

# GREAT LAKES BAY CONSORTIUM FOR EMS



## Instructions on Ordering a New Background Check Background Screening Instructions

### Before Starting:

- A valid email address **REQUIRED**
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$45.00** for the service.

### Getting Started:

1. Log into your Platinum Education account, select your profession and school from the dropdown list and click on the red "Signup" button:

### Student Signup

[Click here if you have been given a Course Code from your school](#)

**Select a profession**

EMS

**Select a school**

Platinum Education - JJJ

I am not affiliated with a school

**Select a course**

PPC: Paramedic Course w/ Scenario 2018

The course is currently setup to use the following solution:

**PLATINUMPLANNER.COM**

**NOTE:** This course requires the completion of a background check before you are accepted. After you submit your request, you will be provided with a link to your data at VerifyStudents.com, where you will have to fill-out any missing information.

**VerifyStudents.com**  
by Corporate Screening

Cancel Signup

2. Click on the red hyperlink section as shown in the example below:

**THE FOLLOWING ENROLLMENT IS IN PROCESS**

**PPC: PARAMEDIC COURSE W/ SCENARIO 2018**

**School:** Platinum Education - JJJ

**Submitted:** 05/08/2018 14:52

**Status:** In Background Check

**Verification:** [Click here to review and complete your background check information](#)  
[delete this enrollment request and start over](#)

3. The unique promotional code for your program will automatically populate in the section below. Click on the green "Continue" button

**VerifyStudents.com** by Corporate Screening

Welcome to VerifyStudents by Corporate Screening Services, Inc. To begin the process, you will need to enter your code to the right. Then you will have the chance to create a new account or login with your existing account. Once that is complete you will begin the order entry process.

Before you begin, you should have the following information ready:

- Your promotional code. This is provided to you by your school and serves to identify your school and program.
- Credit card. Have your Visa, MasterCard, American Express or Discover card information ready in order to process payment for your background check.

You should be prepared to provide personal information as well as school and program information. Your information is confidential and kept secure at all times.

Please do not use the back or forward buttons on your web browser. Use the Previous and Next buttons on the form instead to advance or go back as necessary.

Get started by entering your promotional code:

[Continue >](#)

4. Complete the online forms as they appear to create your VerifyStudents Account

**VerifyStudents.com** by Corporate Screening

**Create a new account:**

First Name:  M Initial:  Last Name:

SSN:  -  -  Retype SSN:  -  -

Date of Birth:  mm/dd/yyyy

E-Mail Address:  Confirm E-Mail:

Password:  Confirm Password:

Home Phone(10 Numbers)  Mobile Phone(10 Numbers)

**Login:**

E-mail

Password

**Log in**

5. Follow the on-screen prompts to complete your order:

32%

**E-Sign Authorization**

**Your History**

**Disclosures / Authorizations**

**Review**

**Payment**

**Drug Screening**

Current Total: \$ ~~1000~~

For your convenience we've imported the following information from your account:

- Your Name
- Your Primary Address Information

First Name:  M Initial:  Last Name:

Test  Case

SSN:  -  -

Home Phone  Mobile Phone

5555555555 5555555555

Address:

Zip/Postal:  City:  State:

34655 Test Florida

**Save & Quit** **Previous** **Next**

6. Provide payment information:





### Background Payment

**Card Holder Information**

First Name:

Last Name:

Card Number:

Card Expiration:

Security Code:

Amount to be charged: \$26.00

7. You will see a confirmation screen indicating your order is complete. You can also opt in to receive notifications when your report is complete:

### Background Entry Complete

Your order is now complete and your background has been submitted. Check back to keep up-to-date on the status of your background.

Your background should take approximately 3 business days to complete.

Opt into news and updates from Corporate Screening.

Receive notifications to my mobile device in regards to my background.

Mobile Number:

Carrier: