

Sample Copy Only

Florida Pool Association Members please accept the following as introduction to the Acxiom contractor background check tool

Under federal law, contractors must secure a signed consent/release form from each individual on whom a background check is to be requested. Consent/Release Forms are supplied online to any contractor.

How Do I Get

- ✓ Each contractor must set up an online account through the contractor web site. Log on to the internet web address: <https://aisreports.acxiom.com/consumer/>
- ✓ The first time you visit the main web page, you will enter the partner code: _____
Skip past the login and password fields. Click on “I am a New User.”



Setting up an Account

- ✓ Complete the required business information. Where it asks for “Company ID” you will need to enter your company name.
- ✓ Select which method you wish to have the results of the background checks returned (by email or fax. Only one method may be selected.)
- ✓ Next, choose a login and password. This will allow you access to the website after your initial registration to submit additional background check requests.
- ✓ Review and accept the Liability Agreement and the Adverse Action Instructions.
- ✓ Under federal law (Fair Credit Reporting Act), it is required that employers provide notification to their employees before a background check (or consumer report) is requested. In addition, the law requires that written authorization and consent be obtained from each individual prior to the requesting of any consumer report. A sample release/authorization form is enclosed.

New User Account Set up



ACCOUNT setup

On Behalf of AMERICAN HOME SHIELDS : CONTRACTORS Welcome to Axiom's Account Setup Process

Business Name*	<input type="text"/>	Company ID*	<input type="text"/>	What is this?	
Contact Name*	<input type="text"/>	Phone*	<input type="text"/>		
Address 1*	<input type="text"/>	Fax*	<input type="text"/>		
Address 2*	<input type="text"/>	Email*	<input type="text"/>		
City*	<input type="text"/>	State*	<input type="text"/>	Zip*	<input type="text"/>

How would you like to receive your final reports? Email Fax

Please choose a login and password below

Login must be at least 6 characters and must contain at least one letter and one number (ex: myname25)

Login:

Passwords must be 6-8 characters in length and may not match your login. They must contain at least one letter and one number and may not have repeating characters. (ex: newpass2)

Password:

Confirm:

[NEXT](#)

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Ordering a Background Check

- ✓ After completing the registration process, a screen showing “backgrounds requested” will appear. On the right side margin, you will need to select “order a background report.”
- ✓ The next screen will ask for information on the individual you are requesting the background check be processed.
- ✓ When all information is entered, click “submit” at the bottom right-hand side of screen.
- ✓ A confirmation report screen will appear, showing the individual’s name and summary of charges. Click on “submit” at the bottom right-hand side of screen.

Pkg	Product	Reference	Order Price: \$35.00
9386	5011: TRUSST		
	8010: Global Terrorist Watchlist		

Order Amount:	\$35.00
Additional Fees:	\$0.00
Order Total:	\$35.00

Payment for Background Checks

- ✓ Payment via major credit card is required at the time of the background request.
*Additional charges may be incurred by the contractor for certain state/government requirements. Refer to page 1 of this letter.
- ✓ After the background check is ordered, a billing and payment information screen will appear. You must complete the required information fields to proceed.
- ✓ Click on submit at the bottom right-hand side of the screen.
- ✓ You will receive immediate payment approval and confirmation.

Please charge order price of \$35.00 to my account. This may take a few moments. DO NOT click Submit more than once!

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Background Check Results

- ✓ Average turnaround time for processing and completing background checks is 2-3 business days.
- ✓ Under federal law, any individual who fails the background check must be provided with a copy of the report, along with a Summary of Rights under the FCRA (Fair Credit Reporting Act) and a toll-free telephone number and address. This is required should the individual wish to dispute or question information contained in the background check report.

Thank you for your continued compliance of new and existing contractor requirements. As always, we appreciate the quality service you provide to us every day. If you have any questions regarding this information, please contact us.

Sincerely,

Anthony Gildone

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