

# Beyond - Background Check Providers and Setup

Last Modified on 07/13/2023 3:01 pm CDT

## Our Partners



To learn more about Asurint, check out [Asurint Overview](#)



To learn more about Crimcheck, check out [Crimcheck Overview](#)



To learn more about First Advantage, check out [First Advantage Overview](#)



To learn more about AccuSourceHR, check out [AccuSourceHR Overview](#)



To learn more about Universal Background Screening, check out [Universal Background Screening Overview](#)

---

## Ready to Get Started?

**\*Note\*** In order to utilize background checks in Beyond, you will need to first contact your TempWorks Account Manager. After the initial setup is completed on the back end, you will be able to complete the following steps to complete your setup.

To complete the setup process, you will want to setup the following:

1. [Set Up Credentials](#)
2. [Set Up User Permissions](#)


---

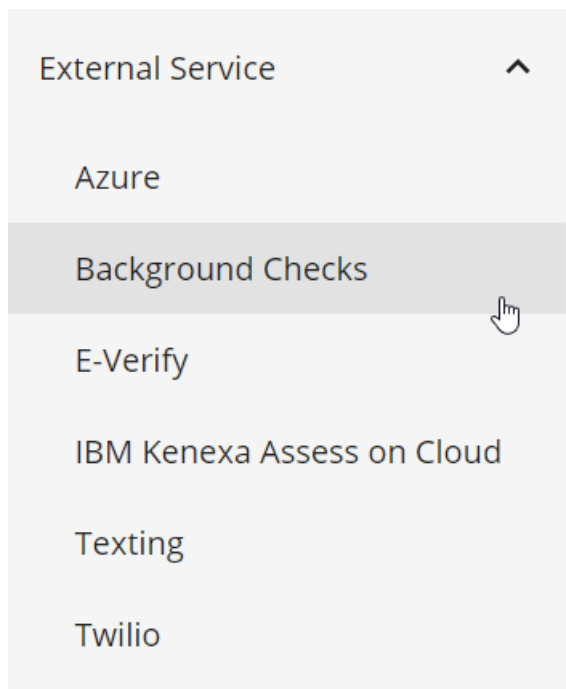
## Setting Up Provider Credentials

Depending on which background check provider(s) you will use, you will need to add your account to Beyond to allow Beyond to send the necessary information to the background check provider.

Credentials can be added by any admin who has access to the System Settings section in Beyond.

### To Find Background Check Credentials:

1. Navigate to the  Menu
2. Select System Settings
3. Select External Services > Background Checks



4. Select the + to add background check credentials

Check out the providers sections below for more information on what credentials you will need to enter.

#### **\*Note\*** How Hierarchy Affects Background Check Credentials:

Regardless of which provider you choose, you will be asked what account level you want to add your credentials to. This is related to Beyond [Hierarchy](#). Most systems will allow any user in the system to use the same provider credentials. This is when you set these credentials up at your highest hierarchy (System or Subsystem).

Account Level

System

Ownership

System

If you have different credentials for different EINs or branches, etc. you can set up each set of credentials with the specific company or branch. This is when you would set the account level to company or branch or user. Then, under Ownership, you would choose the correct entity, branch, or user.

Account Level

Company

Ownership

HiTech Staffing

When editing/removing credentials that are located above your current hierarchy level, you will be presented with the following message:

These credentials are above your current hierarchy and changes may affect more users than intended. Please make sure you are editing the correct credentials.

The above message has been added to provide a visual aid in the determination of editing credentials.

## Providers

Each provider will have different required information that needs to be entered in the credentials section:

- [Asurint](#)
- [Crimcheck](#)
- [First Advantage](#)
- [AccuSourceHR](#)
- [Universal](#)

### Asurint

1. Select the + in the upper right under external services > background checks
2. Choose Asurint
3. Enter the following information

## Background Check Provider - Asurint

Account Level System	Ownership System
Username [Redacted]	Password [Redacted]
Account Id [Redacted]	Location Id [Redacted]

SAVE AS DRAFT

CANCEL

SUBMIT

- **Account Level:** what hierarchy should this be available at? (See hierarchy note above)
- (Optional) **Ownership:** If you are not setting this to system, select the name of the entity, branch, or user who will use this account information from the drop down
- **Username & Password:** Provided by Asurint
- **Account Id:** Provided by Asurint
- **Location Id:** Additional Identifier provided by Asurint

#### 4. Select Submit

5. Once you have saved your credentials, a Notification URL will generate under the credential information. You can use the copy to clipboard option to copy and provide this URL to Asurint in order to receive status updates:

The screenshot shows the Asurint account configuration form. The fields are: Username, Password, Account Id, Location Id, and Notification URL. The Notification URL field contains the text 'https://api-' followed by redacted text. A 'Copy To Clipboard' button is visible next to the Notification URL field.

**\*Note\*** Asurint requires each service rep using background checks to have their email on file under Beyond Menu > System Settings > Service Representatives. Check out [Beyond - Managing Your Service Representatives](#) for more information.

## Crimcheck

1. Select the + in the upper right under external services > background checks
2. Choose Crimcheck
3. Enter the following information:

Background Check Provider - Crimcheck

Please contact Crimcheck for your credentials

For setup instructions please click [here](#)

Account Level: Company | Ownership: HiTech Staffing

Partner Id: [Masked] | Client Secret: [Masked] | Expiration Delay: 14

Custom Email Message: Message

Require Payment

SAVE AS DRAFT | CANCEL | SUBMIT

- **Account Level:** what hierarchy should this be available at? (See hierarchy note above)
- (Optional) **Ownership:** If you are not setting this to system, select the name of the entity, branch, or user who will use this account information from the drop down
- **Partner Id:** Provided by Crimcheck
- **Client Secret:** Provided by Crimcheck
- **Expiration Delay:** Enter a number of days before the request expires. If no date is entered, background check requests will expire after 2 weeks.
- (Optional) **Custom Email Message:** You can enter an additional note that will be sent to applicants when requesting a background check. We recommend leaving this field blank if you are not planning on emailing the applicant additional information through Crimcheck
- (Optional) **Require Payment Checkbox:** Only check this box if you want an applicant to pay for the background check requested instead of your company

4. Select Submit

Crimcheck also requires user credentials to be set up. See [below](#) for more information.

### First Advantage

**\*Note\*** If you are currently using our Enterprise First Advantage Integration, you may require some account updates with First Advantage. Contact your First Advantage Account Manager for more information.

1. Select the + in the upper right under external services > background checks
2. Choose First Advantage
3. Enter the following information:

Background Check Provider - First Advantage

Account Level: System | Ownership: System

Notification Email: [input field with help icon]

First Advantage Credentials

Access Token: [masked] | Primary Account Id: [masked]

User Account Id: [masked] | User Id: [masked]

SAVE AS DRAFT | CANCEL | SUBMIT

- **Account Level:** what hierarchy should this be available at? (See hierarchy note above)
- (Optional) **Ownership:** If you are not setting this to system, select the name of the entity, branch, or user who will use this account information from the drop down
- **Notification Email:** This email will override the email settings you have with First Advantage that background check statuses are sent to
- **Access Token:** Token Provided by First Advantage
- **Primary Account Id:** Provided by First Advantage
- **User Account Id:** Provided by First Advantage
- **User Id:** Provided by First Advantage

4. Select Submit

### AccuSourceHR

1. Select the + in the upper right under external services > background checks
2. Choose AccuSourceHR
3. Enter the following information

Background Check Provider - AccuSourceHR

For setup instructions please click [here](#).

Please contact AccuSourceHR for your credentials.

\* Account Level: Company | \* Ownership: High Tech & Staffing Services, Inc

Access Token: [masked] | Location Id: [input field with help icon]

SAVE AS DRAFT | CANCEL | SUBMIT

- **Account Level:** what hierarchy should this be available at? (See hierarchy note above)
- (Optional) **Ownership:** If you are not setting this to system, select the name of the entity, branch, or user who will use this account information from the drop down
- **Access Token:** Enter the access token provided by AccuSourceHR
- (Optionally) **Location Id:** When a location Id is entered here, it will limit background check packages to that location Id provided by AccuSourceHR

4. Select Submit

**\*Note\*** In order to use the AccuSourceHR integration, your AccuSourceHR account must be configured to include location options. Reach out to AccuSourceHR for more information on how to set this up.

## Universal

1. Select the + in the upper right under external services > background checks
2. Choose Universal
3. Enter the following information

Background Check Provider - Universal

<small>Account Level</small> System	<small>Ownership</small> System
<small>Account Number</small> 100041	
<small>Username</small> tempworks	<small>Password</small> .....

SAVE AS DRAFT CANCEL SUBMIT


- **Account Level:** what hierarchy should this be available at? (See hierarchy note above)
- (Optional) **Ownership:** If you are not setting this to system, select the name of the entity, branch, or user who will use this account information from the drop down
- **Username & Password:** Provided by Universal

4. Select Submit

5. Once you have saved your credentials, a Notification URL will generate under the credential information. You can use the copy to clipboard option to copy and provide this URL to Universal in order to receive status updates:





1. Navigate to  menu in the upper left
2. Select Security Groups
3. Select Permission
4. Either:
  - Add users to any group that already has this permission(s) OR
  - Create a new group with the permission(s) checked and add users to it (remember that users can only be part of one permissions group and will inherit all the permissions that you check).

For more information, check out [Beyond - Managing Security Groups](#).

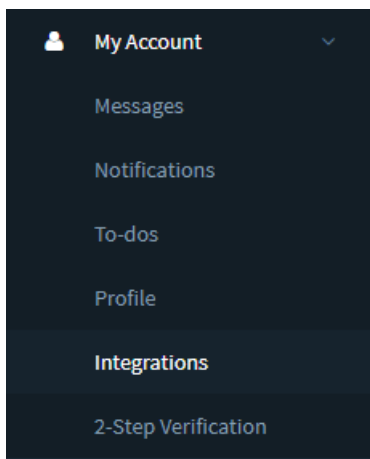
## Crimcheck User Setup

In order for the Crimcheck integration to function properly, along with the addition of the System Settings, an API Key must be submitted within the User Settings of Beyond.

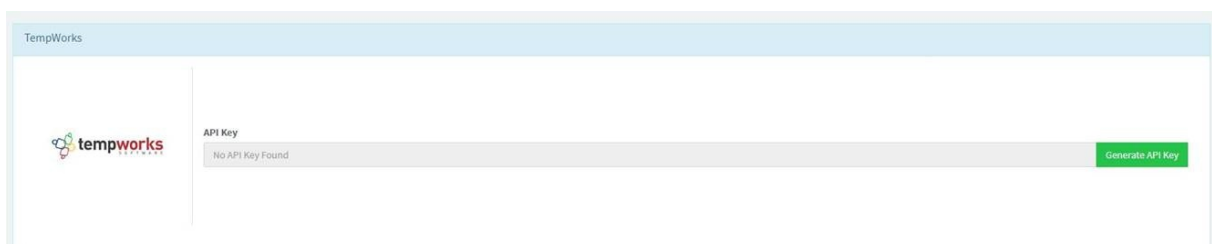
**\*Note\*** Every user that will be utilizing the Crimcheck integration will need to have API Key generated and entered within the User Settings of Beyond.

### To retrieve the API Key:

1. Navigate to <https://clients.efetch.com/account/integrations> and log in
2. Expand the My Account dropdown on the left hand side and select Integrations:



3. Find TempWorks within the list of integrations and select Generate API Key:



4. Copy the API Key that is shown within the field:

### To finish setup:

