Student Report Delivery Manager

At any time after a report is completed, the student can initiate a request to have their report delivered to a third party via the Report Delivery Manager tool, which is part of ApplicationStation: Student Edition.

To access the Report Delivery Manager, choose the “If you are returning” option on the left side of the home page and click “Sign back in.”
The Report Delivery Manager option can be found at the bottom of the Welcome Back screen.

Top of Welcome Back screen:

Welcome back to the Application Station - Student Edition!

Please Note: You may log onto the Application Station to view or print your background investigation report up to 30 days after you are notified of its completion.

Bottom of Welcome Back screen:

Transaction Details
- Transaction Reference Number: 18345686888
- Card Information: Visa MasterCard (ccccc-cccc-cccc-2638)
- Name on Card: John C. Doe
- Amount Charged: $15,000.00
- Transaction Date: 12/25/2005

Order Information
To view the printable copy of the information you supplied with your order, click below:

VIEW ORDER INFORMATION

Background Investigation
- Background Investigation Ordered Date: 12/20/2005
- Background Investigation Completed Date: 01/30/2006
- Background Investigation Completed Report: Click below to view your Background Investigation:

VIEW INVESTIGATION RESULTS

Distribute Your Report
- Use the Report Delivery Manager to send your report to a third party, including clinical schools.

OPEN REPORT DELIVERY MANAGER
Students can manage both current and expired report deliveries, and determine who has accessed the system to obtain a copy of their report.

Welcome to the Report Delivery Manager
The Report Delivery Manager allows you to deliver your Background Report to parties of your choice. Click the HELP button for more details about how the Report Delivery Manager works.

■ Your Current Report Deliveries - All Deliveries
Please see below for a list of your current OEC report delivery statuses.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Status</th>
<th>Created</th>
<th>Accessed</th>
<th>Expiration</th>
<th>Email?</th>
<th>Details</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Smith</td>
<td>Active</td>
<td>01/02/2009 01:00PM</td>
<td>Not Accessed</td>
<td>01/02/2009 01:00PM</td>
<td>N/A</td>
<td>Details</td>
<td>Renew</td>
</tr>
<tr>
<td>Steve Johnson</td>
<td>Accessed</td>
<td>01/05/2009 01:00PM</td>
<td>01/07/2009 01:30PM</td>
<td>None Sent</td>
<td></td>
<td>Details</td>
<td>Renew</td>
</tr>
<tr>
<td>Jane Davis</td>
<td>Expired</td>
<td>01/30/2009 03:00PM</td>
<td>Not Accessed</td>
<td>01/30/2009 03:00PM</td>
<td>None Sent</td>
<td>Details</td>
<td>Renew</td>
</tr>
</tbody>
</table>

■ Create a New Delivery
To send a copy of your report to a third party, click the "Create a New Delivery" button below:

CREATE A NEW DELIVERY
To authorize a new third party to view a background check, click “Create a New Delivery.”

Welcome to the Report Delivery Manager
The Report Delivery Manager allows you to deliver your Background Report to parties of your choice. Click the HELP button for more details about how the Report Delivery Manager works.

- Your Current Report Deliveries
  Please see below for a list of your current CBS report delivery databases.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Status</th>
<th>Created</th>
<th>Accessed</th>
<th>Expiration</th>
<th>Unused?</th>
<th>Details</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Smith</td>
<td>Active</td>
<td>01/01/2020 01:00PM</td>
<td>Not Accessed</td>
<td>01/01/2020 01:00PM</td>
<td><a href="mailto:idem@home.com">idem@home.com</a></td>
<td>Details</td>
<td>Delete</td>
</tr>
<tr>
<td>Grace Miller</td>
<td>Accessed</td>
<td>01/02/2020 01:00PM</td>
<td>01/02/2020 02:00PM</td>
<td>01/02/2020 03:00PM</td>
<td>None Sent</td>
<td>Details</td>
<td>Renew</td>
</tr>
<tr>
<td>James Johnson</td>
<td>Expired</td>
<td>01/03/2020 01:00PM</td>
<td>Not Accessed</td>
<td>01/03/2020 01:00PM</td>
<td>None Sent</td>
<td>Details</td>
<td>Renew</td>
</tr>
</tbody>
</table>

- Create a New Delivery
  To send a copy of your report to a third party, click the “Create a New Delivery” button below.

CREATE A NEW DELIVERY

Type your name and click “Agree.”

Application Station - Student Edition - Report Delivery Manager
Create New Delivery - Important Note & Release

Before You Start
Please note that before using this service to deliver your report to a third party, you must read and agree to the terms below.

Please take the time to read the below each time. The language below as well as your agreement will be saved as proof of your authorization to deliver your report.

Important Notice

Report Delivery Manager Terms of Use. These Terms of Use are between Vertical merger, Inc. and You, as the individual (“You”) requesting access to, and delivery of, Your personal background screening report to third parties. All Terms of Use of the Application Station site are incorporated herein by reference and apply as if fully set forth in this Agreement.

By clicking on the “I Agree” button below, you accept these additional terms of Use.

Your Name: John C. Doe
Please note that by entering your electronic signature (in any form), you are accepting that You are the same person who is the subject of this request.

1. [ ] Agree  Yes  No

CANCEL  BACK  NEXT
Supply the third party’s contact information: Last Name, First Name and Organization.

Application Station - Student Edition - Report Delivery Manager
Create New Delivery - Recipient Information

Recipient Information

Please complete the questions below about the individual to whom you wish to deliver a copy of your report.

NOTE: This is for your records only. Application Station does not guarantee the recipient of the report is the person or organization listed below.

Last Name:
First Name:
Organization:

CANCEL  BACK  NEXT
Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

_Certiﬁpi recommends that the student contact the third party and provide the ApplicationStation website address, code and PIN to their contact verbally. This method provides the highest level of security._ However, the student can also authorize that an e-mail containing this information be sent to their contact.

To authorize an e-mail, locate “Other Delivery Options, Option 2” and click “here to send an email.”
Provide and confirm the recipient’s e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

1. Security Note:
   Please note that email is not a recommended mechanism for delivery of sensitive information. Please be sure to supply the correct email address and to read carefully your delivery options below.

2. Recipient’s Email Address:
   Please Type and Re-Type the email address of the recipient.
   Email Address: 
   Confirm Here: 

3. Specify Option:
   Please select an option below before clicking NEXT.
   - Option 1: Email the link with instructions to access my report, but I will provide the Access Keys to the recipient myself.
   - Option 2: Email the link with instructions to access my report and ALSO INCLUDE THE ACCESS KEYS.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.

An email has been sent to your recipient: johndoe@clinic.com

Application Station Code: 3IFF0509
Access Pin: 1234

* Please note: The information above should be treated with the highest level of sensitivity.