

How to Chatter with our Background Check Appeals team:

- Use the steps above to return to the background check appeal case that you need to send communication on.
- Click “Share” on the top right-hand side of the screen.
- Type the message you want to send to the appeals team. You MUST tag **[@BGCAppeals]**. If BGC
- Appeals tag is not used the appeals team will not be notified of your message to reply.
 - a. If you want to include an attachment with your Chatter, click the paperclip icon, click “Upload Files” choose the document from your computer, you should then see the document listed on your post.
 - b. Once the message looks good and you have included the BGCAppeals tag, click “Share”.
- Please allow 24 business hours for a response.