



## RISK MANAGEMENT - ONLINE USER INSTRUCTIONS

Once you have signed your Service Agreement with Trak-1, you will be contacted by Trak-1 to finalize your account set-up and provided a Customer ID Login and Password.

### To Run Report

- 1 Enter the Internet using Internet Explorer (IE) browser.
- 2 Go to [www.trak-1.com](http://www.trak-1.com)
- 3 Click on the "Login" button in the middle row of your screen.
- 4 Input Customer ID: Password: And then click "Enter" on your keyboard.
- 5 Input required information for applicant (Name and Date of Birth, and Social Security # if you have it)
- 6 Select desired Service located in the drop down box. NCSO (National Criminal and Sex Offenders) NCSO-SS (National Criminal and Sex Offenders and Social Security) NCSO-SS-MVR (National Criminal and Sex Offenders, Social Security and Motor Vehicle)
- 7 If you are ordering a Motor Vehicle Search, be sure to provide Drivers License (DL) number and state who issued along with a faxed signed authorization from the applicant for each MVR search.
- 8 Click on the "Process" Button
- 9 Report will appear on the screen.
- 10 Once report appears on your screen, click on your Internet browser "Print" button located at the top of your screen.

You will be sent an email or faxed response when we update your application with additional services.

### To Review Previously Run Reports:

- 1 Enter the Internet using Internet Explorer (IE) browser.
- 2 Go to [www.trak-1.com](http://www.trak-1.com)
- 3 Click on the "Login" button in the middle of your screen.
- 4 Input Customer ID: Password: And then click "Enter" on your keyboard.
  
- 1 Click on the "Applicants" button located in the top row.
- 2 Click on the "Find Name" drop-down list located at the top
- 3 Select the name of the person for whom you would like to view the report.
- 4 Click on our "View Report" button located to the right in the middle of the page.
- 5 Click on your Internet browser "Print" button located at the top of your screen.

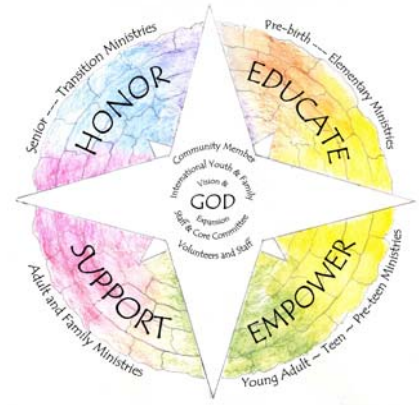
**TRAK-1's IT Department is available to assist you at all times [trackers@Trak-1.com](mailto:trackers@Trak-1.com) or 800-600-8999**  
Or contact Rev. Linda Reppond at [lreppond@religiousscience.org](mailto:lreppond@religiousscience.org) or 720-279-1632  
if you have UCRS-related questions.



## Fast Trak System

### - Volunteer Screening

United Church of Religious Science – International Youth and Family Ministries has contracted Trak-1 to provide a comprehensive nationwide background verification program. The **Fast Trak™** automated criminal search system allows you to process your background checks instantly using the most innovative and comprehensive Web - based Background Screening System on the market today! Currently they provide over 180 million criminal records nation wide.



#### Pricing

🕒 **National Criminal and Sexual Predator** \$10.00 🕒 **National Criminal/Sexual Predator/Social Security Trace** \$16.00 🕒 **National Criminal/Sexual Offender/ Social Security Trace/ Report (prices vary by state – call Trak-1 for pricing)** with Motor Vehicle

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**National Criminal Searches** are comprised of information provided from various state reporting agencies including but not limited to

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#### Instant Criminal Record Search – Updated Regularly

**National Criminal Searches** are comprised of information provided from various state reporting agencies including but not limited to the Department of Public Safety, The administrator of the Courts, and the Department of Corrections. Information provided includes Subject description, felony and misdemeanor charges and convictions, file date, and disposition. B2B Data Solutions now offers use of the nation's top national criminal databases currently being offered. All files included criminal jurisdictions as outlined in the criminal description attachment. All files are updated monthly unless restricted by the governing agency. **Sexual Offense Reports** are now available through a specific database for most states. Our use of a combination of direct on-line accessibility, as well as direct research, allows us to attain the most up-to-date and accurate information available. **County Criminal Searches** Trak-1™ researches potential criminal records for each applicant on a county-by-county base as set forth in your criteria. Prices and response time can fluctuate depending on the location requested. **State Criminal Searches** are available for various states located throughout the U.S., some states still do not have an accessible database. State criminal searches provide a statewide search for misdemeanors and felonies for an individual. State searches are beneficial but are only as accurate as the counties that report to the state. Not all counties report to the state agency in a timely manner.

#### Social Security Trace

Acting as an identifier, this search reveals social security #, date of birth, present and past addresses, employers and aliases. This trace might make you aware of incongruous applicant information.

#### Motor Vehicle Reports (DMV)

DMV reports provide a wealth of personal data that can be used for cross-reference, and criminal offenses pertaining to motor vehicles which may not be revealed by other criminal checks. DMV reports are highly recommended on all applicants, especially those who drive company vehicles or use their personal vehicle for company purposes. Motor vehicle reports are restricted by law and may only be used for screening job applicants as defined by law under Permissible Purpose. Trak-1 only provides MVR reports to established commercial customers. Customers are required to submit an authorized signature from each applicant, for each request.