

Enterprise - Utilizing First Advantage Background Checks

Last Modified on 08/06/2022 10:01 am CDT

Utilizing First Advantage Background Checks

Note The First Advantage integration within Enterprise is no longer being offered by TempWorks and the integration will no longer function within Enterprise as of 10/31/2022 with APIv2 no longer being supported as of that date.

If you have any questions, and to get the integration setup within Beyond, please contact your TempWorks Account Manager.

First Advantage background checks (formerly known as LexisNexis) deliver valuable insights that lead to smarter, more informed decisions and greater security for businesses. With the First Advantage integration, you will be able to submit and process First Advantage checks and search for those checks from within the system.

Note This integration does require additional setup and an existing relationship with First Advantage. For more information about getting this setup, and pricing inquiries, please contact your TempWorks Account Manager.

Request a First Advantage Background Check

Navigate to the record of the employee for whom you would like to process a background check then click on the actions menu then select 'Request First Advantage Background Check.' Once request First Advantage is selected the wizard will open and display the background check packages your company has subscribed to:

The screenshot shows the HR Center interface for Robert Barrington. The left sidebar contains a list of actions, with 'Request First Advantage Background Check' highlighted by a red arrow. The main area displays a 'WI Background Check' form. The right sidebar shows contact information for Robert Barrington, including his email (robert@barrington.com) and phone number ((321) 952-2421). Below this, there is a table of assignments and a section for interest codes.

Rep	Contact	Customer	Due
dwood			
dwood			
dwood			
dwood			
dwood			
dwood	Ryobi, George (Ry...		
dwood	Ryobi, George (Ry...		

Assignment ID	Code
301350084	Programming C++
301350219	Programming HTML
301350071	
301303965	
301303800	
301303608	
301303394	

Select the package(s) you would like run on this employee by clicking to highlight them. A check mark will appear in the selected column of each package selected:

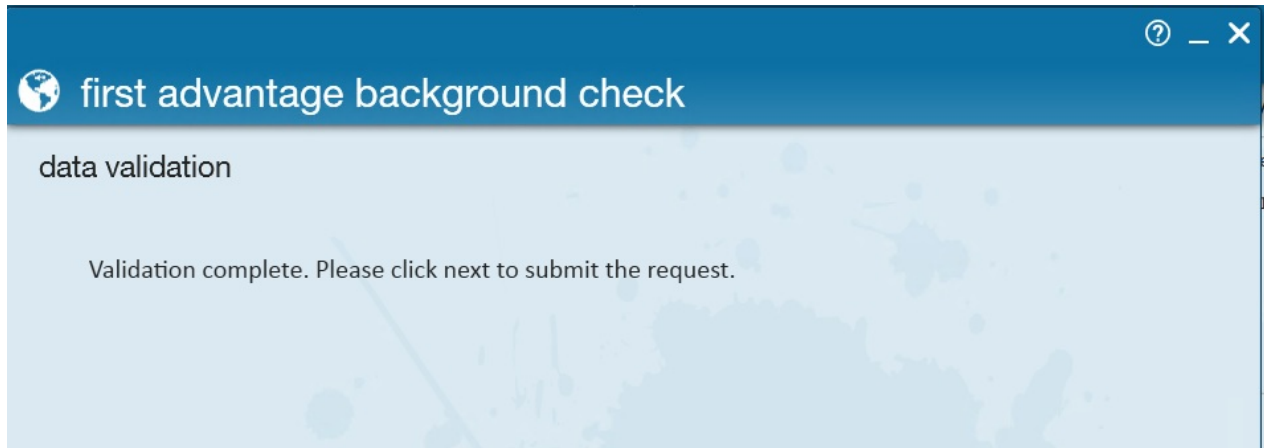
The screenshot shows the 'first advantage background check' package selection window. The 'package selection' section prompts the user to select a package for the employee. A table lists six packages with checkboxes in the 'Selected' column. Below the table are three input fields: 'Copy To Applicant' (with a checkbox and a red arrow), 'Client Reference' (with a dropdown arrow and a red arrow), and 'Special Instructions' (with a text input field and a red arrow). At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

ID	Name	Comment	Selected
Packages (6)			
2114	STANDARD + CREDIT - 7 YEARS		<input type="checkbox"/>
2115	STANDARD + FEDERAL - 7 YEARS		<input type="checkbox"/>
2116	STANDARD + STATE + NATIONWIDE + FEDERAL - 7 Y...		<input type="checkbox"/>
2112	STANDARD - 7 YEARS		<input type="checkbox"/>
2168	STATE + NATIONWIDE + SSN TRACE - 7 YEARS		<input type="checkbox"/>
2117	STATE + SSN TRACE - 7 YEARS		<input type="checkbox"/>

1. Copy to Applicant: Will email a copy of the request to your employee.
2. Client Reference: Can be used to reference the background check on the customer's invoice. If this field is to be used, please communicate to your implementer, account or project manager the options you desire.
3. Special Instructions: For your own internal notation purposes only. For example, "Required for employees

working at ABC Company."

When done click next to move forward through the wizard. If any required information is missing from or incorrect on the employee's record the following warning will appear. At this point, navigate back to the employee's record and fix the missing information. Once all information is correct the following message will appear:



Click 'Next' to submit the First Advantage Background check.

The final form of the request process will allow an email to be sent to a predefined configurable email address by selecting the mail icon (this is the address which was established in the administration section of Enterprise at the beginning of the help document):


first advantage background check

results

The request has been submitted.

Request Submitted

Please note that FirstAdvantage will send an email if further action is required



Cancel

< Back

Next >

Finish

Results of a First Advantage Background Check

To review the results of all First Advantage background checks, navigate to all options> external services> first advantage:

Search for Employees, Customers, Orders, etc.

ERIKA WINBERG: High Tech Staffing

No tasks to display for your current filter settings

tasks appointments social email

First Advantage Background Checks

Branch: Memphis SE Filter Show Archived

Package Id	Package Name	Full Name	SSN	Aident	Date Created	Result	URL
2117	STATE + SSN TRACE - 7 YEARS	Moline, Irene	611-11-1234	4294969502	10/15/2012	Eligible	https://www.cpscreen.com/pub/CPScreen/loge...
2115	STANDARD + FEDERAL - 7 YEA...	Johnson, Billy	324-65-4798	16245	8/28/2012		https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + FEDERAL - 7 YEA...	Moline, Irene	611-11-1234	4294969502	3/19/2013		https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + CREDIT - 7 YEA...	Johnson, Billy	324-65-4798	16245	8/28/2012		https://screenstest.lexisnexis.com/pub/0/loge...
	N/A	Moline, Irene	611-11-1234	4294969502	4/16/2013	InProgr...	https://screenstest.lexisnexis.com/pub/0/loge...
	STATE + SSN TRACE - 7 YEARS	Moline, Irene	611-11-1234	4294969502	8/30/2012		https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + FEDERAL - 7 YEA...	Moline, Irene	611-11-1234	4294969502	8/29/2012		https://screenstest.lexisnexis.com/pub/0/loge...
	N/A	Moline, Irene	611-11-1234	4294969502	4/15/2013	InProgr...	https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + FEDERAL - 7 YEA...	Moline, Irene	611-11-1234	4294969502	9/10/2012		https://screenstest.lexisnexis.com/pub/0/loge...
	N/A	Moline, Irene	611-11-1234	4294969502	8/29/2012	Stoned	https://www.cpscreen.com/pub/CPScreen/loge...
	STANDARD + CREDIT - 7 YEA...	Moline, Irene	611-11-1234	4294969502	3/22/2013		https://screenstest.lexisnexis.com/pub/0/loge...
	N/A	Moline, Irene	611-11-1234	4294969502	4/15/2013	InProgr...	https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD - 7 YEARS	Barrington, Robert	364-56-8585	4295014292	8/29/2014		https://enterprisetest.fadv.com/pub/0/login/use...
	STANDARD - 7 YEARS	Moline, Irene	611-11-1234	4294969502	9/18/2012		https://screenstest.lexisnexis.com/pub/0/loge...
	N/A	Moline, Irene	611-11-1234	4294969502	4/16/2013	InProgr...	https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + FEDERAL - 7 YEA...	Moline, Irene	611-11-1234	4294969502	3/19/2013		https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + CREDIT - 7 YEA...	Moline, Irene	611-11-1234	4294969502	8/23/2013		https://enterprisetest.fadv.com/pub/0/login/use...
	STANDARD + CREDIT - 7 YEA...	Moline, Irene	611-11-1234	4294969502	4/23/2013	InProgr...	https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD - 7 YEARS	Moline, Irene	611-11-1234	4294969502	3/19/2013		https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + STATE + NATIO...	Johnson, Billy	324-65-4798	16245	8/28/2012		https://screenstest.lexisnexis.com/pub/0/loge...
	STANDARD + FEDERAL - 7 YEA...	Moline, Irene	611-11-1234	4294969502	8/29/2012	Pass	https://www.cpscreen.com/pub/CPScreen/loge...
	STATE + NATIONWIDE + SS...	Johnson, Billy	324-65-4798	16245	8/28/2012	Eligible	https://www.cpscreen.com/pub/CPScreen/loge...
	STANDARD - 7 YEARS	Moline, Irene	611-11-1234	4294969502	8/29/2012		https://screenstest.lexisnexis.com/pub/0/login/us...
	STANDARD + FEDERAL - 7 YEA...	Moline, Irene	611-11-1234	4294969502	3/22/2013	Review	https://screenstest.lexisnexis.com/pub/0/loge...

This will list everyone for which a background check was initiated. The results will display as well as the URL to where the results are found on the First Advantage site:

Full Name	SSN	Aident	Date Created	Result	URL
Avery, Marcelle	123-45-6845	16195	7/31/2012	Eligible	https://www.cpscreen.com/pub/CPScreen/loge...
Barrington, Robert	364-56-8585	4295014292	8/29/2014		https://enterprisetest.fadv.com/pub/0/login/use...
Bradley, Sherrie	544-44-4444	15842	7/31/2012		https://screenstest.lexisnexis.com/pub/0/loge...
Brell, Dania		12934	8/14/2014		https://enterprisetest.fadv.com/pub/0/login/use...

Right click on any line to:

- Post the results to the employee record
- View the employee
- View the report

Branch: Memphis SE Filter

Full Name

Avery, Marcelle

Ba...

Br...

Br...

Post Result

View Employee

View Report

View report will display the report from First Advantage:

https://enterprisetest.fadv.com/pub/ First Advanta... Order Viewing

All fully displayed personally identifiable information is customer provided or is masked based on custom configuration settings.

Order Information

In Progress BARRINGTON, ROBERT 364-56-8585 dalyce@tempworks.com	Package: STANDARD - 7 YEARS Account: 250250TMW Office Code: WPS Case ID: 6415858	Requester: TEMPWORKS XCHANGE (XCHANGE) Customer Name: NOT SPECIFIED Client Reference 2: MEMPHIS SE
--	---	---

Case Actions: [Summary of Consumer Rights](#)

All	Flag	Search	Status	Submitted	Completed
<input type="checkbox"/>		County Seat Felony & Misdemeanor PALM BAY, BREVARD, FL	Processing	08/29/2014	
<input type="checkbox"/>		Social Security Verification	Processing	08/29/2014	

Element Actions:

The results for specific employee's First Advantage background check is visible on the employee's record within the employee> integrations> First Advantage area:

Robert Barrington
3312 Sage Avenue
Palm Bay, FL 32908
ID: 4295014292
SSN: xxx-xx-8585

No tasks to display for your current filter settings

tasks appointments social email

Branch: All Filter Show Archived

Package Id	Package Name	Full Name	SSN	Aident	Date Created	Result	URL
2112	STANDARD - 7 YEARS	Barrington, Robert	364-56-8585	4295014292	8/29/2014		https://enterprisetest.fadv.com/pub/ll/login/use...
2112	STANDARD - 7 YEARS	Barrington, Robert	364-56-8585	4295014292	10/14/2016		https://enterprisetest.fadv.com/pub/ll/logi...

Related Articles