REPORT DELIVERY MANAGER

USER GUIDE

Applicants can initiate a request to have their report delivered to a third party via the **Report Delivery Manager** tool, which is part of **ApplicationStation**.

To access the Report Delivery Manager, applicants should choose the "**Log in**" option on the right side of the ApplicationStation home page to sign into their previously created account.
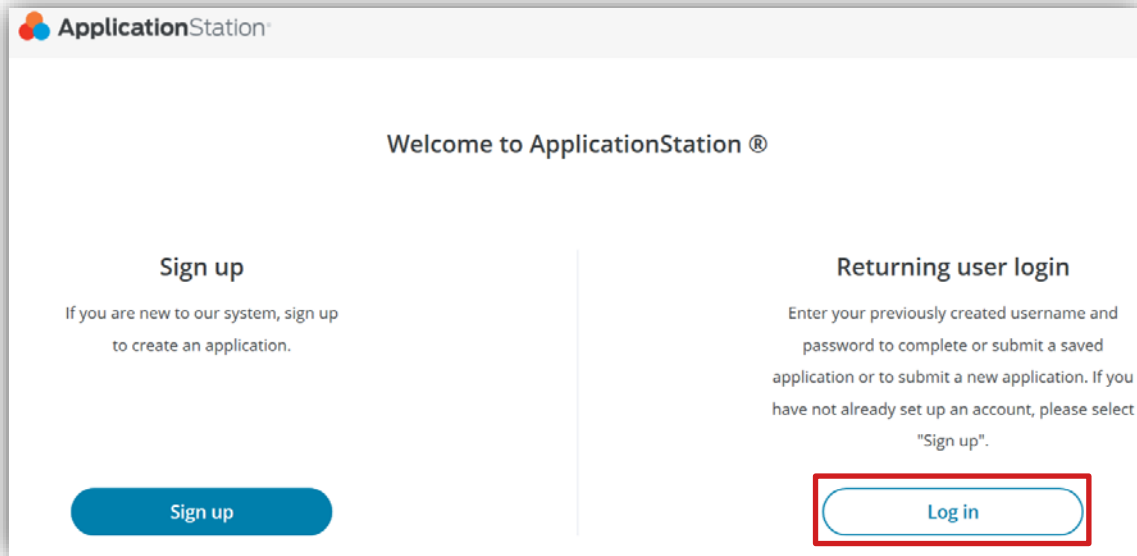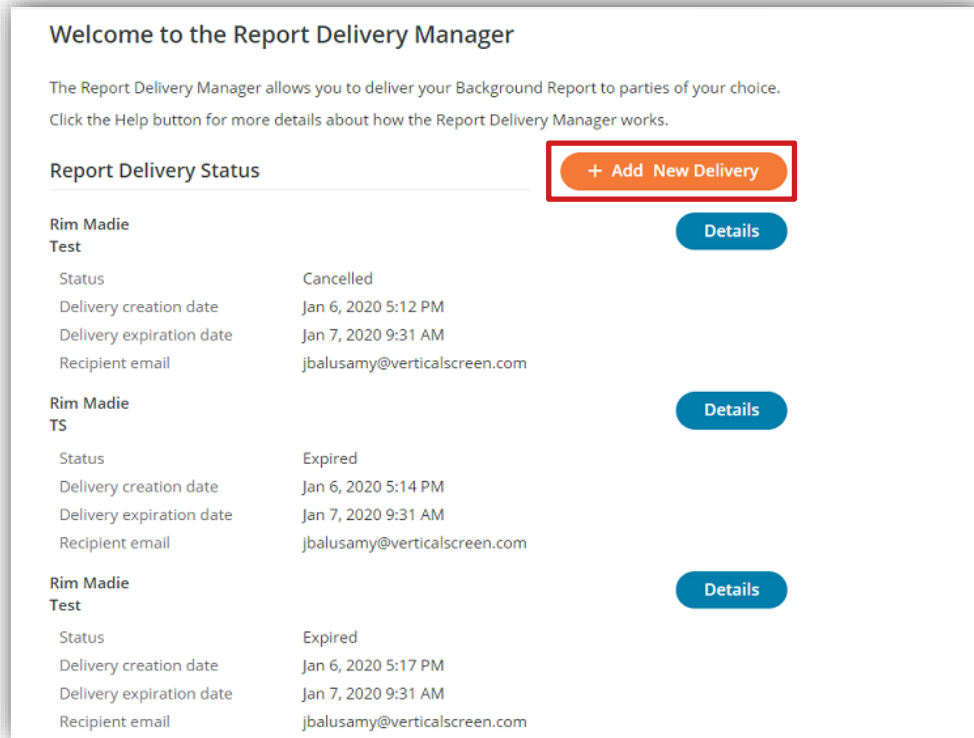

When applicants log into their account they will be able to view all of their previously submitted applications. Applicants can click the "**Visit Report Delivery Manager**" option located in the Report Status field to request that a completed report be sent to a third party.
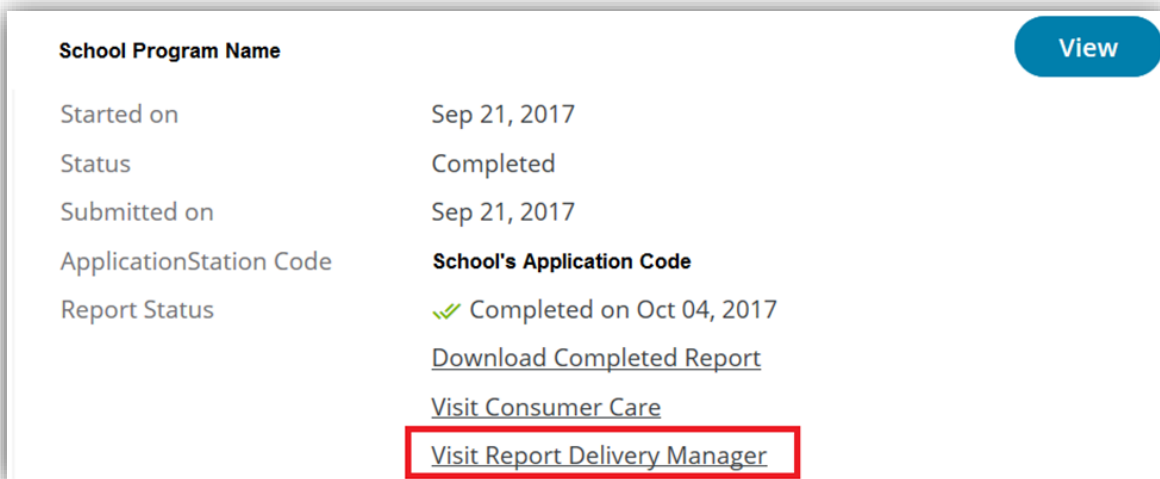
Applicants can manage both current and expired report deliveries, and determine who has accessed the system to obtain a copy of their report.

NOTE: Applicants own their report for 7 calendar years before it is automatically purged by the system.

To authorize a new third party to view a background check, click "**Add New Delivery**".
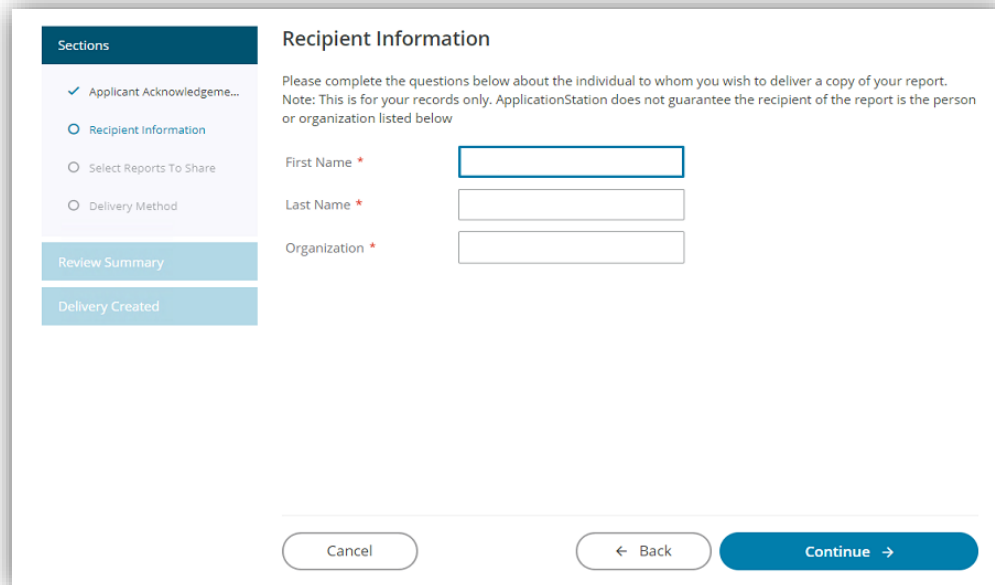

Supply the third party's contact information: Last Name, First Name, and Organization and click "**Continue**".

A list of available reports will appear. Select the reports to share with the recipient and click "**Continue**".

Enter the email address of the recipient on the Delivery Method page. The recipient will receive an email with instructions on how to access the applicant's report and a unique link to the Report Delivery Manager. **Copy the security PIN located on this page to give to the recipient verbally.** The applicant must verbally contact the third party recipient and provide the security PIN. Certiphi Screening **does not recommend** that the applicant send the PIN via email.

On the Review Summary page, ensure all information is correct and click "**Continue**".

While the status of a report is Active in the Report Delivery Manager, applicants can click "**Revoke**" to revoke access to that report.

See below for the sample email that the recipient receives.

Mon 3/30/2020 10:19 AM

Application Notifier

[ACCEPTANCE] Document Delivery

To Seth Clayton

Dear Sheri,

Ira Farren has sent you a document.

To access the document, please follow the instructions below:
1. You should receive a security PIN from the sender. If you have not, please contact the sender for the PIN.
2. Click on the link below. If the link doesn't work, you can copy and paste it into your browser.
https://applicationstation2.certiphi.com/rdmRecipient/recipientForm?code=53d50611
3. Enter your security PIN.
4. Complete any additional fields requested.

PLEASE NOTE: This access information will expire in 72 hours. Please contact the sender to create a new PIN if needed.

If you have questions or need assistance, please contact ApplicationStation Support at 888-291-1369 x2006 or 00+1+215+876-6000 x2006 for international callers.

Thank You,
The ApplicationStation Team
1-888-291-1369 x2006

NOTE: The recipient has 72 hours from the time the email is sent to access the report with the access information provided in the email. In addition, when the recipient logs in they have 30 minutes to access the report itself. Once the link expires, the recipient will need to contact the applicant for a different Security PIN. The applicant will need to repeat the instructions in this document to generate a new Security PIN.