PRIVATEEYES

Web User Platform Tutorial

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How to Login

- Go to www.privateeyesbackgroundchecks.com

- Click on "Login" on the top right side of the page
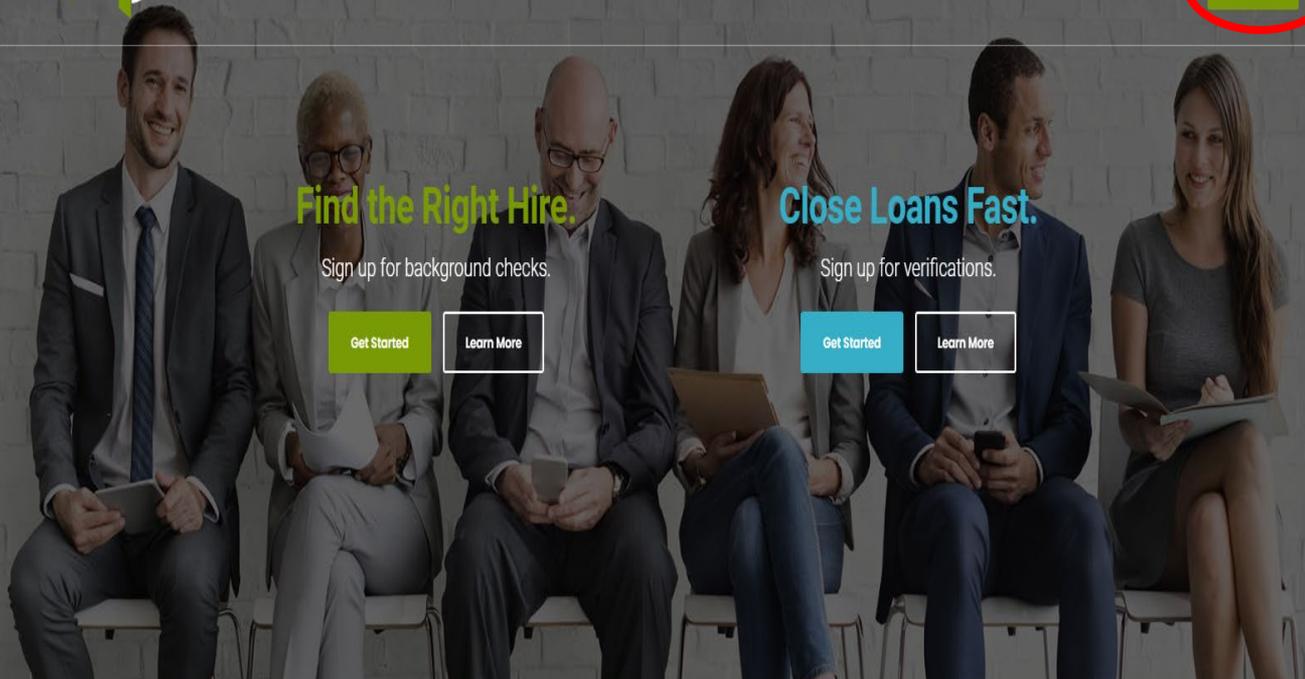
How to Login

- From here click on "Background Checks Version 2.0"

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.

PRIVATEEYES

Email
Demo1@pebackgroundchecks.com

Password
....

Client Sign In   Forgot Password

Click here for Applicant Login

Private Eyes is supported for Chrome and Microsoft Edge
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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

Sending an Invitation

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

Sending an Invitation

- Select your organization. By clicking on "Organization"

- If you have sub accounts, they will be displayed here

PRIVATEEYES

Hi, Private Eyes Demo

Dashboards

ORDER

Background Checks

Batch Import

ATS Queue

SEARCH

View Order

Search Background Checks

INVOICE

Invoice

ADMIN

REPORTS

Report

Reset Selection   Submit

Organization*

----Select----

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

No records found

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

Sending an Invitation

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

Managing Report

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

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"

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"

Managing Reports

- Once downloaded we will see this report

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

PRIVATEEYES
MARKETING

PRIVATEEYES

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

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

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