

The background of the slide features a network diagram with various sized nodes connected by thin lines, set against a gradient background that transitions from a bright yellow-orange on the left to a deep magenta on the right. A dark blue sphere is positioned on the left side, partially overlapping the dark blue footer.

Applicant Portal

The Applicant Portal is a version of chatting directly within the system. It allows you to send us a message at any time, and a secure way for us to communicate regarding your report and anything needed to complete it.

Gaining Access

WHEN A MESSAGE IS SENT, OR A DOCUMENT IS REQUESTED, AN AUTOMATIC EMAIL IS SENT INSTRUCTING YOU TO LOG INTO YOUR PORTAL.

From: Advanced Reporting LLC <automation@instascreen.net>
Sent: Wednesday, March 20, 2024 12:56 PM
To: Advanced Reporting Team <info@advrep.com>
Subject: Access your Your Company Background Check

Hello BIRTHDAY,
We are processing your background check for Your Company. This tool allows you to stay informed throughout the screening process. You can submit questions directly to the investigators processing your background check, upload additional documentation, and see the results of your completed report. To get started, please log on to your Applicant Portal and provide your reference number: 700080.

[Log On](#)

If the above link does not work, you can log in to your Applicant Portal here: <https://advrep.instascreen.net/is/app/applicantPortal?referenceNumber=700080>

We look forward to hearing from you.

Advanced Reporting LLC
info@advrep.com
503-375-0451
<http://www.advrep.com>

From: Advanced Reporting LLC <automation@instascreen.net>
Sent: Wednesday, March 20, 2024 10:47 AM
To: Advanced Reporting Team <info@advrep.com>
Subject: Unread Applicant Portal Messages for Your Company

Hello BIRTHDAY,

We are processing your background check for Your Company.

You have unread messages that require your attention in your Applicant Portal from our team. To view the messages associated with your background screening, please login here:

[Log On](#)

If the above link does not work, you can login here: <https://advrep.instascreen.net/is/app/applicantPortal?referenceNumber=700080>

The reference number for your background screening is 700080. You will need this to log into the system.

Please respond as soon as possible to avoid delaying your screening and application process.

Thank you,

Advanced Reporting LLC
info@advrep.com
503-375-0451
<http://www.advrep.com>

Sign in to THE BUS's Portal

Reference Number *
This can be a file number, reference number, or confirmation number.

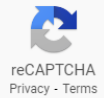
19698

Choose how to sign in:

One Time Code

Answer Questions

I'm not a robot



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- YOU WILL HAVE TWO OPTIONS:
1. RECEIVING A ONE-TIME CODE (SENT VIA TEXT TO US-BASED PHONES ONLY)
 2. ANSWER QUESTIONS

Gaining Access via Answer Questions

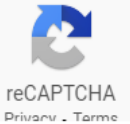
Sign in to THE BUS's Portal

Reference Number *
This can be a file number, reference number, or confirmation number.

Answer the following to verify your identity

Last Four of SSN or User PIN *

Postal Code *

I'm not a robot 

THE QUESTIONS ARE UNIQUE TO THE REPORT AND WILL BE PRESENTED RANDOMLY BASED ON THE INFORMATION LISTED ON THE REPORT WHICH CAN INCLUDE (TWO IDENTIFIERS ARE REQUIRED):

- LAST 4 OF THE SSN / PIN OR DRIVER'S LICENSE
- LAST 4 DIGITS OF THE PHONE NUMBER
- POSTAL CODE
- ALTERNATE ID
- DATE OF BIRTH

*SELECTING 'CANCEL' WILL DIRECT YOU BACK TO THE INITIAL LOGIN PAGE, PROVIDING THE OPTIONS AGAIN.


Sign in to THE BUS's Portal

Reference Number *
This can be a file number, reference number, or confirmation number.

Answer the following to verify your identity

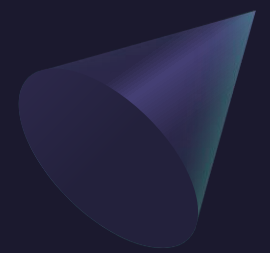
Last Four of SSN or User PIN *

Last Four of Phone Number *

I'm not a robot 

**WHAT YOU WILL SEE IF ONE OR BOTH ANSWERS ARE INCORRECT.

Gaining Access via One Time Code




Sign in to THE BUS's Portal

Reference Number *
This can be a file number, reference number, or confirmation number.

Enter the code to verify your identity

One Time Code *


I'm not a robot  reCAPTCHA
Privacy - Terms

**WHAT YOU WILL SEE IF THERE IS NO CELL PHONE NUMBER ON FILE

Sign in to THE BUS's Portal

Reference Number *
This can be a file number, reference number, or confirmation number.

Choose how to sign in:


I'm not a robot  reCAPTCHA
Privacy - Terms

Sign in to THE BUS's Portal

Reference Number *
This can be a file number, reference number, or confirmation number.

Enter the code to verify your identity

One Time Code *

I'm not a robot  reCAPTCHA
Privacy - Terms

*SELECTING 'CANCEL' WILL DIRECT YOU BACK TO THE INITIAL LOGIN PAGE, PROVIDING THE OPTIONS AGAIN.

***WHAT YOU WILL SEE IF THE ENTERED CODE IS INCORRECT.

Inside the Portal

This screenshot shows the 'Welcome' page of the applicant portal. The header includes the 'advanced reporting' logo and navigation links for 'Home', 'Documents', 'Messages', and 'Logout'. The main content area features a 'Welcome' message, applicant details (Name: HALLEE GILBERTSON, Ref/File Number: 613469, File Created On: September 20th, 2022), and a 'Screening Information' section with a 'View Report' button. A 'Completed' section shows two verification status boxes: 'Verification of Income No Current or Previous Employers' and 'Verification of Income ADVANCED REPORTING'. A footer contains 'Customer Support' and a phone number.

This screenshot displays the 'Documents' page. It features the same header as the welcome page. The main content area lists the applicant's name and ID, followed by a message about required forms and documents. A prominent message states 'No Documents are Required at This Time'. Below this, there are sections for 'Legal Disclosures and Notices' and a grid of four document download links: 'Automated Income Verification Report For Halle Gilbertson', 'Consumer Copy', and two more 'Consumer Copy' entries. A footer with 'Customer Support' and a phone number is also visible.

This screenshot shows the 'Messages' page. The header is consistent with the other pages. The main content area displays a message from 'BIRTHDAY GIRL' with a 'Document received' notification. The message body contains a greeting and information about background screening. A 'Thank you Document has been uploaded' notification is visible at the bottom of the message. A text input field for 'Enter Message' is located at the bottom of the page.

WHEN AN ADVANCED REPORTING TEAM MEMBER SENDS A MESSAGE, OR REQUESTS A DOCUMENT, AN EMAIL WILL BE SENT TO THE EMAIL ADDRESS WE HAVE ON FILE.

Questions?

Give us a call at (503)375-0451 and we are happy to help!

