Reviewing and releasing a background check in Fastrax:

After logging into Fastrax, as a local administrator, you will follow the steps below to review and release the hold on any of the individuals for your organization, which need a background check performed.

1) The login to Fastrax is found at the website located here: https://www.fastraxselect.com/Login.aspx
   You will see a screen similar to the one below, where you will log in:

2) After logging into your Fastrax account, you will see a screen similar to the one below:

3) After an applicant places their information into the system, it is the local administrator’s responsibility to verify their information and release the information so that it can process the background check. In order to look at the current people in your system which need to be reviewed, click on the Applicant Entry area, seen in the screen above. Your screen will refresh to something similar to the screen below:
Please note that you will/should see only one name for each applicant that needs a background check.

4) First, please note the name of the person and what they signed up to have a background check on. In the screen below, Joseph Fever is signed up to have an Employee background check.

5) Click the Review/Submit button (indicated above) to review and change the record from being on Hold to being a status of Submitted. (so that the background check can get processed by the system. The background check will not be performed until it is submitted in the system, and will be released automatically within 7 days if you have not reviewed the information.) The system will start you reviewing the document, as seen in the screen shot below:

Verify that the type of background check on the left side is consistent with what the person signed up for. If it is not, you can change the report on the left side to the correct designation.
Also, by clicking on the name of the report on the right side, you can see what type of reports make up either the Employee or Volunteer background check. (see images below)

If you need additional background checks performed, like a Motor Vehicle Report, you will click the right side of the screen to “add” the additional reports to their background check. In the example below, the Motor Vehicle report was added by clicking the box in front of the area where the Motor Vehicle Report is listed, creating a checkmark to add that report. (seen below)

6) After verifying the type of basic report and any additional reports, click the Next arrow, as seen above. Next, you will verify the information listed for the individual. Please check that date of birth, social security number, address, name, etc. is filled in correctly.
Please scroll down the page till you reviewed and verified that all the information, is correct.

**Note:** If anything critical is missing or filled in incorrectly, an additional background check may need to be run, and the costs for running the additional background check will be charged your organization.

At the bottom of the **Application** page, after reviewing the person’s information, click **Next**.

7) You will now see the final review page, with a summary of their name, information, what reports will be run on them, etc.

After scrolling down to the bottom, you will see the FCRA Compliance guidelines. This area you will need to checkmark (as the applicant already reviewed this statement prior to submitting their report.)

Please **checkmark the box in front of the FCRA Compliance area**, then click the **Submit Request**. If you wish send a copy of the report to the applicant, then you can checkmark that box, fill in their email and it will also be sent to them.

8) The background request is now in the system and will give confirmation that it’s starting to work on the background check reports, as seen below:
9) If you go back and click on Applicant Entry again, as seen in the screen above, you will now see the overall status of the record, is in a Submitted status, as seen below on the left.

10) It is recommended to log in and check/approve applicants on a regular basis. The background checks are usually completed within 24-48 hours. Lastly, you just need to click Logout as indicated below, to sign out of Fastrax.

If you have any questions or would like to contact Fastrax support directly please contact: 1-800-325-3609 (x3083 if an extension is needed) or email: lbick@selection.com