

PRIVATEEYES



Web User Platform Tutorial

Table Of Contents

How To Login

Dashboard
Introduction

Sending an
Invitation

Managing
Reports

Contact
Information

How to Login

- Go to www.privateeyesbackgroundchecks.com
- Click on “Login” on the top right side of the page

(925)927-3333 | sales@pebackgroundchecks.com

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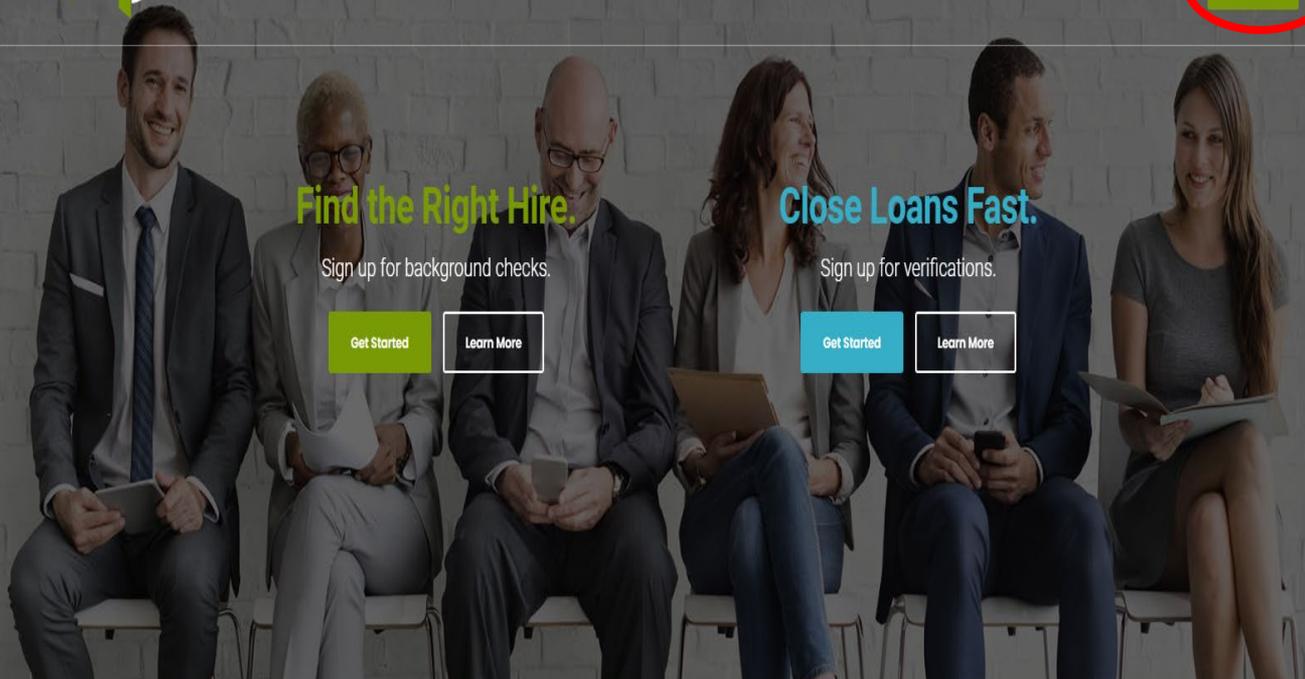
COMPANY

RESOURCES

LEARNING CENTER

CONTACT

LOGIN



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Learn More

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How to Login

- From here click on “Background Checks Version 2.0”

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Site Security Notification

Use the buttons below to continue your login.

Background Checks | Version 2.0

Lender Solutions | Login

For any questions contact us at (925) 927-3333.

For SITE SECURITY purposes and to ensure that this service remains available to all users, this computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

NOTICE: We will not obtain personally-identifying information about you when you visit our site unless you choose to provide such information to us.



How To Login

- Enter your email and password then click on “Client Sign In”
- If you forgot your password press on “Forgot Password” and follow the prompts.

Notice: This site will be unavailable Wednesday 9th from 1:30am to 3:00am PST due to scheduled maintenance.



Email
Demo1@pebackgroundchecks.com

Password

[Client Sign In](#) [Forgot Password](#)

[Click here for Applicant Login](#)

Dashboard Introduction

- In this window we can see important information such as the order summary.
- To change your password or access user guides, click on your profile name in the top right corner

The screenshot displays the Private Eyes dashboard interface. The top right corner features a profile name 'Private Eyes Demo' circled in red. The dashboard is divided into three main sections:

- Background Checks Summary:** A grid of progress bars for 'Processing' (0/21), 'Completed' (0/21), 'InComplete Verifications' (0/21), 'Pre Advise' (0/21), and 'Post Advise' (0/21). Each bar includes a 'View' button.
- Order Summary:** A highlighted section with progress bars for 'Processing' (0/5), 'Completed' (1/5), 'Rejected by Applicant' (0/5), 'Awaiting Applicant Response' (4/5), and 'Received Applicant Response' (0/5). Each bar includes a 'View' button.
- Order Progress & Applicant Invitation Summary:** A table showing the distribution of orders across different stages and timeframes.

	New	48 hr	48 - 72 Hrs	72+ Hrs
Processing	0	0	0	0
Completed	0	0	0	1
Cancelled	0	0	0	0
Awaiting Applicant Response	0	0	0	5
Received Applicant Response	0	0	0	0
Rejected by Applicant	0	0	0	0

Sending an Invitation

- To send an invitation to complete a background check, click on “Background Checks” under the order panel

The screenshot displays the Private Eyes web application interface. The left sidebar contains a navigation menu with the following items: Dashboards, ORDER (with 'Background Checks' circled in red), Batch Import, ATS Queue, SEARCH (with 'View Order' and 'Search Background Checks'), INVOICE (with 'Invoice'), ADMIN, and REPORTS (with 'Report').

The main content area is divided into three sections:

- Background Checks Summary:** This section shows progress bars for four categories: Processing (0/21), Completed (0/21), InComplete Verifications (0/21), and Pre Advise (0/21). Each category has a 'View' button.
- Order Summary:** This section shows progress bars for five categories: Processing (0/5), Completed (1/5), Rejected by Applicant (0/5), Awaiting Applicant Response (4/5), and Received Applicant Response (0/5). Each category has a 'View' button.
- Order Progress & Applicant Invitation Summary:** This section contains a table with the following data:

	New	48 hr	48 - 72 Hrs	72+ Hrs
Processing	0	0	0	0
Completed	0	0	0	1
Cancelled	0	0	0	0
Awaiting Applicant Response	0	0	0	5
Received Applicant Response	0	0	0	0
Rejected by Applicant	0	0	0	0

Sending an Invitation

- Select your organization. By clicking on “Organization”
- If you have sub accounts, they will be displayed here

The screenshot displays the Private Eyes web application interface. At the top, there is a navigation bar with the Private Eyes logo on the left, a maintenance notice in the center: "Notice: This site will be unavailable Wednesday 9th from 1:30am to 3:00am PST due to scheduled maintenance.", and user information on the right: "Hi, Private Eyes Demo".

Below the navigation bar is a dark sidebar menu with the following sections and items:

- Dashboards**
- ORDER**
 - Background Checks
 - Batch Import
 - ATS Queue
- SEARCH**
 - View Order
 - Search Background Checks
- INVOICE**
 - Invoice
- ADMIN**
- REPORTS**
 - Report

The main content area features a form with a "Reset Selection" button and a "Submit" button. The form contains a dropdown menu labeled "Organization*" with the following options:

- Select---
- Private Eyes 1 Demo
- Private Eyes Demonstration
- Private Eyes Screening Group 1

To the right of the dropdown menu, the text "No records found" is displayed.

Sending an Invitation

- On the left, we have our packages. To view what is inside the package click on the eye icon
- To add any services not included in the package choose from the Ala Carte Services on the right

The screenshot displays the Private Eyes web application interface. The top navigation bar includes the Private Eyes logo, a back arrow, and user information: "Hi, Private Eyes Demo". The left sidebar contains a menu with categories: DASHBOARDS, ORDER, SEARCH, INVOICE, ADMIN, and REPORTS. The main content area shows the "Organization*" dropdown menu set to "Private Eyes Demonstration". Below this is a table with two columns: "Package Name" and "Optional Ala Carte Services". The "Package Name" column contains a row for "Test Package" with a red circle around the eye icon. The "Optional Ala Carte Services" column contains a list of services with checkboxes, also circled in red: County Criminal Search 7 Years, Credit Report, Education Verification, Employment Verification, Motor Vehicle Report, Multi Jurisdiction Search, SSN Trace, and SURVEY. At the top right of the main content area, there are "Reset Selection" and "Submit" buttons.

Package Name	Optional Ala Carte Services
<input type="checkbox"/>  Test Package	<input type="checkbox"/> County Criminal Search 7 Years <input type="checkbox"/> Credit Report <input type="checkbox"/> Education Verification <input type="checkbox"/> Employment Verification <input type="checkbox"/> Motor Vehicle Report <input type="checkbox"/> Multi Jurisdiction Search <input type="checkbox"/> SSN Trace <input type="checkbox"/> SURVEY

Sending an Invitation

- To send the invitation, simply enter the applicants:
 - First Name
 - Last Name
 - Email Address
- Then click on “Send Invitation”

PRIVATE EYES <<

Notice: This site will be unavailable Wednesday 9th from 1:30am to 3:00am PST due to scheduled maintenance.

0 ? 4 Hi, Private Eyes Demo

Applicant Detail

← Back Reset

First Name*	Middle Name	Last Name*
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Doe"/>
Reference No.	Email Address	Start Date
<input type="text"/>	<input type="text" value="JohnDoe@gmail.com"/>	<input type="text"/>

Send Applicant copy of their background check

To send link to Candidate please complete the required fields above, then click send invitation.

SSN Number*	Date Of Birth*	Phone Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Country*	Street Address
<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>
Zip Code*	City*	State*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Navigation menu:

- Dashboards
- ORDER
 - Background Checks
 - Batch Import
 - ATS Queue
- SEARCH
 - View Order
 - Search Background Checks
- INVOICE
 - Invoice
- ADMIN
- REPORTS
 - Report

Managing Report

- To see orders and their progress, click on “View Order”

The screenshot displays the Private Eyes web application interface. The sidebar on the left contains a menu with categories: DASHBOARDS, ORDER, SEARCH, INVOICE, ADMIN, and REPORTS. The 'View Order' option under the SEARCH category is highlighted with a red circle. The main content area features a search bar at the top, a 'Result' section, and a table of orders. The table has columns for Order Id, Organization Name, Order status, Requested By, Applicant, Email, Date of Birth, Invitation Last Send Date, Candidate Response Date, Client Request Date, Order Complete Date, Report Downloaded by Client, and Reference No. The 'View' button above the table is highlighted in blue.

PRIVATE EYES <<

Hi, Private Eyes Demo

Click here to search

Result

Sort By

View Download Receipt Download Final Report Resend Invitation Archive Order Add Document

Order Id	Organization Name	Order status	Requested By
451563	Private Eyes Demonstration	Awaiting Applicant Response	support@pebackgroundchecks.com
Applicant	Email	Date of Birth	Invitation Last Send Date
John Doe	JohnDoe@gmail.com		03/07/2022
Candidate Response Date	Client Request Date	Order Complete Date	Report Downloaded by Client
	03/07/2022		No
Reference No.			

Managing Reports

- Here we can filter orders by:
 - Organization
 - Date Range
 - Order Status
 - Name
 - Email
- We can also access multiple reports by going to “Reports” then clicking on “Order Summary Report”

The screenshot displays the Private Eyes web application interface. At the top, there is a navigation bar with the Private Eyes logo on the left and a maintenance notice: "Notice: This site will be unavailable Wednesday 9th from 1:30am to 3:00am PST due to scheduled maintenance." on the right. Below the navigation bar is a search form with various filters. The left sidebar contains a navigation menu with categories: DASHBOARDS, ORDER, SEARCH, INVOICE, ADMIN, and REPORTS. The "REPORTS" category is expanded, showing "Report", "MVR Data Collection", and "Order Summary Report". The "View Order" link in the "ORDER" section and the "Report" link in the "REPORTS" section are circled in red. The search form includes fields for Organization, Order From Date (3/2/2022), To Date (3/8/2022), Order Status, Order Id (0), Applicant First Name, Applicant Last Name, Requester Email, Reference No., and Email. There are "Search" and "Export" buttons at the bottom of the search form. Below the search form, there is a "Result" section that currently displays "No records found".

Managing Reports

- Here we can filter the orders by:
 - Organization
 - Date Range
 - Order Status
- Select up to 5 reports by clicking on the boxes to the left and press “Download Reports”

The screenshot displays the PRIVATEEYES web application interface. The left sidebar contains navigation menus for DASHBOARDS, ORDER, SEARCH, INVOICE, ADMIN, and REPORTS. The main content area features a search filter section with fields for Organization (Private Eyes Screening Group 1), From Date (2/7/2022), To Date (3/9/2022), and Order Status. Below the filters are buttons for Search and Export. A table lists reports with columns: Download Final Report, Order Id, Applicant, Order Date, Status, Completion Date, Requestor, Turnaround time, and Is Archived. Two rows are visible, with checkboxes in the first column circled in red. A Download Reports button is also circled in red. A pagination control at the bottom shows page 1 of 1.

Download Final Report	Order Id	Applicant	Order Date	Status	Completion Date	Requestor	Turnaround time	Is Archived
<input type="checkbox"/>	450769	Cad Bane	03/04/2022	Awaiting Applicant Response		House Account	0	N
<input type="checkbox"/>	451767	TEST TESTER	03/08/2022	Completed	03/08/2022	Jamie Moore	0.01	N

Managing Reports



Private Eyes Screening Group 1 ,
9080 Double Diamond Parkway Suite C ,
Reno ,
Nevada, 89521

Private Eyes
9080 Double Diamond Pkwy STE C
Reno, NV 89521

Order Number : 248163

Order Created On : 09/23/2020

Order Completed On : 09/24/2020

Order Requested By : Frank Santa Elena

Applicant Screened

Applicant Name	Harry Potter
Alias	Harry Magic
SSN Number	XXX-XX-2222
Email Address	fsantaelena@pebackgroundchecks.com
Address	123 Main Street Walnut Creek , California 94598
Position	Tester
Package Name	Demonstration Package

Search ID	Service	Status
113682	Multi Jurisdiction Search	No Record
113681	National Federal Criminal Search-California	No Record
113678	Professional License	Completed
113675	Professional Reference	Completed
113680	Sex Offender Search	No Record
113674	SSN Trace	Completed
113684	County Criminal Search-CA-Contra Costa	No Record
113677	Education Verification	Completed
113676	Employment Verification	Completed

- Once downloaded we will see this report

- The highlighted area is known as the Executive Summary and shows which searches have been completed.

Managing Reports

- Scrolling down the report we can see each different search and a more in-depth understanding of the searches results



Search ID: 113675 - Professional Reference

Completed

Applicant Screened	Harry Potter
Date of Birth	01/01/1986
SSN	XXX-XX-2222
Reference No.	Demonstration
Reference Type	Professional
Years Known	3
Relationship	Co-Worker
Phone	9999999999

Survey Question

Question	Answer
What is your relationship to the applicant?	Co-Worker
Why did the candidate leave that role/company?	He moved to England to pursue a career in magic.
What would you say is the candidate's most significant accomplishment with your company & why?	He was in a major Hollywood movie.
What are two of the candidate's greatest strength and how were these evident in the candidate's work performance?	On screen he was very captivating.
What is an area of improvement for the candidate? How did this area of opportunity affect the candidate's work performance?	I would like to see him in a drama role.
Please describe the candidate's ability to address and resolve conflict in the workplace?	He always brought donuts on Fridays.
Would you rehire this candidate? Why/Why not?	Yes I would rehire him because he was very funny.



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