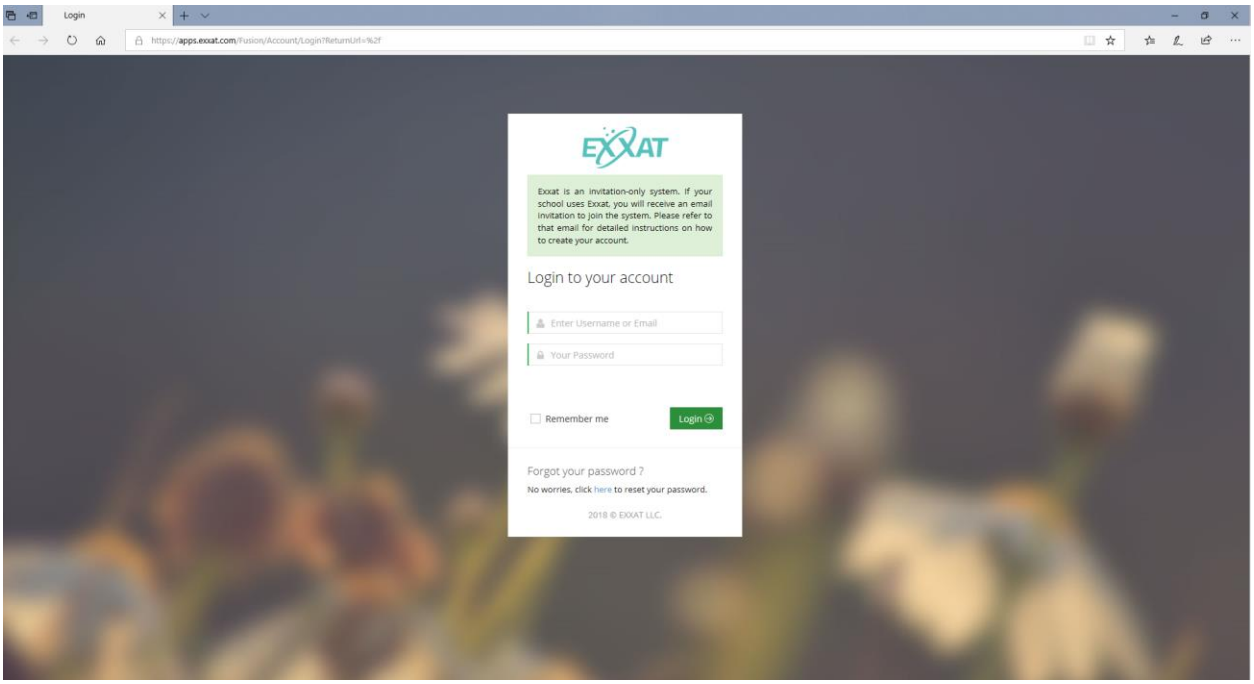
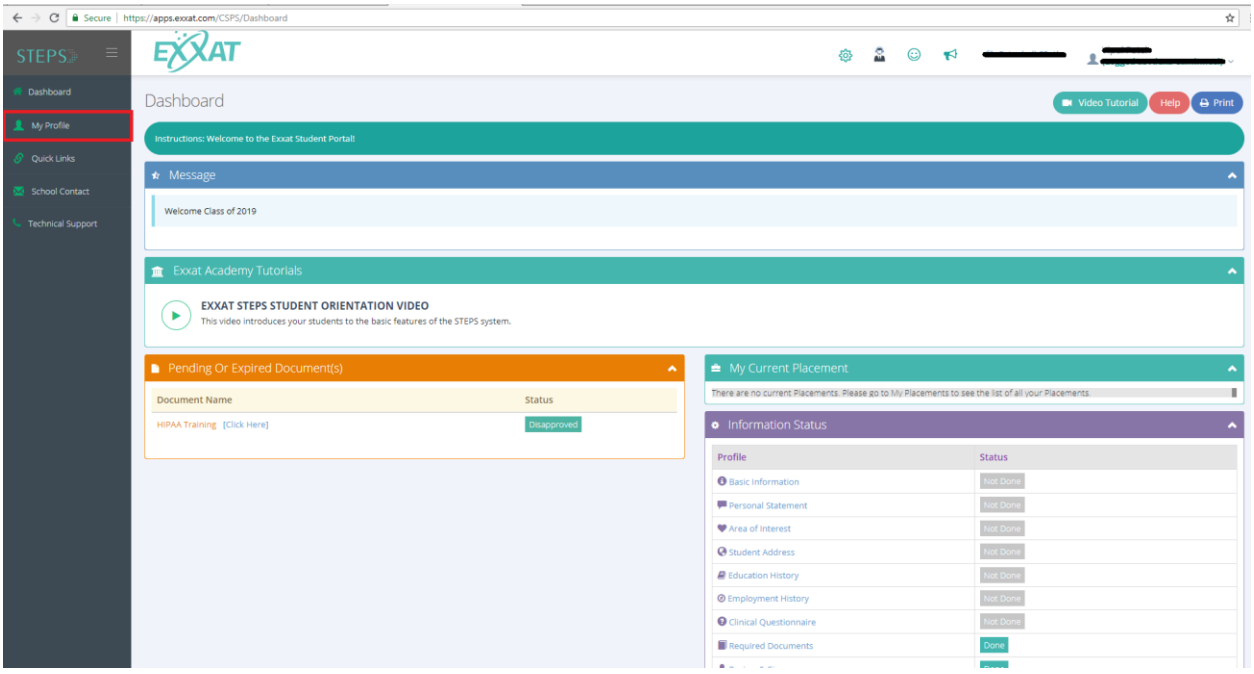
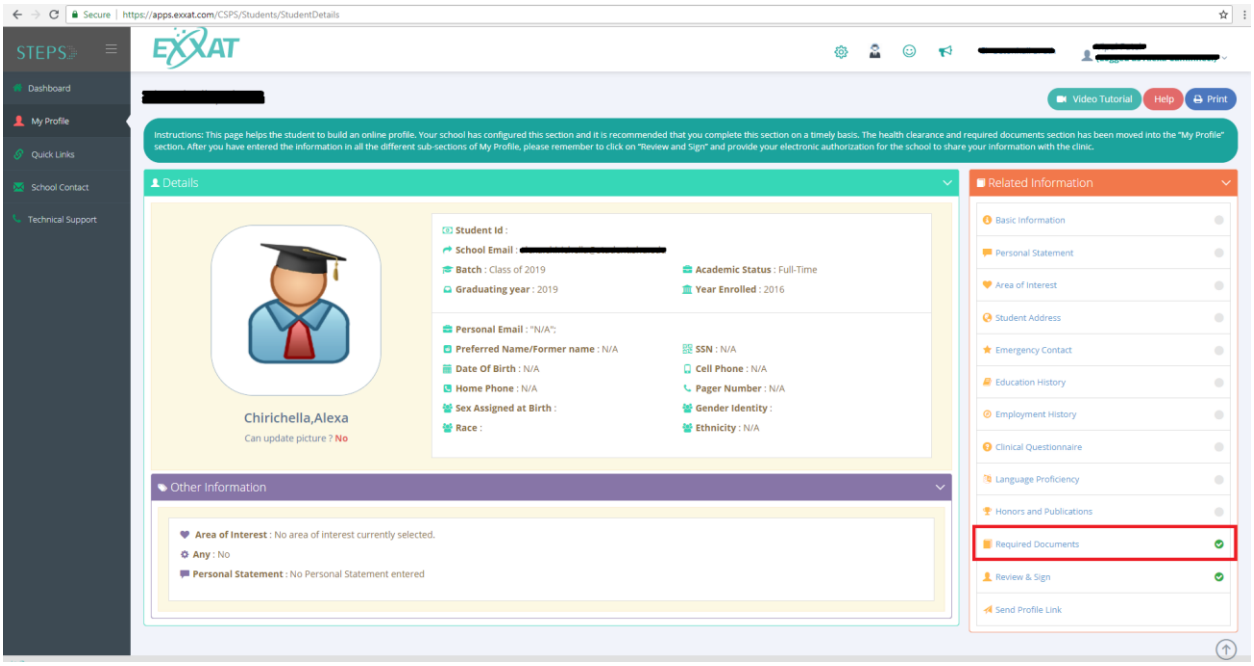
Student's Instructions on ordering Background & Drug Screening



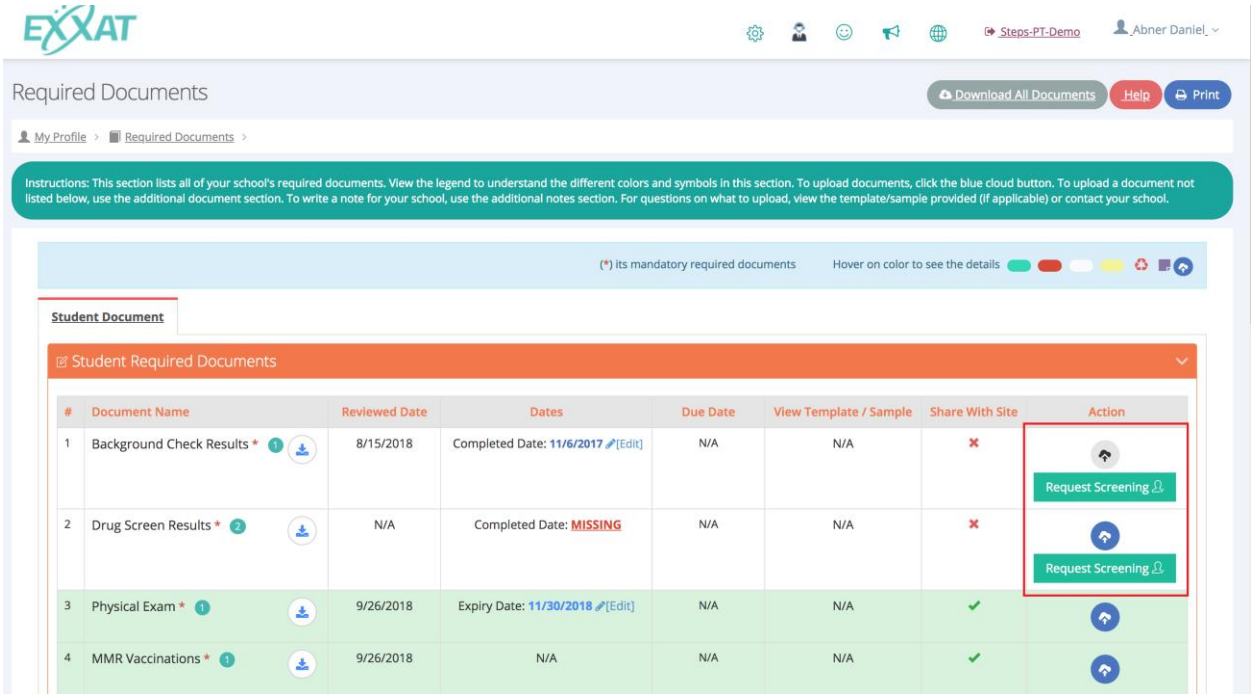
- Login to your account by clicking on the link: https://apps.exxat.com/



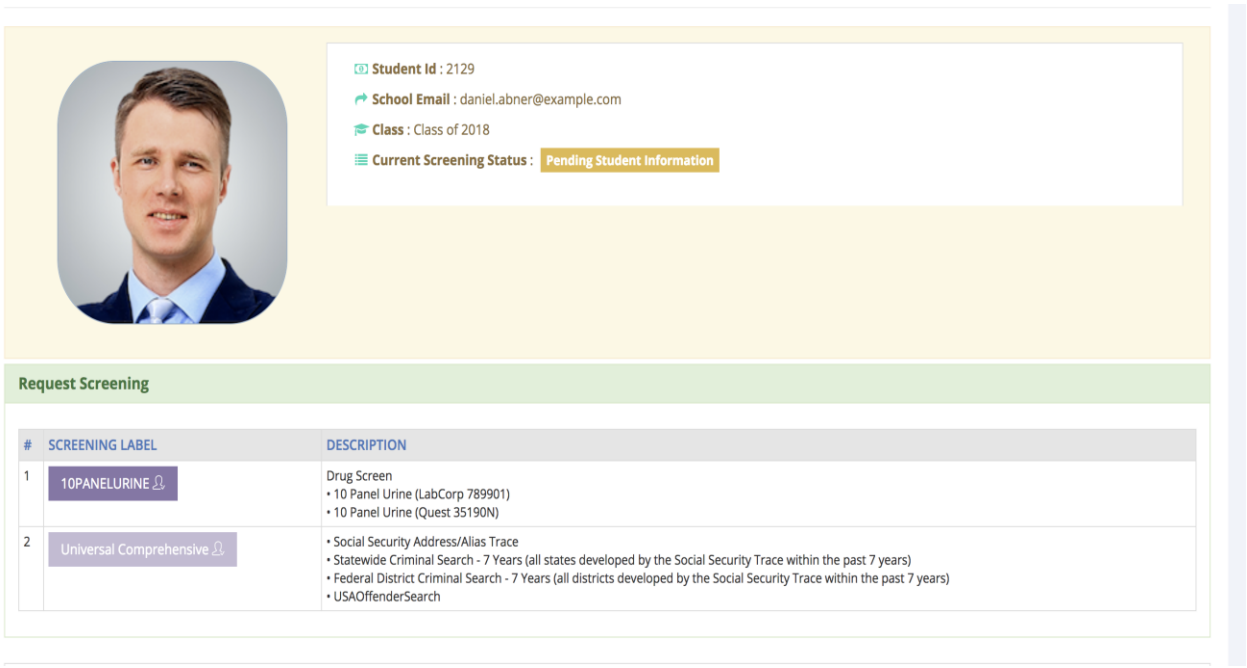
- You will log in to view your student Dashboard.
- Click on **"My Profile"** in the left panel of the page.



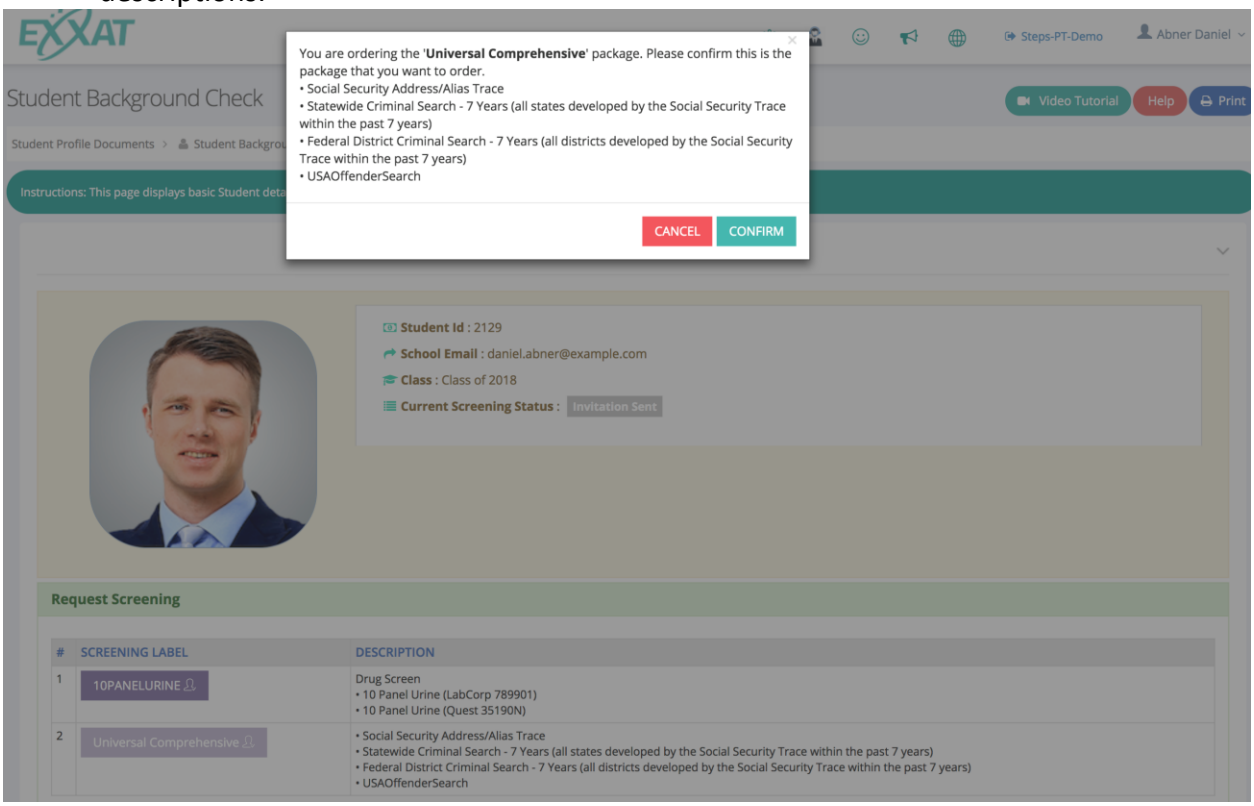
- This will take you to the 'student details' page
- Under 'Related Information' from right panel, click on **"Required Documents"**



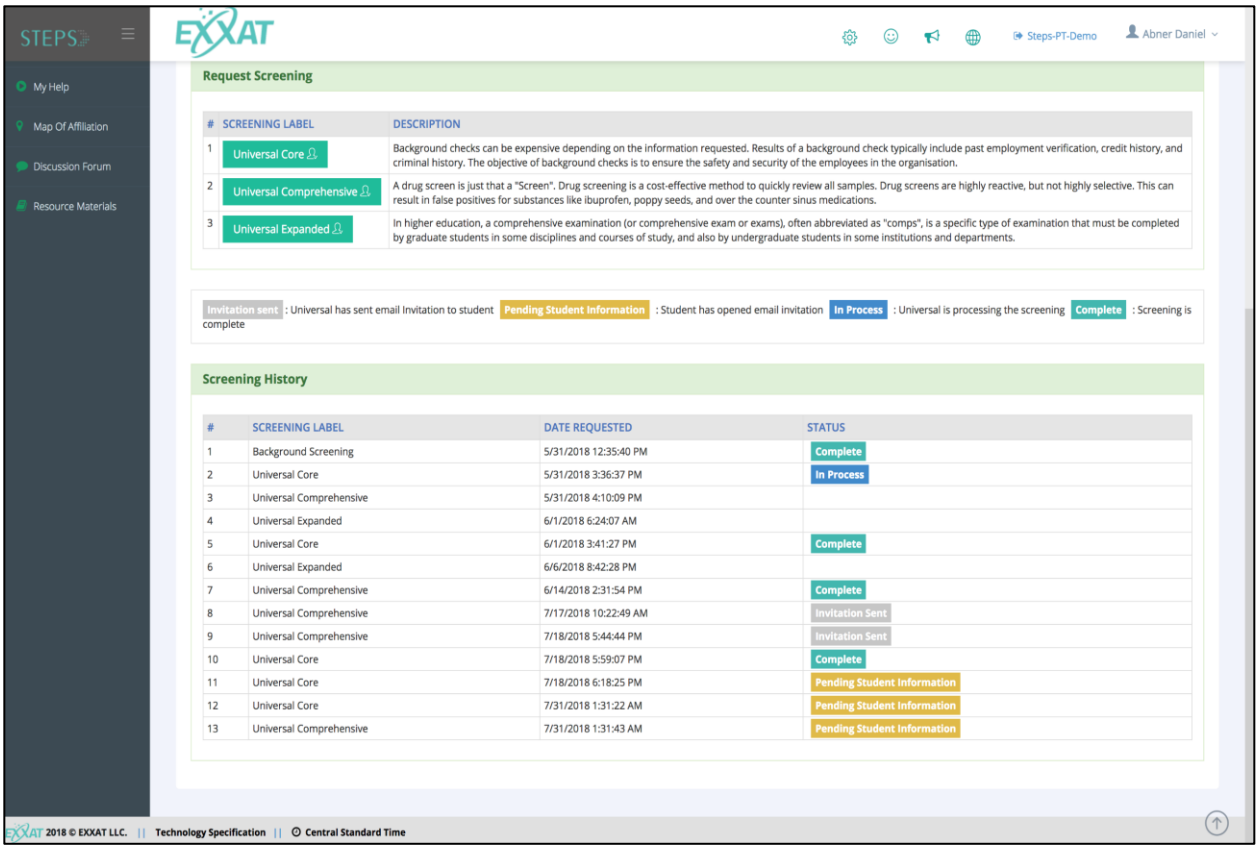
- Students navigate to the Required Documents section in their profile and click on "Request Screening".



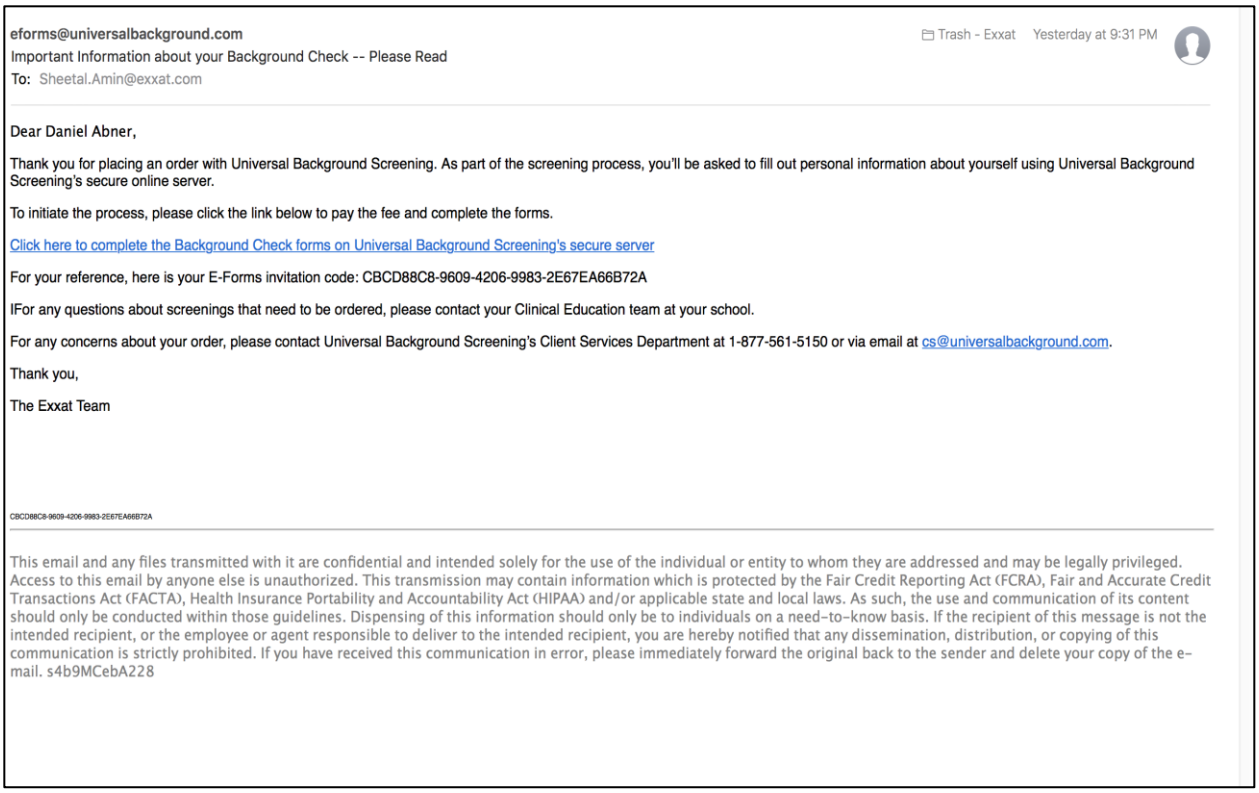
- The Request Screening page allows students to view all the available packages and their descriptions.



- A student clicks on a package to order and they will be asked to confirm their selection
- Once the student clicks on confirm, they receive an email from Universal.



- Screening History: A student is able to see the status of their request(s) once they order a package.
- When they click 'confirm' and universal send the student an email, the status is **'Invitation sent'**
- When the student clicks on the link in the email, and starts to fill out the application but does not finish it, the status is **'Pending Student Information'**
- When the student completes the application, the status changes to **'In process'** indicating that Universal is working on the screening results (**this step is skipped for drug screening, because drug screening is done at a lab and not at Universal**)
- When the screening is complete on Universal's end the status change to **'Complete'** (**when Universal's receives the drug results, status changes to complete**)



eforms@universalbackground.com

Trash - Exxat Yesterday at 9:31 PM

Important Information about your Background Check -- Please Read

To: Sheetal.Amin@exxat.com

Dear Daniel Abner,

Thank you for placing an order with Universal Background Screening. As part of the screening process, you'll be asked to fill out personal information about yourself using Universal Background Screening's secure online server.

To initiate the process, please click the link below to pay the fee and complete the forms.

Click here to complete the Background Check forms on Universal Background Screening's secure server

For your reference, here is your E-Forms invitation code: CBCD88C8-9609-4206-9983-2E67EA66B72A

IFor any questions about screenings that need to be ordered, please contact your Clinical Education team at your school.

For any concerns about your order, please contact Universal Background Screening's Client Services Department at 1-877-561-5150 or via email at cs@universalbackground.com.

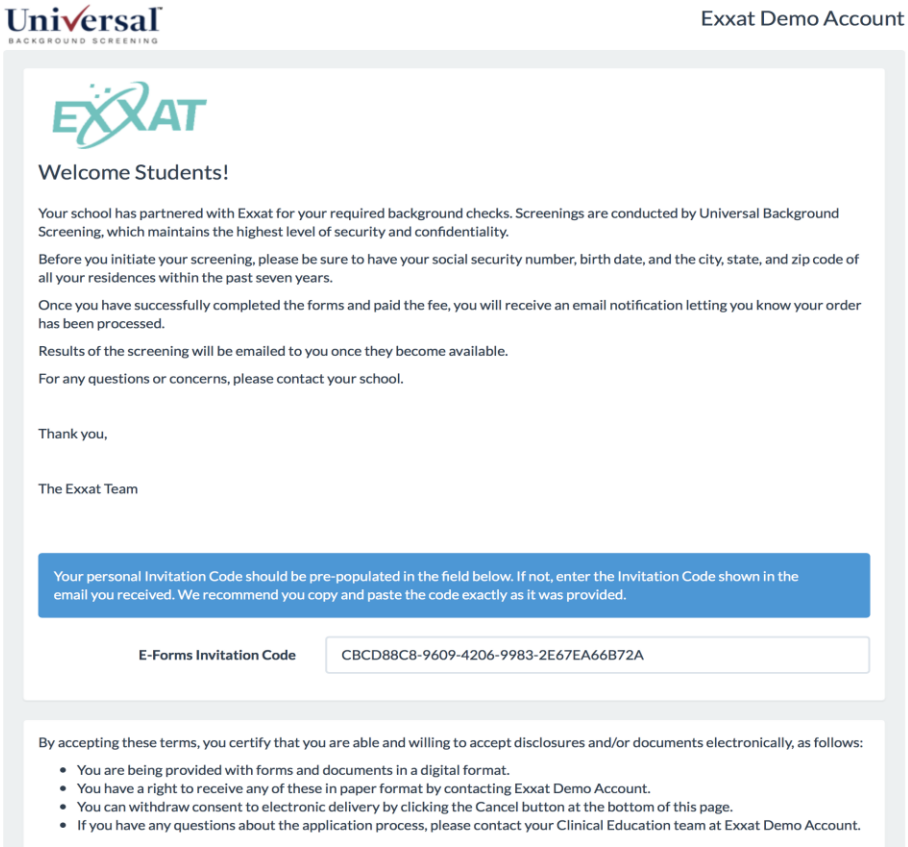
Thank you,

The Exxat Team

CBCD88C8-9609-4206-9983-2E67EA66B72A

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed and may be legally privileged. Access to this email by anyone else is unauthorized. This transmission may contain information which is protected by the Fair Credit Reporting Act (FCRA), Fair and Accurate Credit Transactions Act (FACTA), Health Insurance Portability and Accountability Act (HIPAA) and/or applicable state and local laws. As such, the use and communication of its content should only be conducted within those guidelines. Dispensing of this information should only be to individuals on a need-to-know basis. If the recipient of this message is not the intended recipient, or the employee or agent responsible to deliver to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately forward the original back to the sender and delete your copy of the e-mail. s4b9MCebA228

- Students receive an email from Universal containing a link.



Universal BACKGROUND SCREENING

Exxat Demo Account

EXXAT

Welcome Students!

Your school has partnered with Exxat for your required background checks. Screenings are conducted by Universal Background Screening, which maintains the highest level of security and confidentiality.

Before you initiate your screening, please be sure to have your social security number, birth date, and the city, state, and zip code of all your residences within the past seven years.

Once you have successfully completed the forms and paid the fee, you will receive an email notification letting you know your order has been processed.

Results of the screening will be emailed to you once they become available.

For any questions or concerns, please contact your school.

Thank you,

The Exxat Team

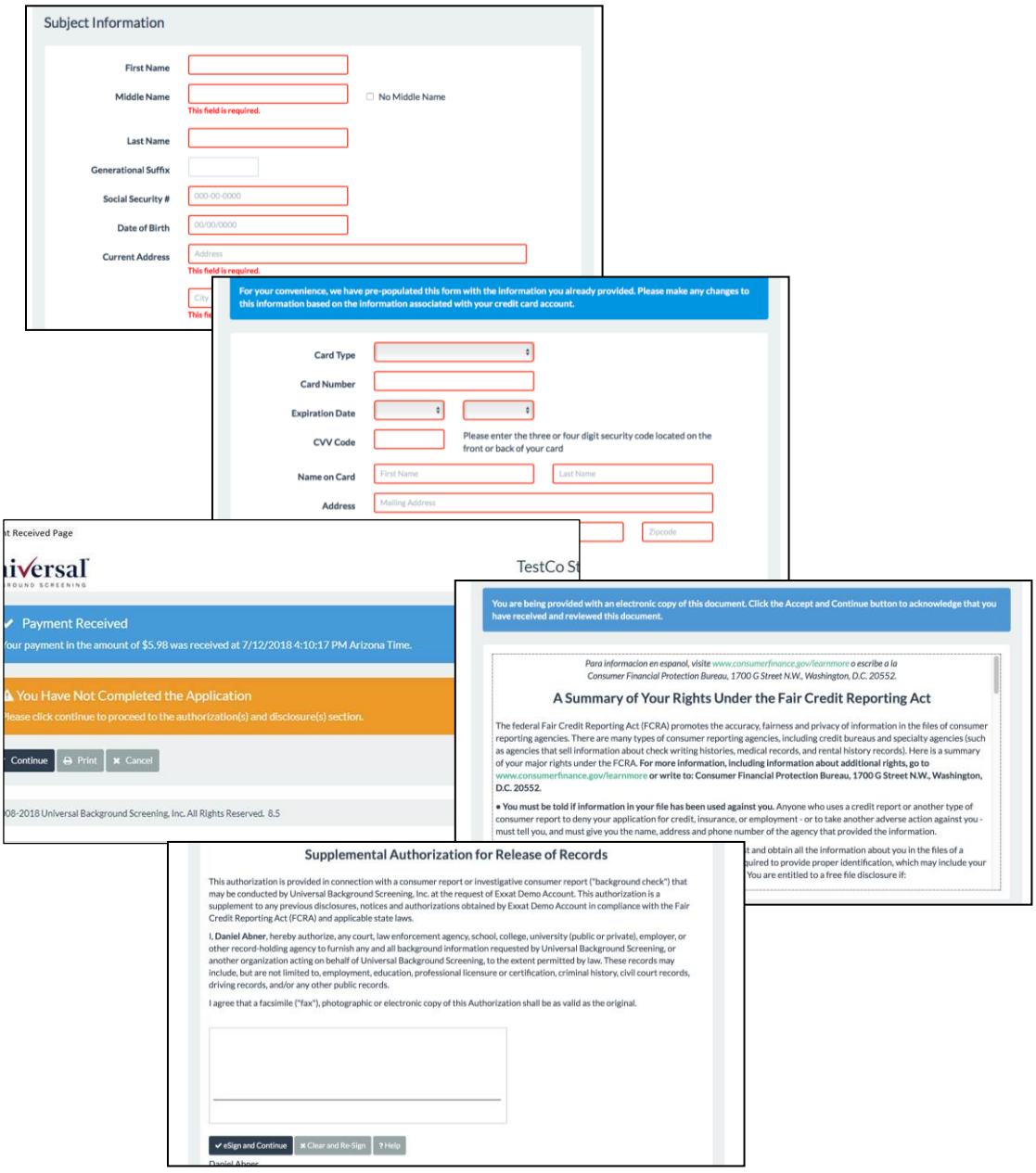
Your personal Invitation Code should be pre-populated in the field below. If not, enter the Invitation Code shown in the email you received. We recommend you copy and paste the code exactly as it was provided.

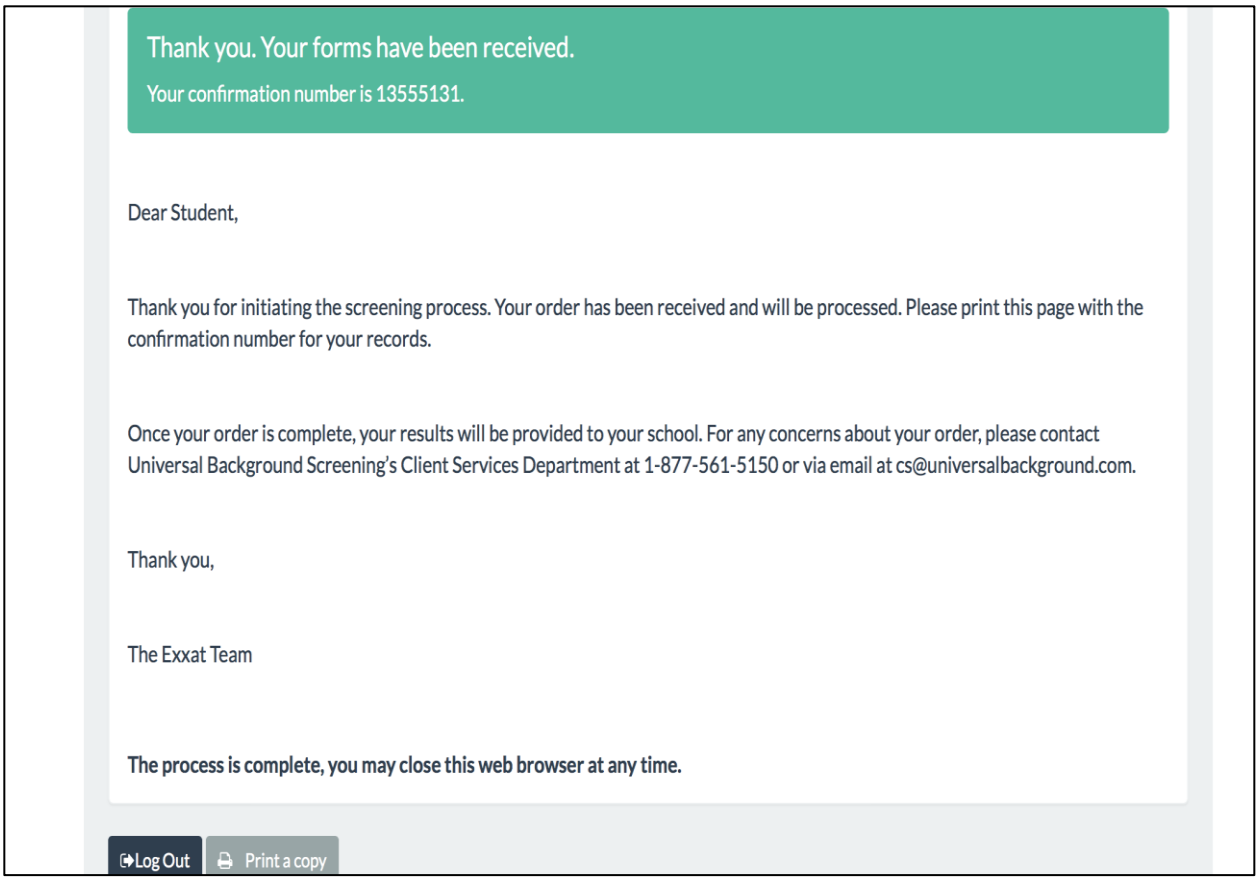
E-Forms Invitation Code CBCD88C8-9609-4206-9983-2E67EA66B72A

By accepting these terms, you certify that you are able and willing to accept disclosures and/or documents electronically, as follows:

- You are being provided with forms and documents in a digital format.
- You have a right to receive any of these in paper format by contacting Exxat Demo Account.
- You can withdraw consent to electronic delivery by clicking the Cancel button at the bottom of this page.
- If you have any questions about the application process, please contact your Clinical Education team at Exxat Demo Account.

- Clicking the link in the email takes the student to a welcome page. The student accepts the terms and begins the process.
- Students fills the forms; makes payment (if student pay)

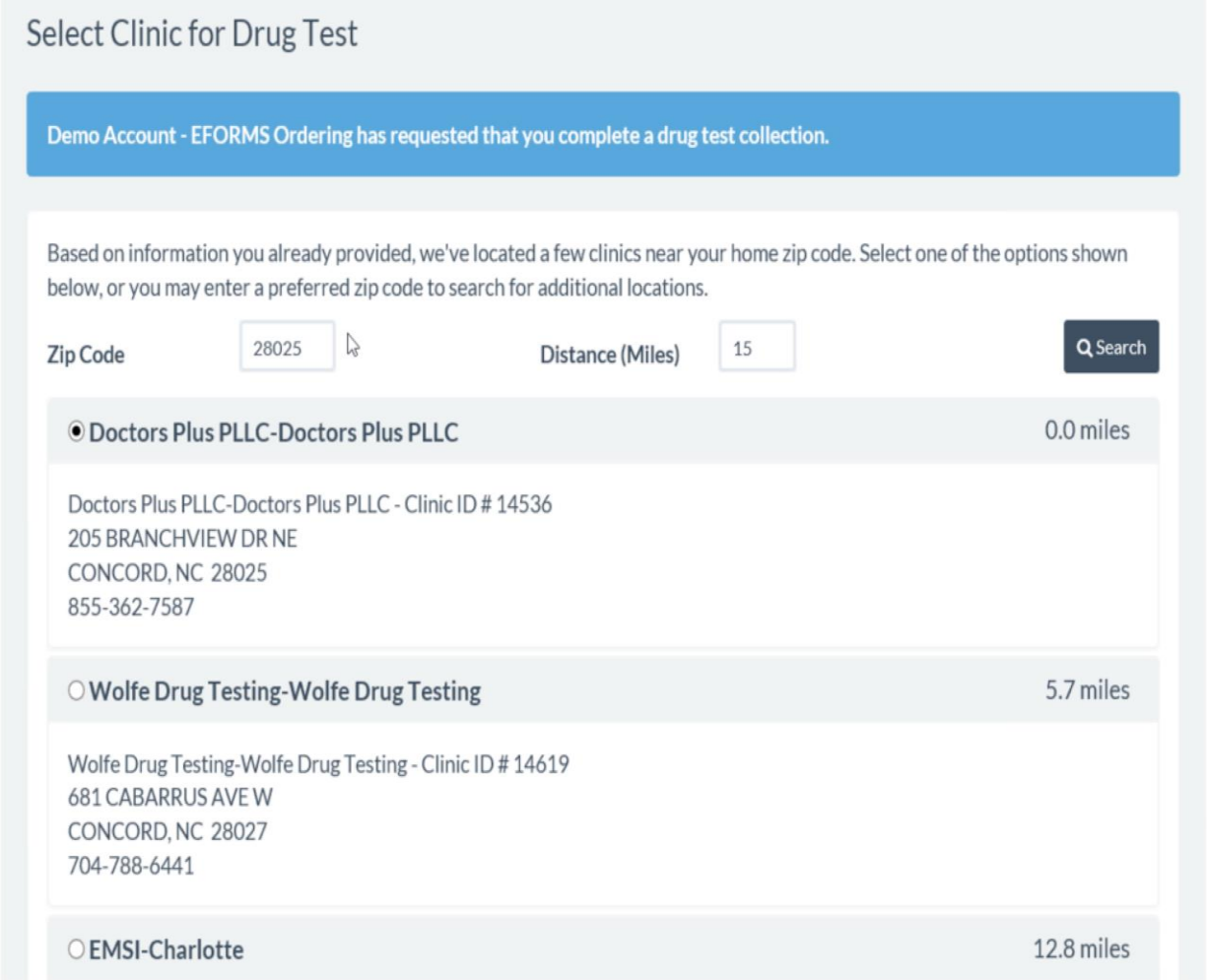




- Student gets a confirmation on screen. Student will have to print out this page for their records. They will not receive a separate email confirmation.

Ordering Drug Screening through Universal

- If student is ordering drug screening, through universal, they will see this screen, where they can enter a zip code and the # of miles they are willing to travel within the zip code entered. They system will pull up all the clinics within that radius.



- Once the student selects a clinic and clicks next, the student receives an email from Universal
- This email will contain the clinic address, hours and a Bar code. The student needs to present this Bar Code at the clinic. (paper or mobile)

John Worker,

Thank you for completing your drug test registration for Demo, LLC. Please print this email or present it to the clinic on your mobile device when you arrive at the clinic.

If you have any questions or concerns about this process please contact the representative with whom you have been in contact with during the recruiting process.

Thank you in advance for your participation.

ARCpoint Labs of Scottsdale-ARCpoint L
15455 N Greenway Hayden Loop Ste C16, Scottsdale, AZ 85260
480-939-4656

Clinic Hours/Details: M-F 8:30 am-5:00 pm|Sa 9:00 am-12:00 pm; Drug Screen: M-F 8:30 am-5:00 pm|Sa 9:00 am-12:00 pm

formfox
Authorization # 24896873

Attention Clinic Staff: Please call Universal Background Screening at 1-877-561-5151 with any questions about this collection order!

- **The results will get uploaded automatically into the students required documents. It takes 24-48 hours working days for the background checks.**

- **For the Drug screen results it will depend on when the student will go to the clinic for lab work.**