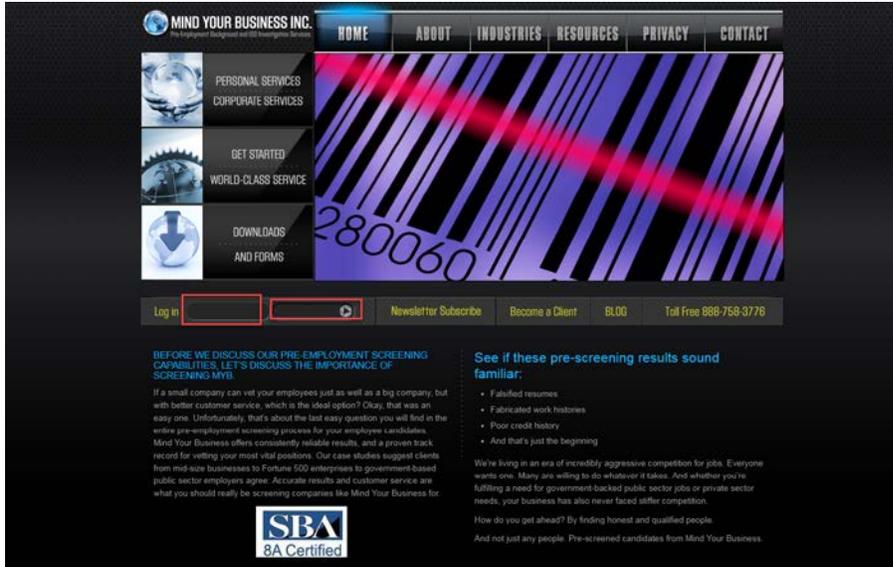


Process of Entering A New Background Check Request

Step 1)

You will start by going to the MYB website. www.mybinc.com

You will enter your Username and password that was emailed to you



Step 2)

Once you are logged in, you will go to the request tab



Step 3)

Once you select “request” you will be brought to the package selection. You will select the packaged needed for your applicant and select continue.



Step 4)

Once you have selected your package, you will then begin entering the applicant. You will need to complete all fields with the red asterisks.

PLEASE NOTE: In this step, you can enter any AKA's that belong to this applicant. Please see the highlighted fields below:

For example, an AKA would be a maiden name or a name the applicant has used in the past.

When you have completed all fields, you will need to select continue.

MIND YOUR BUSINESS
Background Investigation Services

Welcome Brenda Nush For: 815056 - DioBismarck Bishop Ryan Cath School

500 Beverly Hanks Center
Henderson, NC 27536
P: 833.682.9418
mindyourbusiness.com

Applicant Information Enter Search Request Details

Demographic Information

Last Name: * [DOE] First: * [JANE] Middle: * [SAM]
Current Address [500 BEVERLY HANKS CENTE] City [HENDERSONVILLE] State * [NC] Zip [28792]
Date of Birth: * [01/01/1991] Social Security #: * [123 - 45 - 6789] Gender/Race: (M/W for Male/White) [F/W]

Fields with a "*" Must be Completed

Alias (AKA) Information

Last: [] First: [] Middle: []
[+]

Additional Information

Requester [Brenda Nush] Reference [] Applying For []
Special Research Instructions: []
Other Information: []

CONTINUE

Step 5)

Once you have selected continue, you will then be brought to the next screen. You will need to select the criminal jurisdiction to be ran for this applicant. Select Add/Edit Jurisdiction. Please see all screenshots below:

MIND YOUR BUSINESS
Background Investigation Services

500 Beverly Hanks Center
Hendersonville, NC 28792
P: 828.758.3776
F: 828.698.8918
mail@mybnc.com

Welcome Brenda Nush For: BIS056 - DioBismarck Bishop Ryan Cath School

Applicant Information **Enter Search Request Details**

Demographic Information

Applicant: DOE, JANE SAM. SS#: 123456789 DOB: 01/01/1991 Reference:
Address: 500 BEVERLY HANKS CENTER, HENDERSONVILLE, NC 28792

Go To: Social Trace Other

Criminal Court Searches

No Criminal Court Searches have been requested yet

+ Add/Edit Jurisdictions County Lookup

Social Trace

Social Trace has been Requested

National Crim Offender Search

National Crim Offender Search has been Requested

Document Management

[Click Here to Upload Files Associated with this Applicant](#) 

Certification of Obligations

- I have complied with Section 604(b)(1) of the Fair Credit Reporting Act and that I have
 - obtained a clear and conspicuous disclosure that has been made in writing to the consumer before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes
 - obtained written authorization from the consumer in writing before the procurement of the report
- I will comply with section 604(b)(3) "Conditions on use for adverse action" which includes but is not limited to the following provisions:
 - Before taking any adverse action based in whole or in part on the report, I will provide to the consumer to whom the report relates-
 - a copy of the report; and
 - a copy of the Summary of Rights as prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
 - If I take adverse action on the employment application based in whole or in part on the consumer report, then I will provide to the consumer to whom the report relates,
 - that adverse action has been taken based in whole or in part on a consumer report received from a consumer reporting agency;
 - the name, address and telephone number of the consumer reporting agency that furnished the consumer report (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis);
 - that the consumer reporting agency did not make the decision to take the adverse action and is unable to provide to the consumer the specific reasons why the adverse action was taken; and
 - that the consumer may, upon providing proper identification, request a free copy of a report and may dispute with the consumer reporting agency the accuracy or completeness of any information in a report.
- The information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.
- I have received a copy of the Summary of Rights prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
- I will only use the report for a permissible purpose as specified by the FCRA, 15 U.S. Code § 1681b. *Fair Credit Reporting Act (FCRA)* as amended.

By checking this box, I certify that I am compliant and have met my obligations as defined in the FCRA.

Agree and Submit Order Do Not Agree and Cancel Order

ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process

Fields with a "*" Must be Completed

Step 6)

Once you have selected to add/edit the jurisdiction, you will be brought to the screen to add the jurisdiction as shown below.

You will want to select felony and misdemeanor, you will then select the state you wish to be searched, then you will select statewide. If you are running a state that does not offer statewide, the "Statewide" word will not appear, and you will need to select the county.

Please note: All states lived in the past 7 years / listed on the authorization form must be added. For college students, the home state and ND must be selected.

Once you have added all jurisdictions you will select "add searches to order" Please see all screenshots below:

MIND YOUR BUSINESS
Background Investigation Services

500 Beverly Hanks Center
Hendersonville, NC 28035
P: 888.758.3776
F: 828.698.9918
mail@mybinc.com

Applicant: DOE, JANE SAM

Add Criminal Court Searches

Add These Searches to the Order

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor			Remove
Felony Only			Remove
Misdemeanor Only			Remove
Upper and Lower Civil			Remove
Upper Civil Only			Remove
Lower Civil Only			Remove
Federal Criminal			Remove
National Criminal Level			Remove
International			Remove
Canada			Remove

Zip Code Lookup

Zip:

[Assign the County](#)

[Assign the Federal District](#)

County Lookup

Add Searches to Order

MIND YOUR BUSINESS
Background Investigation Services

500 Beverly Hanks Center
Hendersonville, NC 28035
P: 888.758.3776
F: 828.698.9918
mail@mybinc.com

Applicant: DOE, JANE SAM

Add Criminal Court Searches

Add These Searches to the Order

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	NC		Remove
	FL		Remove
	GA		Remove
	HI		Remove
	IA		Remove
	ID		Remove
	IL		Remove
	IN		Remove
	KS		Remove
	KY		Remove
	LA		Remove
	MA		Remove
	MD		Remove
	ME		Remove
	MI		Remove
	MN		Remove
	MO		Remove
	MS		Remove
	MT		Remove
	NA		Remove
	NC		Remove

Zip Code Lookup

Zip:

[Assign the County](#)

[Assign the Federal District](#)

County Lookup

Add Searches to Order

MIND YOUR BUSINESS
Background Investigation Services

500 Beverly Hanks Center
Hendersonville, NC 27532
F: 888.752.3776
E: 828.696.9918
mail@mynbc.com

Applicant: DOE, JANE SAM

[Add Criminal Court Searches](#)

[Add These Searches to the Order](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	NC	STATEWIDE	Remove
		ALEXANDER	Remove
		ALLEGHANY	Remove
		ANSON	Remove
		ASHE	Remove
		AVERY	Remove
		BEAUFORT	Remove
		BERTIE	Remove
		BLADEN	Remove
		BRUNSWICK	Remove
		BUNCOMBE	Remove
		BURKE	Remove
		CABARRUS	Remove
		CALDWELL	Remove
		CAMDEN	Remove
		CARTERET	Remove
		CASWELL	Remove
		CATAWBA	Remove

Zip Code Lookup

Zip:

[Assign the County](#)

[Assign the Federal District](#)

[County Lookup](#)

MIND YOUR BUSINESS
Background Investigation Services

500 Beverly Hanks Center
Hendersonville, NC 27532
F: 888.752.3776
E: 828.696.9918
mail@mynbc.com

Applicant: DOE, JANE SAM

[Add Criminal Court Searches](#)

[Add These Searches to the Order](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	NC	STATEWIDE	Remove
			Remove

Zip Code Lookup

Zip:

[Assign the County](#)

[Assign the Federal District](#)

[County Lookup](#)

[Add Searches to Order](#)

Step 7)

You are now on the final steps. You will need to check mark the FCRA obligation box and select agree and submit as shown below:



500 Beverly Hanks Center
 Hendersonville, NC 28752
 P: 888-768-3776
 F: 828-698-9918
 mail@mybsinc.com

Welcome Brenda Nush For: B1S056 - DioBismarck Bishop Ryan Cath School ? Help Cancel

Applicant Information
Enter Search Request Details

Demographic Information

Applicant: DOE, JANE SAM. **SS#:** 123456789 **DOB:** 01/01/1991 **Reference:**

Address: 500 BEVERLY HANKS CENTER, HENDERSONVILLE, NC 28792

Go To: Social Trace Other

Criminal Court Searches i ↗

Search Type	State	County/Jurisdiction
Felony and Misdemeanor	NC	STATEWIDE

[Remove](#)

+ Add/Edit Jurisdictions
i County Lookup

Social Trace i ↗

Social Trace has been Requested

National Crim Offender Search i ↗

National Crim Offender Search has been Requested

Document Management ↗

[Click Here to Upload Files Associated with this Applicant](#)

Certification of Obligations ↗

- I have complied with Section 604(b)(1) of the Fair Credit Reporting Act and that I have
 - obtained a clear and conspicuous disclosure that has been made in writing to the consumer before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes
 - obtained written authorization from the consumer in writing before the procurement of the report
- I will comply with section 604(b)(3) "Conditions on use for adverse action" which includes but is not limited to the following provisions:
 - Before taking any adverse action based in whole or in part on the report, I will provide to the consumer to whom the report relates-
 - a copy of the report; and
 - a copy of the Summary of Rights as prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
 - If I take adverse action on the employment application based in whole or in part on the consumer report, then I will provide to the consumer to whom the report relates,
 - that adverse action has been taken based in whole or in part on a consumer report received from a consumer reporting agency;
 - the name, address and telephone number of the consumer reporting agency that furnished the consumer report (including a toll-free telephone number established by the agency if the agency complies and maintains files on consumers on a nationwide basis);
 - that the consumer reporting agency did not make the decision to take the adverse action and is unable to provide to the consumer the specific reasons why the adverse action was taken; and
 - that the consumer may, upon providing proper identification, request a free copy of a report and may dispute with the consumer reporting agency the accuracy or completeness of any information in a report.
- The information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.
- I have received a copy of the Summary of Rights prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
- I will only use the report for a permissible purpose as specified by the FCRA, 15 U.S. Code § 1681b. *Fair Credit Reporting Act (FCRA)* as amended.

By checking this box, I certify that I am compliant and have met my obligations as defined in the FCRA.

Agree and Submit Order

Do Not Agree and Cancel Order

ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process

Fields with a "*" Must be Completed

Step 8)

Once you have selected agree and submit, you are now finished. You will receive a pop up on the screen that has the confirmation information for your order.

Please keep this for your files for 5 years along with the authorization form.



[HOME](#)

[MAIN](#)

[REQUEST](#)

[RESULTS](#)

[STATUS](#)

[LOGOUT](#)

Thank You.

Your request has been submitted for the following:

Name: JANE SAM DOE
Social Security: 123456789
Birthdate: 01/01/1991
Reference: (not provided)
Auto-Generated Order #: 690879

Thank you for placing your background request with Mind Your Business.
To save time, please fax the release of authorization to 828-698-9918 along with a print out of this confirmation page.

If you have any questions regarding your order please call 828-698-9900.

The following attachments were successfully saved:

Attachments: Authorization.docx

 [Click Here to Enter Another Request](#)

...or select one of the navigation buttons above to continue

Request Posted 9:23:24 AM on 3/21/2019

If you have any questions or concerns, please do not hesitate to call MYB staff at 828-698-9900. We are open Monday-Friday 8am to 7pm Eastern Standard Time.