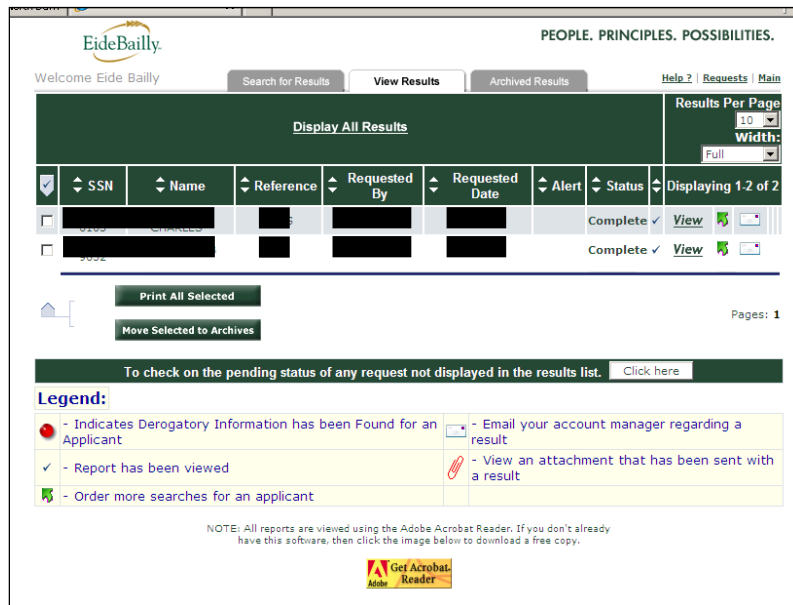
At this point the request is almost complete. Finally, select Agree and Submit Order. Congratulations, the request has been completed!

### 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



PEOPLE. PRINCIPLES. POSSIBILITIES.

Welcome Eide Bailly

Search for Results View Results Archived Results Help ? Requests Main

Display All Results Results Per Page: 10 Width: Full

<input type="checkbox"/>	SSN	Name	Reference	Requested By	Requested Date	Alert	Status	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		Complete ✓	View [icon]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		Complete ✓	View [icon]

Print All Selected Pages: 1


Move Selected to Archives

To check on the pending status of any request not displayed in the results list. [Click here](#)

**Legend:**

- Indicates Derogatory Information has been Found for an Applicant
- Report has been viewed
- Order more searches for an applicant
- Email your account manager regarding a result
- View an attachment that has been sent with a result

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.



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  
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  
Florida  
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