



# Instructions

School: \_\_\_\_\_

Academic Field: \_\_\_\_\_

Visit URL to begin: \_\_\_\_\_

Locate your needed package by selecting the BEGIN link

**Please make sure you only select the package required as there will be NO REFUNDS**

1

Enter your email address and select **CONTINUE**

Enter your first and last name and select **REGISTER**



2

An authentication message will be dispatched to your email. Follow the link in the email to enter your basic information select **CONTINUE**



3

Select **START** to continue with the application



4

Complete information in required sections of application, click next to move through each section. Ensure all sections reflect complete in the review



5

Read the “notice” and check the confirmation box; click **NEXT** to continue



6

Read the “Summary of Rights under the Fair Credit Reporting Act” and check the box; click **NEXT**



7

Complete the Disclosure and enter your signature in the electronic signature box; click **NEXT**



8

Complete the required fields on the Authorization and enter your signature in the electronic signature box; click **NEXT**



9

Select **SUBMIT** to complete application. \*Failure to click submit will delay the processing of your screening



- Credit Card payment options: AMEX, Discover, MasterCard or Visa
- Authorized pending payment receipt will be emailed upon submission to email provided in your application

If you have any questions, please contact Validity Screening Solutions Client Services Team.  
Phone: 913-322-5999 | Email: [clientservices@validityscreening.com](mailto:clientservices@validityscreening.com)