



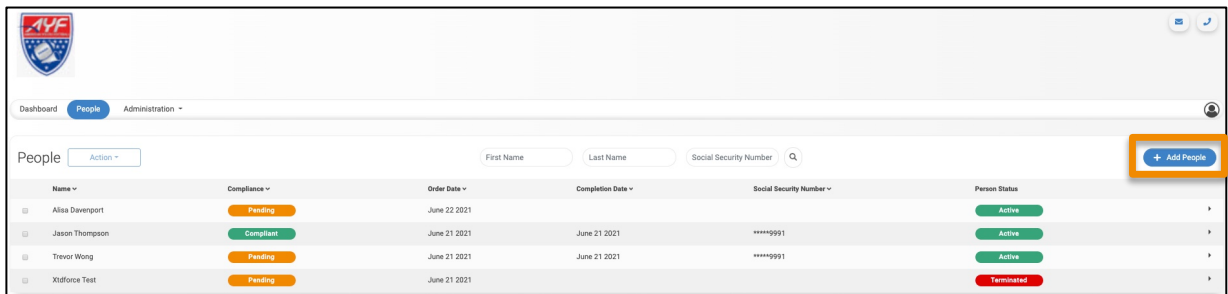
Introduction

This job aid will outline the steps to place orders and add volunteers to your roster in VolunteerForce.

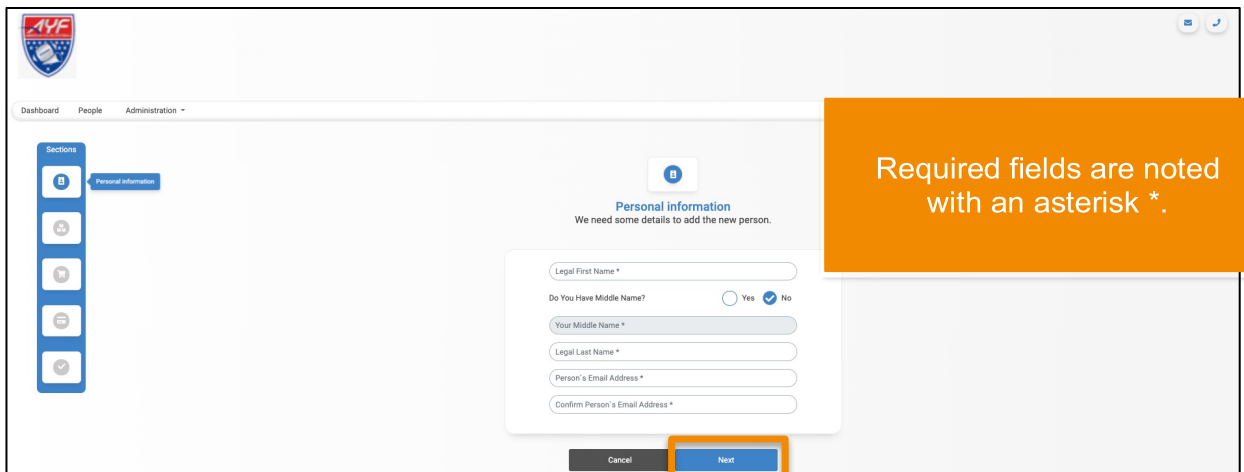
Adding People

To order a background screening on an individual, you must add that person to the system.

1. From the **People** page, click **Add People**.



2. Enter information for the new volunteer on the **Personal Information** screen, being sure to complete all required fields. Make sure all information is correct and click **Next**.





3. The pricing for the packages displays. Select the **Screening Package** for the volunteer and click **Add to Cart**.

Package Selection
Select the screening package.

Screening packages

<input type="radio"/>	Driver Volunteer - Safe Sport Act Enhanced & MVR Social Security Number Validation, National Criminal File PLUS, National Sex Offender, Single County Criminal Search, Motor V... Read more	\$18.39
<input type="radio"/>	Volunteer Package - Safe Sport Act Enhanced Social Security Number Validation, National Criminal File PLUS, National Sex Offender, Single County Criminal Search Read more	\$16.03
<input type="radio"/>	Volunteer Package - Safe Sport Act Enhanced Plus Social Security Number Validation, National Criminal File PLUS, National Sex Offender, 7yr County Criminal Search Read more	\$24.46
<input type="radio"/>	Volunteer Package - Safe Sport Act Minimum Social Security Number Validation, National Criminal File PLUS, National Sex Offender	\$9.00

Navigation: << < 1 > >>

Buttons: Previous, Add to Cart

4. The order summary displays in your cart. Click **Checkout** to complete the transaction.

Shopping cart
Place your order or add more packages to your cart.

Selected packages

Person	Package	Price	
John Doe	Volunteer Package - Safe Sport Act Enhanced	\$16.03	

Navigation: << < 1 > >>

Summary: 1 Packages

Subtotal: \$16.03
Tax: \$0.00
Order Total: \$16.03

Warning: If you logout, all of the items in the cart will be lost.

Checkout



5. The payment method screen will display. Enter the credit card information and click **Next**.

Select this checkbox if you wish to save credit card information for future purchases.

Note: Saved Credit Card information can be edited under Administration > Your Payments.

6. The confirmation displays. The volunteer is immediately added to the roster. The volunteer will receive an email immediately requesting to complete an online profile. (see *Step 7 for a sample email*)
NOTE: Your credit card will be charged at the order completion.

Click **Return to People** or **Create a New Order**.

Order complete!

Order Confirmation

Here is your transaction number:
2100806

Paid via:
Credit card: xxxxxxxxxxxx1111

A confirmation notice with the order details will be sent to your email at [redacted]

Choose an action below to continue

Create a New Order Return to People



- The volunteer will immediately receive an email requesting they complete an online profile. Once the profile is submitted, the background order will begin processing.

NOTE: Be sure to notify the volunteer to watch for the email. If the volunteer does not receive the email, have them check their spam or junk folder.

Welcome Bob Doe, XtdForce New UI is inviting you to start your background screening process, powered by First Advantage.

[START](#)

Bob Doe,

XtdForce New UI requests that you begin this simple process to initiate and complete a background screening with an easy to use application called Profile Advantage, powered by First Advantage. It's mobile-friendly, so you can start now and be done in just a few minutes. We recommend using Chrome, Firefox or Safari for the most optimal experience, though any browser should work fine. There is a limited time to complete the screening, so be sure to start today.

[START](#)

<https://pa-test.fadv.com/#/invite/?key=7K4HAC57FJ>

After creating your password, you will answer a set of screening questions and then submit your responses to complete the screening. When the final report is completed, it will be sent to XtdForce New UI and you will continue to have anytime access to your Background Screening profile on Profile Advantage.

We may reach out to you for any additional information, but the details we collect should be sufficient to complete the screening. Once submitted, you will need to follow up with XtdForce New UI for any updates on the status of your application.

If you experience technical difficulties while completing Profile Advantage, please use our chat feature that is located in the bottom left corner of the page. Our customer success team is available to assist you 24hrs a day Monday–Friday.

Sincerely,
XtdForce New UI and the First Advantage Team