



PreTrax – Platform Guide

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Client Experience

Home Screen Overview - Client Dashboard

PreTrax
Background Investigations

Order **1** ▾ Reports **28** ▾ Admin ▾ Utilities ▾

▼ Last Name

Welcome back, Sarah. Your last login was on Nov 26th at 12:57 pm

News & Announcements

Attention: (11/10/2024)

WASHINGTON PUBLIC ACCESS UNAVAILABLE - NO ETA FOR SYSTEM RESTORATION

- ALL COUNTIES

CONTINUED DELAYS IN MICHIGAN COURTS FOR THE FOLLOWING COUNTIES:

- BERRIEN - Court records remain unavailable since 04/08/2024

GEORGIA

- **Dougherty** - Resource outage on 10/24/2024 - no ETA for system restoration at this time
- **Cobb** - Courts access has been restored. However, Superior Court access is slow. Please anticipate continued delays.
- **Bibb** - Court record system is up to date, but access to State Court records is limited. Please anticipate continued delays.

Need Help? You can always call us at 440-247-1600 or email us at orders@pretrax.com

NOTICE: Use of this system is restricted to authorized clients of PreTrax, Inc.. The federal Fair Credit Reporting Act imposes criminal penalties-including a fine, up to two years in prison, or both against anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses, and other penalties for anyone who obtains such information without a permissible purpose.

PreTrax, Inc.

Phone: 440-247-1600
Toll Free: 800-281-5260
Email: orders@pretrax.com
Address: 10 Center Street
Chagrin Falls, OH 44022

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Home Screen Overview - Client Dashboard

The screenshot shows the PreTrax Client Dashboard home screen. At the top, there is a navigation bar with the PreTrax logo, navigation menus for Order (1), Reports (28), Admin, and Utilities, a search bar for 'Last Name', and a user profile icon labeled 'ST'. Below the navigation bar, a welcome message reads 'Welcome back, Sarah.' and 'Your last login was on N...'. The main content area is divided into two columns. The left column contains 'News & Announcements' with a red 'Attention: (11/10/2024)' notice about Washington Public Access being unavailable, followed by news for Michigan (BERRIEN) and Georgia (Dougherty, Cobb, Bibb). A 'Need Help?' link and a 'NOTICE' are at the bottom of this column. The right column features 'PreTrax, Inc.' contact information (Phone: 440-247-1600, Toll Free: 800-281-5260, Email: orders@pretrax.com, Address: 10 Center Street) and a 'My Profile' section. The 'My Profile' section has tabs for Personal, Preferences, Password, MFA, and Security Questions. A yellow arrow points from the 'ST' user icon to a dropdown menu containing 'Help', 'My Profile', 'System Info', and 'Logout'. Another yellow arrow points from the 'My Profile' dropdown to the 'My Profile' section in the right column. A blue callout box at the bottom right explains the 'My Profile' section.

PreTrax
Background Investigations

Order **1** Reports **28** Admin Utilities Last Name **ST**

Welcome back, Sarah. Your last login was on N...

News & Announcements

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PreTrax, Inc.

Phone: 440-247-1600
Toll Free: 800-281-5260
Email: orders@pretrax.com
Address: 10 Center Street
Columbus, OH 44022

My Profile

Personal Preferences Password MFA Security Questions

Help
My Profile
System Info
Logout

“My Profile”

- My Profile allows you to customize settings, modify your preferences, change your password, set up multi-factor authentication, and add/change your security questions.

Client Dashboard – “Order”

“Order” is the tab where you will:

- Place new orders (Applicant Invite or Manually Enter an Order)
- Resend applicant invites
- Edit applicant email addresses
- Monitor missing data/incomplete orders**

PreTrax
Background Investigations

Order 1 ▾ Reports 28 ▾ Admin ▾ Utilities ▾ Last Name 🔍 ST

Welcome back, Sarah. Your last login was on Nov 26th at 12:57 pm

News & Announcements

Attention: (11/10/2024)

WASHINGTON PUBLIC ACCESS UNAVAILABLE - NO ETA FOR SYSTEM RESTORATION

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Report

who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses, and other penalties for anyone who obtains such information without a permissible purpose.

PreTrax
Background Investigations

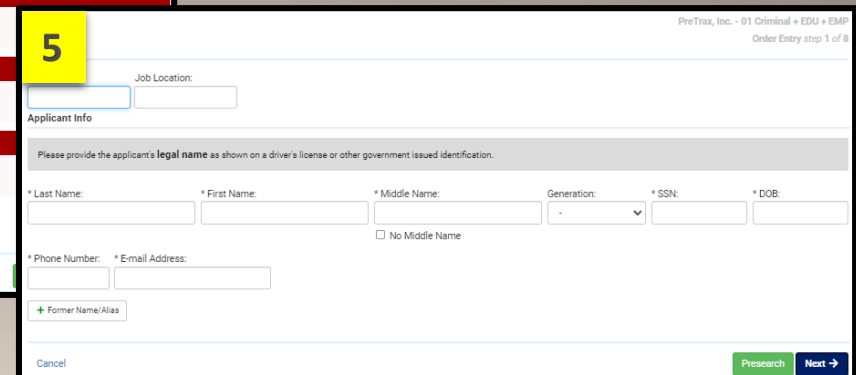
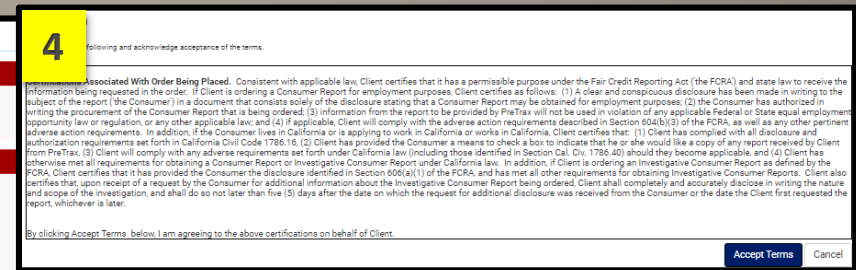
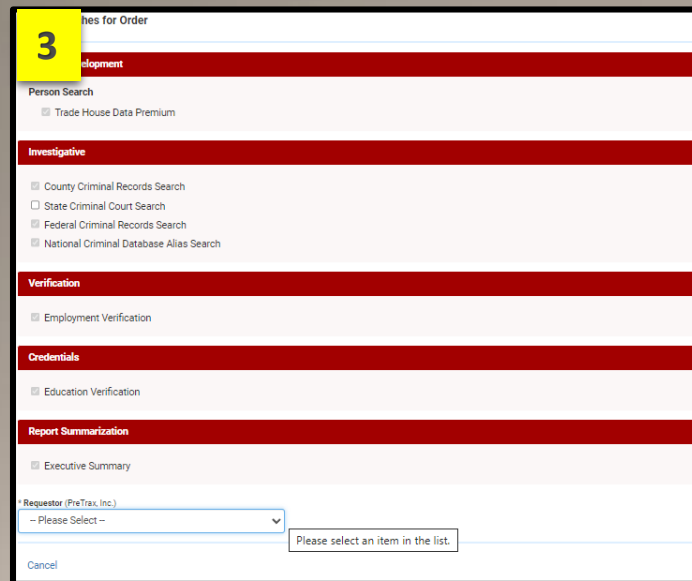
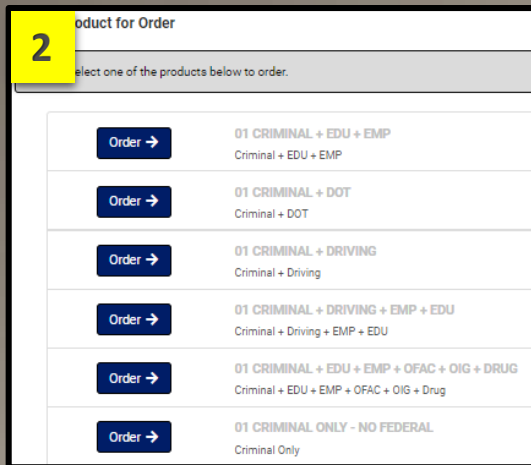
Order 1 ▲ Reports 28 ▾ Admin ▾ Utilities ▾ Last Name 🔍 ST

New Order Batch Order Draft Orders 0 Applicant Pending 1 Applicant Ready 0 XML Ready 0

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"Order" – New Order

1. Hover over "Order"; Click on "New Order".
2. Select the "Product for Order".
3. Choose "Requestor" (by default, it will be the user entering the order) and then "Quick App" (to invite) or "Next" (to manually process).
4. Read Certification language and click on "Accept Terms".
5. Complete required details for applicant and click "Send" (click Send & Next if you have multiple orders to enter).



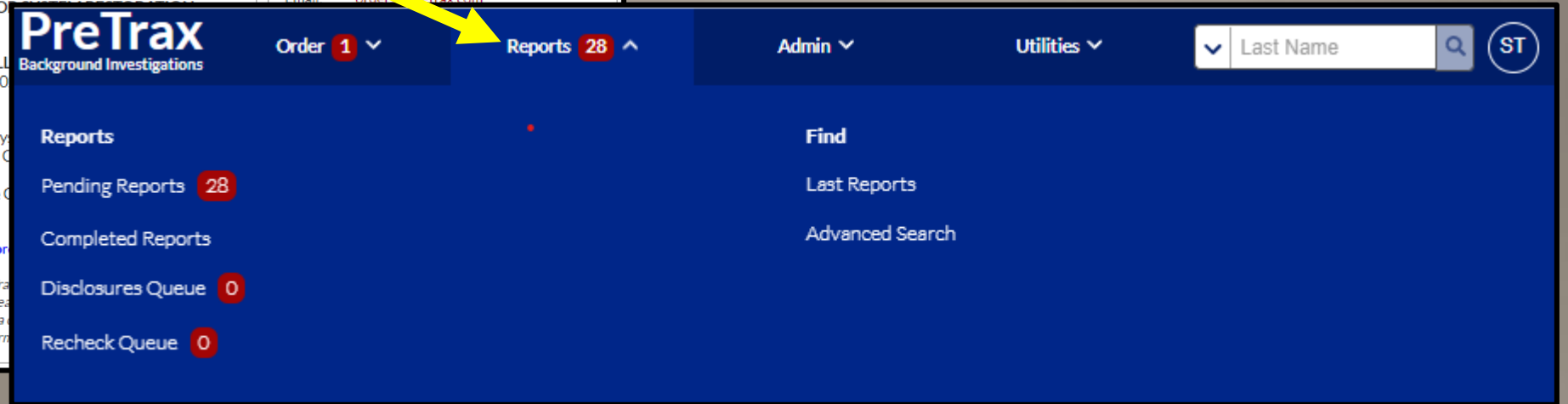
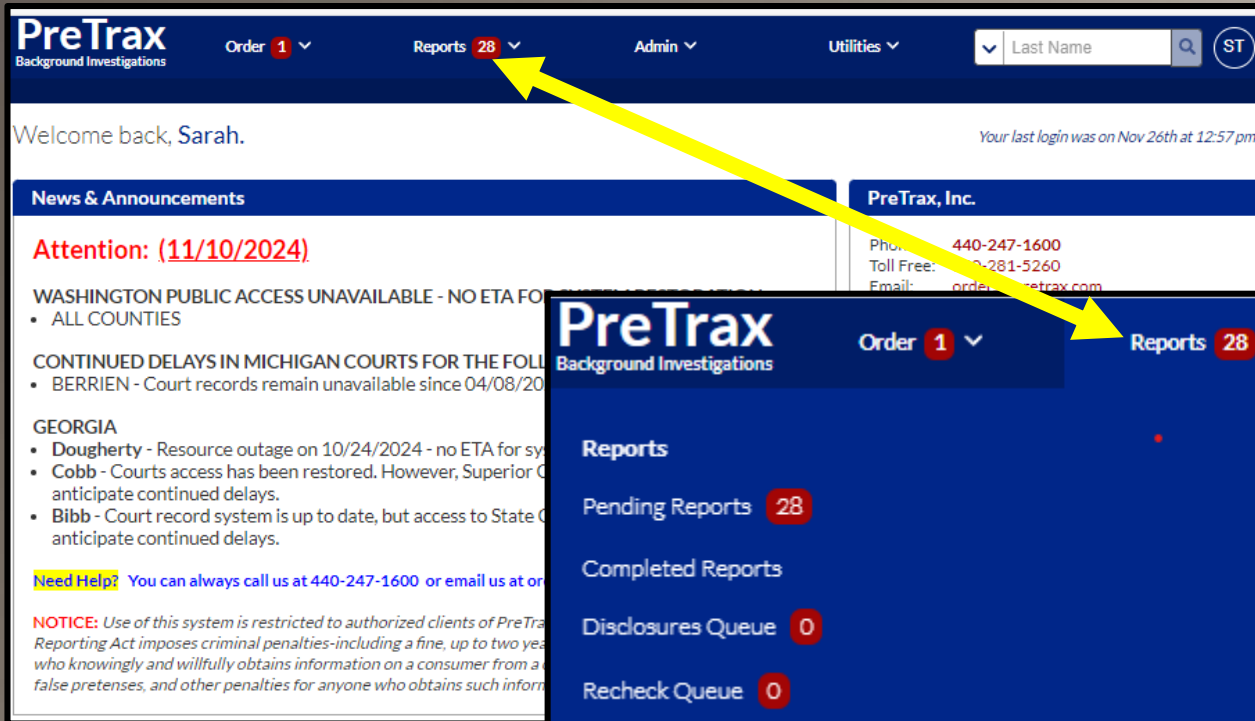
“Order” – Applicant Pending

1. This order will now be available in “Applicant Pending” until the applicant completes their portion of the data entry and document uploads.
2. From this area you may resend an invite or edit an applicant’s email address if needed
 - a. Select all applicants or just the one you’d like to resend
 - b. Click on “Resend Invitation”
 - c. You may also view the number of communication attempts that have been made as well as the last attempt date
 - d. Edit applicant’s email by clicking on green icon

The screenshot shows the PreTrax Applicant Pending Reports interface. At the top, there is a navigation bar with the PreTrax logo, a search bar, and several menu items: Order (1), Reports (28), Admin, and Utilities. Below the navigation bar, there are status indicators for Draft Orders (0), Applicant Pending (1), Applicant Ready (0), and XML Ready (0). The main content area is titled "Applicant Pending Reports" and contains a table of reports. The table has columns for Applicant, Detail, E-mail, Client Name, Requestor, Ordered, Notified, Emails Sent, Texts Sent, and Days Left. The first row of data shows an applicant named MESS, HANK with an email address of statnall@pretrax.com. Callouts 1, 2a, 2b, 2c, and 2d point to various elements in the interface: 1 points to the Order menu, 2a points to the Reset Expiration Date button, 2b points to the Resend Invitation button, 2c points to the Emails Sent column, and 2d points to the green edit icon in the E-mail column.

Applicant	Detail	E-mail	Client Name	Requestor	Ordered	Notified	Emails Sent	Texts Sent	Days Left
MESS, HANK		statnall@pretrax.com	PreTrax, Inc.	KO Test	2024-11-26	2024-11-26	1	0	14

Client Dashboard – “Reports”



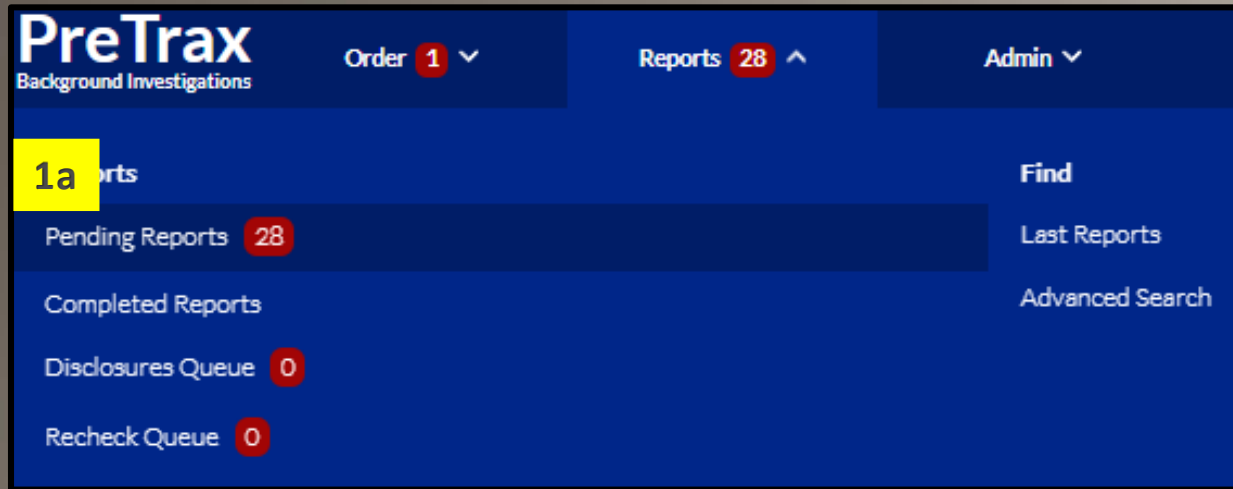
“Reports” is the tab where you will:

- Monitor Pending Reports
- View Completed Reports (Company-Wide 90-Day History – Completed Reports)
- Manage the Disclosure and Recheck Queues
- Under “Find” you can view past reports in Last Reports (All reports requested by user – all statuses) as well as conduct Advanced Searches based on permission settings

"Reports" – Monitoring Pending Reports

To monitor orders that are In Progress:

1. Hover over Reports
 - a. Then click Pending Reports
2. You may click on one of the following to view the report progress
 - b. Applicant Name
 - c. File #



The screenshot shows the 'Pending Reports' table in the PreTrax application. The table has columns for Name, SSN, File, Report To, Ordered By, Status, Ordered, Type, and Flag. Two rows are highlighted in yellow: the first row is for 'EST2, FRIDAY' with File # '133*' (labeled '2c') and the second row is for 'SANCHEZ, AMANDA MELISSA'. The table also includes 'Export' and 'Print' buttons. The top navigation bar shows 'PreTrax Background Investigations', 'Order 1', 'Reports 28', 'Admin', and 'Utilities'. A search bar with 'Last Name' and a search icon is also visible.

Name	SSN	File	Report To	Ordered By	Status	Ordered	Type	Flag
EST2, FRIDAY	XXX-XX-6789	133*	PreTrax, Inc.	KO Test	Pending	2024-11-08	Employment	●
SANCHEZ, AMANDA MELISSA	XXX-XX-9386	1146	PreTrax, Inc.	Jim Test	Pending	2024-11-15	Employment	

"Reports" – View Results

▪ "VIEW" to view the detailed results and report notes

Report Results - #1133 - TEST2, FRIDAY PreTrax, Inc. KO Test

[View](#) [Print](#) [+ Add to Order](#) [New Order](#)

Order Details ↑

Status: **Pending** Decision: **Declined**

Order Date: 11-08-2024 7:14 AM MST Requestor: KO Test
Report Date: 11-18-2024 8:21 AM MST Email: kowen@pretrax.com
File Number: 1133 Phone: -
Report To: PreTrax, Inc. / 3131 Alt Phone: -
10 Center St Fax: -
Chagrin Falls, OH 44022 Product: 01 Criminal Only
Charges: \$70.75

Applicant Information ↑

Name: TEST2, FRIDAY SSN/DOB: XXX-XX-6789 / 11-11-XXXX
Email: KOWEN@PRETRAX.COM Phone: 4402471600
Address: GAINESVILLE, FL 32601 Move In Date: 11-20-2000 12:00 AM MST

Search Results

[+ Add to Order](#)

Search	Status
--------	--------

Attachments

0 Pre-Adverse Action Notification (38 KB)

Disclosures and Forms

--Select Disclosure or Form--

[Edit](#) [Email](#) Applicant Requested Consumer Copy

By checking the box and providing the applicant's phone number, I certify that the Applicant has consented to receive text messages for invites and disclosures.

Client Notes ↑

11-18-2024 8:21 AM MST Jim Geck: Report Decision set to 'Declined'.
11-12-2024 12:31 PM MST KO Test: Printed and Delivered 0 Pre-Adverse Action Notification

[+ Add Client Note](#)

Applicant Portal Messages

0 0

This is where any report notes will show.

[Results](#) [Print Report](#) **Background Screening Report**

PreTrax, Inc.
10 Center Street
Chagrin Falls, OH 44022
Phone: 440-247-1600 / 800-281-5260

FILE NUMBER: 1001 REPORT DATE: -
REPORT TO: PreTrax, Inc. (3131) ORDER DATE: 08-21-2024 Jim Test
10 Center St TYPE: Criminal + DOT
Chagrin Falls, OH 44022
Phone: -
Fax: -

Application Information

APPLICANT	TEST11, TEST11	SSN	XXX-XX-1111	DOB	11-11-XXXX
DRIVERS LICENSE	OH - aa11XXXX	PHONE NUMBER	4404871842		
E-MAIL	JGECK@PRETRAX.COM				
ADDRESS(ES)	10 CENTER STREET	CITY / STATE / ZIP	CHAGRIN FALLS, OH, OH 44022	MOVE-IN DATE	2000-11-11
				MOVE-OUT DATE	

Executive Summary

Overall Result: **PENDING** REQUESTOR: Test, Jim
REFERENCE: -

Search Type	Reference	Status
Executive Summary	TEST11, TEST11	PENDING
County Criminal Records Search	OH-CUYAHOGA OH-GEAUGA	PENDING PENDING
Federal Criminal Records Search	OHIO NORTHERN	PENDING
National Criminal Database Alias Search	NATIONWIDE	PENDING
DOT Verification	YELLOW	REVIEW SEE REPORT

COMMENT: -

Investigative

County Criminal Records Search

RESULTS	Pending		
NAME SEARCHED	TEST11, TEST11	SEARCH DATE	08-30-2024 10:33 AM MDT
DOB SEARCHED	11-11-XXXX	SEARCH SCOPE	
JURISDICTION	OH-CUYAHOGA		
PENDING NOTES			

"Reports" – View Results

FILE NUMBER 1001
 REPORT TO PreTrax, Inc. (3131)
 10 Center St
 Chagrin Falls, OH 44022
 Phone: -
 Fax: -

REPORT DATE -
 ORDER DATE 08-21-2024 Jim Test
 TYPE Criminal + DOT

Application Information			
APPLICANT	TEST11, TEST11	SSN	XXX-XX-1111
DRIVERS LICENSE	OH - aa11XXXX	PHONE NUMBER	4404871842
EMAIL	JGECK@PRETRAX.COM		
ADDRESS(ES)	10 CENTER STREET	CITY / STATE / ZIP	CHAGRIN FALLS, OH, OH 44022
		MOVE IN DATE	2000-11-11

Executive Summary	
Overall Result: PENDING	REQUESTOR REFERENCE Test, Jim

Search Type	
Executive Summary	TEST11, TEST11
County Criminal Records Search	OH-CUYAHOGA OH-GEAUGA
Federal Criminal Records Search	OHIO NORTHERN
National Criminal Database Alias Search	NATIONWIDE
DOT Verification	YELLOW
COMMENT	

National Criminal Database Alias Search			
RESULTS	Pending		
NAME SEARCHED	TEST11, TEST11	SEARCH DATE	08-30-2024 10:33 AM MDT
DOB SEARCHED	11-11-XXXX		
JURISDICTION	NATIONWIDE		
JURISDICTION(S) SEARCHED			
The search you have selected is a search of our criminal database(s) and may not represent 100% coverage of all criminal records in all jurisdictions and/or sources. Coverage details available upon request.			
PENDING NOTES	WARNING: Search Pending.		

Verification			
DOT Verification			
***** Alert!! *****			
RESPONSE RECEIVED	Yes	SEARCH DATE	08-22-2024 9:25 AM MDT
NAME	TEST11, TEST11	VERIFIED NAME	
EMPLOYER NAME	YELLOW	HOW VERIFIED	QUICKVERIFY™
SUPERVISOR	SSSSS	DATE VERIFIED	08-22-2024 9:22 AM MDT
EMPLOYER STREET	10 CENTER STREET	VERIFIED BY	EMILY OWEN
EMPLOYER CITY	CHAGRIN FALLS, OH	VERIFIER TITLE	MANAGER
EMPLOYER STATE	OH		

PreTrax may frequently put "Alerts" on a component to draw your attention to the content.

National Criminal Database Alias Search			
RESULTS	Pending		
NAME SEARCHED	TEST11, TEST11	SEARCH DATE	08-30-2024 10:33 AM MDT
DOB SEARCHED	11-11-XXXX	SEARCH SCOPE	
JURISDICTION	OH-CUYAHOGA		
PENDING NOTES	WARNING: Search Pending.		

OH-GEAUGA			
RESULTS	Pending		
NAME SEARCHED	TEST11, TEST11	SEARCH DATE	08-30-2024 10:33 AM MDT
DOB SEARCHED	11-11-XXXX	SEARCH SCOPE	
JURISDICTION	OH-GEAUGA		
PENDING NOTES	WARNING: Search Pending.		

OHIO NORTHERN			
RESULTS	Pending		
NAME SEARCHED	TEST11, TEST11	SEARCH DATE	08-30-2024 10:33 AM MDT
DOB SEARCHED	11-11-XXXX	SEARCH SCOPE	
JURISDICTION	OHIO NORTHERN		
PENDING NOTES	WARNING: Search Pending.		

EMPLOYER-PROVIDED INFORMATION	
EMPLOYER TYPE	Current
POSITION	LABORER
HIRE DATE	JAN 2017
END DATE	Current
WAGE/SALARY	CURRENTLY EMPLOYED
TYPE/STATUS	DECLINED TO ANSWER PART-TIME

Disclaimer

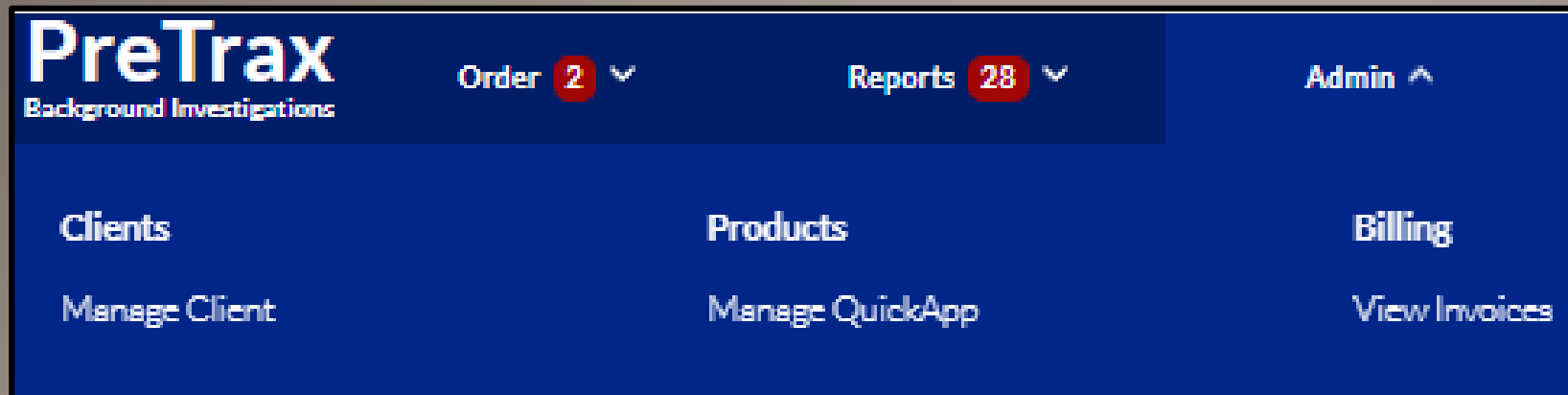
Various federal, state, and local laws affect employers' use of criminal, credit, and other background screening information. Please review all applicable laws before making any determination in connection with this background screening report and consult with counsel as appropriate.

*** End Of Report ***

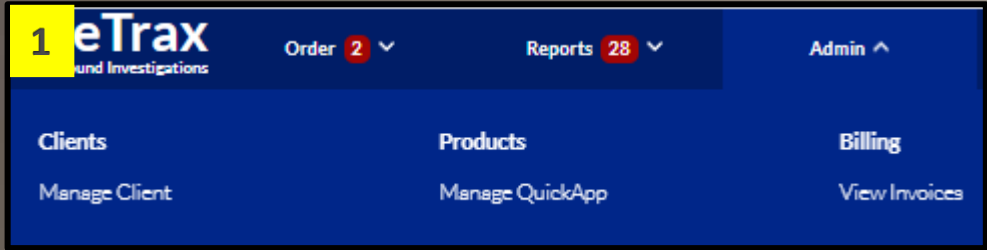
Client Dashboard – “Admin”

“Admin” is the tab where you will:

- Manage Client – manage users and permissions, linked accounts
- Manage QuickApp – view and manage Message and Form sets
- View Invoices



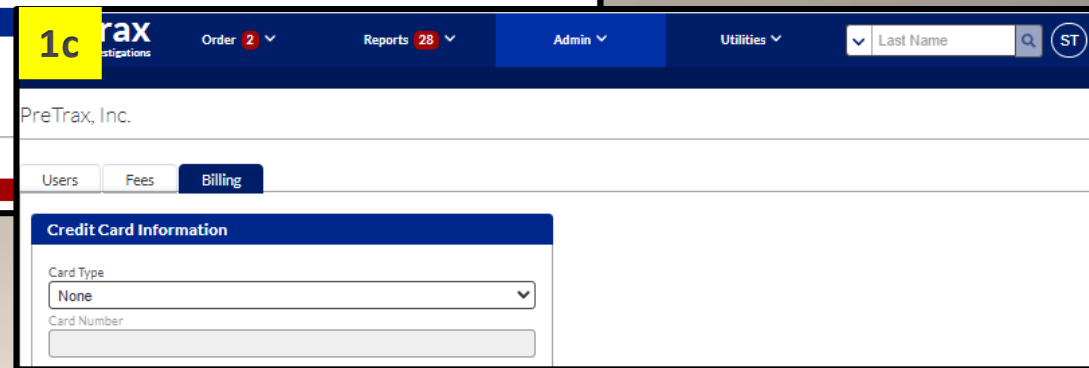
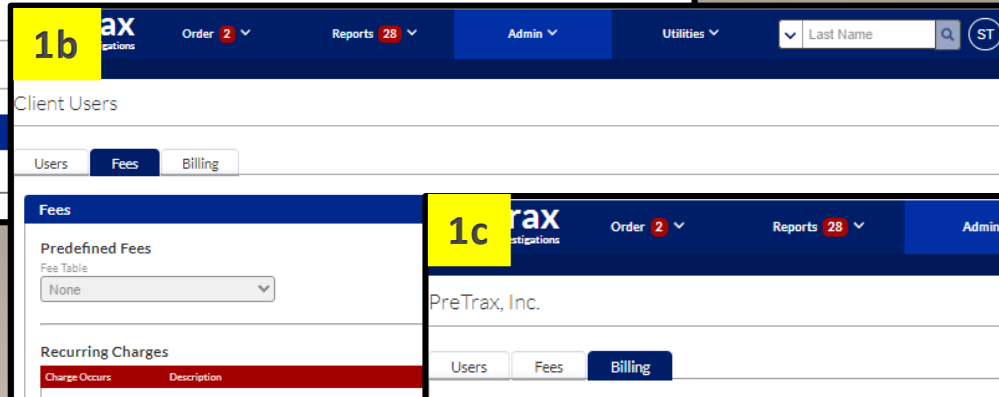
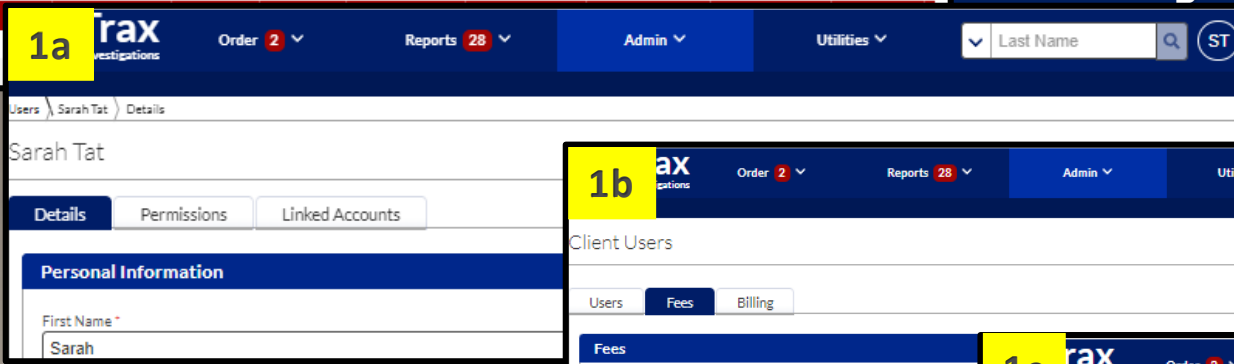
"Admin" – Manage Client



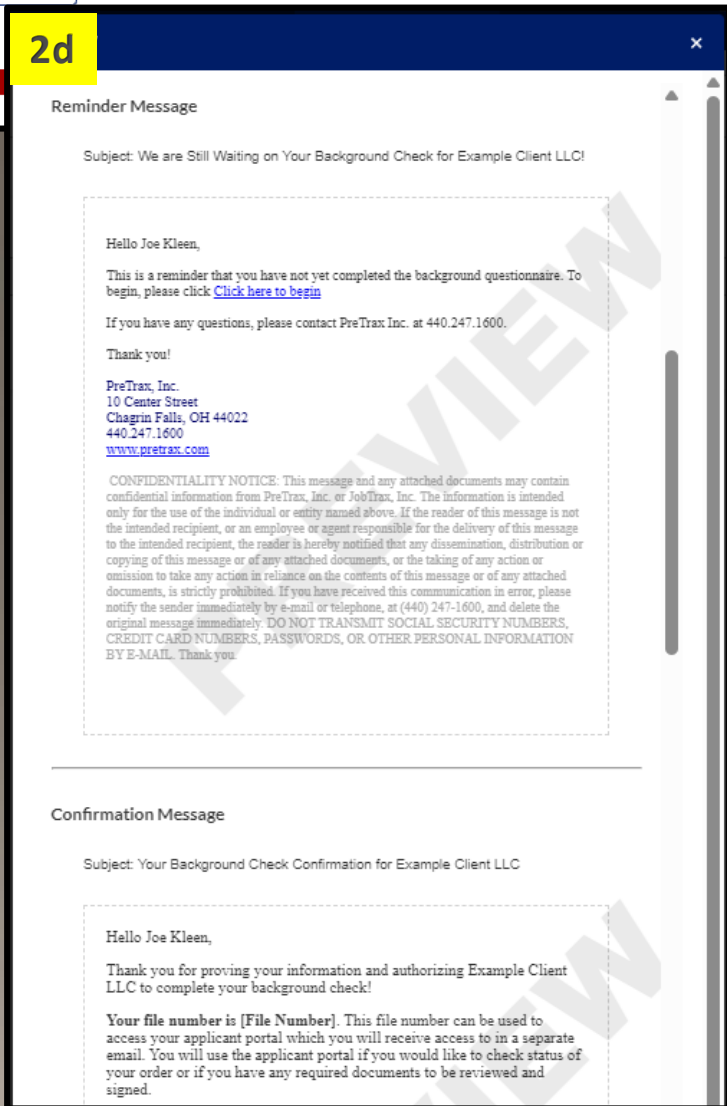
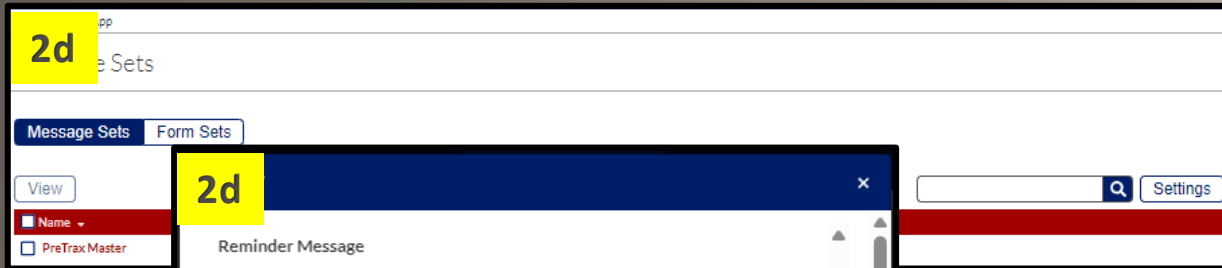
Admin Tab:

1. "Clients" – Manage Client

- a. Users – Manage Users – add, edit, delete
 - When a user is no longer active, it is important to remember to delete the user from the system.
 - This tab is also used for adding users to the system who are new to the team!
- b. Fees – view Fee Tables
- c. Billing – update your billing information



"Admin" – Manage Client

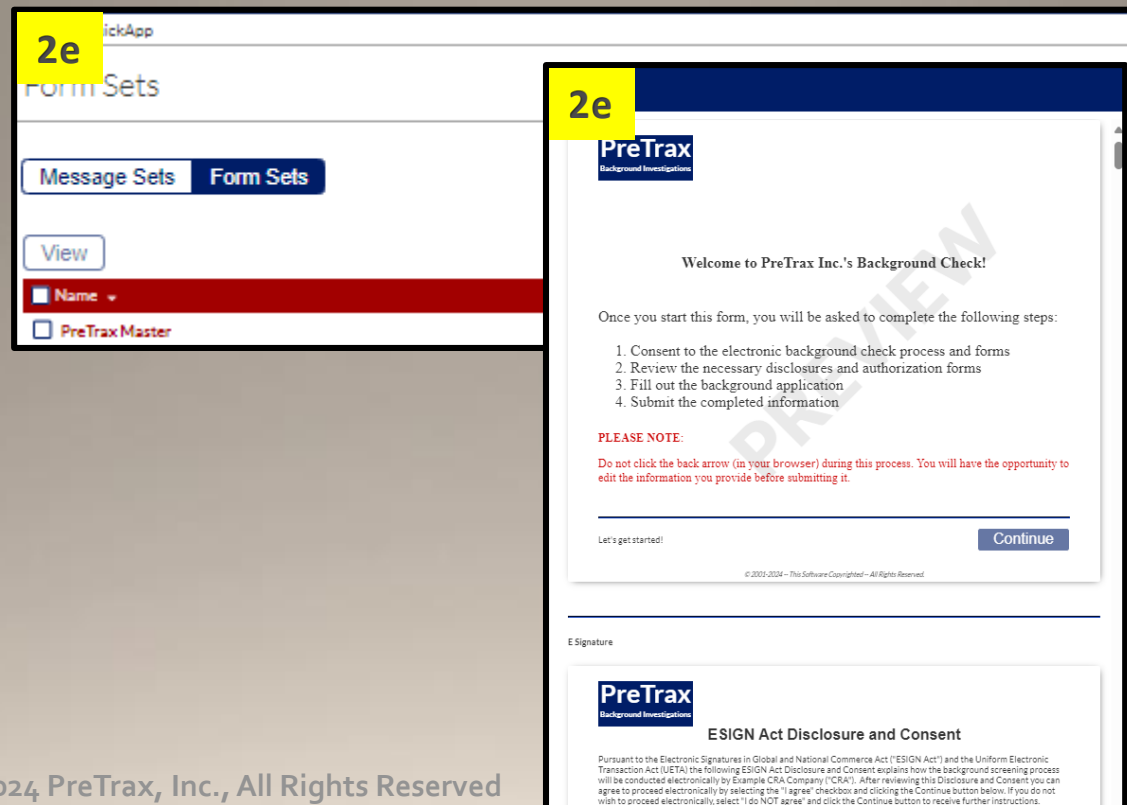


Admin Tab:

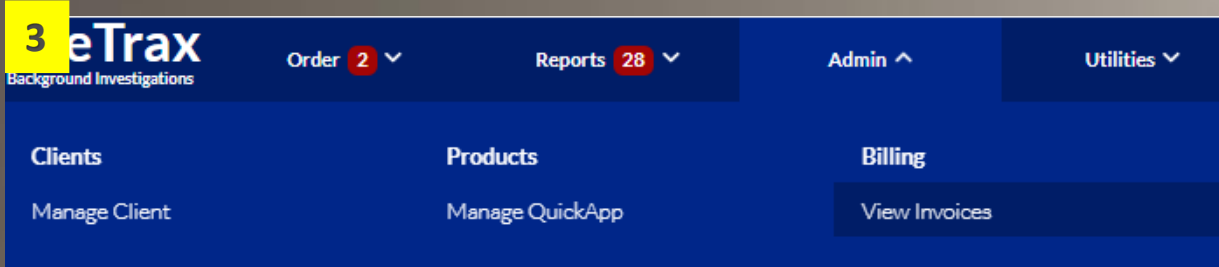
2. "Products" – Manage QuickApp

d. Message Sets – Preview the email communications that the applicant will receive.

e. Form Sets – View what the applicant will be asked to review and sign (Disclosures, Notices and Authorization) Preview, print or email disclosures and acknowledgements



"Admin" – Manage Client



Admin Tab:

3. "Billing" – View Invoices

f. View – select invoices to view

g. Print – select invoices to print

h. Export – select invoices to export

The screenshot shows the 'View Invoices' page in the PreTrax Admin interface. The page title is 'View Invoices' and it includes a subtitle 'List of Invoices currently in the system.' Below the subtitle are three yellow buttons labeled '3f', '3g', and '3h', which correspond to the 'View', 'Print', and 'Export' actions respectively. Below these buttons is a table with the following columns: 'Client Name', 'Invoice Number', 'Invoice Date', and 'Ending Date'. The table contains three rows of data for 'PreTrax, Inc.' with invoice numbers 73, 71, and 67, and dates from 2024-10-09 to 2024-11-18. The PreTrax logo and navigation menu are visible at the top.

Client Name	Invoice Number	Invoice Date	Ending Date
<input type="checkbox"/> PreTrax, Inc.	73	2024-11-18	2024-11-18
<input type="checkbox"/> PreTrax, Inc.	71	2024-10-30	2024-10-30
<input type="checkbox"/> PreTrax, Inc.	67	2024-10-09	2024-10-09

"Admin" – View Invoices

View Invoices

List of Invoices currently in the system.

<input type="checkbox"/>	Client Name	Invoice Number	Invoice Date
<input checked="" type="checkbox"/>	PreTrax, Inc.	73	2024-11-18
<input type="checkbox"/>	PreTrax, Inc.	71	2024-10-30
<input type="checkbox"/>	PreTrax, Inc.	67	2024-10-09

MAKE PAYABLE TO

PreTrax, Inc.
10 Center Street
Chagrin Falls, OH 44022
Phone: 440-247-1600 / 800-281-5260

BILL TO

PreTrax, Inc.
10 Center St
Chagrin Falls, OH 44022

INVOICE #71

Invoice Date: 10/30/2024
Customer #: 3131
Date Due: 11/29/2024

Report Charges for PreTrax, Inc.

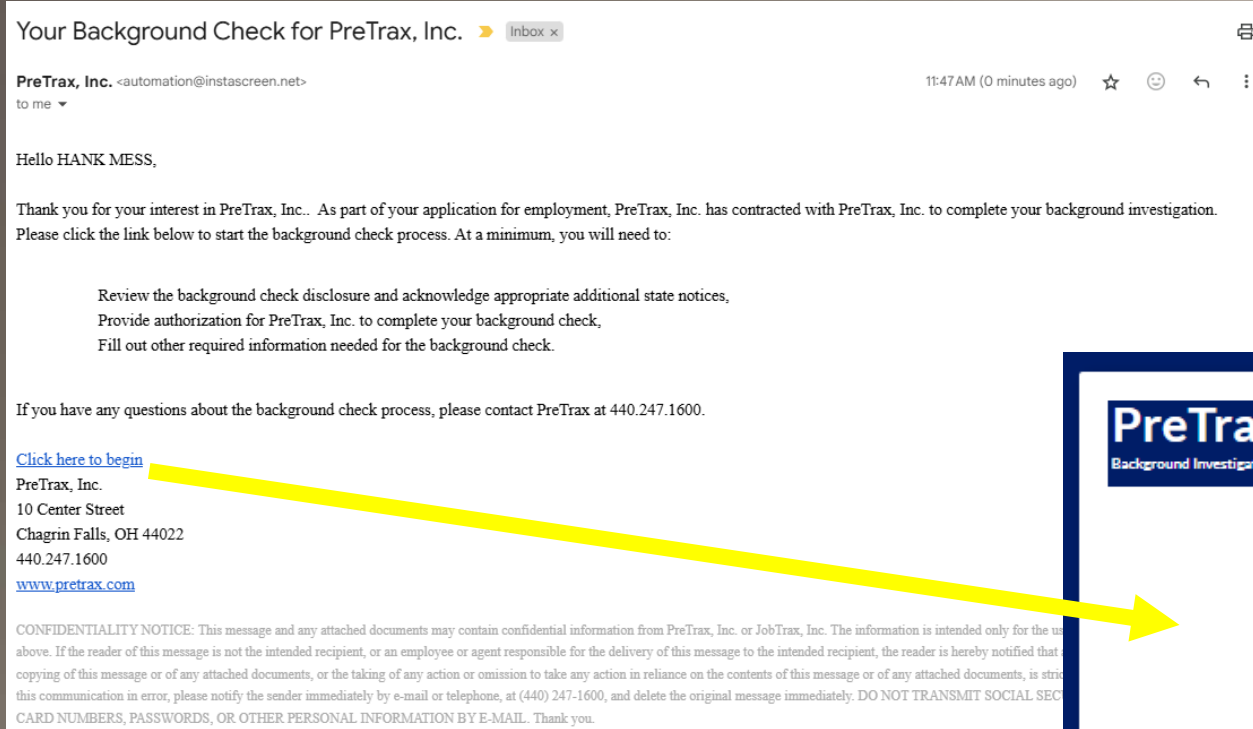
DATE	NAME	SSN	ORDERED BY	FILE #	REFERENCE	AMOUNT
09/19/2024	MESS, HANK	XXX-XXX-XXXX	Test Client User, Rich	1025		
					Package price for Criminal + Driving + EMP + EDU	\$49.25
					National Criminal Database Alias Search - Nationwide (MESS, HANK) - Search Fee	\$8.95
					Subtotal for MESS, HANK:	\$58.20
09/19/2024	MESS, HANK	XXX-XXX-XXXX	Test Client User, Rich	1027		
					Package price for Basic Criminal Only	\$45.75
					National Criminal Database Alias Search - Nationwide (MESS, HANK) - Search Fee	\$8.95
					County Criminal Records Search - Marion, Indiana (MESS, HANK) - Court Access Fee	\$0.25
					Subtotal for MESS, HANK:	\$54.95
					Total Amount Due:	\$113.15

Terms: 30 Days

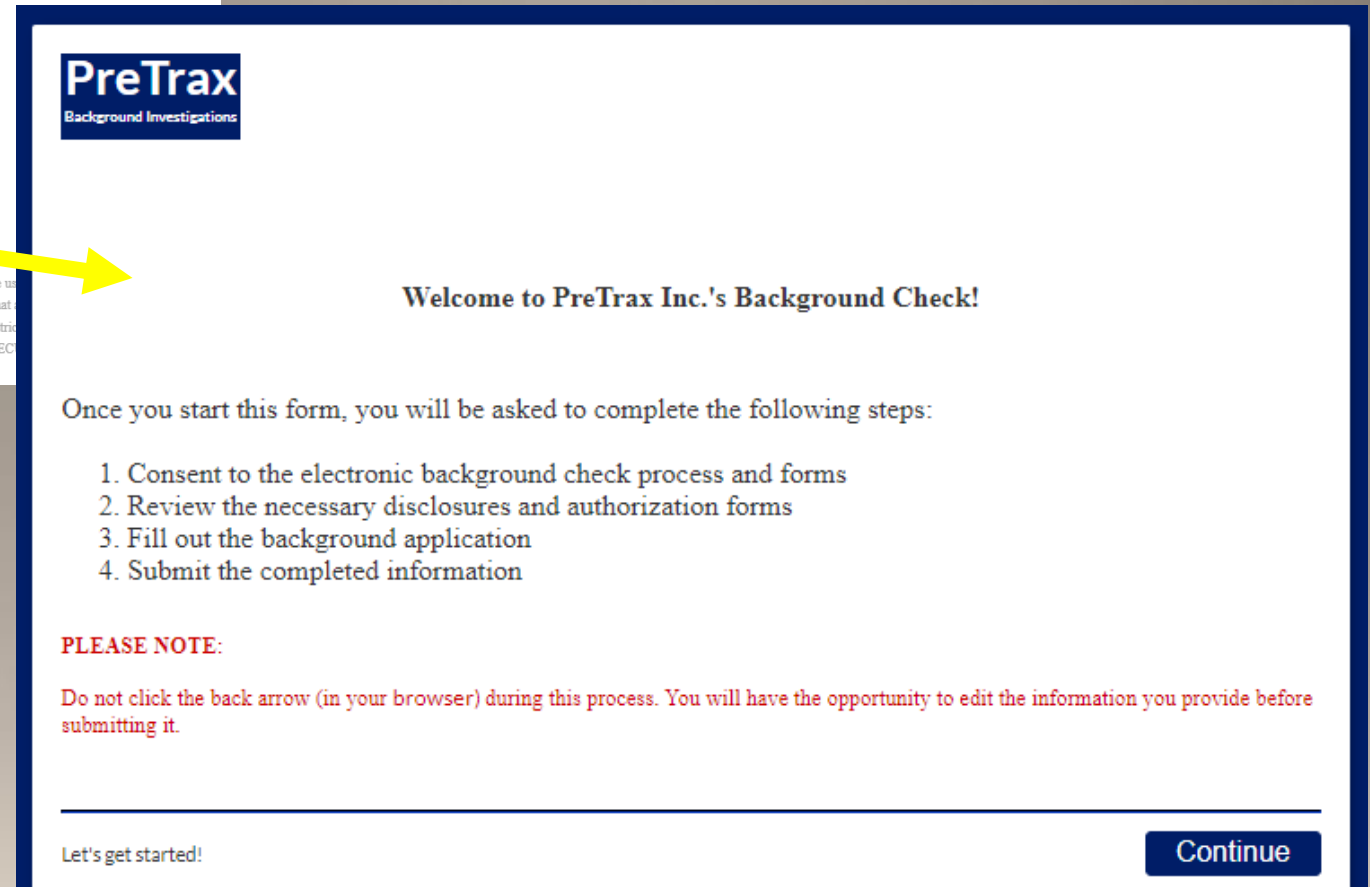
All Discrepancies Must Be Brought To Our Attention Within 30 Days.
All Late Fees, Collection Costs, And Attorney's Fees May Be Added To Past Due Accounts.

Applicant Experience

Improved Applicant Experience – Invite and Welcome Page



- Applicant will receive an email and/or text message with a link to the applicant portal
- Once they select “Click here to begin” they will be taken to the data entry/applicant portal page



Applicant Experience – Authorization, Notices and Acknowledgements

1. E-SIGN Act Disclosure and Consent
2. Applicable Jurisdictions – this allows us to provide dynamic documentation for applicable states/cities/etc.
3. Sample Notice
4. Sample Applicable Jurisdictional Notices/Acknowledgements

1 PreTrax
Background Investigations

E-SIGN Act Disclosure and Consent

Pursuant to the Electronic Signatures in Global and National Commerce Act ("E-SIGN Act") and the Uniform Electronic Transaction Act (UETA) the following E-SIGN Act Disclosure and Consent explains how the background screening process will be conducted electronically by PreTrax, Inc. ("CRA"). After reviewing this Disclosure and Consent you can agree to proceed electronically by selecting the "I agree" checkbox and clicking the Continue button below. If you do not wish to proceed electronically, select "I do NOT agree" and click the Continue button to receive further instructions.

Electronic Delivery of Disclosures, Notices and Letters

- By operating in an electronic environment you consent to the background screening process and investigation electronically.
- You consent to the use of electronic records and you will receive any federal and state disclosures and any adverse action letters, electronically.
- You may choose to not use electronic records and request an investigation provided on paper or in non-electronic form. Doing so will delay completion of your background screening. If you use an electronic form please contact PreTrax, Inc. at Phone: 440-247-1600 / 800-281-5260. A fee will be assessed for this service.
- If, after consenting to the use of electronic records, you wish to receive a printed copy of any documents, please contact PreTrax, Inc. at Phone: 440-247-1600 / 800-281-5260. A fee will be assessed for this service.

Hardware and Software Requirements to Access an Electronic Record

In order to access and retain electronic records you need a current and updated Internet web browser. Versions of Internet Explorer, Google Chrome, and Mozilla Firefox are supported; and (ii) you must have software which is capable of opening the most recent version of Adobe Acrobat Reader.

Updating Contact Information and Withdrawal of Employment

- You may always update your contact information.
- If you choose to proceed with the use of electronic records, you agree that you will be made available in an electronic form at a later date.

Consent to Electronic Records

Do you agree to conduct the background screening process electronically?

Yes, I agree to allow PreTrax, Inc. to verify my information electronically. I understand that PreTrax, Inc. will use my information for background screening purposes. I agree to allow PreTrax, Inc. to verify my information electronically.

No, I do not agree to allow PreTrax, Inc. to verify my information electronically. I will sign paper versions of the documents and receive them with the Company.

2 PreTrax
Background Investigations

Please provide the following information.

I certify that I am an individual seeking prospective employment.

Employment state *
California

Employment county *
Los Angeles

Employment city *
Santa Monica

I certify that I am a resident of:

Residence state *
California

Residence county *
Orange

3 PreTrax
Background Investigations

NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS

PreTrax, Inc. ("the Company") may also request an "investigative consumer report" from a consumer reporting agency.

An "investigative consumer report" is a background screening report generated by a consumer reporting agency with sources such as your neighbors, friends or associates.

The consumer reporting agency that may prepare an "investigative consumer report" on your behalf is:

PreTrax, Inc., 10 Center Street, Chagrin Falls, OH 44022, Phone: 440-247-1600, <http://www.pretrax.com>.

The information contained in an "investigative consumer report" may include information regarding your credit history, criminal history, and/or reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the most common form of "investigative consumer report" that may be ordered by the Company is an investigation into your employment history. PreTrax, Inc. may ask questions about your employment history and provide response information to the Company.

Note: You have the right to request disclosure of the exact nature and scope of an "investigative consumer report" ordered by the Company on you. You may do so by contacting PreTrax, Inc. at 440-247-1600.

Acknowledgment

I acknowledge receipt of the INVESTIGATIVE CONSUMER REPORT and I read and understand this document.

4 PreTrax
Background Investigations

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

(For California Applicants and Employees Only)

PreTrax, Inc. ("the Company") intends to obtain information from a consumer reporting agency for employment purposes. This information includes, but is not limited to, your criminal history, sex offense history, employment history, credit information, and public records. This information is used to make employment decisions. The source of any information used in making employment decisions is PreTrax, Inc., 10 Center Street, Chagrin Falls, OH 44022, Phone: 440-247-1600, <http://www.pretrax.com>. Information about whether any consumer personal information may be found at <https://www.pretrax.com/>.

Under California Civil Code section 1786.22, you are required to file on you with proper identification, as follows:

- In person, by visual inspection of your file during the background screening process.
- You also may request a copy of the information in your file. Actual copying costs for providing you with a copy of the information in your file will be provided to you with proper identification for telephone disclosure prepaid by or charged directly to you.
- By requesting a copy be sent to a specified address for certified mailings shall not be liable for disclosure after such mailings leave the ICRA's possession.

"Proper identification" includes documents such as a valid military identification card and credit cards. Only if you provide the ICRA require additional information concerning your identity in order to verify your identity.

The ICRA will provide trained personnel to explain any information contained in any coded information containing information will be provided whenever a file is provided to you for review.

You may be accompanied by one other person of your choice. An ICRA may require you to furnish a written statement in such person's presence.

Please check this box if you would like to receive a copy of this notice (at no charge if one is obtained by the ICRA).


Yes, I would like to receive a copy of this notice.

Acknowledgment

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW and certify that I have read and understand this document.

Continue

4 PreTrax
Background Investigations

CITY OF LOS ANGELES
CALIFORNIA

KAREN BASS
MAYOR

NOTICE TO APPLICANTS & EMPLOYEES FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE

This Employer is subject to the Fair Chance Initiative for Hiring Ordinance (FCIHO) (LAMC 189.00).

THESE ARE YOUR RIGHTS...

- Employers cannot inquire about or seek information about an Applicant's Criminal History until after a Conditional Offer of Employment has been made to the Applicant.
 - This includes job solicitations and applications or during any conversations and interviews.
- If an Employer decides to rescind an offer of employment based on information discovered during the criminal background check, the Employer is required to perform an Individualized Assessment.
 - Individualized Assessment - a written assessment that effectively links the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position sought by the Applicant.
 - If the offer is rescinded, the Applicant must receive:
 - Written notification,
 - Copy of the Individualized Assessment, and
 - Copies of any documentation used in the Employer's decision.
- The Applicant has the right to the Fair Chance Process.
 - The Applicant has the opportunity to provide information or documentation to an Employer regarding the accuracy of his/her Criminal History or Criminal History Report or that should be considered in the Employer's assessment, such as evidence of rehabilitation or other mitigating factors.
 - The Employer is required to hold the job open for at least five (5) days from the date notification of a rescinded offer of employment to allow an Applicant to submit such documentation, and, the Employer is required to review any documentation in order to reassess their decision.

FOR ADDITIONAL INFORMATION OR ASSISTANCE CALL:
City of Los Angeles
Department of Public Works
Office of Wage Standards
1149 S. Broadway Street, Suite 300
Los Angeles, CA 90015
Phone: (844) WagesLA - Email: WagesLA@actho.org

*Note: Not all applicants/employees are covered under the FCIHO. Please see the ordinance (LAMC 189.00) for more details.
Form FCIHO, Rev. 01/24

Applicant Experience – Authorization, Notices and Acknowledgements

1. Sample Disclosure Acknowledgement
2. Summary of Rights - FCRA
3. Data entry – will vary depending on product ordered
4. Summary of data entry

1 PreTrax
Background Investigations

DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU

PreTrax, Inc. ("the Company") is an agency for employment purposes. This information regarding your criminal history, driving history, professional character, general reputation, pe...

Acknowledgment

I acknowledge receipt of this document.

2 PreTrax
Investigations

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary

The federal Fair Credit Reporting Act requires consumer reporting agencies to provide you with a summary of your major rights under the law. You can find this summary at www.consumerfinance.gov/learnmore in Washington, DC 20552.

- You must be told if information in a consumer report is negative information against you - must tell you, and information.
- You have the right to know what a consumer reporting agency includes your Social Security number if:
 - a person has taken adverse action against you
 - you are the victim of identity theft
 - your file contains inaccurate information
 - you are on public assistance
 - you are unemployed but have been employed in the past

In addition, all consumers are entitled to receive additional information from credit bureaus and from nationwide specialty consumer reporting agencies.

- You have the right to ask for information from credit bureaus that distribute scores used in residential mortgage lending. You will receive credit score information if you request it.
- You have the right to dispute inaccurate, incomplete, or untrue information. See www.consumerfinance.gov/learnmore.
- Consumer reporting agencies that are not subject to the FCRA may not report negative information about you to your credit report.
- Access to your file is limited. A consumer reporting agency may not report negative information about you to your credit report unless it has a valid need - usually to consider you for a credit product that specifies those with a valid need.
- You must give your consent for information about you to your credit report. Written consent generally is not required. See www.consumerfinance.gov/learnmore.
- You may limit "prescreened" offers. Unsolicited "prescreened" offers are based on information from the lists these offers are based on. You may opt out with the national credit bureaus at 1-888-567-6699.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

3 PreTRAX

Applicant

Please provide your legal name as shown on your identification.

* Last Name: MESS * First Name: HANK

* Phone Number: 4402471600

+ Former Name/Alias

Cancel

3 PreTRAX

Applicant Address

Please provide 7 years of address history.

Current Address

United States of America

10 CENTER STREET

44022 CHAGRIN FALLS

* Move-In Date: JAN 1, 2000

+ Previous Address

Cancel

4 PreTrax, Inc. - Criminal Only - Full
Order Entry step 5 of 5

Applicant: HANK MESS (333-22-1111, 11/11/1989)

Current Address: 10 CENTER STREET, CHAGRIN FALLS, OH 44022

Search Summary for Criminal Only - Full		Fees	Charges
Person Search	Person Search - Trade House Data		\$0.00
Executive Summary	MESS, HANK		\$0.00
County Criminal Records Search	NJ-ESSEX NJ-ESSEX NJ-ESSEX NY-XXXXXX NEW YORK STATEWIDE SEARCH OH-OLYAHOGA	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Federal Criminal Records Search	NEW JERSEY NEW JERSEY NEW JERSEY NEW YORK SOUTHERN NEW YORK SOUTHERN OHIO NORTHERN	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
National Criminal Database Search	NATIONWIDE	\$0.00	\$0.00
		Estimated Subtotal:	0.00
		Sales Tax:	0.00
		Estimated Total:	\$0.00

Additional fees may apply at time of fulfillment. Orders that have begun the fulfillment process are not refundable.

Order Entry Notes

Consumer has requested a copy of their report, please send it to them.

Applicant Experience – Submission confirmation page

Confirmation

Attention: Please read to the bottom of this page for the section on Additional Information.

Thank you for completing your background check for PreTrax, Inc.! Your confirmation number is **1179**. You can use this number to access your applicant portal, which will be provided in a separate email. If you have any questions about your consumer report, please reach out to PreTrax, Inc. at 440-247-1600.

Security Notice: It is strongly recommended that you close all browser windows to ensure that you are completely signed out.

PreTrax, Inc.
10 Center St
Chagrin Falls, OH 44022

PreTrax, Inc.
10 Center Street
Chagrin Falls, OH 44022
Phone: 440-247-1600 / 800-281-5260

[Print Authorization](#)

[Print Confirmation](#)

When you are finished, please close this browser tab or window.

Additional Information

Your PIN is the last 4 digits of your SSN or the user PIN you used when completing the authorization.

To stay up to date on the status of your application we have provided you an applicant portal.

Important: Please save your file number and PIN. Access to the applicant portal requires both. Your file number may have been provided to you as a reference number or a confirmation number. Linking from this page will sign you in automatically, but your file number and PIN will be required for all future access.

[Applicant Portal](#)



Applicant Experience – Applicant Portal

The applicant portal allows the applicant to check on the status of their background check!

PreTrax
Background Investigations

Home Documents Messages Logout

Welcome

Hello!

Welcome to your applicant portal! Here you can find any updates regarding your background check. Please feel free to message us below with any questions you may have or give us a call at 440-247-1600.

Applicant Name	Ref/File Number	File Created On
HANK MESS	1179	November 26th, 2024

Screening Information

0 Unread Messages	No Required Documents	Report Status is Pending
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Pending Searches

Executive Summary MESS, HANK	Person Search MESS, HANK
Person Search Trade House Data Premium	County Criminal Records Search MESS, HANK
Federal Criminal Records Search MESS, HANK	National Criminal Database Alias Search MESS, HANK
Employment Verification MESS, HANK	Employment Verification TATTOO SHOP
Education Verification MESS, HANK	Education Verification MESS UNIVERSITY

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Applicant Portal and Internal Messaging

PreTrax Background Investigations

Home Documents Messages Logout

Welcome

Hello!

Welcome to your applicant portal! Here you can find any updates regarding your background check. Please feel free to message us below with any questions you may have or give us a call at 440-247-1600.

Applicant Name: HANK MESS
Ref/File Number: 1179
File Created On: November 26th, 2024

Screening Information

[0 Unread Messages](#) [No Required Documents](#) Report Status

Pending Searches

Executive Summary MESS, HANK	Person Search MESS, HANK
Person Search Trade House Data Premium	County Criminal Records MESS, HANK
Federal Criminal Records Search MESS, HANK	National Criminal Database A MESS, HANK
Employment Verification MESS, HANK	Employment Verificati TATTOO SHOP
Education Verification MESS, HANK	Education Verificati MESS UNIVERSITY

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PreTrax Background Investigations

Home Documents Messages Logout

Messages

HANK MESS #1179

No messages available to view.

PreTrax Background Investigations

Home Documents Messages Logout

Documents

HANK MESS #1179

The following list of form(s) or documents are needed to complete the consumer reports requested by PreTrax, Inc.. If you are on public computer, be sure to close the web browser after uploading any forms or documents.

Required Forms and Documents

No Documents are Required At this Time

Legal Disclosures and Notices

Applicant Authorization Please review and retain for your records Download	Applicant Authorization Forms Please review and retain for your records Download
QuickApp - Electronic Signature Consent - Consent Given Please review and retain for your records Download	

Applicants can send a message directly to a PreTrax representative if they have a question or request through the message board on the Applicant Portal.

PreTrax Contact Information

Please feel free to contact us with any questions.

PreTrax Headquarters
10 Center Street
Chagrin Falls, OH 44022
440.247.1600
orders@pretrax.com

We look forward to working with you!