



Yang Xu <xuyang.yz@gmail.com>

Allstate Background Check

applicationstation@bigreport.com <applicationstation@bigreport.com>

Mon, Jun 11, 2018 at 7:20 AM

To: xuyang.yz@gmail.com

Dear Yang,

Allstate Insurance Company has requested you provide authorization to Business Information Group to complete a background investigation and drug screen. Remember you must complete your drug screen within 48 hours of accepting your contingent offer. Keep this email until you receive notification that you have satisfied this portion of the pre-employment screening.

Follow the instruction below in order, you must create your account before completing your drug screen. If you are asked for your Case Reference Number, please use this ID: 13671577

1. To create your account click the link below to access the Application Station Web Site. Enter the Application Station Code of: AllstateExecutive007.

<https://applicationstation.bigreport.com>

NOTE: If the link above does not open, just type the URL into your browser.

2. Sign in using the account you created in Step 1 and proceed to submit your information for background investigation.

3. Use the link below to locate the nearest drug screen facility. Ensure the location you select specifies "Drug Screen" in the hours details. If a location does not list "Drug Screen" the lab will not be able to complete your screening.

www.LabCorp.com

NOTE: If the nearest drug screen location is greater than 35 miles away, please contact your Allstate Recruiter for further instructions.

4. Please print this email with the account number 989078 & test panel code 798702 for the LabCorp Technician. This email is the authorization required for the Labcorp technician to create an electronic Chain of Custody form for your drug screen collection.

NOTE: You are required to have valid photo identification with you at the time of collection. (Examples: driver's license or other photo identification card)

5. If you have any difficulties or experience any issues during your drug screen collection appointment please contact Business Information Group at 800-803-7859 immediately, BEFORE you leave the facility, to ensure your issue can be resolved.

6. Before you leave the drug screen facility, obtain the donor copy of the Chain of Custody form.

7. After you complete your drug screen, call Business Information Group (a division of Vertical Screen) at 800-803-7859. Be sure to have your copy of the Chain of Custody form available.

If you have questions about the information you are asked to provide, please contact your Allstate Recruiter.

If you experience technical issues logging on to the Application Station site, please contact Application Station Support at 888-291-1369 x2006.

Thank You,
Application Station
Business Information Group
888-291-1369 x2006

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