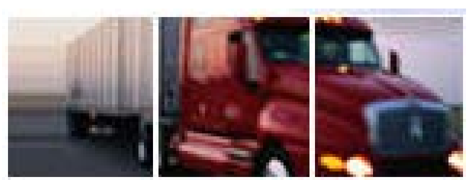
PRAESIDIUM

Our Passion. Your Protection.

Web Demo



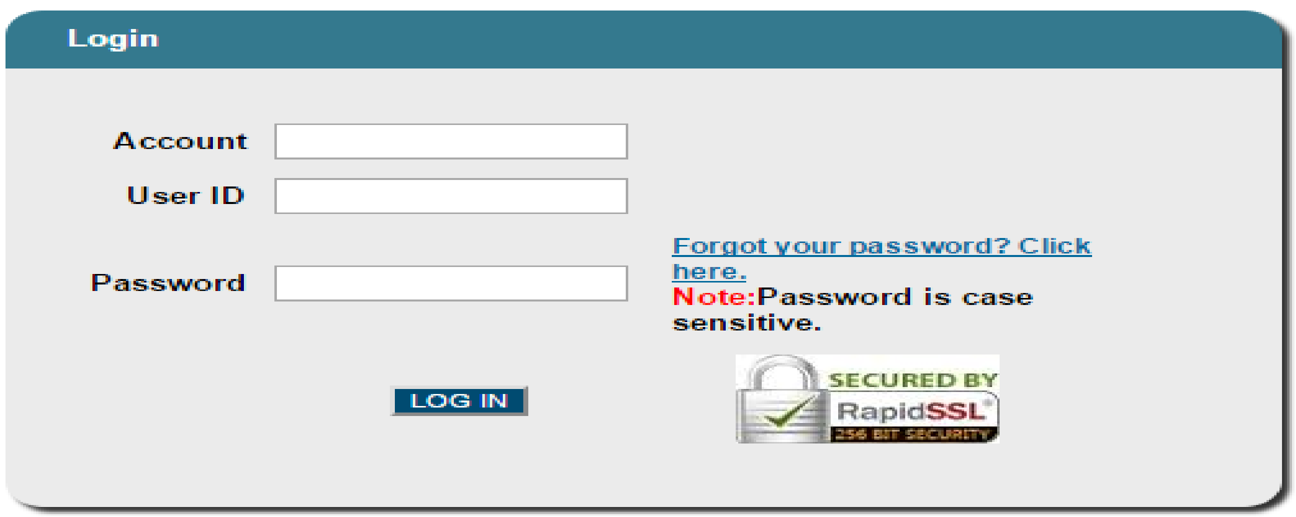
Log In

https://praesidium.acciodata.com/

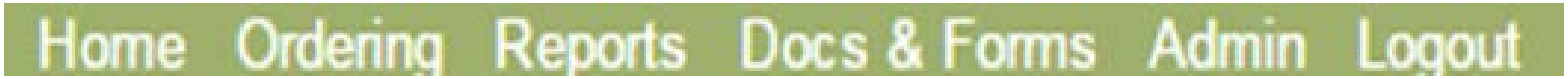
- Enter account – no spaces, *not* case sensitive
- Enter user id – no spaces, *not* case sensitive
- Enter password – no spaces, case sensitive
- Click “LOGIN” to advance to the Client Home Page

PRAESIDIUM

Our Passion. Your Protection.



Main Menu



Home – Returns you to the initial screen.

Ordering – Display's a product selection screen from which to order.

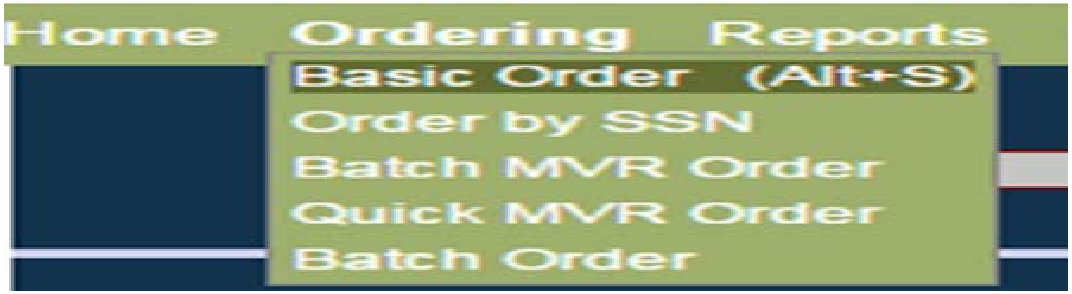
Reports – Use this Option to view links sent, pending, and completed orders.

Docs & forms – This is where all documents are attached: specific consent forms and user change form.

Admin – Enables you to change your user information at anytime.

Logout – This option returns you to the Login Screen.

Place an Order



Home – Returns you to the intial screen.

Ordering – Display's a product selection screen from which to order.

Reports – Use this Option to view pending and completed orders.

Docs & forms – This is where all documents are attached.

Admin – Enables you to change your user information at anytime.

Logout – This option returns you to the Login Screen.

Operations – perform various functions on reports you are creating.

Order Screen: Click on the dropdown box next to ‘choose a package.’ Choose from the listed packages or a la carte services.

Entry Details Screen: Complete all required fields highlighted in **pink**.

Note - section buttons turn green when all required fields have been entered.

By using ValidateNow^{TM} technology, an order cannot be submitted until all required information is complete. Field requirements will vary from state-to-state/product-to-product. *Providing as much of the optional information as possible will increase our ability to provide accurate and timely reports.*

To send a request electronically, please select both check boxes above applicant's name – "send order to applicant to complete" and "require applicant to electronically sign a release." You will then enter only first name, last name, and email address.

Confirmation Screen: Information can be verified before submitting the order. If an error appears or the wrong package was selected, click ‘Go Back’ and make any necessary corrections. Click the plus symbol next to ‘Subject Information’ and/or ‘Order Information’ to view and verify the details and pricing.

To view a report - click on the applicant's name which is a hyperlink.

Report View

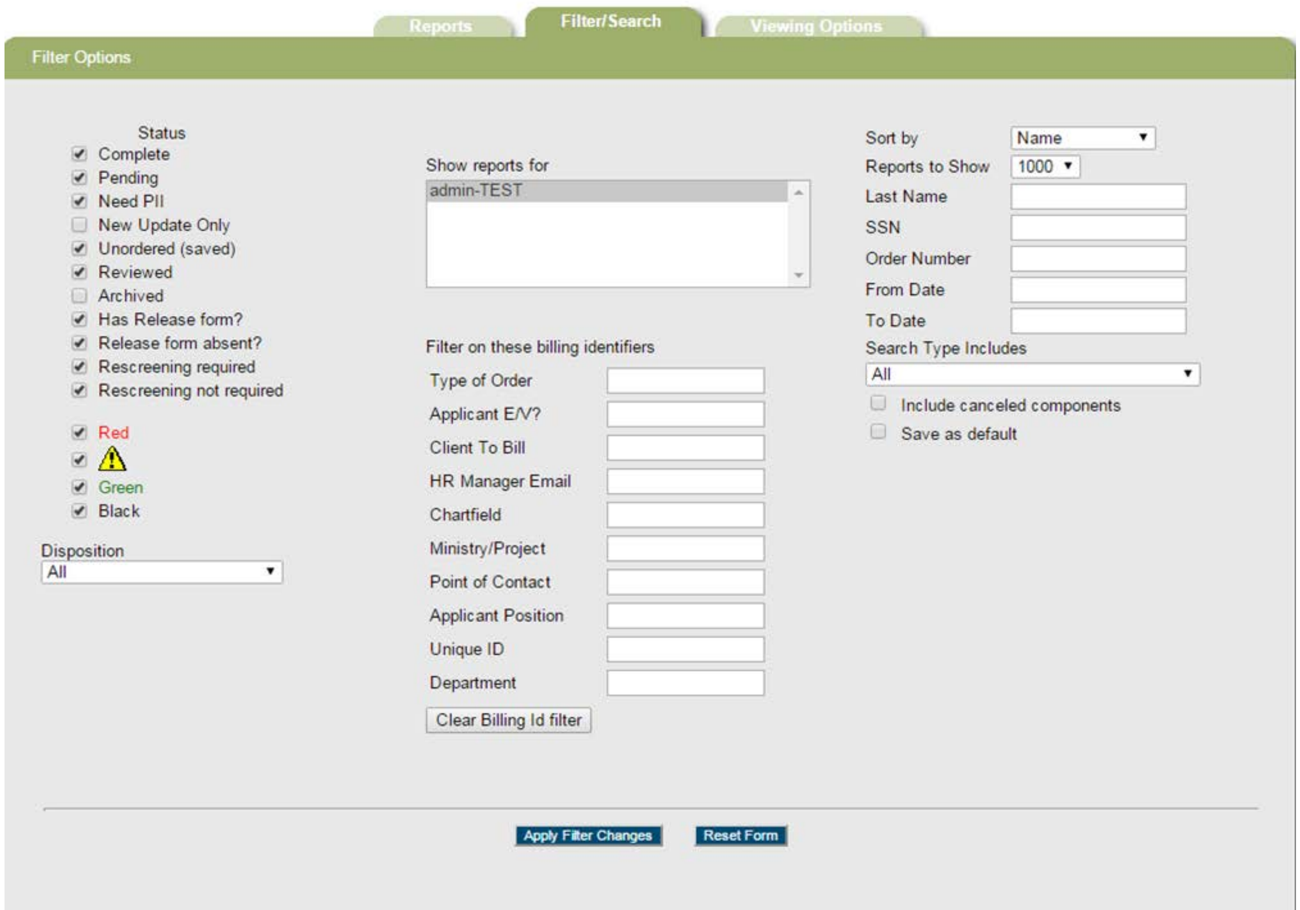
Reports | Filter/Search | Viewing Options

Report list - click on a name to view the report Page 1 of 1, Row: 31 1

Name	SSN	Status	New Update	Last Update	Order Date	User ID	Rescreening Recommended?	Type of Order	Applicant E/V?	Client To Bill
TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	Volunteer	Adult	Contract
TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	Batch order		
TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	ADULT	CONTRACT	VOLUNTEER
TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	ADULT	CONTRACT	
Test, Joe	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A			

By choosing ‘Report’ from the menu, the ‘List Reports’ page will be displayed. By default, the fifty most recent reports will be listed in alphabetical order by last name. To filter your search by specific criteria, simply click the Filter/Search button…

Search Results



Filter Reports Screen: View orders & retrieve completed reports.

Searching for Reports

Show Reports For: List reports ordered by user or by the entire location.

Search Status: View all reports, complete reports, or pending reports.

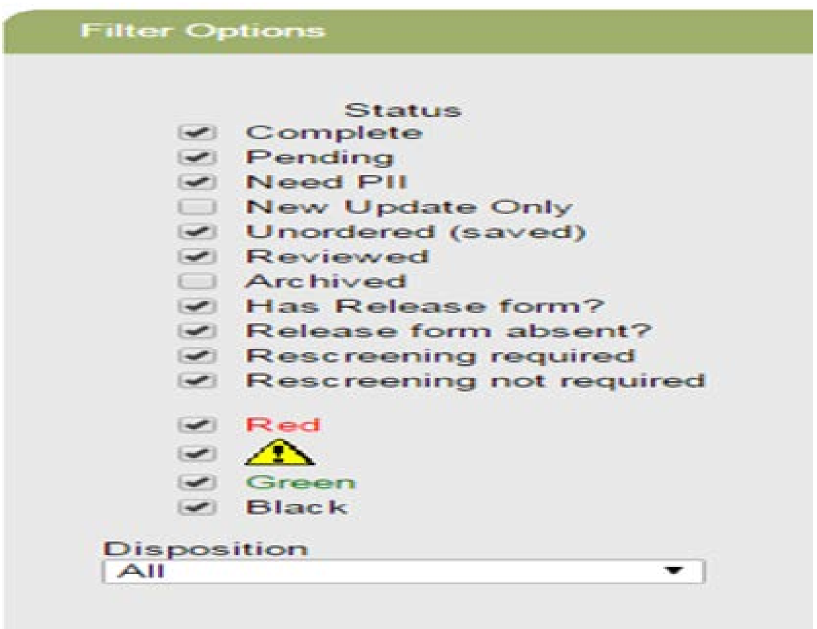
Viewed Status: Search for reports with new updates that had not previously been viewed

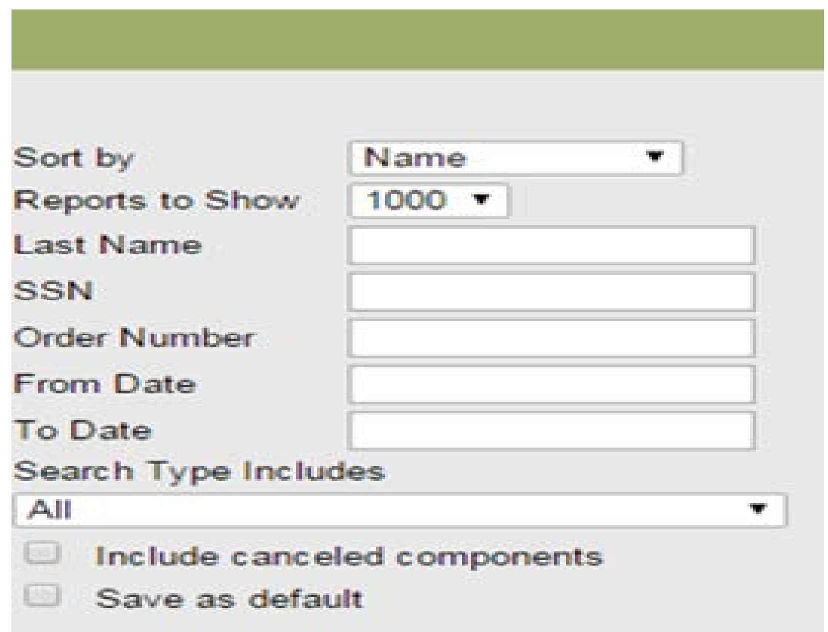
Search Reports by:

- -Last Name
- -SSN
- -Order Number

From Date/To Date: View reports within a certain time frame

Sort-by: Filter to sort your data that is retrieved. *Defaults to the settings shown to the right.*





Docs & Forms

PRAESIDIUM

Our Passion. Your Protection.

Home Ordering Reports Docs & Forms Admin Logout

To access any of the (PDF) documents below, simply click on the document name.

System Use
Quick Start Guide
Web Demo
Complete User Guide
Consumer FCRA rights
Consent and Disclosure v0915
PA MVR Release Form
International Consent Form
Canada Consent Form
AK MVR Release Form
WA MVR Release Form
Australia International Release Form
Minor Consent and Disclosure v1015
User Update Form

Get Adobe Reader

Please Note: Many of our documents are in Adobe Portable Document Format (PDF). To view a PDF, you must have the Adobe Acrobat Reader 5.0 or higher software installed on your computer. To download the software, click on the adjacent button.

Home – Returns you to the initial screen.

Ordering – Display's a product selection screen from which to order.

Reports – Use this Option to view pending and completed orders.

Docs & forms – This is where all documents are attached.

Admin – Enables you to change your user information at anytime.

Logout – This option returns you to the Login Screen.

Operations – perform various functions on reports you are creating.

Thank you!
We look forward to working with you

Contact

Hours
Normal Business Hours: Monday through Friday, 8:00 AM to 5:00 PM CT

Phone
(800) 743-6354

Fax
(817) 261-7864

Email
bgcheckservice@praesidiuminc.com