Dear Applicant,

You will receive an invitation e-mail from Certiphi Screening, the firm that will perform your background check for the University of Utah. The email will come from applicationstation@certiphi.com.

It is important to read this letter in its entirety. It is also extremely important to review the Social Security number you provide. If entered incorrectly, applicant will need to complete another background check. The additional check may cause a delay of the hire date and will result in additional charges to the department.

If you also have a drug screen as part of the new hire process, you must first respond to the background check from applicationstation@certiphi.com. Once answered, the drug screen email will be sent to you from the email address SchedulingOHS@verticalscreen.com . The drug screen must be completed **within 48 hours of the time the email is sent.** **IMPORTANT: the email address entered by you in your response to the background check IS the email to which the drug screen will be sent. Please check your email address carefully before submitting your response.**

It is essential that you respond to the emails from applicationstation@certiphi.com **and** SchedulingOHS@verticalscreen.com **as soon as possible. Any delay in your response may delay or adversely your date of hire. See bottom of letter for phone numbers to call, if help is needed.**

What to Expect:

- The invitation e-mail will contain:
    - A link to the specific secured site you must use to log-in.
    - Your unique User ID and Password
- You will be asked to input specific information including your name, any names you have used in the past, date of birth, and social security number.
- You should be able to respond through any electronic device and operating system (computer, phone, tablet, etc).
- If you do not receive an email, please search all email folders, including junk and spam folders, using applicationstation@certiphi.com (background checks) or SchedulingOHS@verticalscreen.com (drug screens)

Technical Help:

- Aggressive spam blockers may prevent our e-mail from reaching you. Please turn them off, or look for our e-mail in your spam or bulk mail folder if you have one.
- Please turn off any pop-up blocker software or utility before logging in.
- Please enable session cookies and ensure that your screen resolution settings are at least 1024X768. Consult the Windows Help system or contact us for technical support.

General Information:

- When provided with thorough, accurate information, criminal background searches typically take 2-3 days. However, each background check is unique, and can take more or less time depending on the specific entities we contact for information.
- If you encounter any technical difficulties with our site or have questions, please do not hesitate to contact us at (800)803-9042 – xt 2006 from 8:00 am to 10:00 pm EST, Mon.- Fri.
- If background check email does not arrive, please call (800) 735-2660
- If drug screen email does not arrive within 2 – 3 hours after submitting the background check, please call (800)799-0945.

Sincerely,

The Certiphi Screening Team
5-29-18