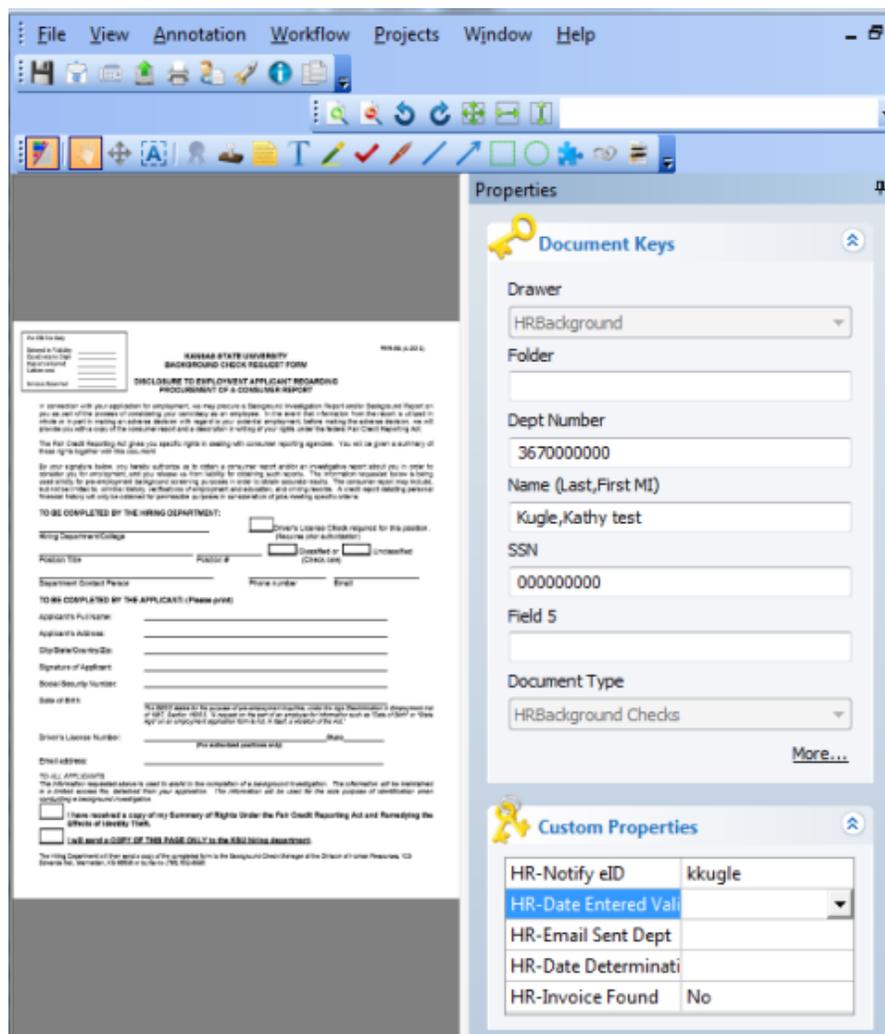


# ImageNow Instructions for Sending Background Checks through Workflow to HR

## Instructions for Sending Background Check Requests through Workflow to HR

Background check request forms will be sent to Human Resources through ImageNow. Barcodes will be used to assign drawer and document type.

1. Original Background Check Request forms are kept by the candidate and no copies are kept by the department
  - a. Select Background Check Request Capture profile
  - b. Enter Keys (drawer, document type and a unique ID are assigned automatically)
    - i. Select department number from list (Tab)
    - ii. Enter Employee Name (Last,First MI) [mixed case] (Field 3)
    - iii. Enter SSN (514000000 format) (Field 4)
    - iv. Enter custom property: HR-Notify eID (the eID of the person to contact with results)
  - c. To QA, select Batches
    - i. Mark page ok or rescan (batch will disappear)



1. a. Department is notified of the results in accordance with the PPM 4015 Criminal Background Checks policy

