



## Step 1. Click the personalized login link to access the candidate portal.

The screenshot shows an email interface with the following content:

Reply all | Delete | Junk | Block | ...

**Your Acme Background Screen**

Orange Tree Employment Screening <CandidateConnect@otes.com>  
Fri 6/18/2021 2:48 PM  
To: Renu Berg

Caution: This message was sent from outside your organization.

Dear Candidate Test,

Acme has requested a background screen, which is being conducted by Orange Tree.

Please visit our secure **CandidateConnect** portal promptly to provide the information we need to begin the process.

Just click or tap on this **personalized login link** to get started.

Note: Do not share this link, which uniquely identifies you during the background screen.

If you have questions or need help with your background screen, visit our [Candidate Support Page](#) for answers to commonly asked questions.

Regards,

Orange Tree Employment Screening

[This is not a solicitation. Acme requested that Orange Tree contact you for a background check. You may reply to this email to decline or for more information.]

**OrangeTree** | A PBSA accredited national and global provider of comprehensive background screening services |

The foregoing is not legal advice, either expressed or implied. We recommend you seek the advice of your own legal counsel for all aspects of employment law. This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. Any disclosure, copying, or distribution of this message, or the taking of any action based on it, is strictly prohibited.


Reply | Forward

 You will be redirected to the CandidateConnect portal. Click Start to continue.



Acme

### Candidate Screening

Remember me on this device 

START

Powered By

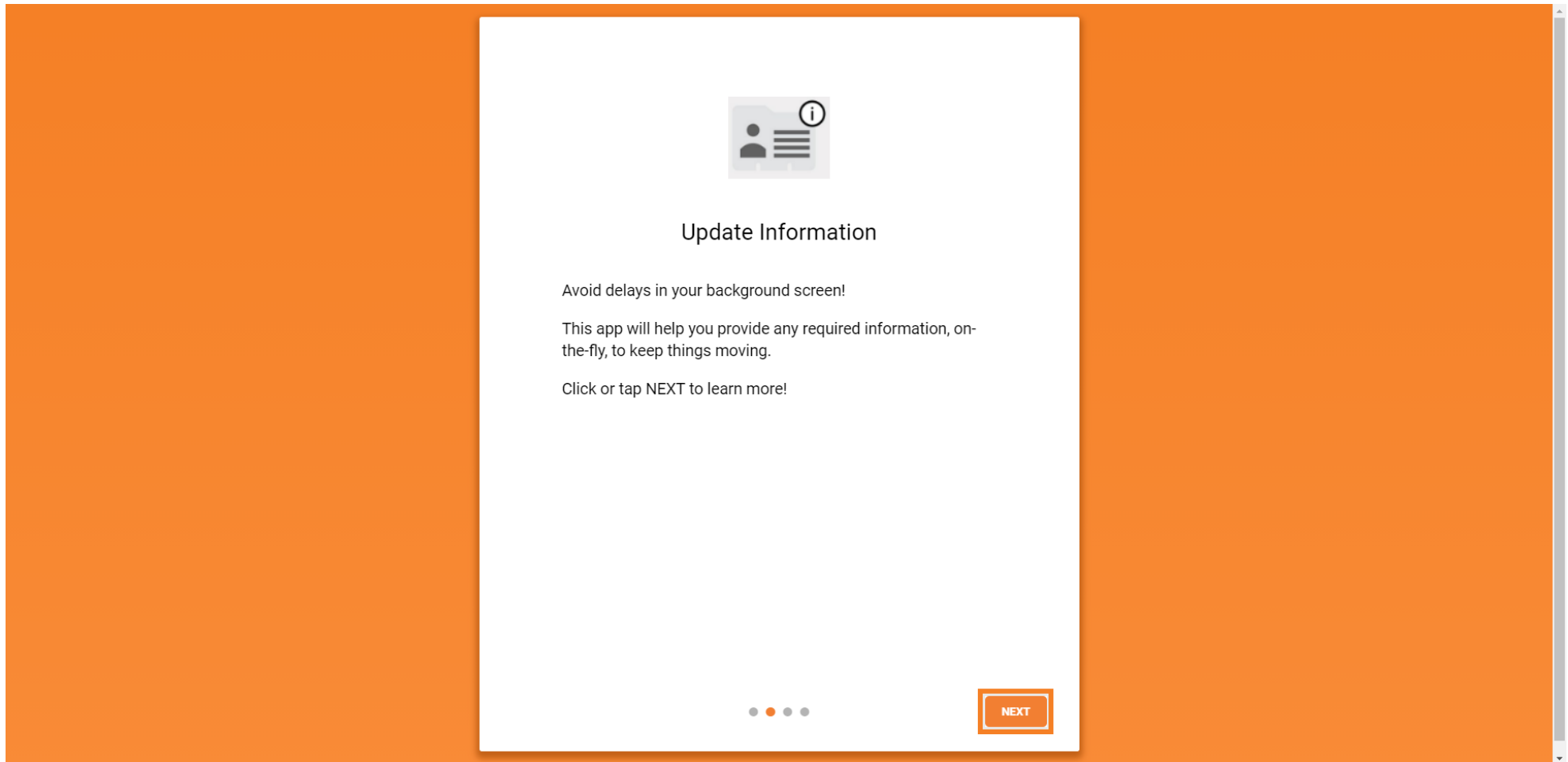
Orange Tree



Step 2. **Click to agree** to Orange Tree's Terms of Service and Privacy Policy.

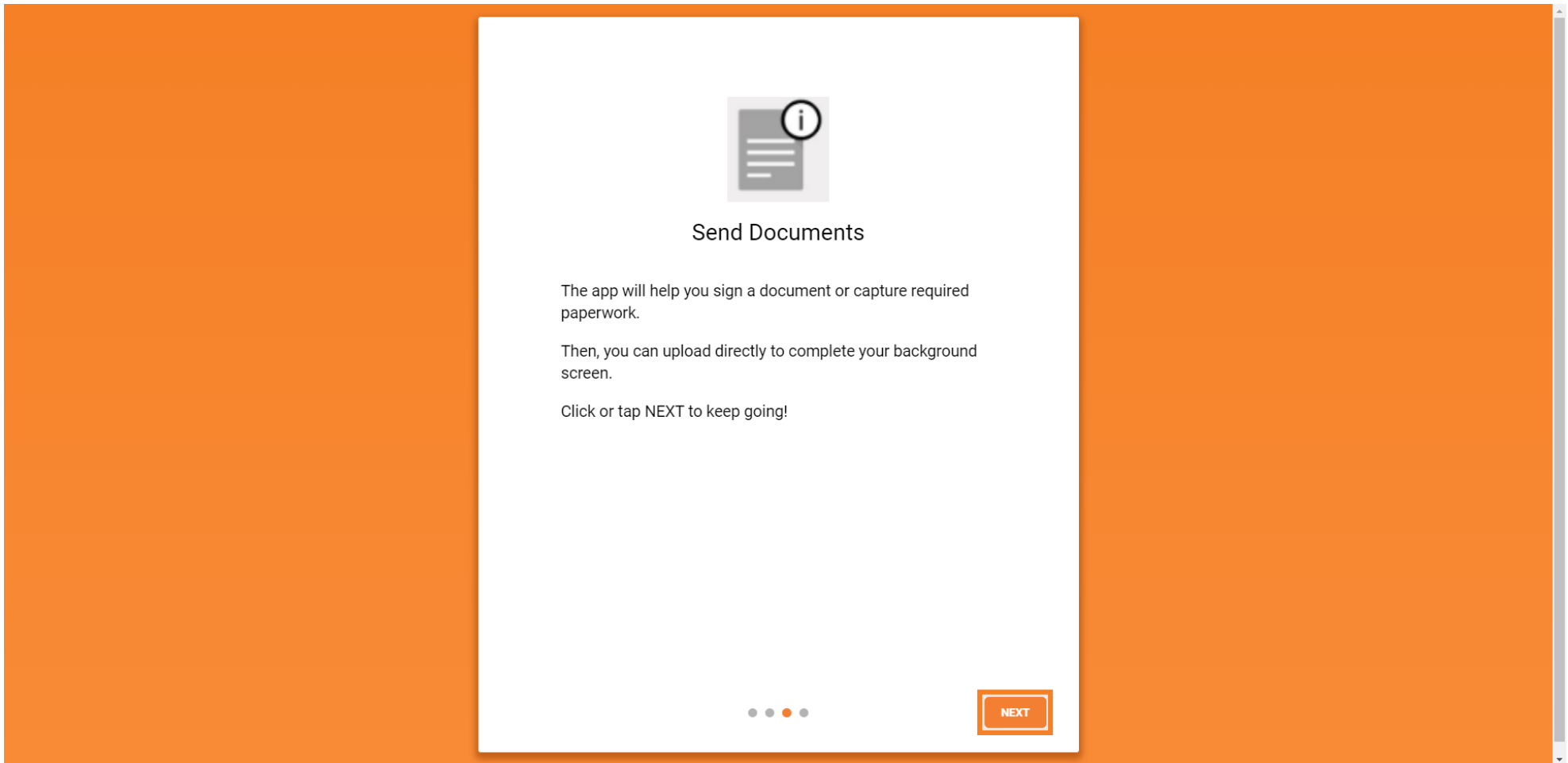
The screenshot shows a white dialog box centered on an orange background. At the top is the Orange Tree logo. Below it is the heading "Welcome, Candidate T Test". The text explains that Orange Tree will perform a background screen and that the app will help stay in touch. It asks the user to take a moment to view the introduction and sign in. A checkbox is highlighted with an orange border, followed by the text "I agree to Orange Tree's [Terms of Service](#) and [Privacy Policy](#)". At the bottom, there are three dots (the first is orange) and a "NEXT" button.

 You can update your information using CandidateConnect. [Click Next to continue.](#)



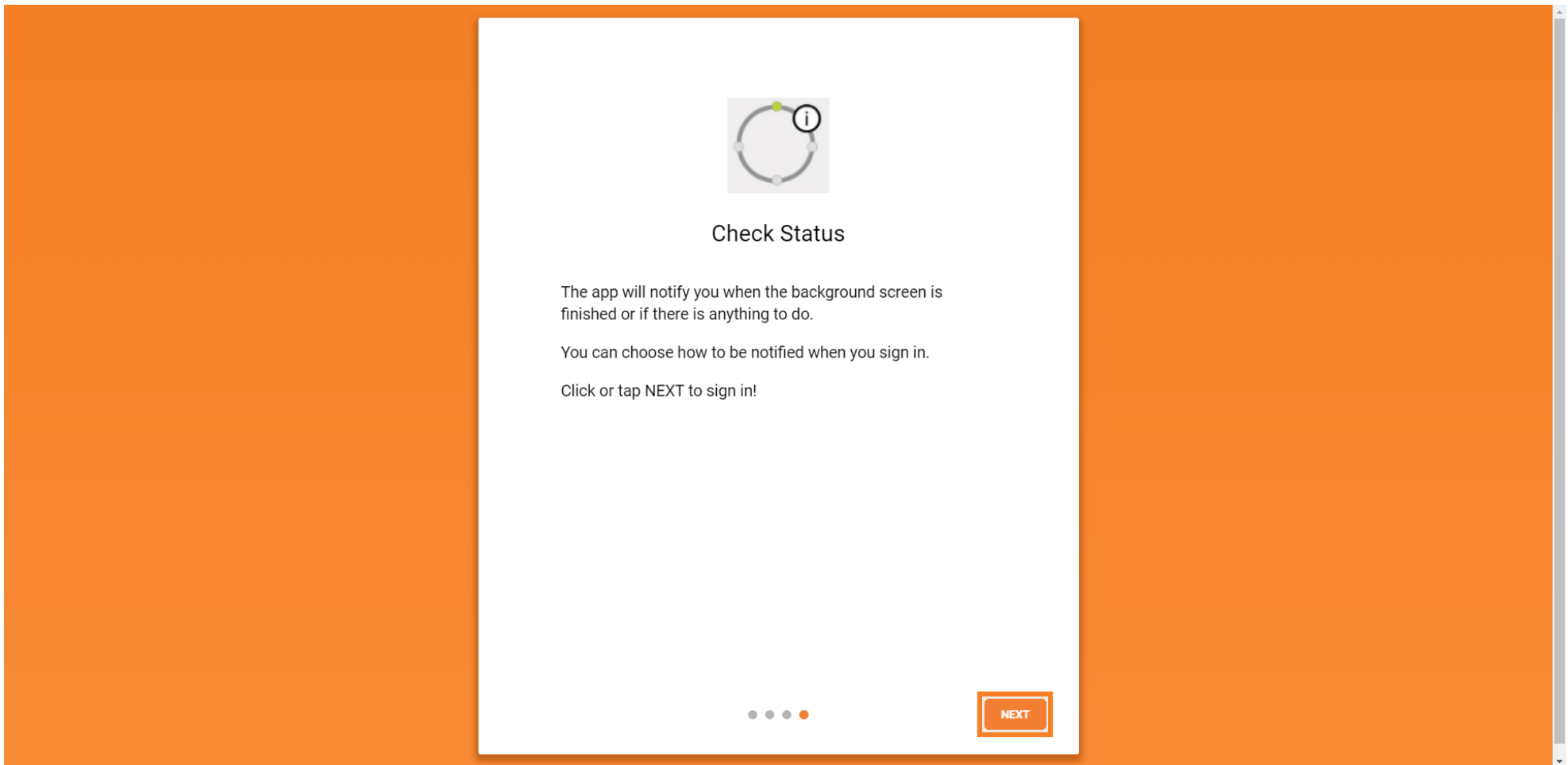


You can digitally sign and send required documents. [Click Next to continue.](#)

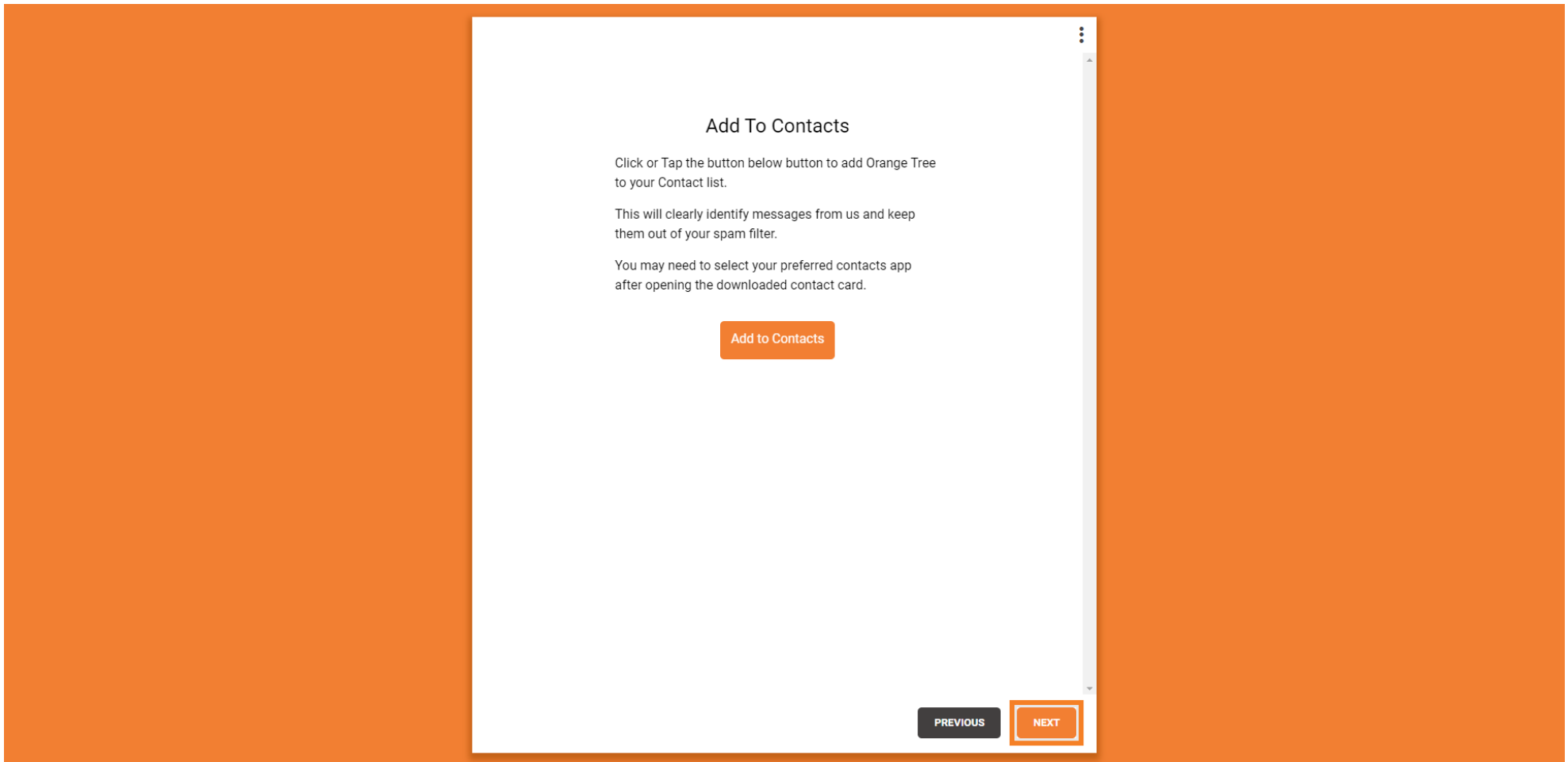




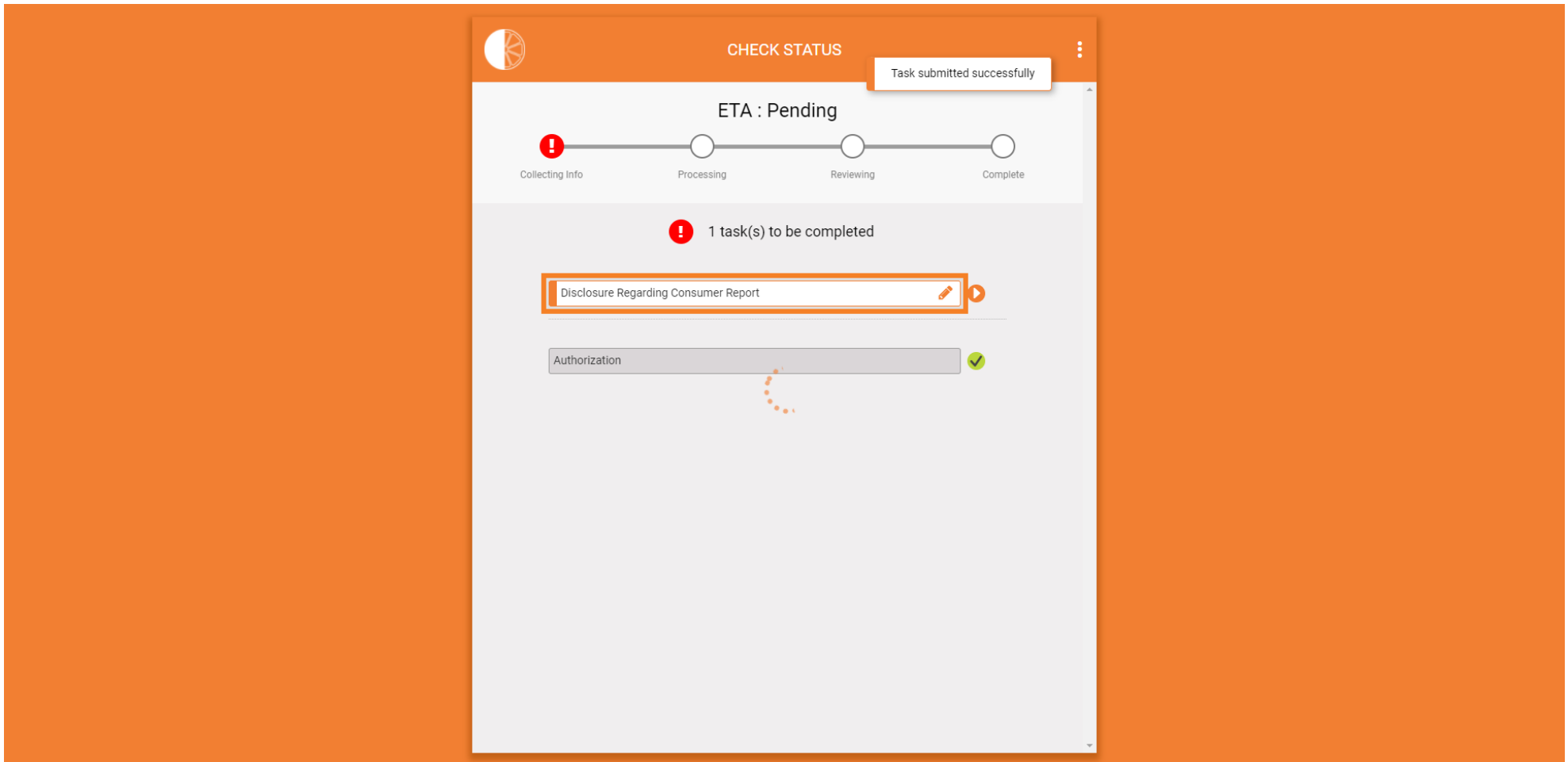
CandidateConnect provides background check status notifications and alerts you to any missing items.  
Click **Next** to continue.



 You can also choose to add Orange Tree to your contacts. Click **next to continue**.



 Step 2. Sign the authorization and disclosure forms. [Click on 'Disclosure Regarding Consumer Report'](#).





 You can sign using your finger, mouse, or stylist. [Click to sign.](#)

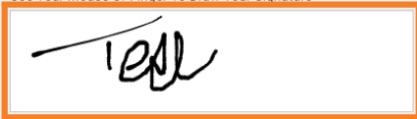
DISCLOSURE REGARDING CONSUMER REPORT

**Disclosure Regarding Consumer Report**

Please be advised that Orange Tree - Marketing Dept, the Company, may use Orange Tree Employment Screening, LLC (a Consumer Reporting Agency) to obtain a Consumer Report for employment purposes. A "Consumer Report" is: any written, oral or other communication of any information by a Consumer Reporting Agency bearing on a consumers' credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used or collected in whole or in part for the purposed of serving as a factor establishing the Consumer's eligibility for employment purposes. This is a stand-alone document.

**Signature**

Use Your Mouse Or Finger To Draw Your Signature

Clear



Click **Submit**

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**Signature**

Use Your Mouse Or Finger To Draw Your Signature

Clear

 Click **Authorization**.



The screenshot displays a mobile application interface titled "CHECK STATUS". At the top, there is a progress indicator for "ETA : Pending" with four stages: "Collecting Info" (marked with a red exclamation point), "Processing", "Reviewing", and "Complete". Below this, a notification states "2 task(s) to be completed". A list of tasks follows, with "Authorization" highlighted by a red border. Each task entry includes a text field, an edit icon, and a play button icon.



Click to sign.


AUTHORIZATION

**Authorization**

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Orange Tree - Marketing Dept at any time after receipt of this authorization and throughout my employment, if applicable and where allowed by law. To this end, I hereby authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, or employer to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439, 800-886-4777, their agents, and/or Orange Tree - Marketing Dept itself. A photocopy of this document may be substituted for the original.

**Signature**

Use Your Mouse Or Finger To Draw Your Signature



Clear

BACK SUBMIT



Click **Submit**.


AUTHORIZATION

**Authorization**

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Orange Tree - Marketing Dept at any time after receipt of this authorization and throughout my employment, if applicable and where allowed by law. To this end, I hereby authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, or employer to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439, 800-886-4777, their agents, and/or Orange Tree - Marketing Dept itself. A photocopy of this document may be substituted for the original.

**Signature**

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Clear

BACKSUBMIT

 Step 3. Provide your personal information. Click **Personal Information**.



The screenshot displays the 'CHECK STATUS' interface. At the top, there is a notification 'Task submitted successfully'. Below this, the status is 'ETA : Pending'. A progress bar shows four stages: 'Collecting Info' (with a red exclamation mark), 'Processing', 'Reviewing', and 'Complete'. Below the progress bar, a message indicates '1 task(s) to be completed'. The task list includes 'Personal Information' (highlighted with an orange border and a play button), 'Disclosure Regarding Consumer Report' (with a green checkmark), and 'Authorization' (with a green checkmark).



Click to enter your date of birth.

PERSONAL INFORMATION

**Personal Information**

Date Of Birth \*

Month ▾ Day ▾ Year ▾

Social Security Number \*

###-##-####

BACK SAVE SUBMIT

A screenshot of a web application form titled "PERSONAL INFORMATION". The form is set against a light gray background and is framed by a white border. At the top of the form, the title "Personal Information" is displayed in a bold, orange font. Below the title, the label "Date Of Birth \*" is followed by three dropdown menus for "Month", "Day", and "Year", each with a small downward arrow. These three dropdown menus are enclosed in a thin orange rectangular border. Below the date fields, the label "Social Security Number \*" is followed by a text input field with a placeholder pattern of "###-##-####". At the bottom of the form, there are three buttons: a dark gray "BACK" button, an orange "SAVE" button, and another orange "SUBMIT" button. The entire form is centered on a solid orange background.



Step 4. **Click to enter** your Social Security Number. If you are an international candidate and do not have a Social Security Number, enter in **999-99-9999**.

The screenshot displays a web form titled "PERSONAL INFORMATION" within an orange-bordered container. The form itself has a light gray background. At the top of the form, the title "Personal Information" is displayed in orange. Below this, the "Date Of Birth" field is marked with a red asterisk and consists of three dropdown menus: "Jan", "01", and "1991". The "Social Security Number" field is also marked with a red asterisk and is a text input field containing the placeholder "###-##-####". This field is highlighted with a thick orange border. At the bottom of the form, there are three buttons: "BACK" (dark gray), "SAVE" (orange), and "SUBMIT" (orange).





Click **Submit**

PERSONAL INFORMATION

**Personal Information**

Date Of Birth \*

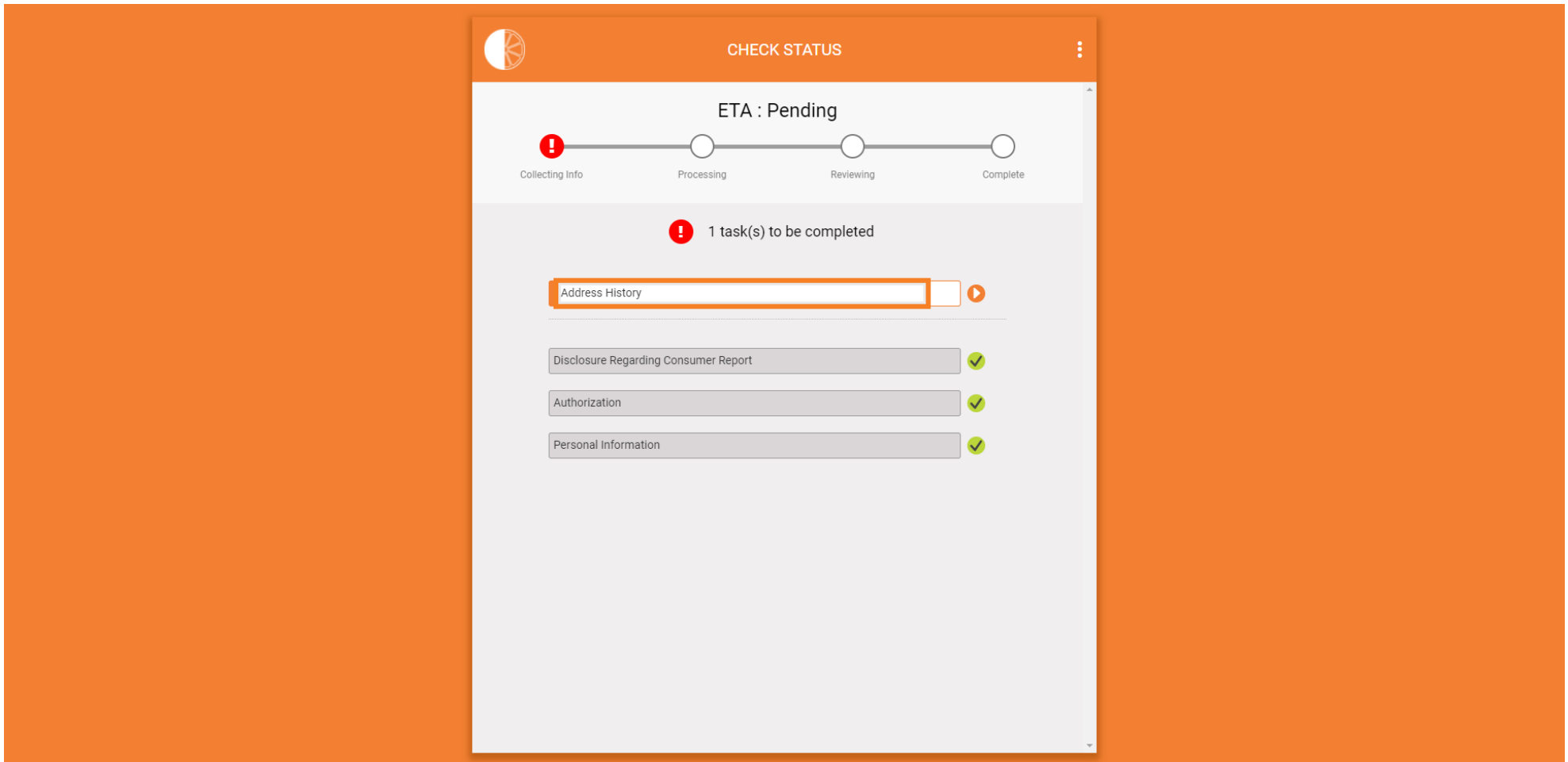
Jan 01 1991

Social Security Number \*

999-99-9999

BACK SAVE **SUBMIT**

 Step 5. Provide your address history. Click [Address History](#).





By default, the United States is automatically selected. Click to change the country.

ADDRESS HISTORY

**Address History**

Residence Addresses For The Past 7 Years (include current address):

**Current Address**

Enter your current address

Country \*

United States

Street Address \*

City \*

State/Province \*

Postal Code \*

Start \*

Month Day Year

**Previous Addresses**

Use the '+ Add' button to add previous addresses

BACK SAVE SUBMIT



Select the country from the drop down.

ADDRESS HISTORY

**Address History**

Residence Addresses For The Past 7 Years (include current address):

**Current Address**

Enter your current address

Country \*

Canada

✓ Canada

Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Anguilla  
Antarctica  
Antigua and Barbuda  
Argentina  
Armenia  
Aruba  
Australia  
Austria  
Azerbaijan  
Bahamas  
Bahrain  
Bangladesh  
Barbados  
Belarus  
Belgium  
Belize  
Benin  
Bermuda  
Bhutan  
Bolivia  
Bosnia and Herzegovina  
Botswana

SUBMIT



Click to provide the street address.

### ADDRESS HISTORY

#### Address History

Residence Addresses For The Past 7 Years (include current address):

#### Current Address

Enter your current address

Country \*

Canada

Street Address \*

City \*

State/Province \*

Postal Code \*

Start \*

Month Day Year

#### Previous Addresses

Use the '+ Add' button to add previous addresses

BACK SAVE SUBMIT



## The City.

ADDRESS HISTORY

### Address History

Residence Addresses For The Past 7 Years (include current address):

#### Current Address

Enter your current address

Country \*

Canada ▼

Street Address \*

4071 Robson St

City \*

State/Province \*

Postal Code \*

Start \*

Month ▼

Day ▼

Year ▼

#### Previous Addresses

Use the '+ Add' button to add previous addresses

BACKSAVESUBMIT



Click to provide the State or Province.

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Country \*

Canada ▼

Street Address \*

4071 Robson St

City \*

Vancouver

State/Province \*

▼

Postal Code \*

Start \*

Month ▼

Day ▼

Year ▼

Previous Addresses

Use the '+ Add' button to add previous addresses

BACK

SAVE

SUBMIT



## Select Province.

South Carolina  
South Dakota  
Tennessee  
Texas  
Utah  
Vermont  
Virgin Islands (U.S.)  
Virginia  
Washington  
West Virginia  
Wisconsin  
Wyoming  
-----  
Alberta  
**✓ British Columbia**  
Manitoba  
New Brunswick  
Newfoundland and Labrador  
Northwest Territories  
Nova Scotia  
Nunavut  
Ontario  
Prince Edward Island  
Quebec  
Saskatchewan  
Yukon

British Columbia

Postal Code \*

Start \*

Month ▾ Day ▾ Year ▾

**Previous Addresses**

Use the '+ Add' button to add previous addresses

BACK SAVE SUBMIT





Provide the postal code.

### ADDRESS HISTORY

#### Address History

Residence Addresses For The Past 7 Years (include current address):

#### Current Address

Enter your current address

Country\*  
Canada

Street Address\*  
4071 Robson St

City\*  
Vancouver

State/Province\*  
British Columbia

Postal Code\*

Start\*  
Month Day Year

#### Previous Addresses

Use the '+ Add' button to add previous addresses

BACK SAVE SUBMIT



And the month, day, and year you started living there.

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Country \*

Canada ▼

Street Address \*

4071 Robson St

City \*

Vancouver

State/Province \*

British Columbia ▼

Postal Code \*

V6B 3K9

Start \*

Month ▼

Day ▼

Year ▼

Previous Addresses

Use the '+ Add' button to add previous addresses

BACK SAVE SUBMIT



To add additional addresses, click **Add**.

The screenshot displays a web form titled "ADDRESS HISTORY" with a light gray background. The form contains the following fields and elements:

- A text input field containing "Vancouver".
- A dropdown menu labeled "State/Province\*" with "British Columbia" selected.
- A text input field labeled "Postal Code\*" containing "V6B 3K9".
- A date selection field labeled "Start\*" with three dropdown menus: "Oct", "15", and "2018".
- A section titled "Previous Addresses" with the instruction "Use the '+ Add' button to add previous addresses".
- A button labeled "+ Add" which is highlighted with an orange border.
- At the bottom of the form, there are three buttons: "BACK" (dark gray), "SAVE" (orange), and "SUBMIT" (orange).



Click to provide the Country, Street Address, City, State, and Postal Code for additional addresses.

ADDRESS HISTORY

Enter your current address

Country \*  
United States

Street Address \*  
123 ABC Street

City \*  
Minneapolis

State/Province \*  
Minnesota

Postal Code \*  
55439

Start \*  
Month Day Year

**Previous Addresses**  
Use the '+ Add' button to add previous addresses

+ Add

BACK SAVE SUBMIT



Click to provide the month, day, and year you started and stopped living at that address.

The screenshot displays the 'ADDRESS HISTORY' form. At the top, there is a 'Start' field with three dropdown menus for month, day, and year, currently set to 'Jan', '01', and '2008'. Below this is a section titled 'Previous Addresses' with a note: 'Use the '+ Add' button to add previous addresses'. A large white rectangular area is provided for listing addresses. At the bottom of the form, there is an 'End' field with three dropdown menus for month, day, and year, currently set to 'Oct', '23', and '2008'. This 'End' field is highlighted with an orange border. At the bottom right of the form, there are three buttons: 'BACK', 'SAVE', and 'SUBMIT'.



When you are finished, click submit.

ADDRESS HISTORY

Canada

Street Address \*

3757 Anchor Way

City \*

Pender island

State/Province \*

British Columbia

Postal Code \*

Von 2M2

Start \*

Oct 23 2003

End \*

Sep 16 2008

+ Add

BACK SAVE SUBMIT



Click to add any additional names you have used.

The screenshot displays the 'CHECK STATUS' interface. At the top, the title 'CHECK STATUS' is visible. Below it, the status is 'ETA : Pending'. A progress bar shows four stages: 'Collecting Info' (with a red exclamation mark), 'Processing', 'Reviewing', and 'Complete'. Below the progress bar, a red exclamation mark icon is followed by the text '2 task(s) to be completed'. The tasks listed are:

- Other Names Used (highlighted with a red box and a right-pointing arrow)
- Admitted Offenses (with a right-pointing arrow)
- Disclosure Regarding Consumer Report (with a green checkmark)
- Authorization (with a green checkmark)
- Address History (with a green checkmark)
- Personal Information (with a green checkmark)



If you have no other names, click **No Additional Names**.

### OTHER NAMES USED

#### Other Names Used

Please add any additional names you have used.

First Name\*

No Middle Name

Last Name\*

No Additional Names

First Name\*

No Middle Name

Last Name\*

Date Last Used

Month  Day  Year





Click **Submit**

### OTHER NAMES USED

**Other Names Used**

Please add any additional names you have used.

First Name\*

No Middle Name

Last Name\*

No Additional Names

[BACK](#) [SAVE](#) [SUBMIT](#)



Click **Affirmation**.

The screenshot displays the 'CHECK STATUS' interface. At the top, there is a notification 'Task submitted successfully'. Below it, the status is 'ETA : Pending'. A progress bar shows four stages: 'Collecting Info' (with a red exclamation mark), 'Processing', 'Reviewing', and 'Complete'. Below the progress bar, a message states '1 task(s) to be completed'. A list of tasks follows: 'Affirmation' (highlighted with an orange border and a play button icon), 'Disclosure Regarding Consumer Report' (with a green checkmark), 'Authorization' (with a green checkmark), 'Address History' (with a green checkmark), 'Personal Information' (with a green checkmark), and 'Other Names Used' (with a green checkmark).



Click to sign affirmation that all the information you provided is true and accurate to the best of your knowledge.

AFFIRMATION

**Affirmation**

I affirm that the information provided on the preceding pages is true and accurate to the best of my knowledge.

**Signature**

Use Your Mouse Or Finger To Draw Your Signature

Clear

BACK SUBMIT



Click **Submit**.

AFFIRMATION

**Affirmation**

I affirm that the information provided on the preceding pages is true and accurate to the best of my knowledge.

**Signature**

Use Your Mouse Or Finger To Draw Your Signature

Clear



Click to view your **Summary of Your Rights..**

The screenshot displays the 'CHECK STATUS' interface. At the top, there is a notification 'Task submitted successfully'. Below this, the status is 'ETA : Pending'. A progress bar shows four stages: 'Collecting Info' (with a red exclamation mark), 'Processing', 'Reviewing', and 'Complete'. Below the progress bar, a message states '1 task(s) to be completed'. A list of tasks is shown, with 'Summary of Your Rights' highlighted in orange and marked as incomplete. The other tasks are marked as complete with green checkmarks.

Task Name	Status
Summary of Your Rights	Incomplete
Disclosure Regarding Consumer Report	Complete
Authorization	Complete
Address History	Complete
Personal Information	Complete
Other Names Used	Complete
Admitted Offenses	Complete
Affirmation	Complete



Click to sign.

SUMMARY OF YOUR RIGHTS

**Summary of Your Rights**

Download and review the following disclosure(s).

**Download File**

[Summary of Your Rights Under the Fair Credit Reporting Act](#)

**Download File**

[MN-Notice to Consumer](#)

**Signature**

By signing below I acknowledge receipt of the additional disclosures above.

Use Your Mouse Or Finger To Draw Your Signature

[Clear](#)



Click **Submit**

SUMMARY OF YOUR RIGHTS

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[MN-Notice to Consumer](#)

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Use Your Mouse Or Finger To Draw Your Signature

[Clear](#)



Thank you for completing the tutorial!

