webASAP® quick start guide

1 login

- Go to **https://www.infomart-usa.com/webasap/**
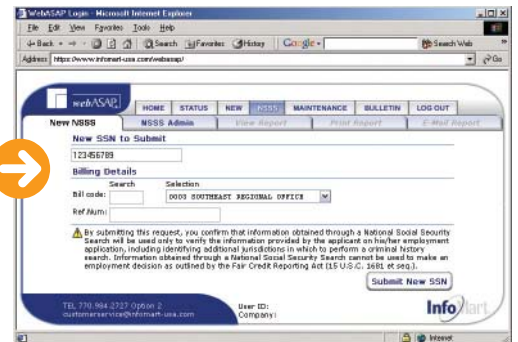- Enter your User ID, Password and Account Number and click "**Login**" to begin using WebASAP.
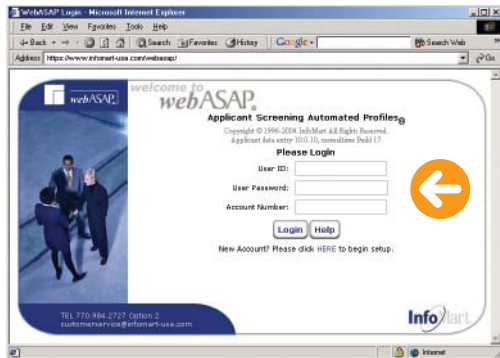

2 enter a request

- Click on the "**NSSS**" tab on the top menu bar.
- Enter the 9-digit SSN (no spaces or dashes) in the "**New SSN to Submit**" field.
- Click the "**Submit New SSN**" button; the SSN report will return in 3-5 seconds.

- If the NSSS returns only one name, WebASAP will proceed to step 3.
- If the NSSS returns multiple names for the SSN, select the name that matches your applicant and the associated addresses you wish to include on the profile request (if more than 3 names appear, stop and verify the SSN).
- Click "**Continue.**"

3 order services

- At the "**Applicant Identifiers/Services**" tab, fill in all required fields, including Signed Release, Current State of Residence, Billing Code and Services (if not pre-selected).
- Click the "**Next**" arrow to continue.
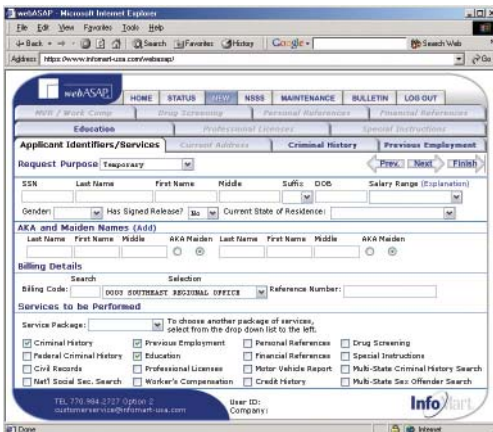
- Continue through each service tab (Criminal, Employment, etc.), entering applicant data and clicking the "**Next**" arrow until complete.
- See the "WebASAP User Guide" for more details on how to enter data in each service area.

4 complete the request

- Click the "**Finish**" button.
- WebASAP will check for errors and omissions and take you to the confirmation page.
- If errors are found, you will be required to "**Make Corrections.**"
- If no errors are found, click the "**Submit**" button.
- Your request is complete and may be viewed on the **Status** page.

5 view profile

- Go to the "**Status**" tab to see a list of all pending and completed requests.
- To view a profile, click on the applicant name and then click "**View Profile.**"
- If your company has set-up hiring criteria, the "**Flag**" column will indicate if the applicant meets or does not meet the criteria.

meets criteria   does not meet   needs review

InfoMart®

services

National Social Security Search InfoMart will conduct an identity verification and fraud search matching the Social Security Number to the issued name. This search can reveal all names used by the applicant, the applicant's current address and multiple known addresses over a 7-year history. Additionally, addresses obtained can be used in expanding an applicant's criminal history search.

Criminal History InfoMart performs the most accurate criminal history searches in the industry. Using a team of information retrievers across the globe, we can personally inspect records in every county, state and federal courthouse. These searches can include checks for felony and misdemeanor arrests and/or convictions of any applicant.

Multi-State Criminal Search InfoMart offers a Multi-State Criminal Search, which can contain a wealth of criminal information otherwise undisclosed by an applicant. The Multi-State Criminal Search contains record information from states representing over 90% of the population and has over 170 million records. The Multi-State Criminal Search is an effective "pre-screen" tool which, combined with a jurisdiction criminal history search, identifies criminal history records that otherwise would never be discovered.

Employment Verification A previous employment verification can provide you with key information about an applicant's work history, productivity, and overall work ethic. Former employers are valuable sources when compiling a complete profile on your applicant. InfoMart's verifications validate dates of employment, terminations, job title or positions held, and rehire eligibility. Expanded and customized employer interviews are also available.

Education Verification Education is the most commonly falsified information provided on an application. InfoMart will provide confirmation of the applicant's graduation, degree earned, major and minor courses of study, graduation date and institution attended. InfoMart also validates that the institution is an established and accredited school.

Credit History InfoMart utilizes a "ZIP code sort" method to decide which major credit bureau will provide the most current and comprehensive data on an applicant. We then convert the complicated coding of a standard credit profile into an easy-to-read format. The profile is customized to provide information in the format that meets each client's specific hiring criteria.

Motor Vehicle Records A driving history is a must for any position that requires an employee to drive a company vehicle, or a personal vehicle on the company's behalf. InfoMart's Motor Vehicle Report reveals an applicant's insurability, current license status, driving history points and DUI offenses. If requested, InfoMart will provide a list of your drivers that are due for renewal to provide compliance support for regulated industries.

Drug Screening InfoMart provides drug screening with collection sites across North America. InfoMart provides various panel screening, DOT drug screens, and furnishes confirmation with Medical Review Officer (MRO) assistance if required. InfoMart also offers self-contained on-site drug tests for pre-employment, random and post-accident use. In addition, InfoMart offers a wide variety of convenient and compliant onsite alcohol tests to assist in administering your zero tolerance alcohol policy.

GET THE WHOLE STORY.

When InfoMart opened in 1989, our vision was to use cutting-edge technology, combined with uncompromising personal service, to provide our clients a fast, simple, cost-effective and accurate system to screen potential employees. This remains our guiding principle and our reason for being in business.

Today, InfoMart is one of the largest privately held Consumer Reporting Agencies in the world, currently serving over 9,000 companies. Our only line of business is background checks, which enables us to keenly focus our attention on being the best in the industry.

The risks are too high to allow even one bad hire. Falsified resumes, employee crime, security risks, negligent hiring lawsuits, and ineffective employees make pre-employment screening from InfoMart crucial to your continued success. Let InfoMart help you screen and identify applicants with the greatest potential for future success.

contact us

InfoMart's Customer Service Representatives are available Monday - Friday from 8:00am - 8:00pm EST.

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