

# Getting Started

with BackgroundChecksforVolunteers.com

# 1

Decide which package fits your needs. Click [here](#) for full descriptions.

<h2>Basic</h2> <ul style="list-style-type: none"><li>♦ Social Security Number Validation &amp; Address History Report</li><li>♦ National Identifier Criminal Search</li><li>♦ National Sex Offender Search</li></ul> <p><b>\$9.99</b></p>	<h2>Standard</h2> <p><i>Includes everything in the Basic Package, plus...</i></p> <ul style="list-style-type: none"><li>♦ Single County Criminal Search</li></ul> <p><b>\$18.99</b></p>	<h2>Expanded</h2> <p><i>Includes everything in the Basic and Standard Packages, plus...</i></p> <ul style="list-style-type: none"><li>♦ All Counties Criminal Search</li><li>♦ Education Verification</li><li>♦ Employment Verification</li></ul> <p><b>\$39.99</b></p>
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# 2

Fill out and submit [Subscriber Contract](#), [Client Data Sheet](#), and [Credit Card Charge Authorization](#) forms.

# 3

Let us know how many staff members, other than yourself, need access to your results/requests. We will contact you with your logins.

# 4

Have all of your volunteers/staff fill out the [Background Release Form](#).

# 5

Read the [Web Entry Guide](#) so you know how to request background checks online.

# 6

You are now ready to request your first background check through the [Client Login](#) link at our website.

# 7

Results will be emailed or you can download them online.

\*Have your pop-up blocker turned off.

**Billing Process:** Decide if you would like your volunteers to contribute to pay for their own background checks or if the organization will pay. True Hire bills twice monthly, your credit card will be charged for the invoices. Should you do more than 100 background checks annually, you can be billed without a credit card on file, however the 1st invoice must be paid via credit card. Your bills will be emailed on the 15th and end of the month. A receipt will be sent as well when a credit card is charged.