



ENROLLMENT TIPS

To expedite your account setup, please review the following before completing the Enrollment Packet. Complete all fields of information. Any fields left blank could result in a delay of your account activation. Your cooperation is appreciated.

Definitions:

End-User – Contractor Company. The contractor company is required by the Plant Owner to perform Background Screens on its contract workers usually prior to site training and/or plant entry. The contractor company will data enter the background orders and will view the report results.

Administrator – Safety Council Texas City (SCTC). SCTC is insuring that the Background Screen services are made available to the Contractor Companies in fulfillment of Plant Owner requirements.

FAESC – First Advantage Enterprise Screening Corporation. First Advantage is the service provider of the Background Screens made available through SCTC.

What company phone numbers should be used?

First Advantage will perform a phone verification of the phone number provided on the Client Information Form. Please provide the main phone number for your company so that it can be easily verified.

What email address should be used?

Please provide a company email address. If you only have an email address that's considered a "free service" address (i.e. yahoo, hot mail, etc), please provide a copy of the company's Payroll Tax Deposit Coupon (FEIN) as well as a copy of the Owners' Drivers License.

Site Inspection contact, phone and address?

(See site inspection information below.)

Other documents needed to expedite your setup include:

(One of the following):

Copy of Business License

Copy of Articles of Incorporation (that have been signed by Sec. of State or State Sealed)

Copy of Payroll Tax Deposit Coupon (FEIN)

Also provide:

Copy of phone bill for number provided on the Company Information Form. Bill must include Company Name, Address and Phone Number. The financial portion of the bill can be blocked out.

If unavailable, please provide a copy of a Utility Bill (that includes the Company Name and address as provided on the Company Information Form) or a Vehicle Registration (that includes the Company Name).

Companies in business for 18 months or less:

Contact the SCTC to obtain a copy of the Authorization for Consumer Reports to authorize First Advantage to perform a nationwide criminal search on all Company Owners. Please have all Company Owners complete the Authorization and submit with the Enrollment Packet.



SITE INSPECTION

Contractors will be required to have a physical inspection prior to being allowed to order background reports or receive results. The information gathered during the inspection has the dual purpose of helping to verify the company is a legitimate business as well as to determine that there are sufficient data security measures in place prior to allowing the company access to consumer reports.

Frequently Asked Questions:

- **Who will perform the inspection?**
 - Representative of TrendSource
- **How will the inspection be scheduled?**
 - TrendSource representative will call the site inspection contact (as indicated on the Company Information Form in the Enrollment Packet) to schedule the inspection.
- **What information is gathered during the inspection?**
 - Photos are taken outside and inside the business office.
 - What type of establishment houses the business? (e.g. commercial or residential; multiple businesses or single business; company owns or leases the space).
 - What type of security measures are in place? (General security – are there lockable doors and how is access obtained? Specific security – are there PC locks or are there PCs password protected?)
 - How are hard copies of consumer reports secured? Do they have locking file cabinets? How are documents disposed of when no longer in use?
- **What steps can the contractor take to make the inspection process run more smoothly and effectively?**
 - Chose a site inspection contact who is present at the location where the reports will be ordered and retrieved
 - Provide specific details to the contact regarding the site inspection so they will not be taken by surprise when the inspector calls to schedule (all of the above information should be shared with the contact)
 - If your company has a policy restricting who may take photos: Instruct the designated contact to prepare photos of the interior prior to the scheduled inspection if the company has a policy restricting who may take photos; this will allow the inspector to see the photos as they perform the inspection to confirm the photos were actually taken at the inspection site and take the photos with him. Ideally, interior photos will show lockable file cabinets, the desk at which the person who will order the reports sits, business license (could also be a photo copy) if one is available, and any other significant areas (a large company sign or logo, for example).
- **Is there a fee associated with the inspection?**
 - There is a \$125.00 fee associated with the inspection and it is billed to the contractor by SCTC.