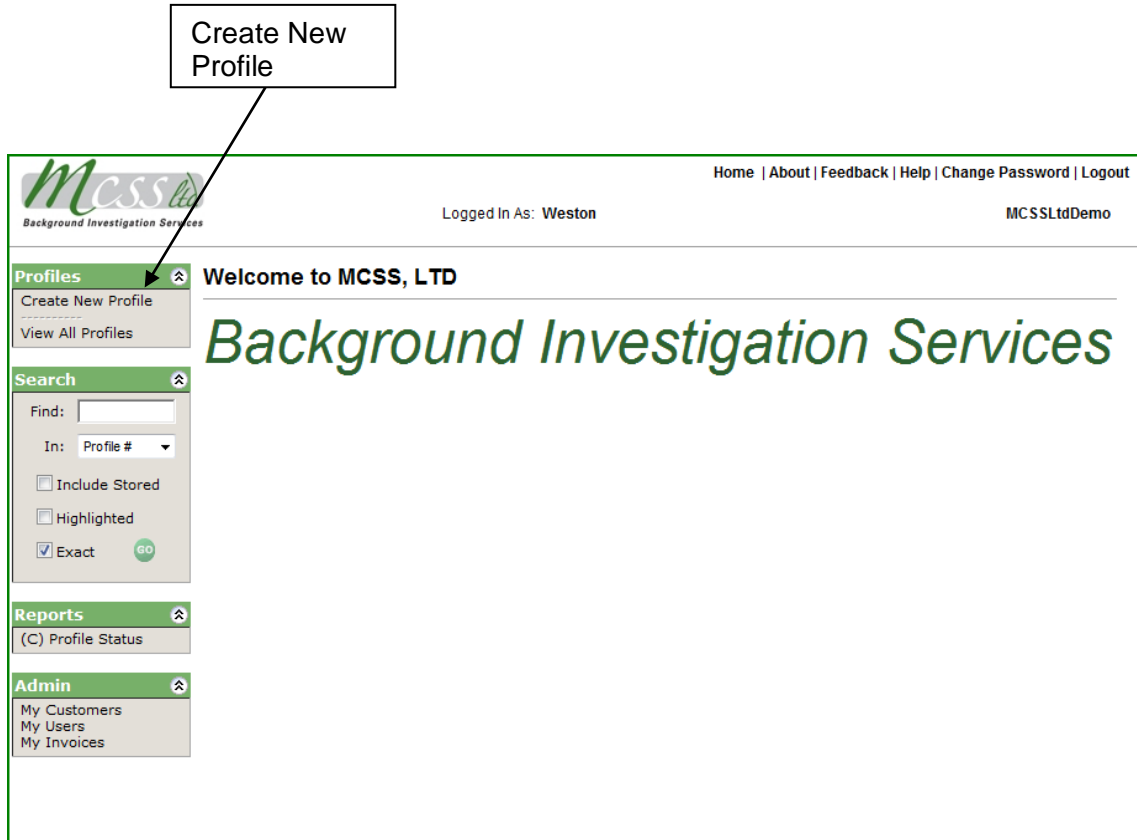


## **Background Check Ordering** *In 6 Easy Steps*

**Important:** Please insure that you have obtained a signed “*Consent and Disclosure*” form and a signed “*State of Nevada Release*” form from your applicant before ordering a background check. The “*State of Nevada Release*” form must be faxed to MCSS at **775-827-0999** or uploaded directly into the order system before we can order Nevada Criminal record searches from the State Department of Public Safety. Copies of the forms can be downloaded from [www.mcssltd.com](http://www.mcssltd.com) under the Background Investigations link.

## Ordering a Background Check

**Step 1** – Go to <https://www.mcass.certifiedscreen.com> , login and and Click “Create New Profile”



## Step 2 – Enter Applicant Information

Enter First Name, Last Name, DOB, and Social Security Number. If you are ordering a credit report, you must also enter a physical address. Click “Next”

The image shows a screenshot of a web application window titled "New Personal Profile". The window has a tabbed interface with the "Profile" tab selected. The form contains the following fields and controls:

- Profile #: [New]
- First Name:
- Middle Name:
- Last Name:
- Suffix:
- SSN:
- Is U.S. Social Security Number
- Birth Date:
- Position:
- Accounting Code:
- Folder: [All Profiles]
- Status:
- Address 1:
- Address 2:
- City:
- State: [- Select State -]
- Zip:
- County:
- Comments:
- Highlighted:

At the bottom right of the form, there is a "Next" button. A separate box labeled "Next" is positioned above and to the right of the form, with an arrow pointing to the "Next" button on the form.

**Optional STEP 3 – Add Alias Names and/or Additional Addresses**

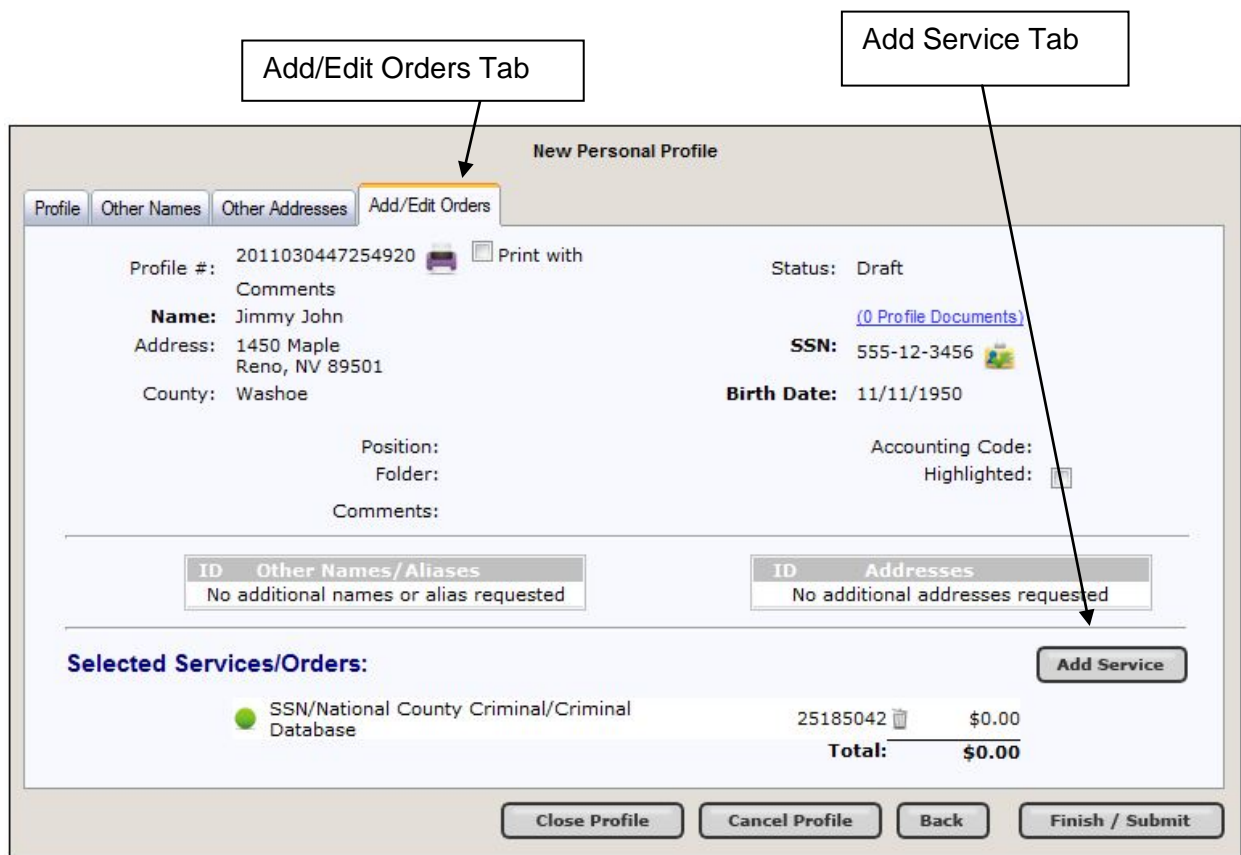
- You can click the “Other Names” tab to add any maiden or alias name information.
- You can click the “Other Addresses” tab to enter additional address information.

The screenshot shows the 'Edit Personal Profile' interface. At the top, there are four tabs: 'Profile', 'Other Names', 'Other Addresses', and 'Add/Edit Orders'. The 'Other Names' tab is currently selected. Above the tabs, two callout boxes with arrows point to the 'Other Names' and 'Other Addresses' tabs respectively. The main content area displays profile information for 'Daisy Duck', including profile number, address, SSN, and birth date. Below this, there is a section for adding an alias with input fields for first, middle, and last names, a suffix field, and a dropdown menu for the alias type (set to 'Alias'). A 'Save & Add' button is located below the alias form. To the right of the alias form, a table header 'Other Names / Aliases' is visible, with a message 'No additional names or alias requested' below it. At the bottom of the form, there are three buttons: 'Close Profile', 'Cancel Profile', and 'Finish / Submit'.

**STEP 4 – Select Background Check Services to Run on Your Applicant**

Click the ‘Add/Edit Orders’ tab. The ordering system will automatically select the “SSN/National County Criminal Database search for a basic background check. It will also automatically select counties and the Nevada statewide criminal search depending on address history found after you submit the order.

Now is the time to add any additional services you desire. Click the “Add Service” tab






- Select any additional services you want to order for this applicant and click "Save"

**Please do NOT close the window after clicking the Save button. The window will close by itself after the selected services are saved successfully.**

<input type="checkbox"/>	<b>SSN with National County Crim</b>	<b>8.00</b>
<p>SSN with National County Criminal includes a SSN trace to identify counties of residence during the past seven years. Each county identified will result in a county court search of felony and misdemeanor records.</p>		
<input type="checkbox"/>	<b>County Criminal</b>	<b>25.00</b>
<p>A search of individual local county Superior and Municipal court records provide the latest, most up-to-date records and dispositions available. Searches are available throughout the US and are based on counties you choose. Searches are performed based on first and last name, DOB and county. Court access fees may apply in some counties and are added to the cost.</p>		
<input type="checkbox"/>	<b>Nationwide Criminal Database</b>	<b>20.00</b>
<p>A search of more than 287 million criminal records from counties, Department of Corrections (DOC), Administration of the Court (AOC) and state sex offender registries covering all 50 states and Washington, DC. Also included are national and international terrorism sources. A SSN trace also runs alias names through the database.</p>		
<input type="checkbox"/>	<b>Global Criminal Watch List</b>	<b>10.00</b>
<p>Our Watch List service provides an instant database search of 15 National and international lists such as the Office of the Inspector General Health and Human Services Exclusions List, Office of Foreign Assets Control Specially Designated Nationals List, Interpol Fugitives List and FBI Most Wanted List. These lists include individuals involved in terrorist</p>		

Enter any additional information needed to complete the order item, (i.e., *employer information for Employment Verification, school information for Education Verification, county information if search individual county courts, etc.*)

- Order items ready to be submitted have a green circle (  ) icon on the left of the item.
- Order items needing additional information will have a (  ) icon on the left of the item.
- To add the required information, click the (  ) icon on the right of the item.



The green circle means the order item is ready to submit.

This symbol means the order item needs more information before submitting the order.

Click this symbol to enter the required additional information.

### Edit Personal Profile

Profile
Other Names
Other Addresses
Add/Edit Orders

Profile #: 2008051949164170   Print with Comments

**Name:** Daisy Duck

**Address:** 123 Main ST  
Alpharetta, GA 30004


**County:** Fulton

**Position:**

**Folder:**

**Comments:**

Status: Draft

**SSN:** 257-31-8765 

**Birth Date:** 12/12/1968





Accounting Code:


Highlighted:


ID	Other Names / Aliases
No additional names or alias requested	

ID	Addresses
No additional addresses requested	

**Selected Services/Orders:**

<div style="display: flex; align-items: center;">  <span>Nationwide Criminal Database</span> </div>	14070727 	\$20.00
<div style="display: flex; align-items: center;">  <span>SSN with National County Crim</span> </div>	14070726 	\$8.00
<b>Total:</b>		<b>\$28.00</b>


**Employment Verification**


**Federal Criminal District**

**STEP 5** – Fax the State of Nevada Release form to MCSS at 775-827-0999, or scan and upload directly into the order screen.

Click here and upload State of Nevada Release form.

**New Personal Profile**

Profile #: 2010092877158153  Print with Comments      Status: Draft [\(0 Documents\)](#)

**Name:** Jim John      **SSN:** 555-33-4567

**Address:**      **Birth Date:** 12/14/1950

County:      Accounting Code:

Position:      Highlighted:

Folder:

Comments:

---

ID	Other Names / Aliases
	No additional names or alias requested

---

ID	Addresses
	No additional addresses requested

---

**Selected Services/Orders:**

<input checked="" type="radio"/>	CNC-NV Statewide Criminal	23449163	\$0.00
<input checked="" type="radio"/>	National Federal Criminal	23449162	\$20.00
<input checked="" type="radio"/>	Nationwide Criminal Database A	23449160	\$0.00
<input checked="" type="radio"/>	SSN with National County Crim	23449161	\$0.00
<b>Total:</b>			<b>\$20.00</b>

### STEP 6 – Submit Your Background Check Order

Once all the ordered services have been filled in and you have green circles, click “Finish/Submit”, or click “Close Profile” if you want to save the order and finish it later.

The screenshot shows the 'Edit Personal Profile' interface with the following details:

- Profile #:** 2008051949164170
- Name:** Daisy Duck
- Address:** 123 Main ST, Alpharetta, GA 30004
- County:** Fulton
- SSN:** 257-31-8765
- Birth Date:** 12/12/1968
- Status:** Draft
- Position:** Accounting Code: [blank]
- Folder:** [blank]
- Highlighted:**
- Comments:** [blank]

Below the profile details are two summary boxes:

- Other Names/Aliases:** No additional names or alias requested
- Addresses:** No additional addresses requested

The **Selected Services/Orders:** section contains the following table:

Selected Services/Orders:			Add Service
<input type="checkbox"/> Click to expand all order fields			
<b>Employment Verification</b>			
<input checked="" type="checkbox"/> Home Depot; John Boss; Reno...	14070757		\$20.00
<b>Federal Criminal District</b>			
<input checked="" type="checkbox"/> NV; Washoe	14070760		\$20.00
<input checked="" type="checkbox"/> Nationwide Criminal Database	14070727		\$20.00
<input checked="" type="checkbox"/> SSN with National County Crim	14070726		\$8.00
<b>Total:</b>			<b>\$68.00</b>

At the bottom of the form are three buttons: **Close Profile**, **Cancel Profile**, and **Finish / Submit**.

↑  
Finish/Submit

## Retrieving Completed Orders, Saved Draft Orders, and Checking In-Progress Order

You can see your list of in completed orders. You can also review your in-progress orders and see new information as it is added by MCSS, Ltd. staff.

- Click, View All Profiles.
- Then, you can click “In Progress” to see the status of profile reports being worked on and how much has been completed. Your completed profile reports are also listed and can be viewed or printed by clicking the profile report number.

Home | About | Feedback | Help | Change Password | Logout  
 Logged In As: Weston  
 MCSSttdDemo

**Profiles**  
 Create New Profile  
 View All Profiles

**Search**  
 Find:   
 In: Profile #  
 Include Stored  
 Highlighted  
 Exact

**Reports**  
 (C) Profile Status

**Admin**  
 My Customers  
 My Users  
 My Invoices

Status	<24	24-48	48-72	>72	Total	Highlighted
Draft					2	0
In Progress	0	0	0	0	0	0
Status Detail	0	0	0	0	0	0
Service Alert	0	0	0	0	0	0
Flagged*	0	0	0	0	0	0
Complete					3	0
Flagged*					2	0
Archived					0	N/A

**Notifications**  
 No activity


**Latest Bulletins**  
 Welcome to MCSS, Ltd. Background Investigations Services Posted on 2009-05-20T18:47:53.077-04:00

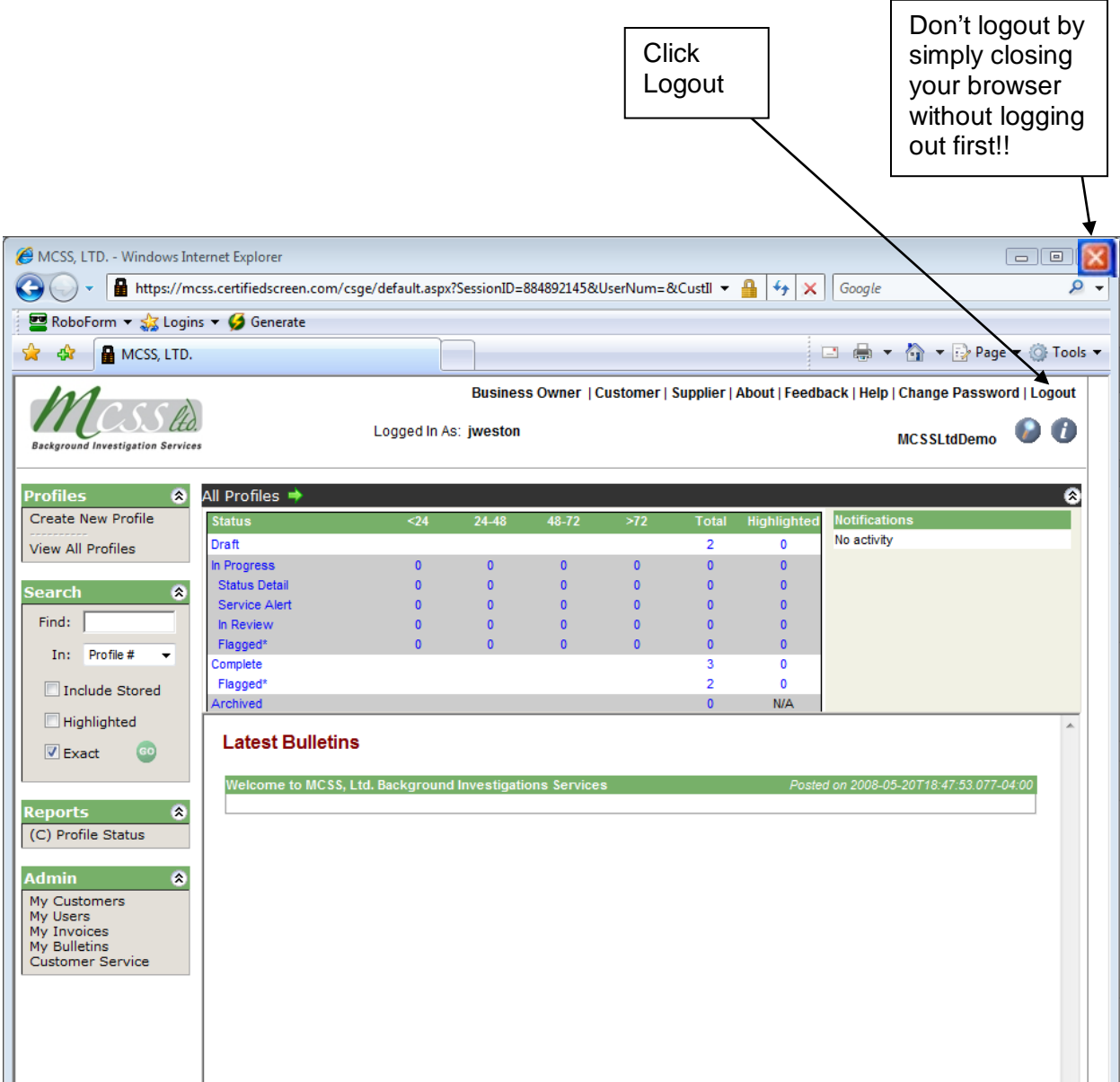
Click, “View All Profiles”

Click “In progress” to bring up in-progress orders for your review

Click “Complete” to bring up completed orders.

## Logging Out

When logging out of MCSS, Ltd., click the “Logout” link. Do not click the  in the upper right hand corner of your browser without logging out first.



Click Logout

Don't logout by simply closing your browser without logging out first!!

MCSS, LTD. - Windows Internet Explorer  
 https://mcss.certifiedscreen.com/csg/default.aspx?SessionID=884892145&UserNum=&CustID  
 RoboForm Logins Generate  
 MCSS, LTD.  
 Business Owner | Customer | Supplier | About | Feedback | Help | Change Password | Logout  
 Logged In As: jweston  
 MCSSLtdDemo

**Profiles**

Create New Profile  
 View All Profiles

**Search**

Find:   
 In: Profile #  
 Include Stored  
 Highlighted  
 Exact

**Reports**

(C) Profile Status

**Admin**

My Customers  
 My Users  
 My Invoices  
 My Bulletins  
 Customer Service

**All Profiles**

Status	<24	24-48	48-72	>72	Total	Highlighted	Notifications
Draft					2	0	No activity
In Progress	0	0	0	0	0	0	
Status Detail	0	0	0	0	0	0	
Service Alert	0	0	0	0	0	0	
In Review	0	0	0	0	0	0	
Flagged*	0	0	0	0	0	0	
Complete					3	0	
Flagged*					2	0	
Archived					0	N/A	

**Latest Bulletins**

Welcome to MCSS, Ltd. Background Investigations Services Posted on 2008-05-20T18:47:53.077-04:00