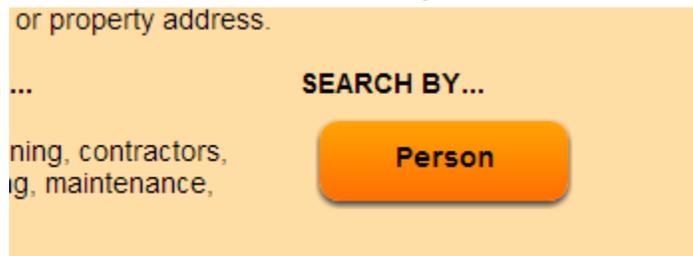**How to Conduct a Background Search**

1. On the homepage, click the orange Background Searches button.

   *This will open another window, so make sure pop-up blockers are off. To turn those off, please see the pop-up blockers question on our Q&A page.
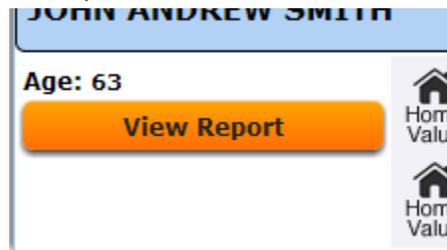
2. Once in the new window, click on the orange PERSON button.

3. Type in any of the criteria you wish to search by and click search.

4. This will pull all the matches we have for your criteria, Click on the orange VIEW REPORT button on the record you want

5. This will show you the background details we have for the individual you are searching. (note: some record details may be limited)