



REPORT DELIVERY MANAGER

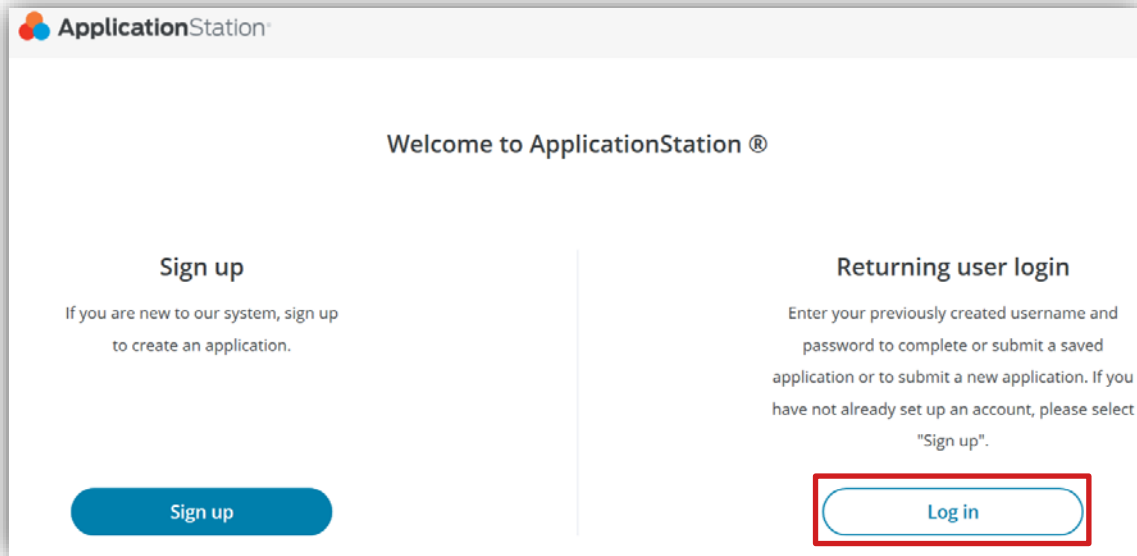
USER GUIDE

EMPOWERED BY  VERTICAL SCREEN

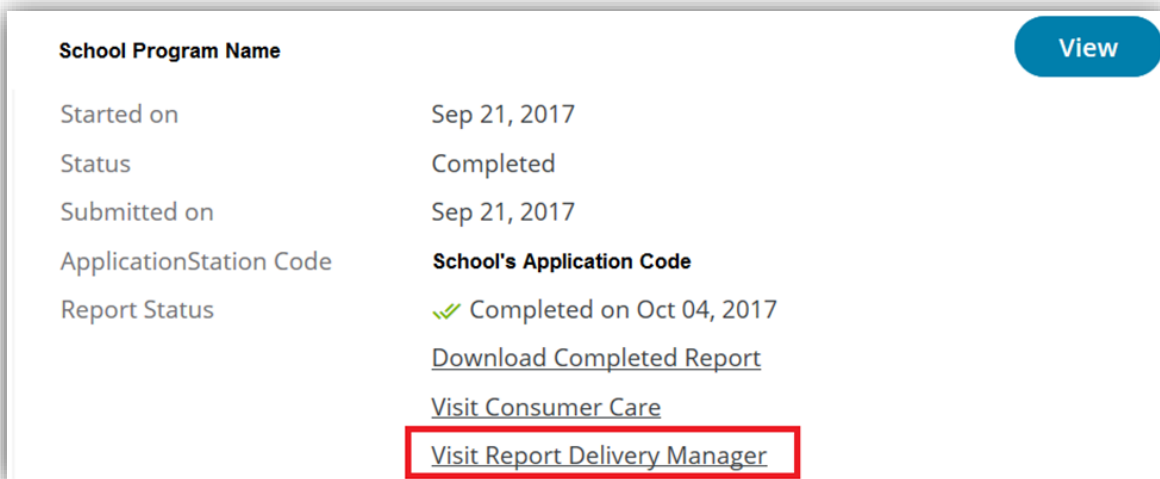
Proprietary information. Property of Certiphi Screening, Inc.
This confidential information is not to be shared with any party outside of your
department/company without the written consent of Certiphi Screening, Inc.

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.



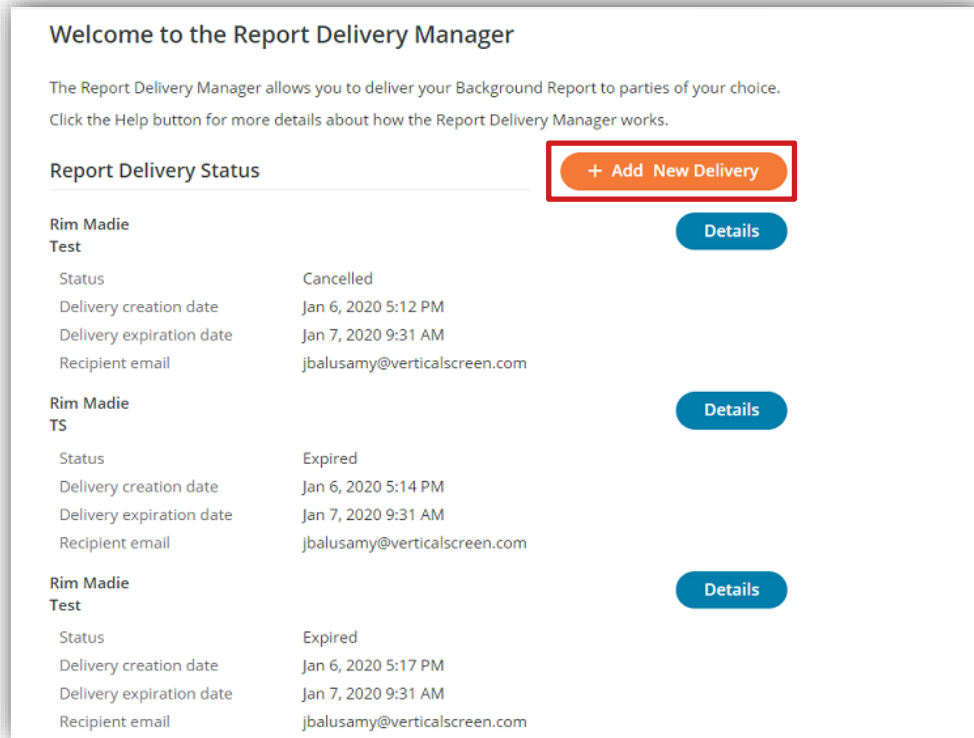
When applicants log into their account they will be able to view all of their previously submitted applications. Applicants can click the **“Visit Report Delivery Manager”** option located in the Report Status field to request that a completed report be sent to a third party.



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”**.



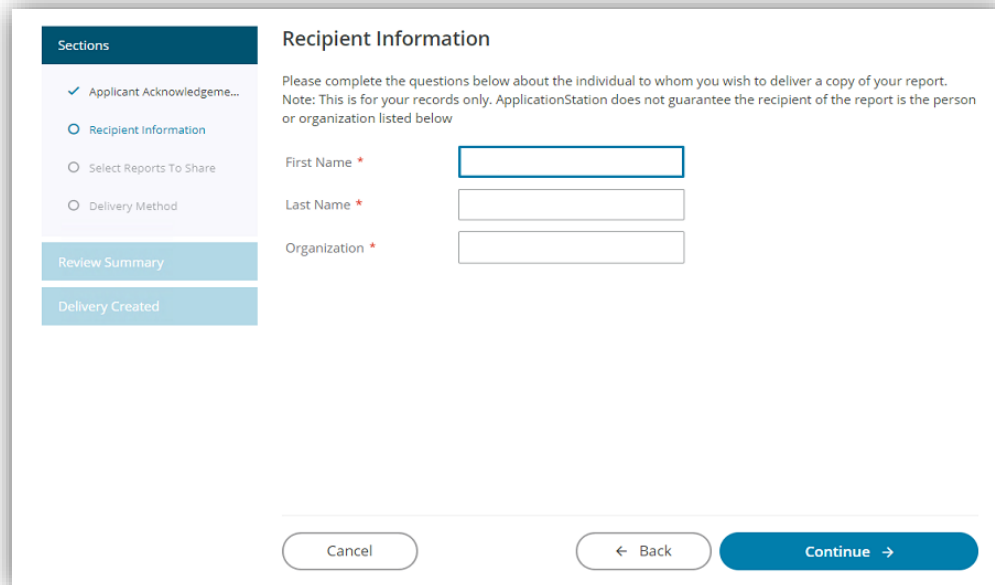
Welcome to the Report Delivery Manager

The Report Delivery Manager allows you to deliver your Background Report to parties of your choice. Click the Help button for more details about how the Report Delivery Manager works.

Report Delivery Status + Add New Delivery

Rim Madie		Details
Test		
Status	Cancelled	
Delivery creation date	Jan 6, 2020 5:12 PM	
Delivery expiration date	Jan 7, 2020 9:31 AM	
Recipient email	jbalusamy@verticalscreen.com	
Rim Madie		Details
TS		
Status	Expired	
Delivery creation date	Jan 6, 2020 5:14 PM	
Delivery expiration date	Jan 7, 2020 9:31 AM	
Recipient email	jbalusamy@verticalscreen.com	
Rim Madie		Details
Test		
Status	Expired	
Delivery creation date	Jan 6, 2020 5:17 PM	
Delivery expiration date	Jan 7, 2020 9:31 AM	
Recipient email	jbalusamy@verticalscreen.com	

Supply the third party’s contact information: **Last Name**, **First Name**, and **Organization** and click **“Continue”**.



Sections

- Applicant Acknowledgeme...
- Recipient Information**
- Select Reports To Share
- Delivery Method

[Review Summary](#)

[Delivery Created](#)

Recipient Information

Please complete the questions below about the individual to whom you wish to deliver a copy of your report. Note: This is for your records only. ApplicationStation does not guarantee the recipient of the report is the person or organization listed below

First Name *

Last Name *

Organization *

[Cancel](#) [← Back](#) [Continue →](#)

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

Sections

- Applicant Acknowledgeme...
- Recipient Information
- Select Reports To Share**
- Delivery Method

Review Summary

Delivery Created

Select Reports To Share

Please select which reports to share with the recipient.

	Case Number	Case Type	Date Completed
<input type="checkbox"/>	10293122-169-237	Background Check	Jan 3, 2020
<input type="checkbox"/>	10293158-169-237	Background Check	Jan 8, 2020
<input type="checkbox"/>	10293159-169-237	Background Check	Jan 8, 2020
<input type="checkbox"/>	10293160-169-237	Background Check	Jan 8, 2020

Cancel
← Back
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.

Sections

- Applicant Acknowledgeme...
- Recipient Information
- Select Reports To Share
- Delivery Method**

Review Summary

Delivery Created

Delivery Method

Email the recipient with instructions to access my report.

Please type the recipient's email address.*

Please confirm the recipient's email address*

The recipient will receive an email with instructions for how to access your report and a unique link to the Report Delivery Manager.
Provide the recipient with the security PIN below.
This PIN will NOT be included in the email.
The recipient will be required to enter this PIN in order to access your report.

PIN: 44402111
The recipient will be able to download a copy of your report.

Cancel
← Back
Continue →

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

Review Summary

Please review the delivery before submission. To change any of the information you have entered, click the “Back” button. When you are satisfied with the information entered, you can click the “Submit” button to complete the delivery creation.

Recipient Information

Recipient First Name	Sheri
Recipient Last Name	Sheri
Recipient Organization	VSI

Reports to Share

Report 1

Case Number	10293122-169-237
Case Type	Background Check
Date Completed	Jan 3, 2020

Report 4

Case Number	10293160-169-237
Case Type	Background Check
Date Completed	Jan 8, 2020

Delivery Information

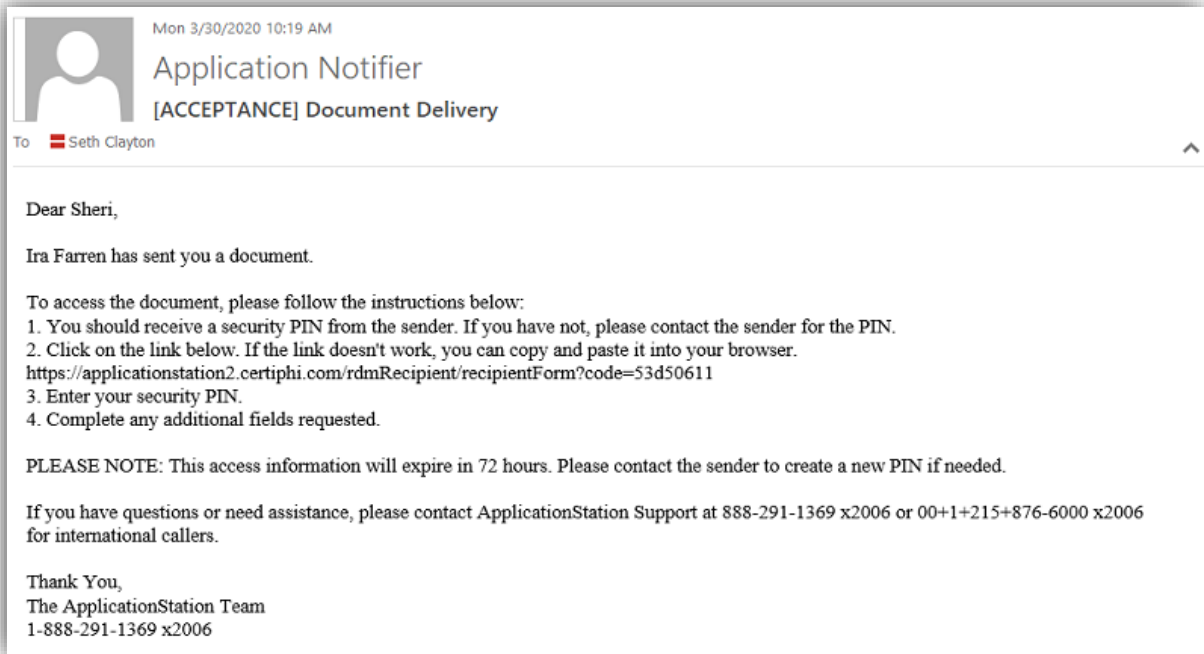
Recipient Email	sclayton@verticalscreen.com
Delivery Method	Email the recipient with instructions to access my report.

[Cancel](#) [← Back](#) [Continue →](#)

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

Ira Farren Version2		Details
Status	Expired	
Delivery creation date	Jan 8, 2020 11:33 AM	
Delivery expiration date	Jan 8, 2020 1:44 PM	
Recipient email	jbalusamy@verticalscreen.com	
TestSeth TestClayton Test		Details
Status	Accessed	
Delivery creation date	Mar 5, 2020 11:23 AM	
Delivery expiration date	Mar 8, 2020 12:23 PM	
Recipient email	sclayton@verticalscreen.com	
Sheri Sheri VSI		Revoke Details
Status	Active	
Delivery creation date	Mar 30, 2020 10:19 AM	
Delivery expiration date	Apr 2, 2020 10:19 AM	
Recipient email	sclayton@verticalscreen.com	

See below for the sample email that the recipient receives.



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.