

*ESR ASSURED COMPLIANCE*_{SM} PROCESS



- ✓ We understand that compliance with the laws that govern the screening process can be confusing at best, so ESR makes compliance as easy as possible through our fully automated Applicant Generated Report (AGR) system that is constantly updated with required changes in hiring and employment laws. We call this *ESR Assured Compliance*_{SM}.
- ✓ The AGR System makes complying with new regulations virtually painless in a totally paperless environment.
- ✓ The following pages describe how the AGR system handles the required disclosures and acknowledgments for you.

All Fair Credit Reporting Act (FCRA) Required Elements are Built in to the Online Process and are Updated as Requirements Change.



NOTICE

- A clear and conspicuous notice is made in writing to the consumer before the report is procured or caused to be procured.

DISCLOSURE

- A disclosure is made that the report may contain information bearing on the consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living that will be used or expected to be used in whole or in part to establish his or her eligibility for employment.

CONSENT

- The consumer authorizes in writing his or her consent to the procurement of the report.

Compliance with State Laws



- ✓ Compliance with state laws regarding credit reports is built around the AGR “alert” sent to the applicant and where the subject lives and will be working.
 - If your applicant lives in or will be working in CA, CT, HI, IL, MD, OR or WA, he or she will receive the notice that a credit report is being obtained along with the state specific permitted purpose for obtaining a employment related credit report.

- ✓ States laws regarding specific notices of rights under state law that go beyond the FCRA are also driven by where your applicant lives and will be working.
 - If your applicant lives in or will be working in CA, MN, OK or NY, he or she will receive the notice specific to the state(s). He or she is required to acknowledge receipt of the information and allowed to print a copy of the notice for records.

- ✓ Importantly, these processes provide you with a audit trail of compliance.

Automated Processes



- ✓ Based on the information about where your applicant lives and will be working, appropriate notices and acknowledgments are automatically populated in the form.
 - Once a notice is selected for viewing, it displays in a new window that provides for scrolled viewing and archival printing.
- ✓ The subject of the report receives proper notice about and agrees to the use of his or her electronic signature as provided for under E-sign Act and corresponding state laws.
 - In addition to the Electronic Signature, the subject also applies a physical signature to the form by simply using a mouse. A physical signature is almost always necessary when a signed form is required by a prior employer, school, or licensing agency. AGR makes this easy for everyone involved.
- ✓ Importantly, these processes provide you with a audit trail of compliance.

SUMMARY



- ✓ With *ESR Assured Compliance_{SM}* you will never have to worry whether forms being used in the disclosure and consent process are current and up to date. All required changes happen automatically.
- ✓ There is no action required on your part in the compliance process other than simply associating a state specific permitted purpose when a credit report is associated with the “AGR Alert.” If you do not order credit reports, you have nothing to do.
- ✓ *ESR Assured Compliance_{SM}* is continuously updated to support all notices and acknowledgements required by federal and state laws.

THANK YOU!



- ✓ Thank you for taking the time to read about the advantages of *ESR Assured Compliance* SM.
- ✓ ESR would highly value the opportunity to become your employment screening provider – and given the opportunity will do everything we can to demonstrate that ESR is truly your Safe Hiring Partner.
- ✓ One of our Solution Specialists would be happy to discuss *ESR Assured Compliance* SM with you in greater detail. Give us a call toll free at 888.999.4474.

Employment Screening Resources (ESR) is ‘The Firm That Wrote the Book on Background Screening’ – “The Safe Hiring Manual - The Complete Guide to Keeping Criminals, Terrorists, and Impostors Out of Your Workplace” by ESR founder and CEO Les Rosen.

The ESR Advantage



- Accredited by the National Association of Professional Background Screeners (NAPBS), a distinction achieved by fewer than 2% of all screening firms.
- All work performed in the USA.
- Uses only primary sources of information, no aggregated 3rd party databases.
- Specializes in legal compliance expertise and daily blogs to keep you informed.
- State of the art software and security.
- Extensive training and consultation available.
- Keeps clients informed on changes in law and legal requirements.
- ESR founder and CEO Les Rosen authored the definitive industry book on background screening in the U.S.—“The Safe Hiring Manual.”