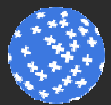


# CSPi – Candidate Data Entry Training Manual

## 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) than 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

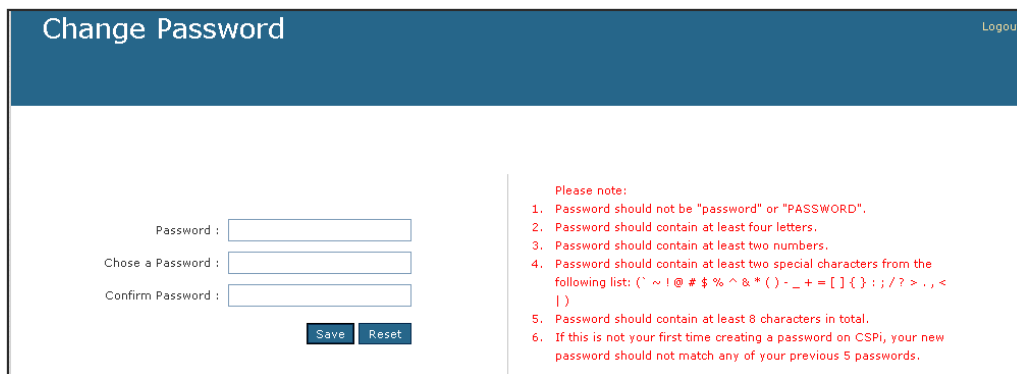
- Once an order is placed, the Candidate will be sent two emails (with Username and subsequently the Password)
- Candidate can log in using the unique Username and Password

# 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. Links for 'Forgot Password?' and 'Privacy' are positioned below the submit button. The right side of the screen displays the 'First Advantage' logo, the 'CSPi' logo, and a 'Norton SECURED' badge with a checkmark icon. At the bottom, it lists 'Supported Browsers' with icons for Internet Explorer, Firefox, Chrome, and Safari, along with a link to 'ABOUT SSL CERTIFICATES'.

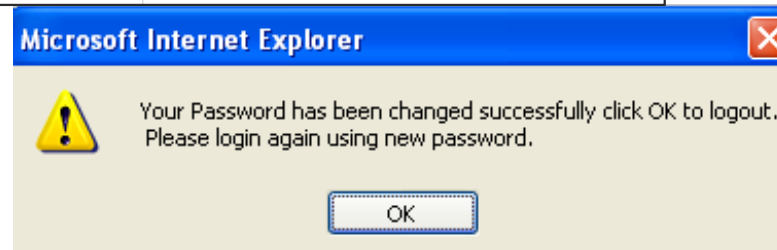
- Candidate will be prompted to change Password when logging in for the first time
- 'Strong and secured' Password setting guidelines are provided
- Upon successful Password reset, confirmation message is displayed
- Candidate can now log in and begin the data entry process



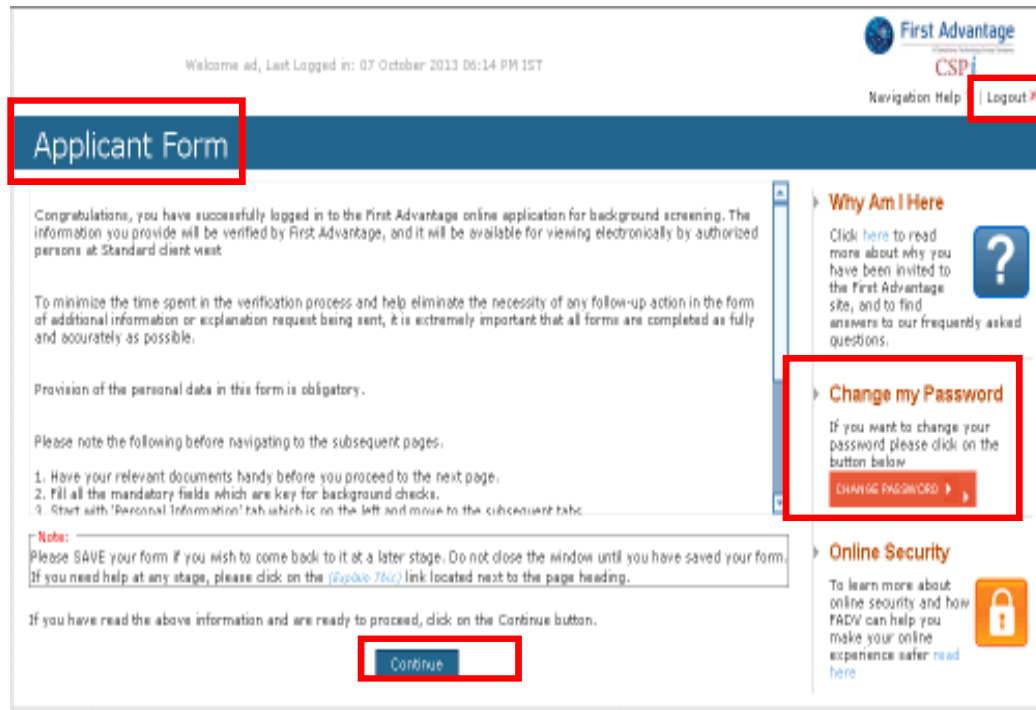
The 'Change Password' screen has a title bar with 'Change Password' and a 'Logout' link. It contains three input fields: 'Password', 'Chose a Password', and 'Confirm Password'. Below these fields are 'Save' and 'Reset' buttons. To the right of the input fields, a 'Please note:' section lists six password requirements in red text.

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' page of the First Advantage online application. The page includes a header with the First Advantage logo, a welcome message, and a 'Logout' button. The main content area contains instructions for the user, a 'Continue' button, and a sidebar with links to 'Why Am I Here', 'Change my Password', and 'Online Security'. The 'Applicant Form' title and the 'Continue' button are highlighted with red boxes.

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

First Advantage  
CSPi  
Navigation Help | Logout

## 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 visit.

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 [Explore 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 PADV 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 'First Advantage CSPi' application interface. On the left, a 'Detailed Tasks' sidebar lists various sections: Welcome, Personal Information, Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The main area is titled 'Personal Information (Explain This)' and contains a 'Candidate's Name' section with fields for First Name, Middle Name, and Father's Name. Below this is a 'Former Name / Maiden Name (if applicable)' field and a 'Date of Name Change' section with dropdowns for Day, Month, and Year. The 'Personal Details' section includes a 'Date of Birth' field with Day, Month, and Year dropdowns, and a 'Gender' section with radio buttons for Male and Female. A 'Navigation Help' overlay is present, explaining the 'Status Indicator' (Completed, Working on Current Component, Available Components) and the 'Heading' (Click on this). It also provides instructions on how to use the 'Back', 'Save', 'Reset', and 'Continue' buttons at the bottom of the form.

➤ “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

Personal Information: Save

Candidate's Name

First name\* Middle name\* Last name\*

Father's name\*

Personal Details

Date of birth\*

City\* Month\* Year\*

Gender\*

Marital status\* Spouse's name\*

Personal Identity Details

Back Save Reset Continue

Personal Information: Save

Your first record is fully saved

Candidate's Name

First name\* Middle name\* Last name\*

Father's Name\*

Personal Details

Date of Birth\* (disabled)

City\* Month\* Year\*

Gender\*

Marital status\* Spouse's name\*

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



# DATA ENTRY SCREENS – PERSONAL INFORMATION

The screenshot displays the 'Personal Information' data entry screen. On the left, a 'Detailed Tasks' sidebar lists various sections: 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 sections for 'Candidate's Name' (with fields for First name, Middle name, and Last name), 'Father's name', 'Personal Details' (with fields for Date of birth, Gender, Marital status, and Nationality), and 'Personal Identity Details'. At the bottom right, a row of four buttons is visible: 'Back', 'Save', 'Reset', and 'Continue', with the 'Save' button highlighted by 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 on?
- 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 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 (highlighted with a red box), Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The main area is titled 'Personal Information (Explain This)' and contains several input fields: 'Candidate's Name' with sub-fields for 'First name\*', 'Middle name', and 'Last name\*'; 'Father's name\*'; 'Personal Details' with 'Date of birth\*' (split into Day, Month, and Year dropdowns) and 'Gender\*'; 'Marital status' and 'Nationality\*'; and 'Personal Identity Details' at the bottom. At the bottom right of the main area, there is a row of four buttons: 'Back', 'Save', 'Reset', and 'Continue', which are also highlighted with a red box.

- "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 the 'Personal Information' tab in the First Advantage system. On the left, a 'Detailed Tasks' sidebar lists various steps: Welcome, Personal Information (highlighted with a green checkmark), Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The main content area is titled 'Personal Information' and includes an '(Explain This)' link. The form fields are organized into sections: 'Candidate's Name' with fields for First name, Middle name, and Last name; 'Father's name'; 'Personal Details' with a Date of birth field (split into Day, Month, and Year) and a Gender field; 'Marital status'; and 'Nationality'. At the bottom right of the form, there are 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 i by clicking on the "Save" button before logging out. Failure to do so will result in all in*

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 the 'Education (Highest Qualification)' section. On the left is a 'Detailed Tasks' sidebar with a vertical list of steps: Welcome, Personal Information, Education (highlighted with a yellow circle), Employment, Address, Criminal, Court records, Police checks, Reference, Gap in Employment History, Mandatory Docs, Forms & Documents, and Completion. The main content area is titled 'Education (Highest Qualification) (Explain This)' and contains a sub-section 'Education Details' which is highlighted with a red rectangular box. Below this, a prompt reads 'Please enter your completed highest qualification details only.' The form includes 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)

The screenshot shows a web application interface for the 'Education (Highest Qualification)' section. 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 'Education' step is currently active. The main form area contains several input fields: 'Seat number\*' (with an asterisk indicating it's mandatory), 'Roll number', 'Convocation number', 'PRN number', and 'Identification Type (Eg. SNN, HKID, Passport#, NRIC # etc)\*' (also with an asterisk). Below these fields 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.' At the bottom of the form, there is a link 'Click [HERE](#) to add more.' which is circled in red. At the bottom right, there are four buttons: 'Back', 'Save', 'Reset', and 'Continue', which are also grouped by a red box.

# 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 the 'HR' tab in the 'Detailed Tasks' section. The left sidebar lists various tasks: Welcome, Personal Information, Education, Employment, Address, Criminal, Court records, Police checks, Reference, Gap in Employment History, Mandatory Docs, Firms & Documents, and Completion. The main content area is titled 'HR (Explain This)' and contains a red-bordered box with the text: 'If you have no employment experience prior to this then please check this box.' with an unchecked checkbox. Below this, it says 'Please enter your previous employments details starting from the most recent one.' and 'Is this your Current employer?' with radio buttons for 'Yes' and 'No'. The 'Employment Details' section includes a text field for 'Employer name', a text field for 'Employer address, country name, country code, contact details, email ID', and a text field for '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 First Advantage application. 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 'Employment' task is highlighted. The main content area is titled 'HR (Explain This)' and contains a red-bordered box with the text: 'If you have no employment experience prior to this then please check this box.' Below this is another red-bordered 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. Below this is the 'Employment Details' section with a text input for 'Employer name' and a larger text input for 'Employer address, country name, country code, contact details, email ID'. At the bottom of the form, the text 'Click [HERE](#) to add more' is circled in red. In the bottom right corner, there is a red-bordered box containing four buttons: 'Back', 'Save', 'Reset', and 'Continue'.

# GAP IN EMPLOYMENT HISTORY

- 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 tree view containing: Welcome, Personal Information, Education, Employment, Address, Criminal (with sub-items Court records and Police checks), Reference (highlighted), Gap in Employment History, Mandatory Docs, Forms & Documents, and Completion. The main content area is titled 'Reference (Brian [redacted])' and contains a form with the following fields: 'Name of the reference\*' (text input), 'Company name and Designation of the reference\*' (text input with a dropdown arrow), 'Contact number of the reference\*' (text input), and 'Can we contact your reference now?' (radio buttons for Yes and No). A note at the bottom of the form states: '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.' At the bottom of the form, there is a link 'Click [HERE](#) to add more.' and a row of four buttons: 'Back', 'Save', 'Reset', and 'Continue'. Red boxes highlight the instruction 'Please enter your reference details.', the 'Click HERE to add more.' link, and the 'Back', 'Save', 'Reset', and 'Continue' buttons.

- 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

**Detailed Tasks**

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

**Current Address - Physical Verification** [Explain This](#)

**Address Details**

Please enter your current address details.

Apartment/Flat/House/Unit number Building/Apartment name

Area/Locality name Street / Road Name

City/Town/Suburb/Area/District\* County / State

Landmark (Within 50 - 75 meters of address)\*

Country Post / ZIP code

Click [HERE](#) to add more.

[Back](#) [Save](#) [Reset](#) [Continue](#)

- 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

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

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 (f) ☐ 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 ☐ 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 Type	Document Name	Delete
------------	---------------	---------------	--------

[Back](#) [Continue](#)

- 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...)

**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, DOCX, 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"/>

**Upload Documents**

**Code \***

**Uploaded Documents**

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

- 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.

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

WelcomePriya 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. **Upload**

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. **Upload**

**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 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 (f) ☐ 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 ☐ 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 EST

First Advantage  
CSPi

Navigation Help | Logout

Detailed Tasks

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

Forms & Documents (Profile My)

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/teleassform.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 labeled "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 As"

Candidate Documents

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

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 X

**Detailed Tasks**

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

**Forms & Documents** *(Expand 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.fads.com/csp/consentform.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 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"/> 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

**Uploaded 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

First Advantage  
CSPI

Welcome! You are logged in: 31 January 2024 03:08 PM IST

Navigation Help ? | Logout

Detailed Tasks

Forms & Documents (2/2/24/2024)

Instructions

Thank you for completing the personal information form.

Candidate Documents

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

Privacy Policy

Consent Form

Letter of Authorization  
To whom it may concern

I hereby authorize my hiring company and their agents, First Advantage (FADV) and its subsidiary/group companies/affiliates/agents to verify information provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to FADV and its subsidiary/group companies/affiliates/agents. I release all persons from liability on account of such disclosure. I am willing that a photocopy of this authorization be accepted with the same authority as the original.

☐ I acknowledge that I have read and agree to the terms of the License Agreement and Privacy Policy.

Signature

Ok Clear

I Agree Skip this section

- 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

The screenshot shows the 'Upload Documents' web application interface. At the top, it says 'WelcomeTest, Last Logged in: 25 July 2014 10:48 AM IST' and 'First Advantage CSPI'. The main heading is 'Upload Documents -- Webpage Dialog'. On the left, a 'Detailed Tasks' sidebar lists: Welcome, Personal Information, Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The main content area has an 'Upload Documents' section with 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. A note states: '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. Below the instructions, it lists 'Supported Formats: PDF, DOC, RTF, JPG, XLS, TIF, TXT, DOCX, XLSX, GIF, PNG, JPEG'. There is a table for uploading documents with columns: Document Type\*, Document Name\*, and Remarks. It contains five rows, each with a 'Select Document Type' dropdown, a 'Browse' button, and an empty 'Remarks' field. To the right of the table is an 'Upload' button. Below the table is a CAPTCHA image showing the text '06V5C a' and a text input field for the code, with 'Upload' and 'Reset' buttons. At the bottom, there is an 'Uploaded Documents' section with a table with columns: Document Type, Document Name, Remarks, and Delete. On the right side of the interface, there are buttons for 'Open All', 'Upload', and '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

WelsunaShivkumar, 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 (2/2/2014 10:10 AM)

Personal Information

Personal Information

Candidate's Name

First Name\* Middle Name Last Name\*

edit

Father's Name\*

edit

Former Name / Maiden Name (if applicable)

edit

Date of Name Change

Day: Month: Year:

select select select

Personal Details

edit

View in PDF Back Print Complete

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Privacy Policy

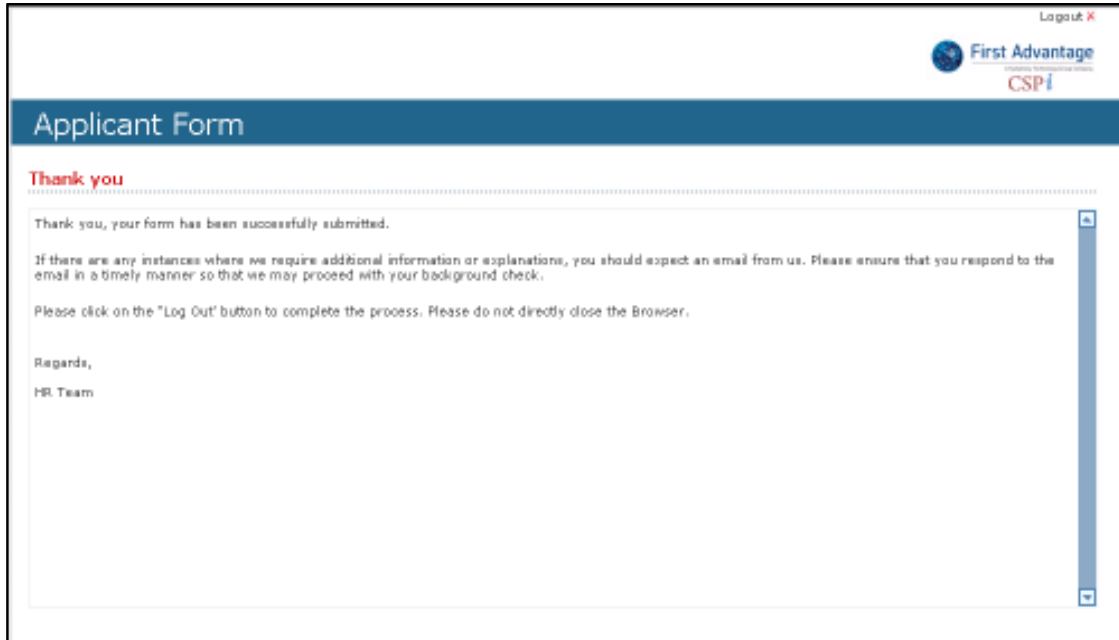
- “Preview & Complete” screen allows the Candidate to review and edit the information and the document that the Candidate has provided
- Candidate can have a PDF document containing the data entered by clicking on “View in PDF”
- This PDF document can be saved onto the Candidate’s desktop

# COMPLETE TAB – DATA ENTRY COMPLETED

The screenshot shows the 'First Advantage CSPi' web application. At the top, a welcome message reads 'Welcome! Dhruv Kumar, Last logged in: 21 January 2014 03:09 PM IST'. The left sidebar lists 'Detailed Tasks' with icons for Welcome, Personal Information, Education, Employment, Criminal, Address, Mandatory Docs, Forms & Documents, and Completion. The main area is titled 'Preview & Complete (English: EN)' and displays 'Personal Information'. It includes fields for 'Candidate's Name' with sub-fields for 'First Name\*', 'Middle Name', and 'Last Name\*', each containing a sample name. Below these are 'Personal Details' with dropdown menus. A 'Microsoft Internet Explorer' dialog box is overlaid, asking: 'Please proceed ONLY if you have provided all the required information and documents (e.g. Consent Form, Letter of Authorisation etc.)'. It has 'OK' and 'Cancel' buttons. At the bottom right of the main form are buttons for 'View in PDF', 'Back', 'Print', and 'Complete'. The footer contains '© 2013 First Advantage All Rights Reserved' and a 'Privacy Policy' link.

- 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 shows a web browser window displaying a 'Thank You' message from First Advantage CSPI. The page has a blue header with the text 'Applicant Form'. Below the header, the text 'Thank you' is displayed in red. The main content area contains 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.', and 'Regards, HR Team'. The page also features a 'Logout' link in the top right corner and the First Advantage CSPI logo.

- Thank You Note is displayed indicating successful submission of data

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





# THANK YOU