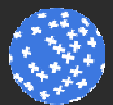


CSPi – Candidate Data Entry Training Manual

February 2019



First Advantage



EMAILS SENT TO CANDIDATE – USERNAME (LOG IN ID) & PASSWORD

Subject: Background Verification

Dear Karan

As a part our client requirement we would need to conduct a background check to meet the compliance standard.

Please log on to <https://cspi.fadv.com/cspi/> with the user id given below and fill in the required information.

Username is

The password would be sent to you in a separate email.

Kindly be informed that you would need to complete the same in 2 business days starting from today.

Request you to kindly scan and upload the following documents to facilitate the screening process.

Education
Kindly upload supporting documents pertaining to the last two educational qualification :-
1) Degree Certificate
2) Marksheet
3) Any other education related document

Employment
Kindly upload supporting documents pertaining to the last 3 employments:-
1) Relieving letter
2) Experience certificate
3) Appointment Letter
4) Salary slip /certificate
5) Any other employment related document

Please Note :-
1) Document type to be selected as "BVF Document" while uploading
2) Documents once uploaded cannot be viewed.
3) All relevant documents need to be uploaded before hitting the 'Complete' button since after clicking on 'Complete'

Uploading of all the relevant documents should be done at the earliest. This is mandatory.

Please find below the scanning recommendations :-
1) Black & White document Scan
2) Maximum 200 Dpi
3) Files to be saved in PDF format
4) If files are saved in other format (other than PDF) then it should be saved in JPEG format.

Regards
Human Resource Department

Subject: CONFIDENTIAL

Dear Karan,

Your password to access the online application for verification is

Regards

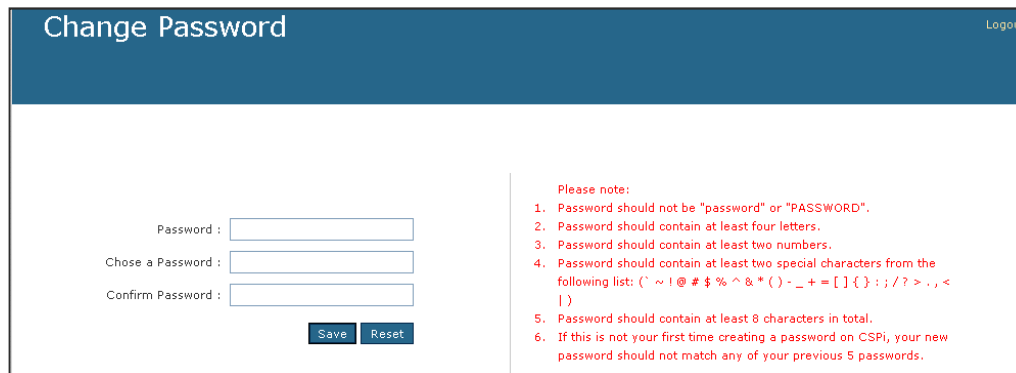
- Once an order is placed, the Candidate will be sent two emails (with Username and subsequently the Password)
- Candidate can log in using the unique Username and Password

CANDIDATE LOGIN SCREEN



The login screen features a 'User Name' field with the text '52-1010147-WEST-2013' and a 'Password' field with masked characters. A 'Submit' button is located below the password field. To the right of the login fields are links for 'Forgot Password?' and 'Privacy'. The page includes the 'First Advantage' logo, a 'CSPi' logo, and a 'Norton SECURED' badge with the text 'powered by VeriSign' and 'ABOUT SSL CERTIFICATES'. At the bottom, it lists 'Supported Browsers' with icons for Internet Explorer, Firefox, Chrome, Safari, and Opera.

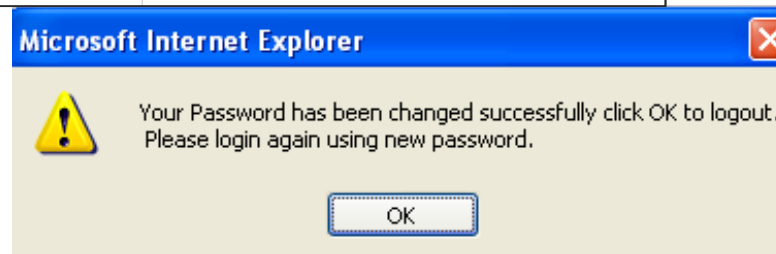
- Candidate will be prompted to change Password when logging in for the first time
- 'Strong and secured' Password setting guidelines are provided
- Upon successful Password reset, confirmation message is displayed
- Candidate can now log in and begin the data entry process



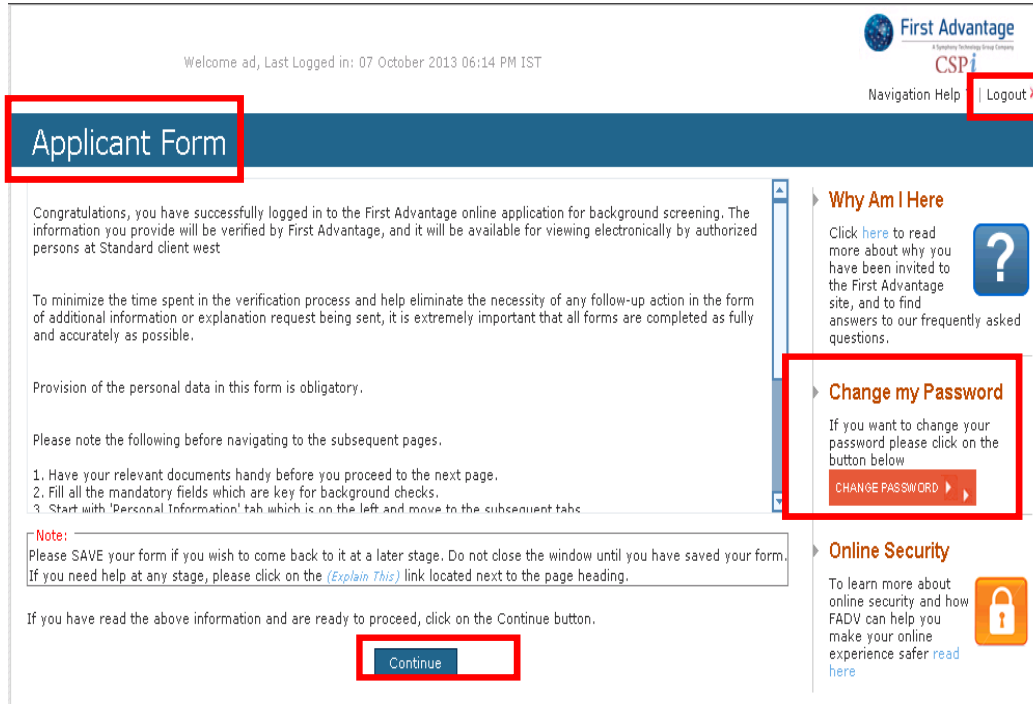
The 'Change Password' screen has a title bar with 'Change Password' and a 'Logout' link. It contains three input fields: 'Password', 'Chose a Password', and 'Confirm Password'. Below these fields are 'Save' and 'Reset' buttons. To the right of the input fields is a 'Please note:' section with six numbered guidelines for password creation.

Please note:

1. Password should not be "password" or "PASSWORD".
2. Password should contain at least four letters.
3. Password should contain at least two numbers.
4. Password should contain at least two special characters from the following list: (' ~ ! @ # \$ % ^ & * () - _ + = [] { } ; : / ? > . , < |)
5. Password should contain at least 8 characters in total.
6. If this is not your first time creating a password on CSPi, your new password should not match any of your previous 5 passwords.



WELCOME SCREEN



The screenshot shows the 'Applicant Form' welcome screen. At the top, it says 'Welcome ad, Last Logged in: 07 October 2013 06:14 PM IST'. The 'First Advantage' logo and 'CSP' are in the top right. A navigation bar contains 'Navigation Help' and a 'Logout' link with a red 'X' icon. The main content area has a blue header with 'Applicant Form' in white. Below this, a message states: 'Congratulations, you have successfully logged in to the First Advantage online application for background screening. The information you provide will be verified by First Advantage, and it will be available for viewing electronically by authorized persons at Standard client west'. It then explains the purpose of the form and lists instructions: 1. Have your relevant documents handy before you proceed to the next page. 2. Fill all the mandatory fields which are key for background checks. 3. Start with 'Personal Information' tab which is on the left and move to the subsequent tabs. A 'Continue' button is at the bottom. On the right sidebar, there are three sections: 'Why Am I Here' with a question mark icon and a link to read more; 'Change my Password' with a red button labeled 'CHANGE PASSWORD'; and 'Online Security' with a lock icon and a link to read more.

Welcome ad, Last Logged in: 07 October 2013 06:14 PM IST

First Advantage
CSP

Navigation Help | Logout X

Applicant Form

Congratulations, you have successfully logged in to the First Advantage online application for background screening. The information you provide will be verified by First Advantage, and it will be available for viewing electronically by authorized persons at Standard client west

To minimize the time spent in the verification process and help eliminate the necessity of any follow-up action in the form of additional information or explanation request being sent, it is extremely important that all forms are completed as fully and accurately as possible.

Provision of the personal data in this form is obligatory.

Please note the following before navigating to the subsequent pages.

1. Have your relevant documents handy before you proceed to the next page.
2. Fill all the mandatory fields which are key for background checks.
3. Start with 'Personal Information' tab which is on the left and move to the subsequent tabs.

Note:
Please SAVE your form if you wish to come back to it at a later stage. Do not close the window until you have saved your form. If you need help at any stage, please click on the [\(Explain This\)](#) link located next to the page heading.

If you have read the above information and are ready to proceed, click on the Continue button.

Continue

Why Am I Here

Click [here](#) to read more about why you have been invited to the First Advantage site, and to find answers to our frequently asked questions.

Change my Password

If you want to change your password please click on the button below

CHANGE PASSWORD ▶

Online Security

To learn more about online security and how FADV can help you make your online experience safer [read here](#)

- Candidate will see customized welcome message and instructions on how to proceed with data entry
- Client logo can be added to all screens to reinforce client branding
- Candidate can also change his password
- Candidate can logout using the “logout” tab
- Candidate has to read the instructions and click on “continue” to proceed

WELCOME SCREEN

The screenshot displays the 'Welcome ad, Last Logged in: 07 October 2013 06:14 PM IST' header. The main interface is divided into a 'Detailed Tasks' sidebar on the left and a 'Personal Information' form area. The sidebar lists tasks: Welcome, Personal Information, Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The 'Personal Information' section includes fields for 'Candidate's Name' (First and Middle), 'Father's Name', 'Former Name / Maiden Name', 'Date of Name Change' (Day, Month, Year), 'Personal Details' (Date of Birth, Gender), and 'Gender' (Male/Female). A 'Navigation Help' dialog box is overlaid on the right, providing instructions on using the 'Status Indicator' (Completed, Working or Current Component, Available Components), the 'Heading' (Explain This), and the 'Navigation Help' link. It also shows the 'Detailed Tasks' sidebar and the 'Personal Information' form with annotations for collapsing the status indicator, clicking on the 'Navigation Help' link, and using the 'Back', 'Save', 'Reset', and 'Continue' buttons. The footer of the dialog box states: 'Click on Back button to navigate to back screen', 'Click on Save button to save the data entered', 'Save the data occasionally to avoid losing the data entered', 'Click on Reset button to clear the entered data', and 'Click on Continue to proceed to the next component / Product'.

Welcome ad, Last Logged in: 07 October 2013 06:14 PM IST

First Advantage
CSP1
Navigation Help ? | Logout X

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Personal Information (Explain This)

Candidate's Name ?

First Name* Middle Name

Father's Name*

Former Name / Maiden Name (if applicable)

Date of Name Change

Day Month Year

Personal Details ?

Date of Birth*

Day Month Year

Gender*

Male Female

Navigation Help

Status Indicator

- Completed
- Working or Current Component
- Available Components

Heading (Explain This)

If you need help at any stage, please click on the (Explain This) link located next to the page heading.

Click to collapse the Status Indicator

Click on Navigation Help on any screen to see this screen

Click on Logout to log off the application

Additional help Section

Back Save Reset Continue

Click on Back button to navigate to back screen

Click on Save button to save the data entered

Save the data occasionally to avoid losing the data entered

Click on Reset button to clear the entered data

Click on Continue to proceed to the next component / Product

© 2008 onwards All Rights Reserved

➤ "Navigation Help" tab shows about all tabs in the data entry screen which is available on the top right corner of the screen.

DATA ENTRY SCREENS – PERSONAL INFORMATION

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Personal Information (Explain This)

Candidate's Name

First name* Middle name Last name*

Father's name*

Personal Details

Date of birth*
Day Month Year

Gender*

Marital status Nationality*

Personal Identity Details

Back Save Reset Continue

- Navigation links to each component is easily accessible on the extreme left-hand column of every page
- Candidate needs to enter and save the data by clicking on the "Save" tab under each component
- "Reset" allows Candidate to clear the entered values and refresh the page
- "Reset" cannot be used once the Candidate has clicked on the "Save" tab
- "Continue" tab will save the entered data and take the Candidate to the next component/navigation link

Welcome, Isabella, Last Logged in: 11/Jun/2013

FIRST Advantage CSPi
Navigation Help ? | Logout

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Personal Information (Explain This)

Page has successfully been saved

Candidate's Name

First Name* Middle Name Last Name*

Isabella Swan

Father's Name*

Charlie

Former Name / Maiden Name (if applicable)

Date of Name Change
Day Month Year

Personal Details

Date of Birth*
21 September 1991

Gender*
☐ Male ☒ Female

Back Save Reset Continue

© 2009 onwards All Rights Reserved Privacy Policy

DATA ENTRY SCREENS – PERSONAL INFORMATION

The screenshot shows a web application interface for entering personal information. On the left is a 'Detailed Tasks' sidebar with a vertical list of tasks: Welcome, Personal Information, Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The 'Personal Information' task is highlighted with a red box. The main content area is titled 'Personal Information (Expand This)' and contains several input fields. Under 'Candidate's Name', there are three text boxes for 'First name*', 'Middle name', and 'Last name*'. Below that is a 'Father's name*' text box. Under 'Personal Details', there is a 'Date of birth*' section with dropdown menus for 'Day', 'Month', and 'Year'. Below that is a 'Gender*' text box. Under 'Personal Identity Details', there are text boxes for 'Marital status' and 'Nationality*'. At the bottom right of the main content area, there is a row of four buttons: 'Back', 'Save', 'Reset', and 'Continue', which are also highlighted with a red box.

- Navigation links to each component is easily accessible on the extreme left-hand column of every page
- Candidate needs to enter and save the data by clicking on the "Save" tab under each component

DATA ENTRY SCREENS – PERSONAL INFORMATION

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Personal Information [\(Explain This\)](#)

The required information is required before saving the page and progressing through the application

- Position / Role
- Salutation
- Family or last name
- Have you ever been known by another name?
- Gender
- Contact Phone No.
- Is this the best email address to contact you?
- Date of Birth
- Country of birth
- City/Town/Suburb/Area/District of birth
- Do you have a current driver's licence?
- Do you have a current passport?

Position / Role* Company Name
Test Client AU

Your Name

Salutation* First or given name* 1st Middle Name 2nd Middle Name Family or last name*

Select CDE Errors

Preferred name

Back Save Reset Continue

- If the candidate has missed any mandatory information, the application will highlight the fields missing data to the candidate

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Personal Information [\(Explain This\)](#)

Have you ever been known by another name? ☒ Yes ☐ No

Gender*

☒ Male ☐ Female

Contact details

Throughout the screening process we may be in contact with you for additional information, missing information and/or clarification of information you have provided.

Contact Phone No.*

Country Area Code Phone No.

Alt Contact no

Country Area Code Phone No.

Mobile/ Cell No.

Country Code Phone No.

Back Save Reset Continue

DATA ENTRY SCREENS – PERSONAL INFORMATION

The screenshot displays a web application interface for entering personal information. On the left, a vertical sidebar titled 'Detailed Tasks' lists various steps: Welcome, Personal Information (highlighted with a red box), Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The main content area is titled 'Personal Information' and includes a link to 'Explain This'. It contains several input fields: 'Candidate's Name' with sub-fields for 'First name*', 'Middle name', and 'Last name*'; 'Father's name*'; 'Personal Details' section with 'Date of birth*' (split into Day, Month, and Year dropdowns), 'Gender*', 'Marital status', and 'Nationality*'. At the bottom, there is a section for 'Personal Identity Details'. A red box at the bottom right highlights four buttons: 'Back', 'Save', 'Reset', and 'Continue'.

- "Reset" allows Candidate to clear the entered values and refresh the page
- "Reset" cannot be used once the Candidate has clicked on the "Save" tab
- "Continue" tab will save the entered data and take the Candidate to the next component/navigation link

EDIT TAB

The screenshot displays a web application interface for editing personal information. On the left, a sidebar titled 'Detailed Tasks' contains a vertical list of tasks: 'Welcome' (with a green checkmark), 'Personal Information' (highlighted with a red box), 'Education', 'Employment', 'Criminal', 'Address', 'Mandatory Docs', 'Forms & Documents', and 'Completion'. The main content area is titled 'Personal Information' and features a red box around the 'Explain This' link. The form is divided into sections: 'Candidate's Name' with fields for 'First Name*', 'Middle name', and 'Last name*'; 'Fathers Name*' with a text field; 'Personal Details' with 'Date of Birth*' (split into Day, Month, and Year dropdowns) and 'Gender*' with a text field; and 'Personal Identity Details' with 'Marital status' and 'Nationality*' text fields. At the bottom right, a red box highlights four buttons: 'Back', 'Save', 'Reset', and 'Continue'.

- “Explain This” link on each screen will guide the Candidate with online form completion
- Upon clicking “Save”, system will save the data entered for that particular tab
- The tasks which are completed will have a tick mark ✓ against it
- Candidate can view the previous task and the next task by clicking on “Back” and “Continue” tab respectively

ADDING ADDITIONAL CHECK

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Education (Highest Qualification) (Explain This)

Seat number*

Roll number

Convocation number

PRN number

Identification Type (Eg. SNN, HKID, Passport#, NRIC # etc).*

na

NOTE: Please complete all mandatory fields (indicated with an asterisk) and save the information by clicking on the "Save" button before logging out. Failure to do so will result in all information being lost.

Click [HERE](#) to add more.

Save

- The Candidate can add an additional qualification/ employment/ address check by clicking on "Click here to add more" link

EDUCATION COMPONENT

- The Candidate has to enter the education details based on the instructions provided
- The questions marked with * (red star) has to be filled mandatorily

The screenshot shows a web application interface for entering education details. On the left is a 'Detailed Tasks' sidebar with a vertical list of steps: Welcome, Personal Information, Education (highlighted with an orange circle), Employment, Address, Criminal, Court records, Police checks, Reference, Gap in Employment History, Mandatory Docs, Forms & Documents, and Completion. The main area is titled 'Education (Highest Qualification) (Explain This)' and contains a sub-section 'Education Details' which is highlighted with a red rectangle. Below this, a instruction reads 'Please enter your completed highest qualification details only.' There are five text input fields, each followed by a red asterisk indicating it is mandatory: 'Name of the candidate while attending the below qualification', 'Complete name of Qualification/ Degree Attained', 'Year of passing', 'School / College / Institution attended (full name)', and 'University name'. At the bottom right of the form are four buttons: 'Back', 'Save', 'Reset', and 'Continue'.

EDUCATION COMPONENT (CONTD...)

- Candidate has to enter all the required details and click "Save" then "Continue"
- Based on the instructions provided if the Candidate has to enter additional qualification details that can be done by clicking on "Click here to add more" link (available at the bottom of the screen)

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Address
- Criminal
 - Court records
 - Police checks
- Reference
- Gap in Employment History
- Mandatory Docs
- Forms & Documents
- Completion

Education (Highest Qualification) (Explain This)

Seat number*

Roll number

Convocation number

PRN number

Identification Type (Eg. SNN, HKID, Passport#, NRIC # etc).*

na

NOTE: Please complete all mandatory fields (indicated with an asterisk) and save the information you have entered by clicking on the "Save" button before logging out. Failure to do so will result in all information entered to be lost.

Click [HERE](#) to add more.

Back Save Reset Continue

EMPLOYMENT COMPONENT

- If the Candidate is a fresher then the check box against "If you have no employment experience prior to this then please check this box" must be checked. The Candidate need not enter any other information
- Click on "Save" then "Continue"

The screenshot shows a web application interface for the HR component. On the left is a 'Detailed Tasks' sidebar with a list of steps: Welcome, Personal Information, Education, Employment, Address, Criminal, Court records, Police checks, Reference, Gap in Employment History, Mandatory Docs, Forms & Documents, and Completion. The 'Employment' step is currently selected. The main content area is titled 'HR (Explain This)' and contains a red-bordered box at the top with the text 'If you have no employment experience prior to this then please check this box.' and an unchecked checkbox. Below this, it says 'Please enter your previous employments details starting from the most recent one.' and asks 'Is this your Current employer?' with 'Yes' and 'No' radio buttons. The 'Employment Details' section includes input fields for 'Employer name', 'Employer address, country name, country code, contact details, email ID', and 'City name'. At the bottom right, there is a red-bordered box containing four buttons: 'Back', 'Save', 'Reset', and 'Continue'.

EMPLOYMENT COMPONENT (CONTD...)

- The Candidate has to enter the previous work experience details based on the instructions provided
- The questions marked with * (red star) has to be filled mandatory
- Candidate has to enter all the required details and click "Save" then "Continue"

Detailed Tasks

- ✓ Welcome
- ✓ Personal Information
- ✓ Education
- Employment
- Address
- Criminal
 - Court records
 - Police checks
- Reference
- Gap in Employment History
- Mandatory Docs
- Forms & Documents
- Completion

HR (Explain This)

If you have no employment experience prior to this then please check this box. ☐

Please enter your previous employments details starting from the most recent one.

Is this your Current employer?*

☐ Yes ☐ No

Employment Details

Employer name*

Employer address, country name, country code, contact details, email ID*

Click [HERE](#) to add more

Back Save Reset Continue

EMPLOYMENT COMPONENT (CONTD...)

- Based on the instructions provided if the Candidate has to enter additional employment details that can be done by clicking on “Click here to add more” link (available at the bottom of the screen)

The screenshot shows the 'HR' section of the 'Detailed Tasks' interface. On the left is a sidebar with a list of tasks: Welcome, Personal Information, Education, Employment, Address, Criminal, Court records, Police checks, Reference, Gap in Employment History, Mandatory Docs, Forms & Documents, and Completion. The 'Employment' task is highlighted. The main content area is titled 'HR (Explain This)' and contains a red instruction box: 'If you have no employment experience prior to this then please check this box.' Below this is another red box with the text: 'Please enter your previous employments details starting from the most recent one.' The form includes a question 'Is this your Current employer?' with 'Yes' and 'No' radio buttons. Under the 'Employment Details' heading, there are input fields for 'Employer name' and 'Employer address, country name, country code, contact details, email ID'. At the bottom of the form, there is a link 'Click [HERE](#) to add more' circled in red. A red box at the bottom right contains four buttons: 'Back', 'Save', 'Reset', and 'Continue'.

GAP IN EMPLOYMENT HISTORY

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Address
- Criminal
 - Count records
 - Police checks
- Reference
- Gap In Employment history
- Mandatory Docs
- Forms & Documents
- Completion

Gap In Employment (Begin This)

Gap Period

Please enter details of Gap in employment history.

Period from
Day Month Year

Period to
Day Month Year

NOTE: Please complete all mandatory fields (indicated with an asterisk) and save the information you have entered by clicking on the "Save" button before logging out. Failure to do so will result in all information entered to be lost.

Click [HERE](#) to add more

Back Save Reset Continue

- If a gap is identified between any employments; a new component is added for gap verification with specific period of gap between two employments. It is mandatory to update reason for gap between employments
- Based on the instructions provided if the Candidate has to enter additional gap details that can be done by clicking on "Click here to add more" link (available at the bottom of the screen)

REFERENCE COMPONENT

The screenshot shows a web application interface for the 'Reference' component. On the left is a 'Detailed Tasks' sidebar with a list of tasks: Welcome, Personal Information, Education, Employment, Address, Criminal, Court records, Police checks, Reference, Gap in Employment History, Mandatory Docs, Forms & Documents, and Completion. The 'Reference' task is currently selected. The main content area is titled 'Reference (Borani Test)' and contains a red-bordered box at the top with the text 'Please enter your reference details.' Below this are four input fields: 'Name of the reference*', 'Company name and Designation of the reference*', 'Contact number of the reference*', and 'Can we contact your reference now?'. The first three fields have asterisks indicating they are mandatory. The fourth field has radio buttons for 'Yes' and 'No'. At the bottom of the form, there is a note: 'NOTE: Please complete all mandatory fields (indicated with an asterisk) and save the information you have entered by clicking on the "Save" button before logging out. Failure to do so will result in all information entered to be lost.' Below the note is a link 'Click [HERE](#) to add more.' which is circled in red. At the bottom right of the form, there are four buttons: 'Back', 'Save', 'Reset', and 'Continue', which are also enclosed in a red-bordered box.

- The reference details should be entered based on the instructions mentioned
- The questions marked with * (red star) has to be filled mandatory
- Candidate has to enter all the required details and click "Save" then "Continue"
- Based on the instructions provided if the Candidate has to enter additional reference details that can be done by clicking on "Click here to add more" link (available at the bottom of the screen)

ADDRESS COMPONENT

- The address details should be entered based on the instructions mentioned
- The questions marked with * (red star) has to be filled mandatory
- Candidate has to enter all the required details and click “Save” then “Continue”
- Based on the instructions provided if the Candidate has to enter additional address details that can be done by clicking on “Click here to add more” link (available at the bottom of the screen)

CRIMINAL – COURT VERIFICATION

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Address
- Criminal**
 - Court records**
 - Police checks
 - Reference
 - Gap in Employment History
 - Mandatory Docs
 - Forms & Documents
 - Completion

Court records (Explain This)

Personal Details

Please enter your current address details.

Candidate's full name

Date of birth

Day Month Year

Father's name

Address Details

Flat number Apartment number/ Unit/ House/ Building

Click [HERE](#) to add more

Back Save Reset Continue

- The address details for criminal verification should be entered based on the instructions mentioned
- The questions marked with * (red star) has to be filled mandatory
- Candidate has to enter all the required details and click "Save" then "Continue"
- Based on the instructions provided if the Candidate has to enter additional Address details that can be done by clicking on "Click here to add more" link (available at the bottom of the screen)

CANDIDATE DATA ENTRY – MANDATORY DOCUMENTS

The screenshot shows a web application interface for a candidate named Priya. The top navigation bar includes a welcome message, login details, and a CSPI logo. A sidebar on the left lists 'Detailed Tasks' with icons for Welcome, Personal Information, Education, Employment, Criminal, Address, Mandatory Docs (highlighted with a red box), Forms & Documents, and Completion. The main content area is titled 'Mandatory Docs' and contains a section for 'Mandatory Document List to be uploaded'. This section lists 'Education (Highest Qualification) 1 (f)' and 'HR 1', each with a declaration checkbox and an 'Upload' button. Below this is a table for 'Uploaded Document(s)' with columns for Check Name, Document Type, Document Name, and Delete. At the bottom right are 'Back' and 'Continue' buttons.

Check Name	Document Type	Document Name	Delete
------------	---------------	---------------	--------

- The section “Mandatory Documents” is for the Candidate to upload supporting documents.
- This appears after the Candidate submits the required information for all Components.

CANDIDATE DATA ENTRY – MANDATORY DOCUMENTS (CONTD...)

- Individual tab's are provided to upload all the documents for each component
- For the ease of uploading, different document types are also mentioned in the drop-down for the Candidate to select.

The screenshot shows a web browser window titled 'Instructions -- Webpage Dialog' with the URL <https://uatcspi.fadv.com/cde/uploadMandatorydoc.do?action=initialization&inputType=CASE&entryFromId=ab753410082744c4&encC>. The page is titled 'Upload Documents - Education (Highest Qualification) 1 (f)'. It contains a section for 'Instructions' with a list of steps and a note about CAPTCHA. Below this is a table for uploading documents with columns for 'Document Type', 'Document Name', and 'Remarks'. The 'Document Type' column has a dropdown menu with options like 'Provisional Certificate', 'Passing Certificate', etc. The 'Document Name' column has input fields and 'Browse' buttons. The 'Remarks' column has text input fields. At the bottom, there is a CAPTCHA image, a 'Code' input field, and 'Upload' and 'Reset' buttons. The footer of the browser window shows the URL and 'Local intranet | Protected Mode: Off'.

Upload Documents - Education (Highest Qualification) 1 (f)

Instructions

PLEASE PROVIDE ALL AVAILABLE RELEVANT DOCUMENTS. THIS WILL HELP IN SPEEDING UP YOUR VERIFICATION

1. Select the Document Type.
2. Browse on your computer to the document you wish to upload.
3. Add remarks relating to the document (optional).
4. Repeat 1-3 to upload up to 5 documents at once.
5. Enter the CAPTCHA code then click the Upload button.


Note: If CAPTCHA is entered incorrectly you will need to re-upload your document(s). You can refresh the CAPTCHA if it does not appear clear to you without needing to re-upload.

6. Confirm that your documents have uploaded correctly.
7. Click the save documents button to close, or repeat 1-6 for any additional documents.
8. Please note: each file should be less than 6mb in size.

Supported Formats: PDF, DOC, RTF, JPG, XLS, TIF, TXT, DOCK, XLSX, GIF, PNG, JPEG, XLSM, TWBX

Upload Documents

Document Type*	Document Name*	Remarks
Select Document Type	<input type="text"/> Browse	<input type="text"/>
Select Document Type	<input type="text"/> Browse	<input type="text"/>
Provisional Certificate	<input type="text"/> Browse	<input type="text"/>
Passing Certificate	<input type="text"/> Browse	<input type="text"/>
Statement of Marks	<input type="text"/> Browse	<input type="text"/>
Memorandum of Marks	<input type="text"/> Browse	<input type="text"/>
Report Card	<input type="text"/> Browse	<input type="text"/>
Mark Sheet	<input type="text"/> Browse	<input type="text"/>
Consolidated Mark Sheet	<input type="text"/> Browse	<input type="text"/>
Transcript cum Mark Sheet	<input type="text"/> Browse	<input type="text"/>
Grade Card	<input type="text"/> Browse	<input type="text"/>
Cumulative Grade Report	<input type="text"/> Browse	<input type="text"/>
Degree Certificate	<input type="text"/> Browse	<input type="text"/>
Online Transcript	<input type="text"/> Browse	<input type="text"/>

 Code

Uploaded Documents

<https://uatcspi.fadv.com/cde/uploadMandatorydoc.do?action=initializ> Local intranet | Protected Mode: Off

CANDIDATE DATA ENTRY – MANDATORY DOCUMENTS (CONTD...)

Welcome Priya testing 10, Last Logged in: 10 January 2019 01:29 PM IST

CSPi

Navigation Help ? | Logout X

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Mandatory Docs (Explain This)

Mandatory Document List to be uploaded

Education (Highest Qualification) 1

☐ I hereby declare that I do not have any supporting document to provide at the moment. I understand that this may impact my verification.

HR 1

☐ I hereby declare that I do not have any supporting document to provide at the moment. I understand that this may impact my verification.

Uploaded Document(s)

Check Name	Document Type	Document Name	Delete
------------	---------------	---------------	--------

Back Continue

- In case the Candidate does not have documents for a particular Component he may tick on the check box.

CANDIDATE DATA ENTRY – MANDATORY DOCUMENTS (CONTD...)

Navigation Help ? | Logout

Detailed Tasks

- ✓ Welcome
- ✓ Personal Information
- ✓ Education
- ✓ Employment
- ✓ Criminal
- ✓ Address
- Mandatory Docs
- Forms & Documents
- Completion

Mandatory Docs [\(Explain This\)](#)

Mandatory Document List to be uploaded

Education (Highest Qualification) 1 (f)	<input type="checkbox"/> I hereby declare that I do not have any supporting document to provide at the moment. I understand that this may impact my verification.	Upload
HR 1	<input type="checkbox"/> I hereby declare that I do not have any supporting document to provide at the moment. I understand that this may impact my verification.	Upload

Uploaded Document(s)

Check Name	Document Name	Delete
------------	---------------	--------

Message from webpage

Please upload mandatory documents

OK

Back Continue

- Candidate cannot move to next page unless he has uploaded the documents or ticked on the check box.
- In Client Inbox the documents uploaded by the Candidate can be viewed under 'CDE Mandate Doc Upload Details'.

LETTER OF AUTHORIZATION (LOA)

Welcome.ad, Last Logged in: 07 October 2013 06:16 PM IST

First Advantage
CSPI
Navigation Help ? | Logout X

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Forms & Documents *(Explain This)*

Instructions

Thank you for completing the personal information form.

- Please ensure that a signed copy of the consent form is returned to First Advantage. A blank consent form can be found at the below location:
<http://www.fadv.com/cspi/releaseform.pdf>
- It is recommended that you download a copy of the information that you have provided for your own records. You may do this by doing the following:
 - Click the link below labelled "Download Entered Details"
 - Click "Generate" on the window which appears
 - When the file has been generated, a link will appear under "Document(s)" then click on the link
 - Click "File" at the top of the window that appears
 - Click "Save a Copy" or "Save P

Candidate Documents

- Consent form (E-Signature)
- Dummy document - testing.pdf
- Letter of Authorization.docx
- Candidate LOA.doc

Open All

Uploaded Documents

Upload

Please check that you have completed all the relevant documents before you continue

Back Continue

- The LOA format would be available under Candidate Documents section
- The LOA would be uploaded either in Manual or in Online format as per Client requirement

LETTER OF AUTHORIZATION (LOA) – MANUAL UPLOAD

Welcome ad, Last Logged in: 07 October 2013 06:16 PM IST

First Advantage
CSPi
Navigation Help ? | Logout

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Forms & Documents (Explain This)

Instructions

Thank you for completing the personal information form.

- Please ensure that a signed copy of the consent form is returned to First Advantage. A blank consent form can be found at the below location:
<http://www.fadv.com/cspi/releaseform.pdf>
- It is recommended that you download a copy of the information that you have provided for your own records. You may do this by doing the following:
 - Click the link below labelled "Download Entered Details"
 - Click "Generate" on the window which appears
 - When the file has been generated, a link will appear under "Document(s)" then click on the link
 - Click "File" at the top of the window that appears
 - Click "Save a Copy" or "Save P

Candidate Documents

- Consent form (E-Signature)
- Dummy document - testing.pdf
- Letter of Authorization.docx**
- Candidate LOA.doc

Open All

Uploaded Documents

Upload

Please check that you have completed all the relevant documents before you continue

Back Continue

- The LOA format would be available under "Candidate Documents"
- Candidate should click on the document - Letter of Authorization / Candidate LOA (whichever is available)
- Take a printout of the same
- Read and sign on the document
- Scan and upload it by clicking on upload document tab

LETTER OF AUTHORIZATION (LOA) – MANUAL UPLOAD (CONTD.)

WelcomeTest, Last Logged in: 25 July 2014 10:48 AM IST

First Advantage
CSPI

Navigation Help ? | Logout

Upload Documents -- Webpage Dialog

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Upload Documents

Instructions

1. Select the Document Type.
2. Browse on your computer to the document you wish to upload.
3. Add remarks relating to the document (optional).
4. Repeat 1-3 to upload up to 5 documents at once.
5. Enter the CAPTCHA code then click the Upload button.

Note: If CAPTCHA is entered incorrectly you will need to re-upload your document(s). You can refresh the CAPTCHA if it does not appear clear to you without needing to re-upload.

6. Confirm that your documents have uploaded correctly.
7. Click the save documents button to close, or repeat 1-6 for any additional documents.
8. Please note: each file should be less than 6mb in size.

Supported Formats: PDF, DOC, RTF, JPG, XLS, TIF, TXT, DOCX, XLSX, GIF, PNG, JPEG

Upload Documents

Document Type*	Document Name*	Remarks
Select Document Type	<input type="text"/> Browse	
Select Document Type	<input type="text"/> Browse	
Select Document Type	<input type="text"/> Browse	
Select Document Type	<input type="text"/> Browse	
Select Document Type	<input type="text"/> Browse	

© 2009 onwards All Rights Reserved

Upload Documents

Document Type: Document Name: Remarks: Delete

Code: Upload Reset

- The Candidate can upload all the scanned LOA by clicking on the "Upload" tab
- In the File upload window select the Document type as "BVF Document"
- Follow the instructions mentioned for uploading files
- File size limit is upto 5 MB only
- In case the file size exceeds 5 MB, you may scan them separately and upload
- CAPTCHA code has to be entered
- Click on the Upload tab once the code is entered

LETTER OF AUTHORIZATION (LOA) - ONLINE

Welcome Test Case, Last Logged in: 23 October 2019 01:22 PM IST

First Advantage
CSPi

Navigation Help ? | Logout X

Detailed Tasks

- ✓ Welcome
- ✓ Personal Information
- ✓ Education
- ✓ Employment
- Forms & Documents
- Completion

Forms & Documents [\(Explain This\)](#)

Instructions

The section includes:

1. Letter of Authorization which needs to be completed
2. Upload Facility, to upload all relevant documents for the purpose of educational & employment verification along with letter of authorization.

How to update and download the Letter of Authorization

Please download the Letter of Authorization from the 'Candidate Documents' section.

Select "letter of authorization", enter your name, today's date and sign Letter of Authorization.

Note: This is mandatory to upload manually signed letter of authorization with the current date. Background verification would not be processed if the same is not uploaded.

Due to Privacy Laws, it is important and mandatory that you complete and sign the Letter of Authorization before uploading it using the "Upload" button present at the bottom of this screen. It is advisable that the signed document is scanned to PDF or TIFF format.

Upload Facility

Detailed instructions on "how to" upload is available upon clicking on the "Upload" button.

Please note that there is a file size limitation of (5MB) and only the following file formats are supportable:
PDF, DOC, RTF, EXCEL, TIFF, TXT, DOCX, XLSX

Candidate Documents

Consent form

Open All

Uploaded Documents

Upload

Please check that you have completed all the relevant documents before you continue

Back Continue

- Candidate should click on the hyperlink - Consent form
- Tick on the check box "I acknowledge..."
- Click Ok
- Click on 'I Agree' tab

LETTER OF AUTHORIZATION (LOA) - ONLINE

Welcome Test Case, Last Logged in: 23 October 2019 01:22 PM IST

First Advantage
CSPi
Navigation Help ? | Logout X

Detailed Tasks

- ✓ Welcome
- ✓ Personal Information
- ✓ Education
- ✓ Employment
- Forms & Documents
- Completion

Forms & Documents (Explain This)

Instructions

The section includes:

1. Letter of Authorization which needs to be completed
2. Upload Facility, to upload all relevant documents for the purpose of educational & employment verification along with letter of authorization.

How to update and download the Letter of Authorization

Please download the Letter of Authorization from the 'Candidate Documents' section.

Select "letter of authorization", enter your name, today's date and sign Letter of Authorization.

Note: This is mandatory to upload manually signed letter of authorization with the current date. Background verification would not be processed if the same is not uploaded.

Due to Privacy Laws, it is important and mandatory that you complete and sign the Letter of Authorization before uploading it using the "Upload" button present at the bottom of this screen. It is advisable that the signed document is scanned to PDF or TIFF format.

Upload Facility

Detailed instructions on "how to" upload is available upon clicking on the "Upload" button.

Please note that there is a file size limitation of (5MB) and only the following file

Candidate Documents

Consent form (E-Signature)

Open All

Uploaded Documents

Upload

Please check that you have completed all the relevant documents before you continue

Back Continue

© 2009 onwards All Rights Reserved Privacy Policy

- Candidate should click on the hyperlink - Consent form (E - Signature)
- Tick on the check box "I acknowledge..."
- Put the sign under the Signature box
- Click Ok
- Click on 'I Agree' tab

UPLOADING DOCUMENTS – SUPPORTING DOCUMENTS

WelcomeTest, Last Logged in: 25 July 2014 10:48 AM IST

First Advantage
CSPi
Navigation Help ? | Logout X

Upload Documents -- Webpage Dialog

Upload Documents

Instructions

1. Select the Document Type.
2. Browse on your computer to the document you wish to upload.
3. Add remarks relating to the document (optional).
4. Repeat 1-3 to upload up to 5 documents at once.
5. Enter the CAPTCHA code then click the **Upload** button.

Note: If CAPTCHA is entered incorrectly you will need to re-upload your document(s). You can refresh the CAPTCHA if it does not appear clear to you without needing to re-upload.

6. Confirm that your documents have uploaded correctly.
7. Click the save documents button to close, or repeat 1-6 for any additional documents.
8. Please note: each file should be less than 6mb in size.

Supported Formats: PDF, DOC, RTF, JPG, XLS, TIF, TXT, DOCX, XLSX, GIF, PNG, JPEG

Upload Documents

Document Type*	Document Name*	Remarks
Select Document Type	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/>
Select Document Type	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/>
Select Document Type	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/>
Select Document Type	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/>
Select Document Type	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/>

© 2009 onwards All Rights Reserved

Upload Documents

Document Type: Document Name: Remarks: Delete

Upload Documents

Document Type: Document Name: Remarks: Delete

Upload **Continue**

- The Candidate can upload all supporting documents by clicking the "Upload" tab
- All the documents uploaded by the Candidate will be displayed under "Uploaded Documents" section
- CAPTCHA code has to be entered
- Click on the Upload tab once the code is entered
- Once all the documents are uploaded, the Candidate will have to click on the "Continue" tab

PREVIEW AND COMPLETE

WelcomeShivkumar, Last Logged in: 21 January 2014 03:09 PM IST

First Advantage
CSPi
Navigation Help ? | Logout X

Detailed Tasks

Preview & Complete (Explain This)

Personal Information

Personal Information

Candidate's Name ?

First Name* Middle Name Last Name*

sdjd kljlkdsfd lkdsjfsdk

Father's Name*

l;sdkf;sdjk

Former Name / Maiden Name (if applicable)

lkdsfj;dsjk

Date of Name Change

Day Month Year

select select select

Personal Details ?

View in PDF Back Print Complete

© 2009 onwards All Rights Reserved Privacy Policy

- “Preview & Complete” screen allows the Candidate to review and edit the information and the document that the Candidate has provided
- Candidate can have a PDF document containing the data entered by clicking on “View in PDF”
- This PDF document can be saved onto the Candidate’s desktop

COMPLETE TAB – DATA ENTRY COMPLETED

Welcome Shivkumar, Last Logged in: 21 January 2014 03:09 PM IST

First Advantage
CSPi
Navigation Help ? | Logout X

Detailed Tasks

- Welcome
- Personal Information
- Education
- Employment
- Criminal
- Address
- Mandatory Docs
- Forms & Documents
- Completion

Preview & Complete (Explain This)

Personal Information

Personal Information

Candidate's Name ?

First Name* Middle Name Last Name*

sdfd kjlkdsfd lkdsjfsdk

Microsoft Internet Explorer

Please proceed ONLY if you have provided all the required information and documents (e.g. Consent Form, Letter of Authorisation etc.)

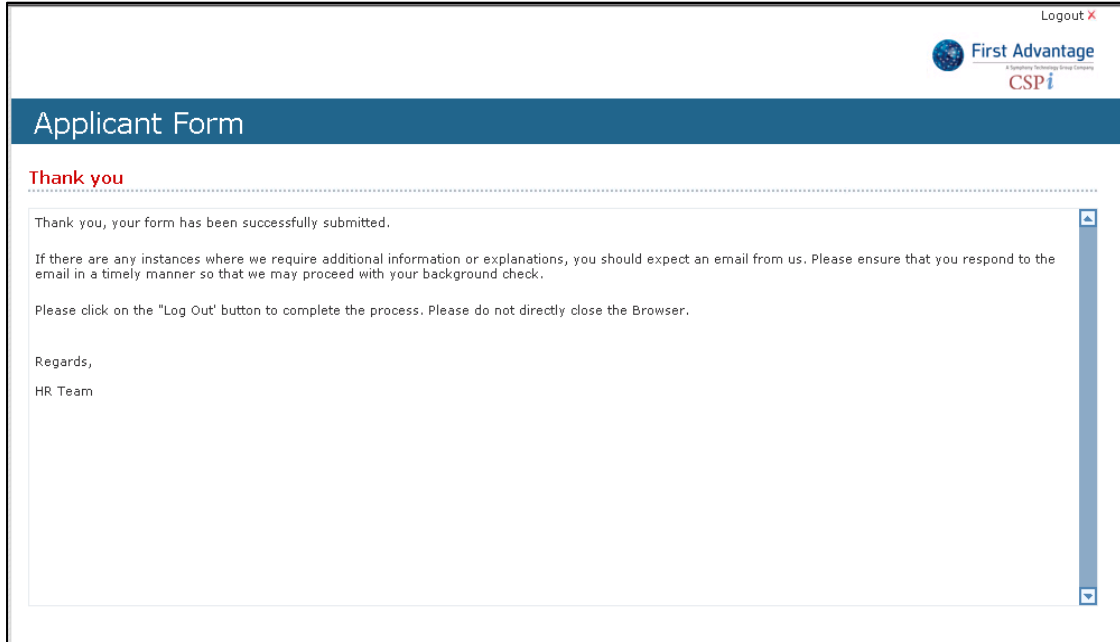
OK Cancel

View in PDF Back Print Complete

© 2009 onwards All Rights Reserved Privacy Policy

- On completion of the data entry process, Candidate must click the "Complete" tab to submit the entered details
- The system will display a message to confirm if all the required information and documents are provided
- The Candidate must click "Ok" to complete the data entry or "Cancel" in case he/she would like to review/edit/add information
- Candidate will not be able to review/edit/add details once the "Ok" tab has been clicked

THANK YOU NOTE



The screenshot displays a web interface for an Applicant Form. At the top right, there is a 'Logout' link with a red 'X' icon. Below this is the 'First Advantage' logo, which includes a globe icon and the text 'First Advantage' and 'CSPi'. The main heading of the page is 'Applicant Form'. Below this, a red 'Thank you' message is displayed, followed by a large text area containing the following text: 'Thank you, your form has been successfully submitted.', 'If there are any instances where we require additional information or explanations, you should expect an email from us. Please ensure that you respond to the email in a timely manner so that we may proceed with your background check.', 'Please click on the "Log Out" button to complete the process. Please do not directly close the Browser.', 'Regards,', and 'HR Team'.

- Thank You Note is displayed indicating successful submission of data

Note:- The candidate cannot login again once the complete is marked



THANK YOU



First Advantage