

AccurateNow Background Screening Instructions

1. Go to <https://backgroundscreening accuratenow.com/Applicant/Login.aspx>

2. Click the Register button

Candidate Login

Email:

Password:

[Register](#) [Login](#)

Did you forget your [password](#)

3. Enter your name and create a password

4. Click Register and return to the Candidate Login Page

Registration

First Name:

Last Name:

Email:

Password:

Retype Password:

[Return to Login](#) [Register](#)

5. Enter your Email address and Password
6. Click **Login** (**Pressing Enter will not work**)

7. Enter Client Code and Username provided by company.
8. Click Add Order

Client Code = TOWNHS13
Username = TOHSVOLUNTEER

9. Your order will appear to the right in the pending orders section.
10. Click the Start Order button

Pending Orders			
Client	Start Date	Expiration Date	
City of Somewhere	12/18/2019	1/17/2020	Start

11. Proceed with the order by reviewing and signing relevant documents and entering all information as requested.

By registering on the website, you will be able to log in and out as needed to complete the application, check the status of the report and to download a copy of the report once completed.

Please contact AccurateNow Client Service with any questions about the background screening process either via email: clientservice@accuratenow.com or by phone: 866-693-1764.