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| Employment Screening Services, Inc. | | Authorized User Agreement Current Client | |
| USER INFORMATION | | | |
| Company Name: | | ESS Account Number(s) : | |
| Name: | Title: | E-mail: | |
| Phone: | Requested Password: 8 characters but no more than 20 At least one number and one special character Password is case sensitive | | |
| Are you replacing your company's billing contact? | | Yes | No |
| AS A DESIGNATED REPRESENTATIVE OF MY EMPLOYER, I AM AUTHORIZED TO (SELECT ONE): | | | |
| Request Only | Request and Receive | Receive Only | |
| ... Consumer Reports from Employment Screening Services, Inc. | | | |
| REPORT ACCESS OPTIONS (SELECT ONE) | | | |
| View All Reports | View Only My Reports | No Report Access (Order Only) | |
| ESS INTERNET SYSTEM (IRAS) REPORT RETRIEVAL/RETURN OPTIONS (SELECT ONE) | | | |
| You have several options as to how you would like to be notified of ESS report results. Of course you may check reports and print available results from the IRAS at any time, however you may wish to: | | | |
| Select One | Receive an email notification when a report is complete Receive an email notification each time we complete a new component of a report Continue to receive the actual report by email or fax Not receive any notifications or reports (all reports would be accessed from IRAS) | | |
| OTHER OPTIONS | | | |
| Administrative Rights* | Online Ordering | View Invoices | Form I9/E-Verify (Set-up Required) |
| *(If administrator – please also complete an IRAS Company Administrative Agreement) | | | |
| SECURITY | | | |
| The parties acknowledge we must work together to protect the privacy of consumers. The following measures are designed to reduce unauthorized access of consumer reports. In accessing consumer information, User agrees to the following: | | | |
| <ol style="list-style-type: none"> 1. User will take reasonable procedures to protect its account number and password so that only key personnel <u>employed by your company</u> know this sensitive information, including not posting this information anywhere in the facility. User agrees to change account passwords immediately if a person who knows the password leaves its company or no longer needs to have access due to a change in duties. 2. User agrees that system access software, whether developed by your company or purchased from a third party vendor, will have User's account number and password "hidden" or embedded and be known only by supervisory personnel. User will assign each User of its system access software a unique logon password. If such system access software is replaced by different access software and therefore no longer is in use or, alternatively, the hardware upon which such system access software resides is no longer being used or is being disposed of, User will change its password immediately. 3. User agrees it will not discuss its account number or password by telephone with any unknown caller, even if the caller claims to be an employee of ESS. 4. User will restrict the ability to obtain consumer information to a few key personnel. 5. User agrees to place all terminal devices used to obtain consumer information in a secure location within its facility so that unauthorized persons cannot easily access them. 6. User agrees it will turn off and lock all devices or systems used to obtain consumer information when not in use. 7. User will secure hard copies and electronic files of consumer reports within its facility so that unauthorized persons cannot easily access them. 8. User agrees to shred and/or destroy all hard copy consumer reports when they are no longer needed and erase and overwrite or scramble electronic files containing consumer information when no longer needed and when applicable regulation(s) permit destruction. 9. User agrees to notify its employees that User can access credit information only for the permissible purposes listed in the Fair Credit Reporting Act. | | | |
| AGREEMENT | | | |
| I hereby agree that I shall only request consumer reports on applicants for employment or on employees for legitimate employment purposes. I further agree not to obtain these reports on myself, associates or any other person except in the exercise of my official duties for and on behalf of my employer and only for lawful purposes. | | | |
| I agree to comply with all laws and regulations applicable to the use of Background Reports for employment purposes, including the Fair Credit Reporting Act (FCRA), California Civil Code 1786, and The Vermont Fair Credit Reporting Act. | | | |
| Per the Fair Credit Reporting Act (FCRA), I agree I will not take an adverse action against an applicant or employee that is based in part or in whole on an ESS report until I first provide the individual with a notice that includes a copy of the ESS Report and a FCRA Summary of Rights; and give him/her an opportunity to dispute information in the report. | | | |
| <i>Please contact ESS at 800-473-7778 if you have any questions regarding the FCRA or applicable state laws.</i> | | | |
| SIGNATURE | | | |
| X SIGN HERE | | DATE: | |