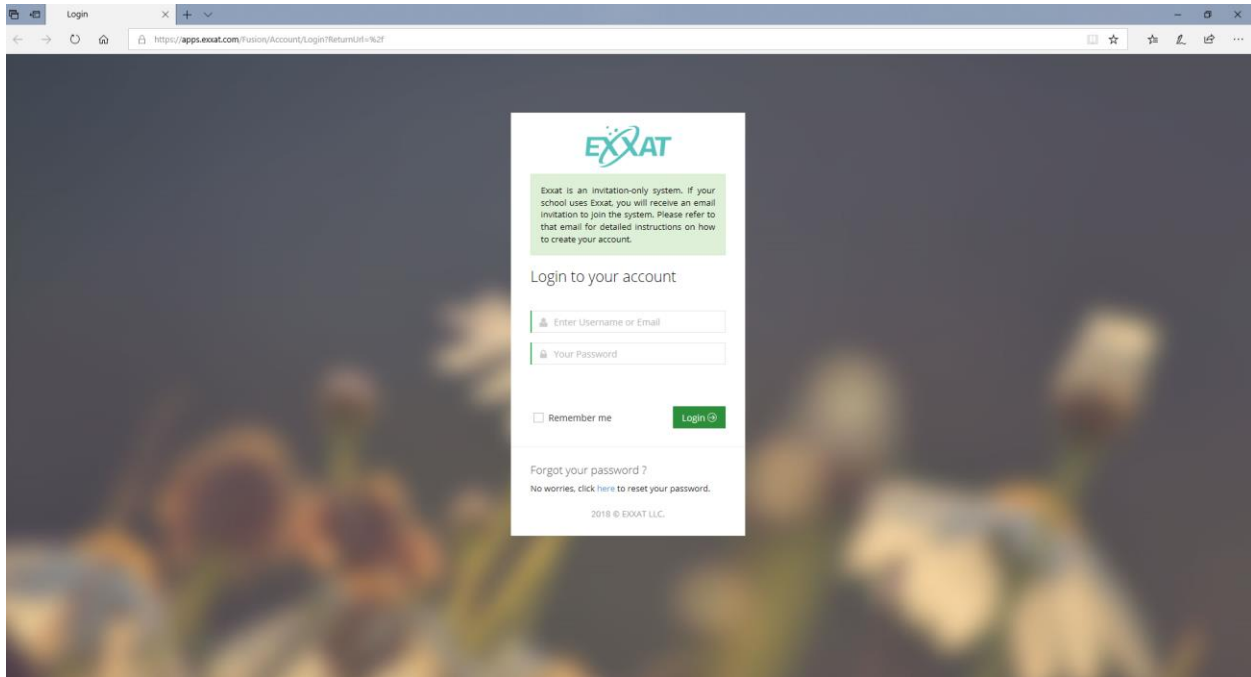
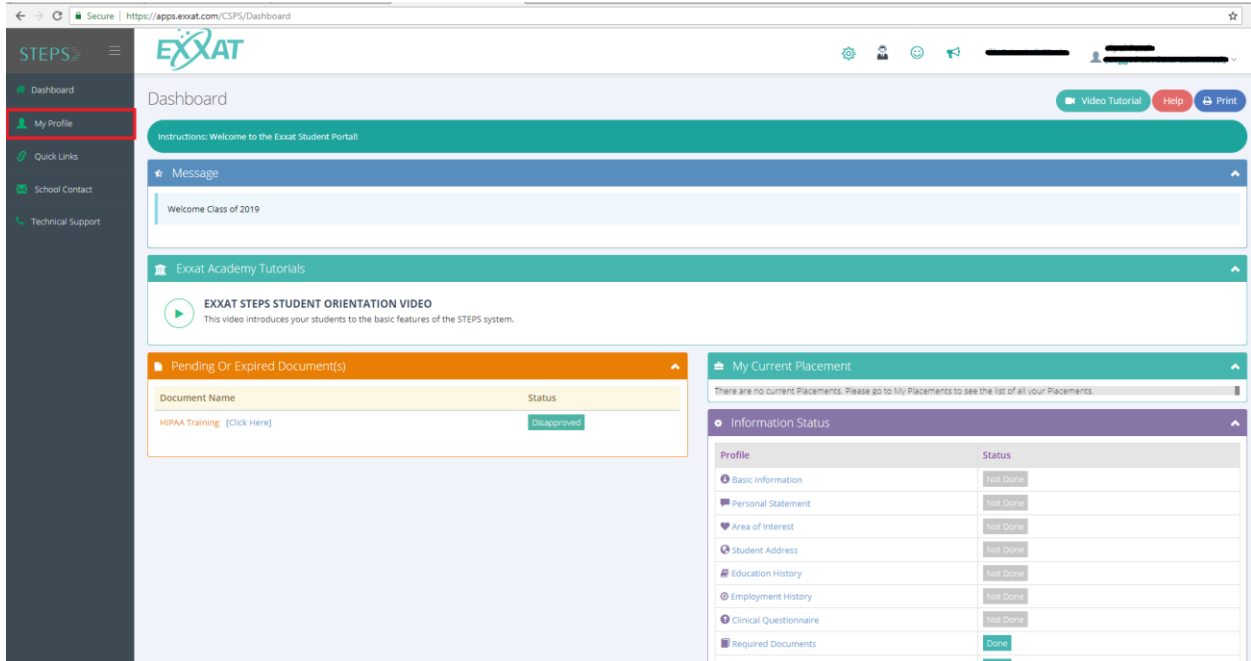


## Student's Instructions on ordering Background & Drug Screening



- 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.

The screenshot shows the 'My Profile' page in the EXXAT system. The 'Details' section displays student information for Chirichella, Alexa, including Student ID, School Email, Batch (Class of 2019), Graduating year (2019), Academic Status (Full-Time), and Year Enrolled (2016). Other fields include Personal Email, Preferred Name/Formal name, Date of Birth, Home Phone, Sex Assigned at Birth, Race, SSN, Cell Phone, Pager Number, Gender Identity, and Ethnicity. The 'Related Information' sidebar on the right lists various document categories, with 'Required Documents' highlighted in a red box. Other categories include Basic Information, Personal Statement, Area of Interest, Student Address, Emergency Contact, Education History, Employment History, Clinical Questionnaire, Language Proficiency, Honors and Publications, Review & Sign, and Send Profile Link.

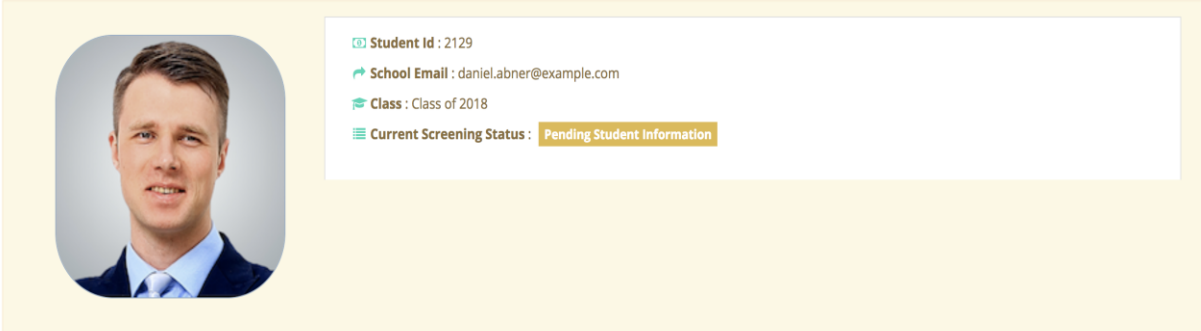
- This will take you to the 'student details' page
- Under 'Related Information' from right panel, click on **“Required Documents”**

The screenshot shows the 'Required Documents' page. At the top, there are buttons for 'Download All Documents', 'Help', and 'Print'. Below the page title, there is a breadcrumb trail: 'My Profile > Required Documents >'. A green instruction banner states: 'Instructions: This section lists all of your school's required documents. View the legend to understand the different colors and symbols in this section. To upload documents, click the blue cloud button. To upload a document not listed below, use the additional document section. To write a note for your school, use the additional notes section. For questions on what to upload, view the template/sample provided (if applicable) or contact your school.'

The main content area shows a table of 'Student Required Documents'. The table has columns for #, Document Name, Reviewed Date, Dates, Due Date, View Template / Sample, Share With Site, and Action. The first two rows are highlighted in red, indicating they are mandatory documents. The 'Action' column for these rows contains a 'Request Screening' button, which is highlighted with a red box in the image.

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Background Check Results * 1	8/15/2018	Completed Date: 11/6/2017 [Edit]	N/A	N/A	✗	Request Screening
2	Drug Screen Results * 2	N/A	Completed Date: MISSING	N/A	N/A	✗	Request Screening
3	Physical Exam * 1	9/26/2018	Expiry Date: 11/30/2018 [Edit]	N/A	N/A	✓	Request Screening
4	MMR Vaccinations * 1	9/26/2018	N/A	N/A	N/A	✓	Request Screening

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

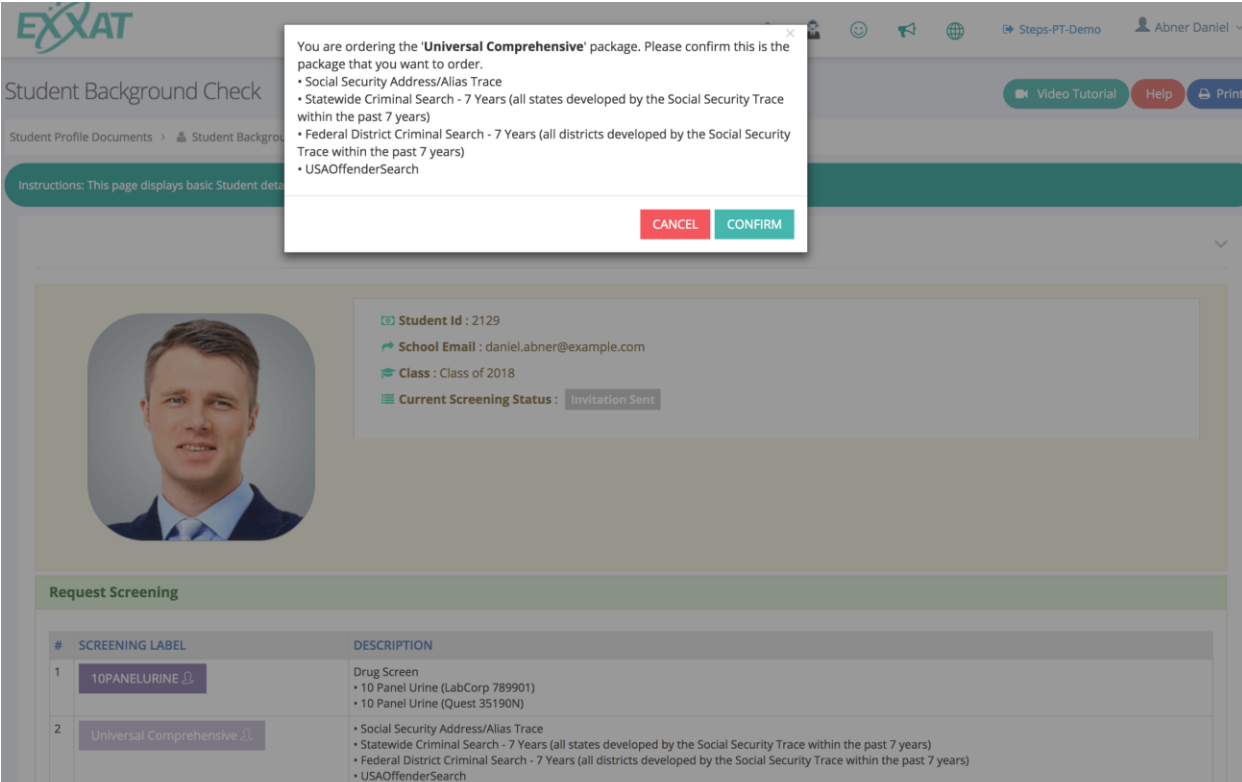


Student Id : 2129  
 School Email : daniel.abner@example.com  
 Class : Class of 2018  
 Current Screening Status : Pending Student Information

**Request Screening**

#	SCREENING LABEL	DESCRIPTION
1	10PANELURINE	Drug Screen • 10 Panel Urine (LabCorp 789901) • 10 Panel Urine (Quest 35190N)
2	Universal Comprehensive	• Social Security Address/Alias Trace • Statewide Criminal Search - 7 Years (all states developed by the Social Security Trace within the past 7 years) • Federal District Criminal Search - 7 Years (all districts developed by the Social Security Trace within the past 7 years) • USAOffenderSearch

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



You are ordering the 'Universal Comprehensive' package. Please confirm this is the package that you want to order.  
 • Social Security Address/Alias Trace  
 • Statewide Criminal Search - 7 Years (all states developed by the Social Security Trace within the past 7 years)  
 • Federal District Criminal Search - 7 Years (all districts developed by the Social Security Trace within the past 7 years)  
 • USAOffenderSearch

CANCEL CONFIRM

Student Id : 2129  
 School Email : daniel.abner@example.com  
 Class : Class of 2018  
 Current Screening Status : Invitation Sent

**Request Screening**

#	SCREENING LABEL	DESCRIPTION
1	10PANELURINE	Drug Screen • 10 Panel Urine (LabCorp 789901) • 10 Panel Urine (Quest 35190N)
2	Universal Comprehensive	• Social Security Address/Alias Trace • Statewide Criminal Search - 7 Years (all states developed by the Social Security Trace within the past 7 years) • Federal District Criminal Search - 7 Years (all districts developed by the Social Security Trace within the past 7 years) • USAOffenderSearch

- 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.

**Request Screening**

#	SCREENING LABEL	DESCRIPTION
1	Universal Core	Background checks can be expensive depending on the information requested. Results of a background check typically include past employment verification, credit history, and criminal history. The objective of background checks is to ensure the safety and security of the employees in the organisation.
2	Universal Comprehensive	A drug screen is just that a "Screen". Drug screening is a cost-effective method to quickly review all samples. Drug screens are highly reactive, but not highly selective. This can result in false positives for substances like ibuprofen, poppy seeds, and over the counter sinus medications.
3	Universal Expanded	In higher education, a comprehensive examination (or comprehensive exam or exams, often abbreviated as "comps", is a specific type of examination that must be completed by graduate students in some disciplines and courses of study, and also by undergraduate students in some institutions and departments.

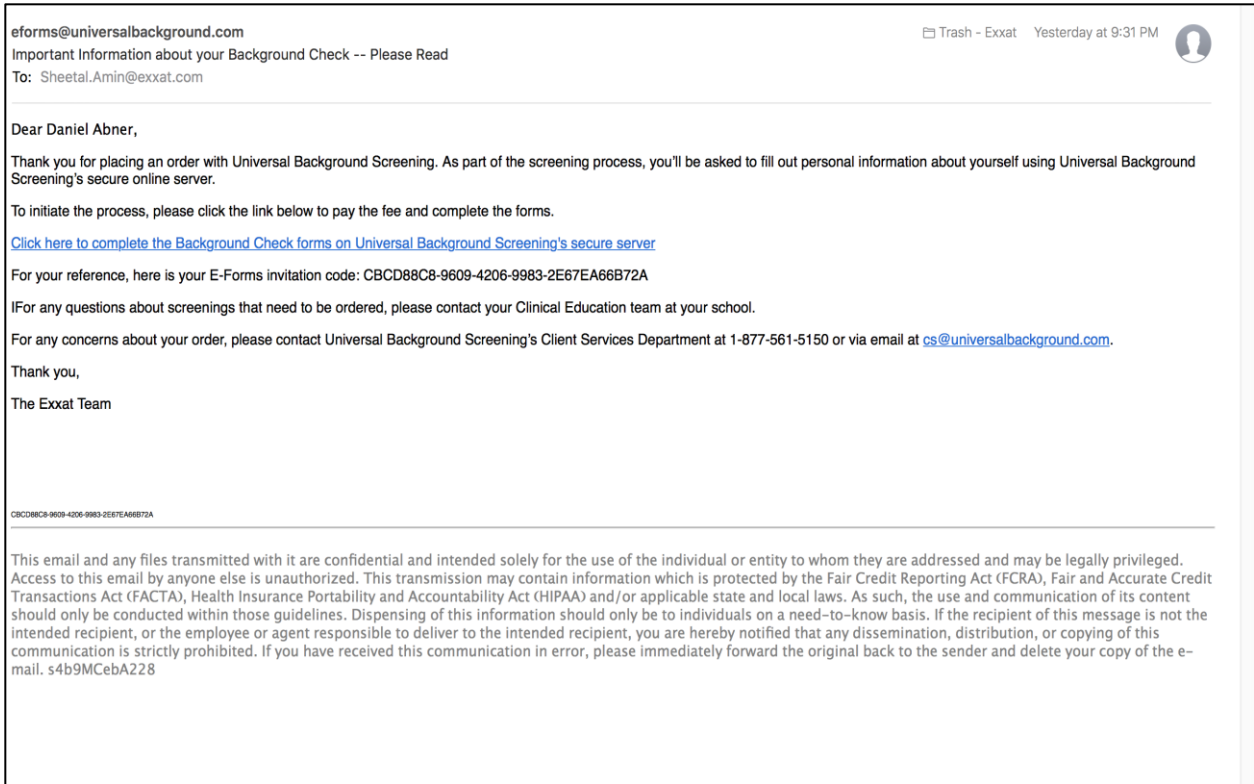
Invitation sent : Universal has sent email invitation to student  
 Pending Student Information : Student has opened email invitation  
 In Process : Universal is processing the screening  
 Complete : Screening is complete

**Screening History**

#	SCREENING LABEL	DATE REQUESTED	STATUS
1	Background Screening	5/31/2018 12:35:40 PM	Complete
2	Universal Core	5/31/2018 3:36:37 PM	In Process
3	Universal Comprehensive	5/31/2018 4:10:09 PM	
4	Universal Expanded	6/1/2018 6:24:07 AM	
5	Universal Core	6/1/2018 3:41:27 PM	Complete
6	Universal Expanded	6/6/2018 8:42:28 PM	
7	Universal Comprehensive	6/14/2018 2:31:54 PM	Complete
8	Universal Comprehensive	7/17/2018 10:22:49 AM	Invitation Sent
9	Universal Comprehensive	7/18/2018 5:44:44 PM	Invitation Sent
10	Universal Core	7/18/2018 5:59:07 PM	Complete
11	Universal Core	7/18/2018 6:18:25 PM	Pending Student Information
12	Universal Core	7/31/2018 1:31:22 AM	Pending Student Information
13	Universal Comprehensive	7/31/2018 1:31:43 AM	Pending Student Information

EXXAT 2018 © EXXAT LLC. | Technology Specification | Central Standard Time

- 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**)



➤ 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

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 fill the forms; makes payment (if student pay)

**Subject Information**

First Name

Middle Name   No Middle Name  
*This field is required.*

Last Name

Generational Suffix

Social Security #

Date of Birth

Current Address   
*This field is required.*

For your convenience, we have pre-populated this form with the information you already provided. Please make any changes to this information based on the information associated with your credit card account.

Card Type

Card Number

Expiration Date

CVV Code  Please enter the three or four digit security code located on the front or back of your card

Name on Card

Address

Payment Received Page

**Payment Received**

Your payment in the amount of \$5.98 was received at 7/12/2018 4:10:17 PM Arizona Time.

**You Have Not Completed the Application**

Please click continue to proceed to the authorization(s) and disclosure(s) section.

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You are being provided with an electronic copy of this document. Click the Accept and Continue button to acknowledge that you have received and reviewed this document.

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20552.

**A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address and phone number of the agency that provided the information.

**Supplemental Authorization for Release of Records**

This authorization is provided in connection with a consumer report or investigative consumer report ("background check") that may be conducted by Universal Background Screening, Inc. at the request of Exat Demo Account. This authorization is a supplement to any previous disclosures, notices and authorizations obtained by Exat Demo Account in compliance with the Fair Credit Reporting Act (FCRA) and applicable state laws.

I, **Daniel Abner**, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.

and obtain all the information about you in the files of a required to provide proper identification, which may include your You are entitled to a free file disclosure if:

Thank you. Your forms have been received.

Your confirmation number is 13555131.

Dear Student,

Thank you for initiating the screening process. Your order has been received and will be processed. Please print this page with the confirmation number for your records.

Once your order is complete, your results will be provided to 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](mailto:cs@universalbackground.com).

Thank you,

The Exxat Team

The process is complete, you may close this web browser at any time.

 Log Out

 Print a copy

- 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. The system will pull up all the clinics within that radius.

### Select Clinic for Drug Test

Demo Account - EFORMS Ordering has requested that you complete a drug test collection.

Based on information you already provided, we've located a few clinics near your home zip code. Select one of the options shown below, or you may enter a preferred zip code to search for additional locations.

Zip Code  Distance (Miles)

- Doctors Plus PLLC-Doctors Plus PLLC** 0.0 miles  
Doctors Plus PLLC-Doctors Plus PLLC - Clinic ID # 14536  
205 BRANCHVIEW DR NE  
CONCORD, NC 28025  
855-362-7587
- Wolfe Drug Testing-Wolfe Drug Testing** 5.7 miles  
Wolfe Drug Testing-Wolfe Drug Testing - Clinic ID # 14619  
681 CABARRUS AVE W  
CONCORD, NC 28027  
704-788-6441
- EMSI-Charlotte** 12.8 miles

- 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](https://www.google.com/maps/place/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.**