



## AUTHORIZED USERS BACKGROUND SCREENING

### *Authorized User Information*

Please list all persons who will access The Facet Groups' online ordering & retrieval system. Each user may request a unique user ID And password that must be 6 and 10 alphanumeric characters.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ User ID: \_\_\_\_\_ Password: \_\_\_\_\_

Access:  Order only; cannot view results  Order & view all results  Order & view only results requested by this user

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ User ID: \_\_\_\_\_ Password: \_\_\_\_\_

Access:  Order only; cannot view results  Order & view all results  Order & view only results requested by this user

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ User ID: \_\_\_\_\_ Password: \_\_\_\_\_

Access:  Order only; cannot view results  Order & view all results  Order & view only results requested by this user

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ User ID: \_\_\_\_\_ Password: \_\_\_\_\_

Access:  Order only; cannot view results  Order & view all results  Order & view only results requested by this user

### *Daily Status Report Contacts*

Please list up to **two** default email addresses to which we may send a company status report when we have problems or concerns with any of your orders.

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

### *Results Delivery Method*

Please choose one:

**Online retrieval** – (Recommended) Online access allows you to view the status of pending reports and also provides the ability to retain all reports in your archive indefinitely should you need to access them later. In addition, you will be sent an email notification to let you know when results are complete.

**Email delivery\*** – Results are emailed only when complete. No access to pending reports. No ability to access archived reports online.

\*For email delivery, all results are delivered as an attachment that must be opened with a password.

Please provide your preferred password: \_\_\_\_\_

❖ *Need multiple accounts?* If you have multiple locations that must be billed separately, contact us and we can accommodate separate accounts.

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