



## Background Check & Drug Test Process

### **Before Starting:**

- A valid email is **REQUIRED**  
(if you do not have an email account you can establish a free account at Yahoo.com)
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$88.00** for the service.

NOTE: You may incur additional fees if you have an address from the State of NY

### **Getting Started:**

1. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
2. Click on the "Start Here" Button and enter the following promotional code: **DEANZABGDT**
3. Complete profile & e-sign forms as they appear

### **After completing online process:**

1. Drug testing: go to collection site listed on ePassport
  - Bring ePassport & government photo ID, e.g. – driver's license

The image shows a printed ePassport form from eScreen. At the top left is the eScreen logo and "ePassport™". To the right is a barcode with the number "AT419369158". Below the logo, it says "For Donor Use:". The "Clinic Information:" section lists "Collection Plus", "2125 WICKENDEN WAY", "STE. H", "SACRAMENTO, CA 95825", "PH: 916-487-3152", and "FAX: 916-487-3265". A "MAP" section shows a street map with a red pin. Below the map, it says "DON'T FORGET!" and lists instructions: "Take ePassport and Photo ID", "All other documents provided by employer", and "Call clinic to confirm their hours of service". The "Scheduled Time:" is "Between 4/11/2012 7:15-24 AM PST and 4/18/2012 7:15:00 AM PST". Below this, it says "For Clinic Use:" and "Use eScreen Scheduled Event Account". The "Scan the ePassport barcode into eScreen123:" section lists "Confirmation #:" "AT419369158", "Registration:" "NON-DOCT", and "Reason for Test:" "Pre-employment". The "Services to be performed:" section lists "Do Not Use eCup" and "Urine Collection - W376 - 10 panel standard (W376)". The "Scheduled Event Details will appear:" section lists "Donor Information:" "Name:" "John Espinoza", "eScreen Acct #:" "10261-26", and "Employer Name:" "American River College (SARETY SENSITIVE/VS1st Marvst)". At the bottom, it says "Additional Requirements/Notes:".

NOTE: A unique login will be emailed to you. This will allow you to log back into [www.VerifyStudents.com](http://www.VerifyStudents.com) and retrieve a copy of your report.

\*Please note that this information is for the sole purpose of background screening for this school only. Unauthorized use of our service is prohibited\*