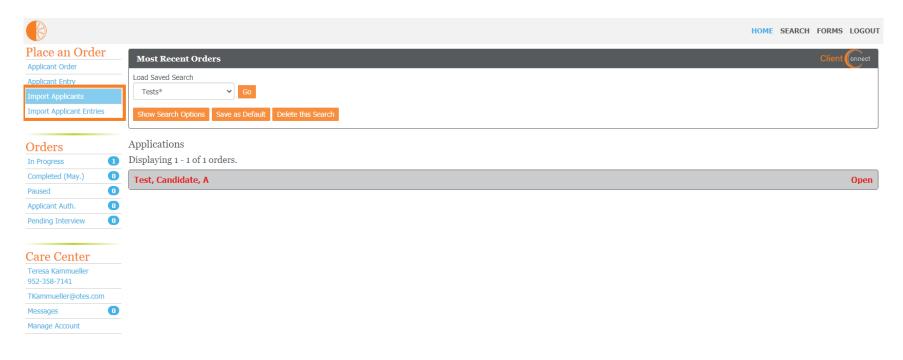
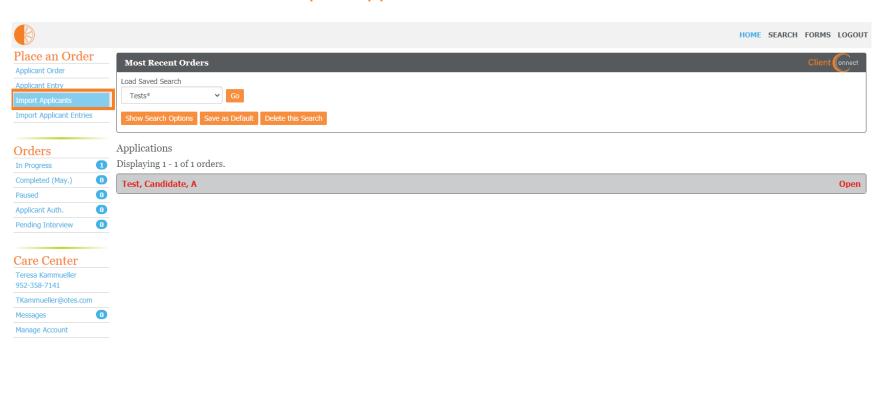
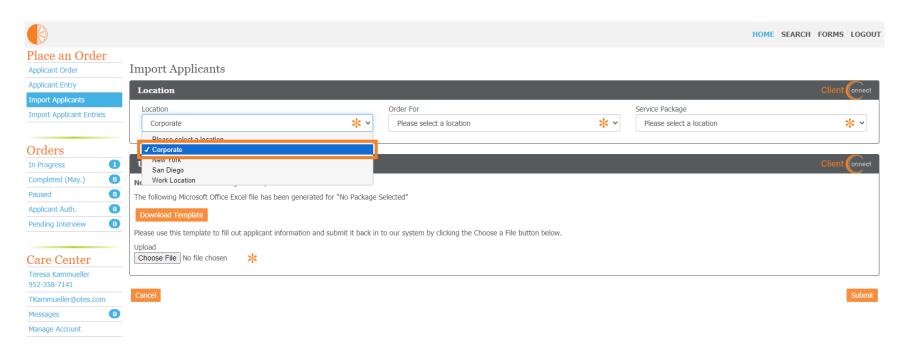
There are 2 options for mass uploads that we offer. Please note that the capability to submit mass uploads may need to be activated on your account. You may contact your Client Care Partner for more information.



• If you have already collected the signed authorization from your candidates or employees and have all their information on hand, click Import Applicants

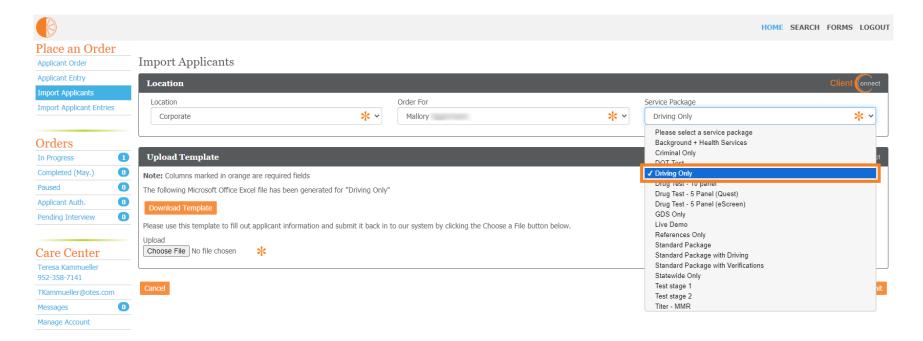


Select a location



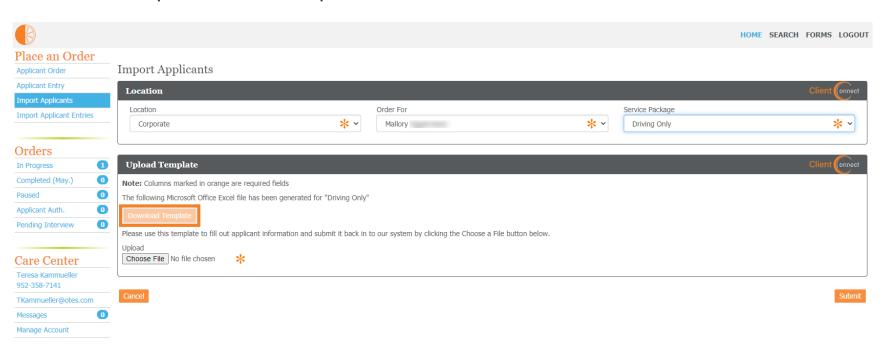
Contact Us | 1-800-886-4777

Select a service package

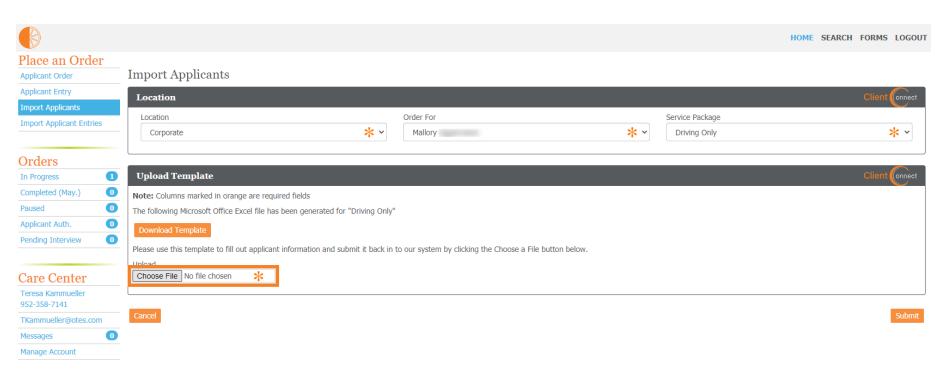


Contact Us | 1-800-886-4777

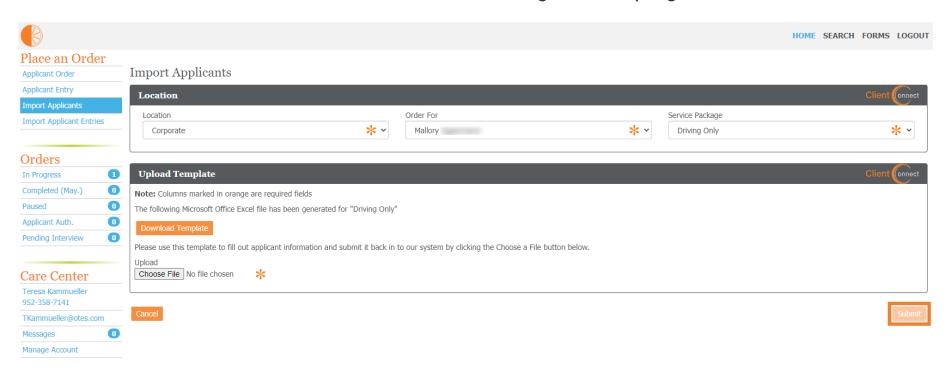
Click Download Template. Based on the package you selected, the template will require different pieces of information be provided on the spreadsheet.



Save the template spreadsheet once completed. Click Upload and select the file from the place you saved it.

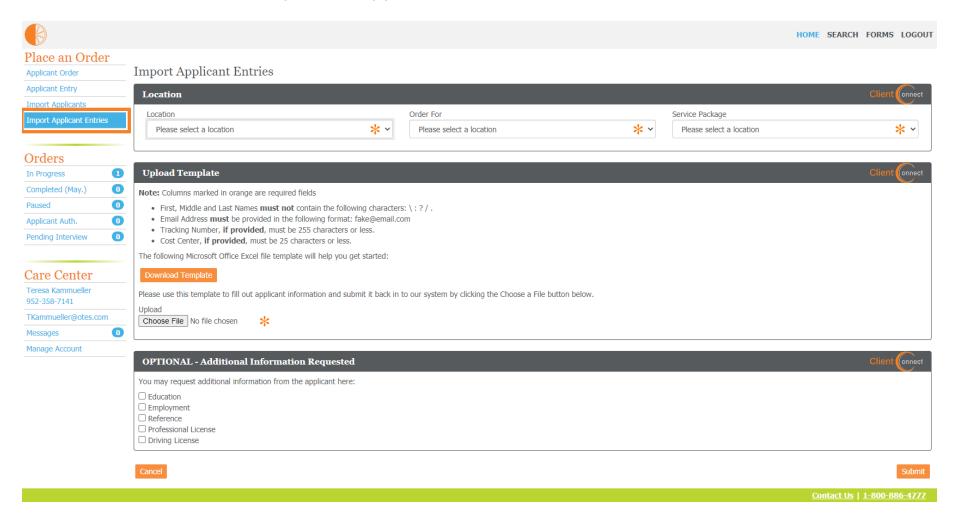


Click Submit. You will receive a confirmation email when all orders on the upload have been created. Candidates will receive a welcome email to follow along with the progress.

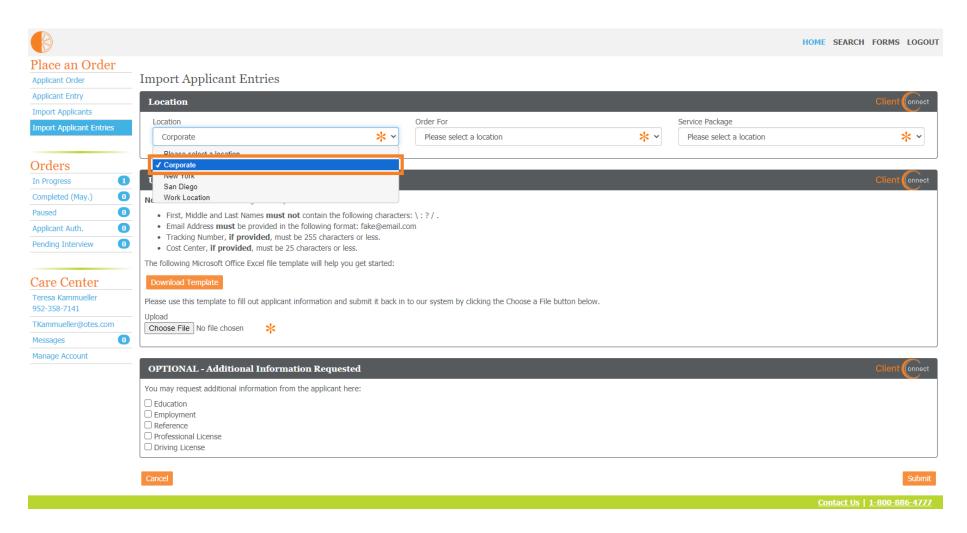


Contact Us | 1-800-886-477

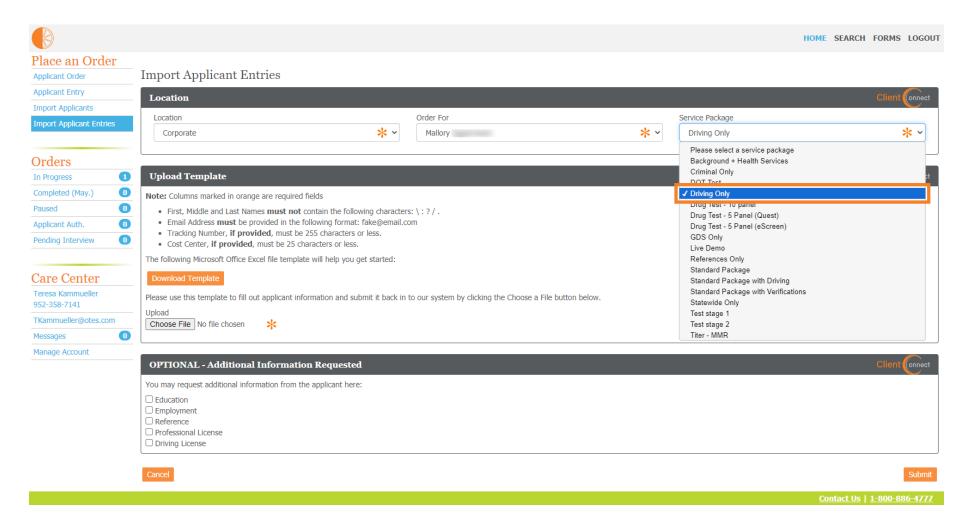
If you need Orange Tree to collect information about your candidates or employees, including a signed authorization form, click Important Applicant Entries



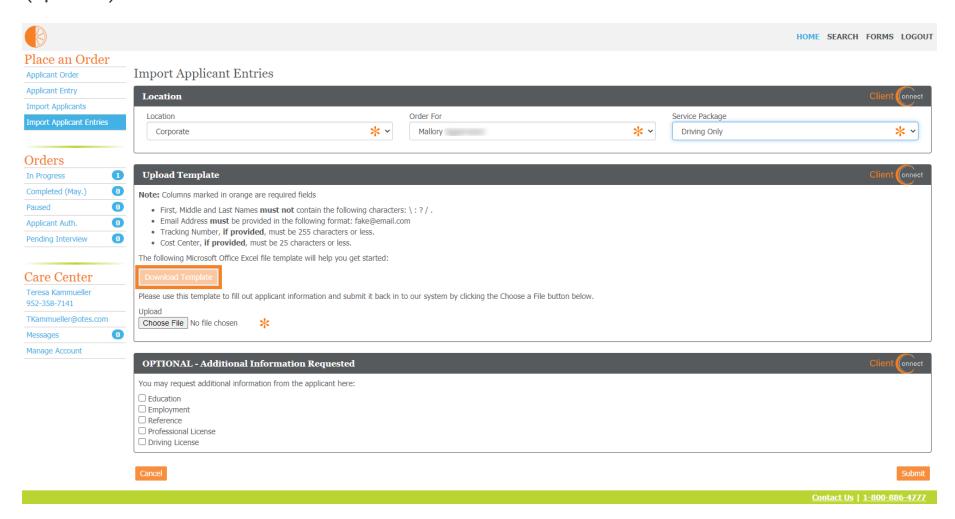
Select a location



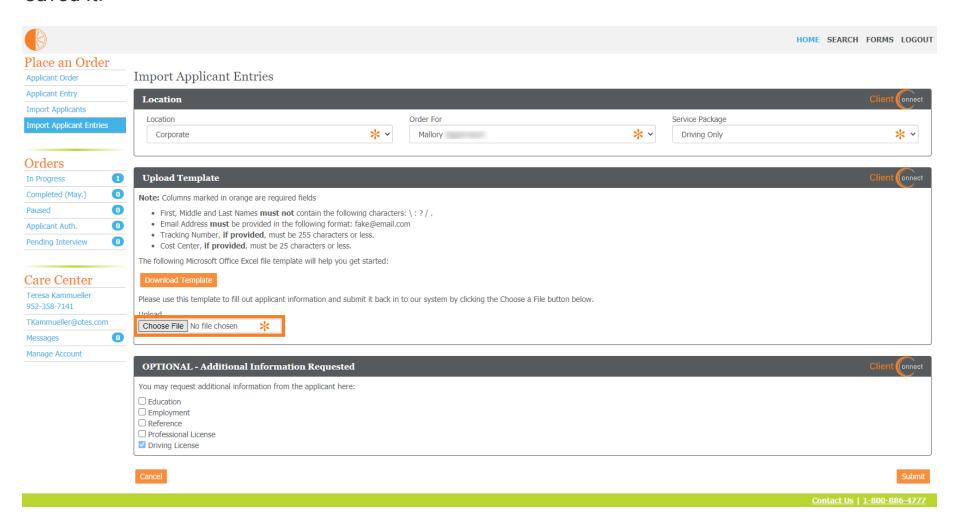
Select a Service Package



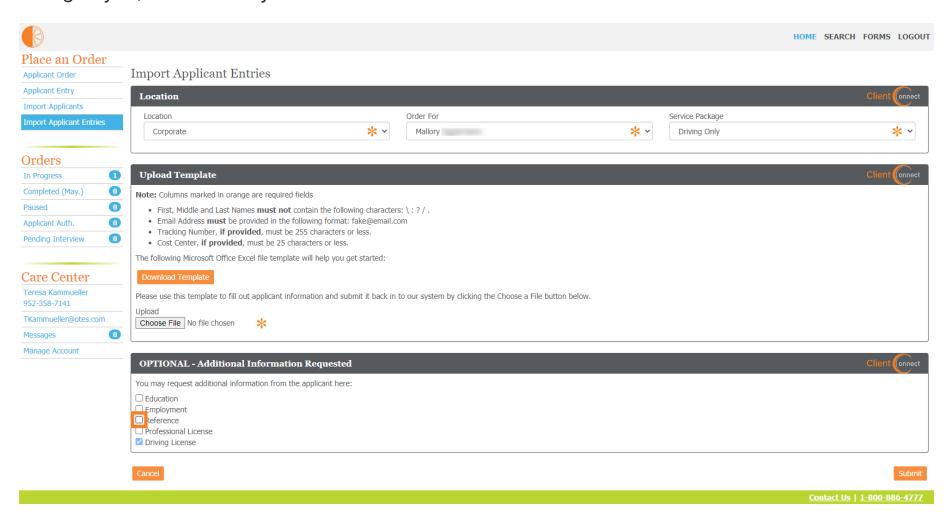
Click Download Template. Since Orange Tree will be contacting the candidate/employee for their information, you are only required to provide to us their name, email address, and mobile phone (optional).



Save the template spreadsheet once completed. Click Upload and select the file from the place you saved it.



• You may optionally request that Orange Tree obtain additional information from the candidate to pass along to you, but not verify.



Click Submit. You will receive a confirmation email when all orders on the upload have been created. Candidates will receive a welcome email with a link to access our CandidateConnect portal, sign their required forms, and provide their information.

