Contractor Screening – Ordering Procedures for:
Medical Student

Ordering Instructions:

✓ <u>A valid email address is required to complete this process</u> (if you do not have an email account you can establish a free account at Yahoo.com)

1. Log onto our website at **www.CorporateScreening.com/vendor**

2. Click on the **Vendors / Contractors** Button

3. Enter the special promotional code listed below and then hit the **'GO'** Button.

4. Complete the online application section in its entirety.

5. Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process **VISA** **MasterCard** **AMEX** **DISCOVER** payment. (COST: $22.50)

6. Click the **'Submit'** Button at the end of the process and you're done! You will be provided with an electronic receipt and confirmation code at the time of completion.

7. A unique login that can be used to view your results will be emailed to your email address. Reports can be retrieved at **www.CorporateScreening.com/vendor** by clicking on the "Retrieve Background" button.

YOUR PROGRAM'S <u>PROMOTIONAL CODE</u> IS: *uhmedstudent*

FCRA-Compliant***** **National** Database Criminal background check (Level 3).

FCRA Compliant equates to a consumer reporting agency researching all hits from the database the originating court.