



Internet Report Access System (IRAS) Administrative User Agreement

COMPANY INFORMATION

Company Name:

ESS Account
Number:

IRAS ADMINISTRATOR INFORMATION

Name: (Full first and last name)

Phone:

E-mail:

OVERVIEW

The ESS Internet Report Access System is designed to offer clients of Employment Screening Services, Inc. the ease of the Internet to access information regarding their account, applicants, and reports. This system will evolve as we continue to enhance our program and as we find new ways to better serve our clients.

The use of an Internet system affords many opportunities for security breaches. It is very important everyone using this system understand these risks up front. Please read and understand this document before signing the IRAS Administrator User Agreement. ESS cannot assume any responsibility for breaches in security beyond our own control.

Security Authorization

Access to the ESS Internet Report Access System requires an Account Administrator who will be responsible for all access to the system within their company. This administrator **MUST** take full responsibility for **ALL** people who are given access to the system and insure that all users have signed an IRAS user agreement. The Administrator will have access to all aspects of the system including adding users, setting security passwords, security levels, invoicing, and reports. It is the responsibility of the Administrator to set-up each authorized user as well as to make sure the user is deactivated when the individual no longer has reason to access the system. ESS cannot be responsible for people who access the system after termination if the Administrator does not cancel their log-in. ESS has taken every precaution to ensure that this system is as secure as possible by using secure servers, routers and firewalls and security passwords. Each month the Administrator will receive an e-mail listing all users on their account as a reminder of who is authorized to access the system. It will be the Administrators responsibility to respond to ESS to verify that these people are still authorized.

Circumstances Beyond Our Control

It is the intent of ESS to have the Internet Report Access System accessible to clients 24/7/365. However, dealing with the Internet as well as with computer systems, it is possible that circumstances beyond our control can cause this system to be inaccessible for short periods of time. ESS will do everything in its power to remedy any problems that may occur as soon as possible. ESS cannot be responsible for circumstances beyond our control. If you experience any problems with the system, please notify ESS as soon as possible. In addition, the system may need to be taken down for maintenance, upgrades, etc. Advance notice will be sent to all on-line clients prior to interruption of the on-line accessibility.

On-line Report Ordering

If User is permitted to request consumer reports for employment purposes via ESS' website then, in addition to all other obligations, User agrees to abide by such additional conditions that may be imposed to utilize the website, provide all required certifications electronically, to maintain complete and accurate files containing all required consent, authorization and disclosure forms with regard to each consumer for whom a report has been requested, and maintain strict security procedures and controls to assure that its personnel are not able to use User's Internet access to obtain reports for improper, illegal or unauthorized purposes. User agrees to allow ESS to audit its records at any time, upon reasonable notice given. Breaches of this Agreement and/or violations of applicable law discovered by ESS may result in immediate suspension and/or termination of the account, legal action and/or referral to federal or state regulatory agencies.

AUTHORIZATION:

By signing below, you are acknowledging that you understand the security risks involved by using an Internet system and that you are accepting full responsibility for all users authorized to log-on to your account. In addition, you are stating that you are authorized by your company to be an Administrator for the ESS Internet Report Access System.

SIGNATURE

X SIGN HERE

DATE: