



*Prime Information Center*

*A Professional Background Screening Company*



# Guide to Quik-Chek Screening



## MISSION STATEMENT & CORPORATE VALUES

### **Our Mission Statement**

To be the most time-honored, innovated screening company nationwide. Committed to honesty, resourcefulness, and 100% client satisfaction. To be a leader in the responsible use of information, and to pledge that we have the proper balance between society's right to know and the individual's right to privacy.

### **Our Corporate Values**

- Integrity
- Commitment
- Quality
- Trust
- Service



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## Welcome...

Prime Information Center has designed an easy to follow Guide to Quik-Chek Screening on how to get to our website and to maneuver within the program as well as other helpful information.

In the Training Session, you will be shown how to order a request and retrieve results. You will find that the Training Session is very informative and will allow you more ease when going online to submit and retrieve the information you need.

The following pages of the Training Session should be read at least once, all the way through, so that you have a better understanding of how the program works and what information is required in order to complete your requests.

We hope you find the Guide to Quik-Chek Screening helpful and thank you for using Prime Information Center, Inc. for your background screening needs.



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## **Important Information**

Prime Information Center	281-859-9220
IT Department	ext. 102
Sales	ext. 101
Billing/Invoicing	ext. 601

# TRAINING SESSION

# Let's Get Started...

Go to Prime's Home Page:

<http://www.primeinformationcenter.com>

and go to the Quik Chek login where you enter your Username and Password in all CAPS.



The screenshot shows the Prime Information Center website. At the top, there is a navigation bar with the following links: "I-9 Login", "Quik Chek Login" (circled in red), and "CUSTOMER LOGIN (Old Login)". To the right of these links are input fields for "Username:" and "Password:", followed by a "Login" button. Below the navigation bar is the Prime Information Center logo, which consists of a gold silhouette of a person's head and shoulders inside a circle, followed by the word "PRIME" in large, bold, blue letters and "Information Center" in smaller, blue letters below it. To the right of the logo, the text "Worldwide Professional Screening Services" is displayed, along with social media icons for Facebook, Twitter, and LinkedIn. Below this, there is a navigation menu with links for "Home", "About Us", "Services", "FAQs", "Forms", "Pay Invoice", and "Contact". The main content area features a large image of a smiling man in a suit, with a blurred background of other people in a professional setting. Below the image, there is a dark banner with the text "Award Winning Screen Services" and "Our services include criminal history records, federal records search, nationwide criminal database monthly monitoring, employment verification, and more...". At the bottom of the page, there are three sections: "Free Consultation" with an image of a diverse group of people, "Our Services" with an image of a world map and a woman wearing a headset, and "About Us" with an image of a modern city skyline.

# To Request a Search

This is the data entry page to request a search.

<b>Pull Reports</b>   <b>Account Research</b>   <b>Logoff</b>			
<b>Product</b>			
Credit and Criminal - Texas			
<b>Name</b>	<b>SSN</b>	<b>Age/DOB</b>	<b>Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>St</b>	<b>Zip</b>
<b>Current</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Previous</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Employer</b>	<b>Date Hired</b>		
<input type="text"/>	<input type="text"/>		
<input type="checkbox"/> NOTE: I certify that I have a written authorization from the individual(s) listed and that I am in compliance with all applicable laws pertaining to a "Consumer Investigative Report" as defined in the Fair Credit Reporting Act as amended.			
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>	
<input type="button" value="Account Research"/>		<b>*Joint reports are unavailable. When necessary, pull two individual reports.</b>	

First choose your product: A drop down menu for the Products is at top of the page. Click the arrow at the right to pull down the full menu and highlight the Product you want to run.

<b>Product</b>	
Credit and Criminal - Texas	
Credit and Criminal - Texas	<b>SSN</b>
Credit and Criminal - US1 Search	<input type="text"/>
Credit	<input type="text"/>
Criminal - Texas	<b>City</b>
Criminal - US 1 Search	<input type="text"/>
:	<input type="text"/>
IS	<input type="text"/>

The information below is required to run the search:

- 1. Type in first, middle and last name with no punctuation. Example: John H Smith
- 2. Type in the Social Security Number (SSN) and Date of Birth (DOB).  
**NOTE:** You cannot run Credit without a Social Security Number and full address. If you do not have the SSN and you want to run a Criminal search you must select Criminal for your product and type in all 1's for the SSN. Example: 111-11-1111
- 3. Type in the full address, city, state and zip code.
- 4. Click the square to signify that you have authorization to perform this search.  
**YOU MUST HAVE SIGNED AUTHORIZATION BEFORE RUNNING THIS SEARCH.**
- 5. Click the Submit button at the bottom and your results will appear on your screen.

<a href="#">Pull Reports</a>   <a href="#">Account Research</a>   <a href="#">Logoff</a>			
<b>Product</b>			
Credit and Criminal - Texas			
<b>Name</b>		<b>SSN</b>	<b>Age/DOB</b>
John H Smith		234-55-6868	04/24/1980
<b>Address</b>		<b>City</b>	<b>St</b> <b>Zip</b>
<b>Current</b>	1212 Noname St	Houston	TX 77001
<b>Previous</b>			
<b>Employer</b>		<b>Date Hired</b>	
<input checked="" type="checkbox"/> NOTE: I certify that I have a written authorization from the individual(s) listed and that I am in compliance with all applicable laws pertaining to a "Consumer Investigative Report" as defined in the Fair Credit Reporting Act as amended.			
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>	
<b>*Joint reports are unavailable. When necessary, pull two individual reports.</b>			

**NOTE:** If you have any difficulty DO NOT reenter the same search. Once the Submit button is clicked your account will be charged for the search. Call our Tech Support Department.

**TO REVIEW OR PRINT REPORTS PREVIOUSLY PULLED CLICK ON ACCOUNT RESEARCH**

**Pull Reports | Account Research | Logoff**

**Product**  
Credit and Criminal - Texas

**Name**      **SSN**      **Age/DOB**      **Phone**

**Address**      **City**      **St**      **Zip**

**Current**      **Previous**

**Employer**      **Date Hired**

NOTE: I certify that I have a written authorization from the individual(s) listed and that I am in compliance with all applicable laws pertaining to a "Consumer Investigative Report" as defined in the Fair Credit Reporting Act as amended.

**Submit**   **Reset**   **Account Research**

**\*Joint reports are unavailable. When necessary, pull two individual reports.**

**You are given options to set a filter as shown below.**

**Pull Reports | Account Research | Logoff**

**Report Archives**

**Timeframe**      **View**      **Sort By**

Today's Transactions       Detail       Date Entered  
 Past 30 days       Summary       SSN  
 Last Calendar Month       Subject Name  
 Specify Dates

From (mm/dd/yy)      To (mm/dd/yy)

\*SSN Specific Search (Optional)

**Submit**   **Reset**

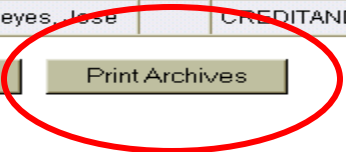
After setting the filter, click Submit button and a history of searches will be on screen.

### Archives

Date: 07/30/04 02:49 PM  
Activity From: 07/30/2004 to 07/31/2004  
Total Transaction Count: 2

Account Name		Internet Name		Transactions	
ROCK SPRINGS APARTMENTS		ROCKSP2		2	
Date	Subject	SSN	PRODUCT	BANNERTEXT	PRIMEREASON
07/30/04 02:12 PM	Reyes, Jose		CRIMINALTX		
07/30/04 02:14 PM	Reyes, Jose		CREDITANDCRIMINALTX		

Logoff   Continue   **Print Archives**



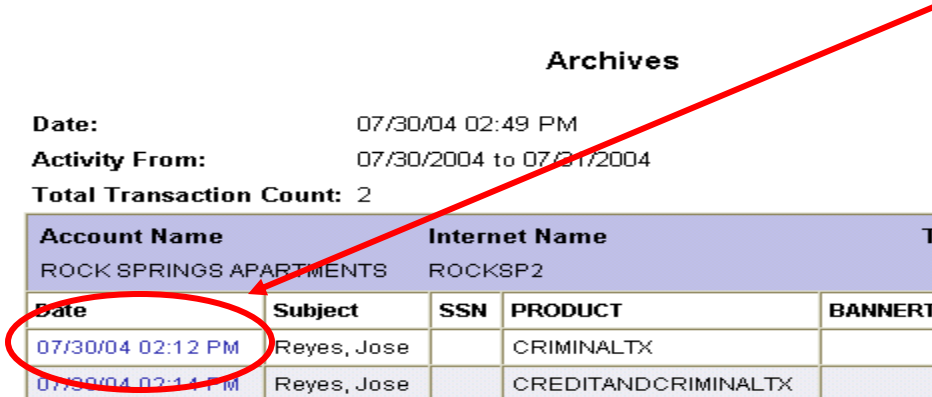
To print or review all reports listed, click Print Archives button.  
To print or review an individual report, click onto the date of the report you want.  
The report will show on your screen and you can print that report at this time.

### Archives

Date: 07/30/04 02:49 PM  
Activity From: 07/30/2004 to 07/31/2004  
Total Transaction Count: 2

Account Name		Internet Name		Transactions	
ROCK SPRINGS APARTMENTS		ROCKSP2		2	
Date	Subject	SSN	PRODUCT	BANNERTEXT	PRIMEREASON
07/30/04 02:12 PM	Reyes, Jose		CRIMINALTX		
07/30/04 02:14 PM	Reyes, Jose		CREDITANDCRIMINALTX		

Logoff   Continue   Print Archives





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# THANK YOU

Prime Information Center, Inc. hopes that this Training Session has helped you to navigate our website more easily. If you have any questions or concerns about any of the information provided, please contact one of our experienced Client Care personnel and we will be happy to answer any questions you may have.

Thank you for choosing Prime  
for your background screening needs.

**Phone: 281.859.9220**

**Fax: 281.859.3811**