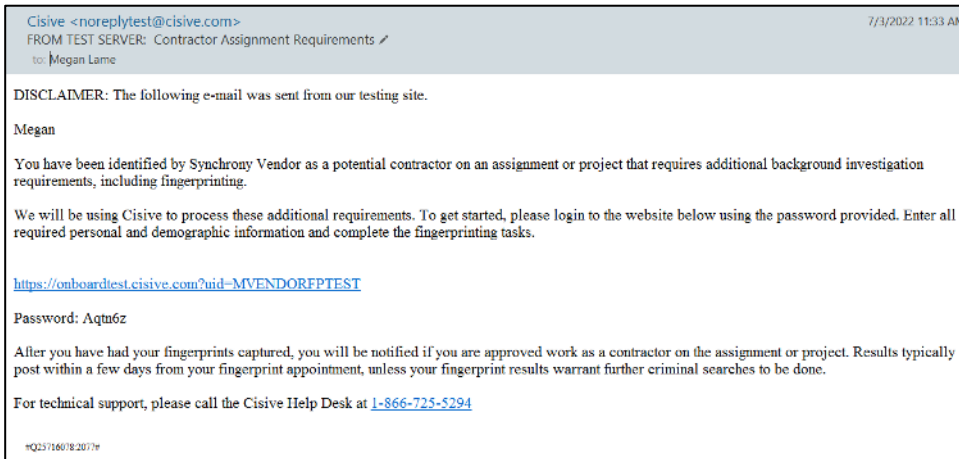
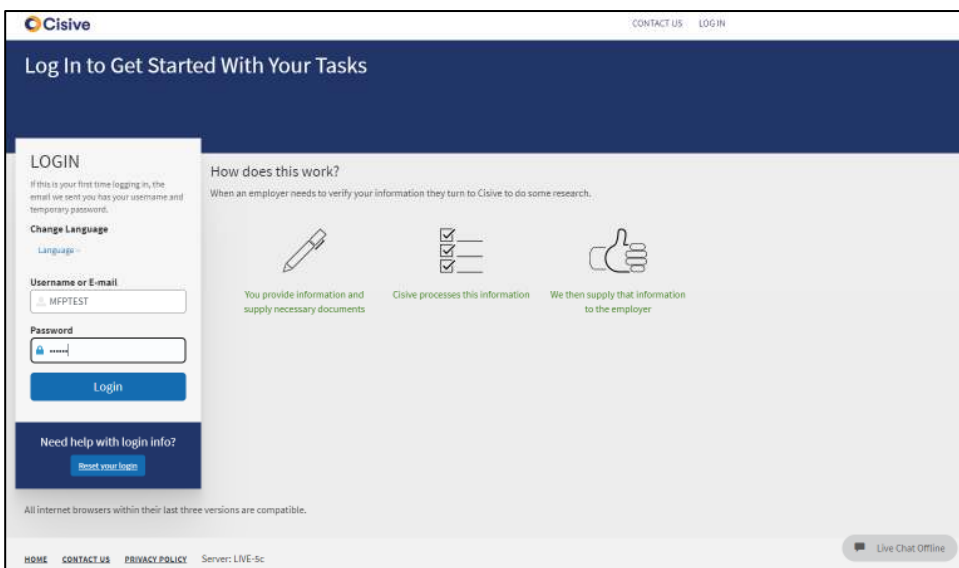


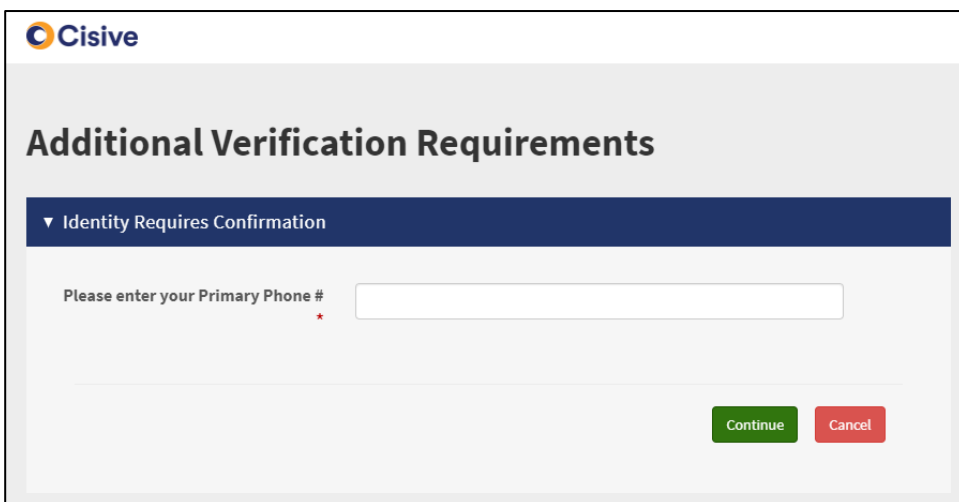
# Employee Experience



A Welcome Email will be sent to your employee, giving them instructions on how to login to the Cisive portal



They will login to the Cisive portal with their username and temporary password.



Your employee will be prompted to give their Primary Phone #. It must match the phone number they completed in the Self Invite form.

**Cisive**

## Additional Verification Requirements

▼ New Password

**Current password has expired.**

Please remember your new password as you will need it to E-Sign your documents and to log back in to the site. Your password must be at least 8 characters and contain at least 1 number and 1 letter.

**New Password \***

**Re-enter New Password \***

[Continue](#) [Cancel](#)

They will now be able to set their own secure password.

## Here are your tasks

Use the Task Wizard to guide you through the task list or just use the list below.

[Start Task Wizard](#)

0%

**ACTIONS** 0 OF 4

- [Enter Background Data](#)
- [Review FCRA Summary of Rights](#)
- [Privacy Act Statement](#)
- [Schedule Your Fingerprint Event](#)

**DOCUMENTS** 0 OF 5 **AVERAGE TIME: 30 MINUTES**

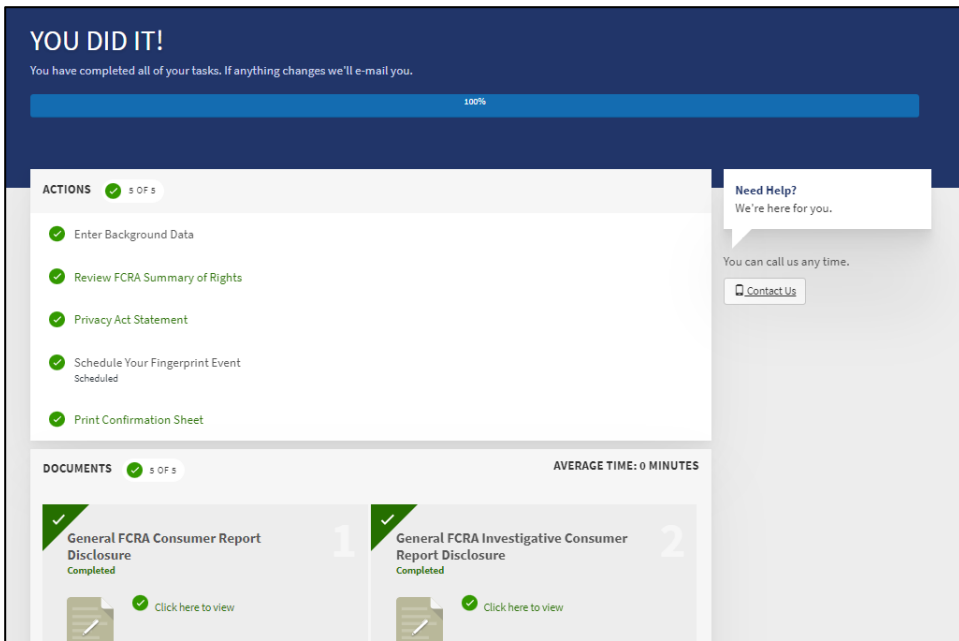
**General FCRA Consumer Report Disclosure**  
Average Time: 5 Minutes  
[Click here to view](#)

**General FCRA Investigative Consumer Report Disclosure**  
Average Time: 10 Minutes  
[Click here to view](#)

**Need Help?**  
We're here for you.  
You can call us any time.  
[Contact Us](#)

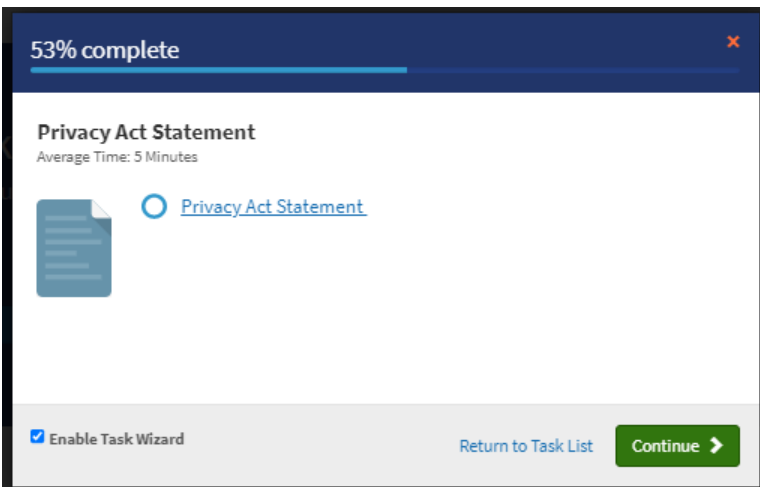
Your employee will need to complete all tasks in the Cisive portal. Tasks include:

- Background Data
- FCRA Summary of Rights
- General FCRA Consumer Report Disclosure
- General FCRA Investigative Consumer Report Disclosure
- General FCRA Authorization to Obtain Consumer Reports
- Privacy Act
- Biographical Data Form
- Schedule Fingerprint Event

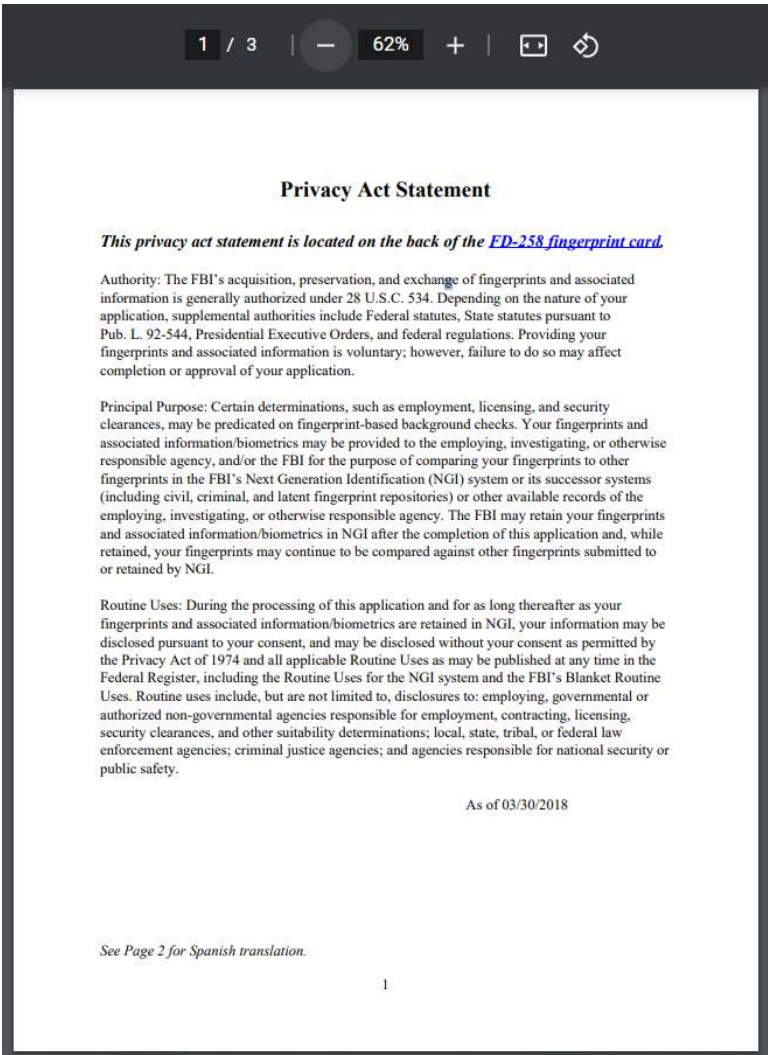


When your employee has completed all tasks successfully, they will see a “You did it!” message and status bar will be 100%.

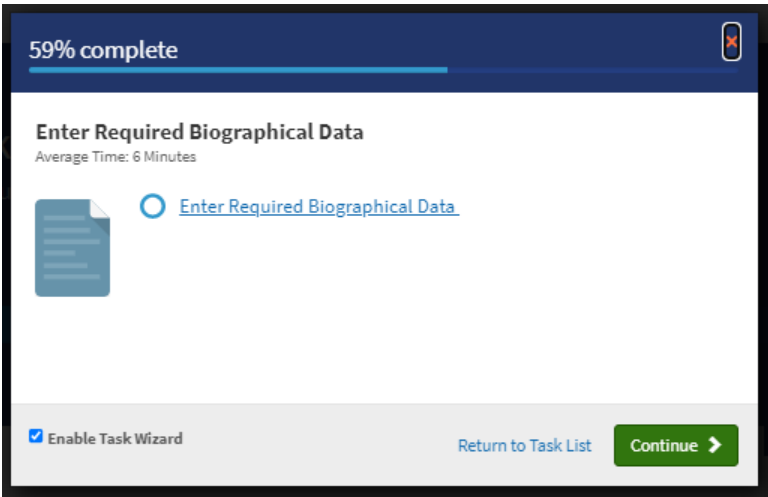
## Fingerprinting-specific tasks in Cisive portal



The employee will review the FBI Privacy Statement.



A three-page PDF document will open in the browser for the employee to review.



Next they will be required to complete the Biographical Data Form.

### Biographical Data Form

\* indicates required field.

Last Name *	<input type="text" value="NewFPtest"/>
First Name *	<input type="text" value="Megan"/>
Middle Initial	<input type="text"/>
Address *	<input type="text" value="123 Main"/>
Line 2	<input type="text"/>
City *	<input type="text" value="Tinley Park"/>
State/Province *	<input type="text" value="IL"/>
Zip/Postal Code *	<input type="text" value="60477"/>
Country *	<input type="text" value="United States"/>
Gender *	<input type="text"/>
DOB *	<input type="text" value="12/24/1980"/>


(mm/dd/yyyy)

Your employee will need to review/complete the required fields of the Biographical Data Form. The majority of values will feed over from the background data entry form except gender (due to differing values) and any additional demographic field such as height, weight, etc.

65% complete

### E-Sign Fingerprint Authorization Form

Average Time: 5 Minutes

 [E-Sign Fingerprint Authorization Form](#)

Enable Task Wizard

[Return to Task List](#) [Continue >](#)



## Fingerprint Authorization Form New Candidate

Please provide the following information  
Synchrony Financial

Last Name : NewFPtest First Name : Megan MI: \_\_\_\_\_

Address : 123 Main City: Tinley Park

State : IL Zip : 60477

Date of Birth : 12 / 24 / 1980 Gender : Female Race : ASIAN

Height : 5 ft. 8 inches Weight : 123 lbs

Hair Color : BLACK Eye Color : BLUE

Social Security : 658 - 55 - 3255

Place of Birth (State or Country if outside USA) : ILLINOIS

I, undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, or institution having such information on file. I authorize Cisive and its designed agents to capture and securely transmit my Fingerprints to the Federal Bureau of Investigation (FBI) for the purpose of checking my criminal history record information based in federal licensing statute. If your fingerprints are unacceptable by the FBI, I acknowledge a second fingerprint submission will be needed to complete the fingerprint process.

Click here to sign

Applicant Signature

Date

Finally they will eSign the rendered Fingerprint Authorization Form.

71% complete

### Schedule Your Fingerprint Event

Average Time: 5 Minutes



[Schedule Your Fingerprint Event](#)

Enable Task Wizard

[Return to Task List](#)

[Continue](#)

### Fingerprint Locations by Zip Code

Enter Your Zip Code And Click "Search" 60477 Search

Please note that the time selected for your fingerprint event is not an appointment time and customers will be served on a first come first served basis.

Accept Location

Please select the nearest UPS location to conduct your fingerprint check.

9.87 Miles  
The UPS Store 2276  
9624 S Cicero Ave, Oak Lawn, IL 60453  
708-432-0058  
<https://local.ups.store.com/1276>

#### Date and Hours

Monday 8:30 AM - 7:00 PM  
Tuesday 8:30 AM - 7:00 PM  
Wednesday 8:30 AM - 7:00 PM  
Thursday 8:30 AM - 7:00 PM  
Friday 8:30 AM - 7:00 PM  
Saturday 9:00 AM - 4:00 PM  
Sunday 10:00 AM - 3:00 PM

#### Pick a date and time

Date

Time

Nationwide locations will show based on the zip code the employee entered into previous forms.

## Fingerprint Locations by Zip Code

Enter Your Zip Code And Click "Search"

Please note that the time selected for your fingerprint event is not an appointment time and customers will be served on a first come first served basis.

Please select the nearest UPS location to conduct your fingerprint check.

If the employee needs to use a different location, the zip code search can be used.

### Pick a date and time

Date

Time

The employee will choose a Date and Time and then click Accept Location.

This is not an official appointment and the employee can walk in at any time without having to reschedule.

Please select the nearest UPS location to conduct your fingerprint check.

In the event the UPS network does not have a location close to your employee's residence, there will be a Too Far button/option. After confirming their address, a Cisive representative will ship them a fingerprint kit which will have instructions on how to get fingerprinted either at their local law enforcement agency or other business in their area.

At a glance

**TOFAR, FARRAH** — Vendor FP  
Active

SSN	SUPPLEMENTAL SEARCH	CASE #	DECISION	EMAIL	OTHER PHONE
5555	Dummy1	10128479		Sheryl.lopez@syf.com	9876543210

[Task List](#) [Documents](#)

Progress 80%

To be Completed 1 **Completed 16** Pending 2 Waiting on Someone Else 2 Canceled/Failed 1

- Enter Background Data
- Review FCRA Summary of Rights - [Click here to view/print the document](#)
- Review General FCRA Consumer Report Disclosure - [Click here to view/print form](#)
- Review General FCRA Investigative Consumer Report Disclosure - [Click here to view/print form](#)
- Review and E-Sign FCRA Authorization - [Click here to view the document](#)
- Complete State-specific Choices and Notifications Statement - [Click here to view form](#)
- Fingerprint packet is sent
- Initiate Background Investigation
- Privacy Act Statement - [Click here to view/print the document](#)
- Enter Required Biographical Data - [Click here to view/edit your data](#)
- E-Sign Fingerprint Authorization Form - [Click here to view the document](#)
- Schedule Your Fingerprint Event complete
- Fingerprint Packet Requested
- Fingerprint Packet (Tracking: FED EX 456789) Sent
- Fingerprint Location - Testing Location Suggested
- Download / Print Hard Card Cover Sheet - [Click here to view/print the document](#)



August 4<sup>th</sup>, 2022

Dear

Cisive Inquiries Screening is providing pre-employment screening services to you as a requirement of employment. Wells Fargo requests that you submit to a fingerprint based criminal history records check. After you have received this package, complete this portion ASAP to complete the process.

Enclosed with this letter, you will find 1-3 biographical QR code data forms (depending on the number of agencies you will need to be printed for) (2) FD-258 fingerprint cards per QR code form, a check for the fingerprinting services (if required), and a pre-paid overnight return label. **Please read this letter entirely.**

For your convenience, we have contacted:

**Carolina Fingerprinting** – 150 Andrews Rd., Ste. 5A, Fayetteville, NC 28311 – (877) 334-4274  
\$85.00 fee (\$45.00 fee for the first 2 cards, \$20.00 each additional card)  
The location offers fingerprinting services Monday thru Friday from 10:00 AM – 6:00 PM and Saturday's from 10:00 AM – 3:00 PM by appointment only. Please visit [www.carolinafingerprinting.com](http://www.carolinafingerprinting.com) to schedule an appointment. We have included a check, made out to you, for the cost of this service. **Please cash this check prior to being fingerprinted as this location only accepts cash payments.** If, by chance, there are any additional fees incurred please send the receipt, along with your completed fingerprints, in the return envelope and we will have our finance team reimburse you. **Please be advised that we do not reimburse for travel expenses, such as gas, toll, or parking.** Contact the location above if you have any questions or concerns about the policies for fingerprinting at this office.

Please bring the all the FD-258 fingerprint capture cards, the payment for the fingerprinting services and your valid government issued ID to the fingerprint capture technician when you visit their location. The entire process should take only a few minutes from start to finish.

Once your fingerprints have been captured, please replace the shipping label on the reusable envelope and insert the following into the envelope:

- All completed FD-258 fingerprint capture cards
- All biographical QR Code Data Forms

See the back of the envelope for directions on reuse. **Please do not use tape on the envelope.** Once sealed, please deliver to your nearest UPS drop off location. Visit [ups.com/drop-off](http://ups.com/drop-off) to find the nearest location.

Should you require any further assistance in completing this request, please contact us toll-free at 1-866-725-5294 or email [fingerprintingsupport@inquiriescreening.com](mailto:fingerprintingsupport@inquiriescreening.com).

Sincerely,

Inquiries Screening (a Cisive Company)