

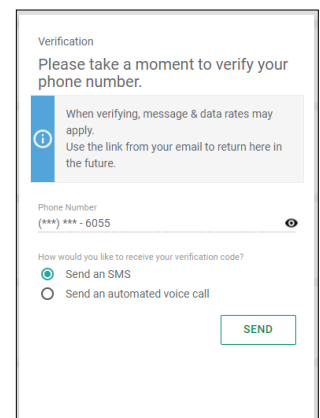
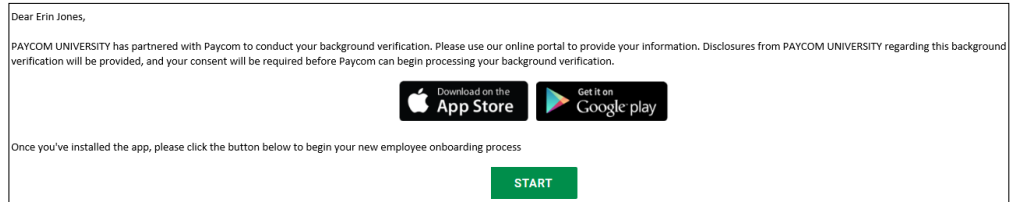
# Show Me How

## to Complete a Background Check

### ENHANCED BACKGROUND CHECKS®

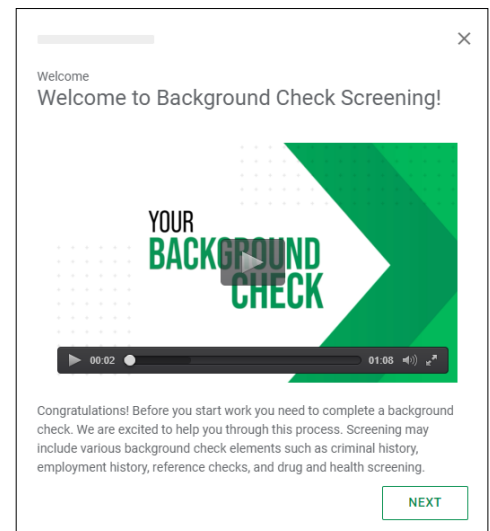
#### STEP 1

You will receive an email notifying you to complete the background check. Click "Start" to begin and verify your phone number. *The link expires after seven days.*



#### STEP 2

Watch the welcome video and click "Next."



## APPLICANTS

Visit the Help Menu for the most up-to-date version of this guide.

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## to Complete a Background Check

### ENHANCED BACKGROUND CHECKS®

#### STEP 3

Review the disclosure messages and click "Next." Then, sign the Background Check Authorization and Fair Credit Reporting Act and click "Next."

Welcome  
Background Check Authorization

Review Background Check Authorization and Applicable Disclosure

Applicable Disclosures

I have read and understand the Authorization and Disclosure of applicable law authorizing Paycom to use the information provided to conduct a background check.

Get a copy of your Report

Please check this box if you would like to receive a free copy of your background check report.

NEXT

Welcome  
Please Sign the Background Check Authorization and Fair Credit Reporting Act

Signature Method:  
 Handwritten  
 Typed in

Type your name as you want it to appear: Erin Jones  
Select a font: Alex Brush

Preview  
*Erin Jones*

NEXT

#### STEP 4

Complete the Personal Information section. You might also be asked to submit work history and references. Click "Next" to continue and "Finish" when complete.

Information  
Please fill out your Personal Information

First Name \*  
Erin

Middle Name \*  
Mae

I do not have a middle name.

Last Name \*  
Jones

Suffix

Social Security Number \*  
\*\*\*.\*\*-1111

SAVE AND EXIT NEXT

Information  
Please fill out your Personal Information

Birth Date \*  
02/04/1994

Personal Email \*  
erinjones@email.com

SAVE AND EXIT FINISH

## APPLICANTS

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# Show Me How

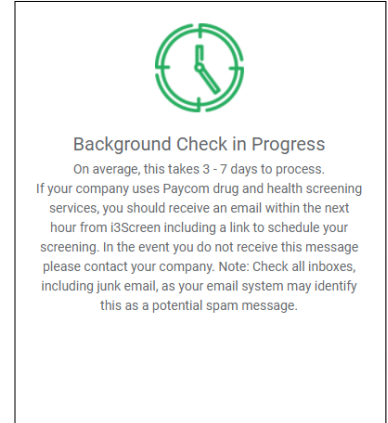
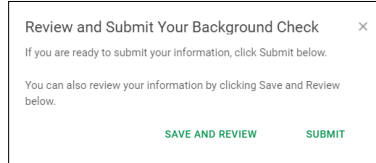
## to Complete a Background Check



### ENHANCED BACKGROUND CHECKS®

#### STEP 5

Click "Submit" and you will receive a confirmation message that your background check is in progress.



## APPLICANTS

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