

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

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Login

Account

User ID

Password

[Forgot your password? Click here.](#)
Note: Password is case sensitive.

LOG IN



Main Menu

Home Ordering Reports Docs & Forms Admin Logout

Home – Returns you to the initial screen.

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

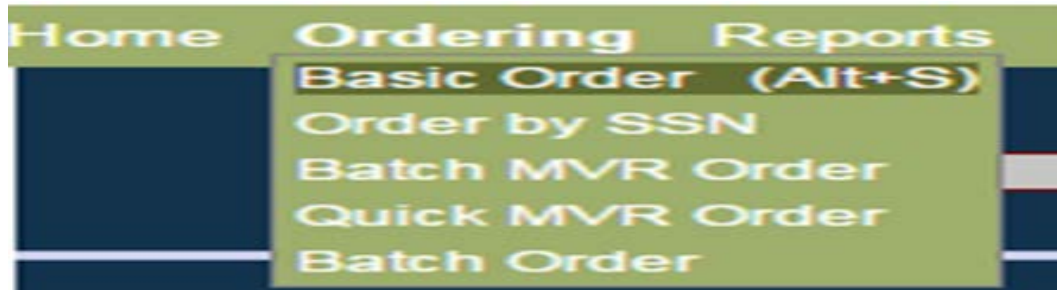
Reports – Use this Option to view links sent, pending, and completed orders.

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 initial screen.

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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.

1: Select Products 2: Enter Subject Information 3: Enter Request Details 4: Authorize

Step 1 : Select Products and Quantities next >>

Placing order for : **demogeneral/admin** [Change](#)

Choose a package: A La Carte Services ▼

Pre-checked items are your most commonly ordered services. Any additional items you order will be added to your bill.

Background

- SSN Address Trace ?
- Credit (Employment) Report ?

Verification Services

- Employment Verification ?
- Education Verification ?
- Personal Reference ?
- Professional Reference ?

Other Products

- International Criminal Search ?

Public Records

- Confidence Criminal Background Search ?
- Statewide Criminal Search ?
- County Criminal Search ?
- Address to Criminal History (7 year) ?
- Motor Vehicle Report Search ?

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™ 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.

1: Select Products 2: Enter Subject Information 3: Enter Request Details 4: Authorize

Step 2 : Enter Subject Information next >>

Send order to applicant to complete? Require Applicant to electronically sign a release?

	first	middle	last	suffix	
Name					<input type="checkbox"/> Check if no middle name
AKA 1					
AKA 2					

[Add More AKAs](#)

SSN Gender
 DOB DL #
 Address DL State
 City Mothers Maiden Name
 State
 Zip
 Applicant Phone
 Applicant Email

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.

Please review the details of your order below.

Save report for later	Once Application is Submitted : <input checked="" type="radio"/> Send Immediately for Background Check <input type="radio"/> Send to Draft for Review First
Go Back	
Submit Now	

[-] Subject Information

SSN XXX-XX-0000	
Name (LFM) TESTER , JOE	Date of Birth
Address	Race
Job Location	Gender
Phone	Passport Country USA
Email JOETESTER@TEST.COM	Country Of Birth USA
	DL Country USA

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 EV?	Client To Bill
<input type="checkbox"/> TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	Volunteer	Adult	Contract
<input type="checkbox"/> TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	Batch order		
<input type="checkbox"/> TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	ADULT	CONTRACT	VOLUNTEER
<input type="checkbox"/> TEST, JOE	XXX-XX-0000	NOT ORDERED	YES	02/09/2016	02/09/2016	admin-TEST	N/A	ADULT	CONTRACT	
<input type="checkbox"/> 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

The screenshot shows a web application interface for filtering reports. At the top, there are three tabs: 'Reports', 'Filter/Search', and 'Viewing Options'. The 'Filter/Search' tab is selected. Below the tabs is a 'Filter Options' section. On the left, there is a 'Status' section with a list of checkboxes: Complete, Pending, Need PII, New Update Only, Unordered (saved), Reviewed, Archived, Has Release form?, Release form absent?, Rescreening required, and Rescreening not required. Below this is a 'Disposition' dropdown menu set to 'All'. In the center, there is a 'Show reports for' search box containing 'admin-TEST'. Below the search box is a 'Filter on these billing identifiers' section with a list of text input fields: Type of Order, Applicant E/V?, Client To Bill, HR Manager Email, Chartfield, Ministry/Project, Point of Contact, Applicant Position, Unique ID, and Department. A 'Clear Billing Id filter' button is located below these fields. On the right side, there is a 'Sort by' dropdown menu set to 'Name', a 'Reports to Show' dropdown menu set to '1000', and several empty text input fields for 'Last Name', 'SSN', 'Order Number', 'From Date', and 'To Date'. Below these is a 'Search Type Includes' dropdown menu set to 'All' and two checkboxes: 'Include canceled components' and 'Save as default'. At the bottom of the interface, there are two buttons: 'Apply Filter Changes' and 'Reset Form'.

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.*

The screenshot shows the 'Filter Options' section with a green header. It contains a list of status filters under the heading 'Status'. The filters are: Complete (checked), Pending (checked), Need PII (checked), New Update Only (unchecked), Unordered (saved) (checked), Reviewed (checked), Archived (unchecked), Has Release form? (checked), Release form absent? (checked), Rescreening required (checked), Rescreening not required (checked), Red (checked), a yellow warning triangle icon (checked), Green (checked), and Black (checked). At the bottom, there is a 'Disposition' dropdown menu currently set to 'All'.

The screenshot shows the search and sorting options section with a green header. It includes a 'Sort by' dropdown menu set to 'Name', a 'Reports to Show' dropdown menu set to '1000', and input fields for 'Last Name', 'SSN', 'Order Number', 'From Date', and 'To Date'. Below these is a 'Search Type Includes' dropdown menu set to 'All'. At the bottom, there are two checkboxes: 'Include canceled components' (unchecked) and 'Save as default' (unchecked).

Docs & Forms

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[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



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.

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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