

# Frank Phillips College Safety Training Center

## First Advantage Registration Information

1. Please visit the Frank Phillips College Safety Training Center website link, located below, in order to find the link to the First Advantage Background Check website.
  - a. <http://www.fpctx.edu/pstc.asp>
2. After you have clicked into the link you should see a log in box located on the right hand side of the page.
3. You will need to press the “Click here for NEW Account Registration”

**FPC** Questions? [Click here](#)

Easily screen your workforce through intuitive solutions.

**A qualified workforce is good business for everyone. Help ensure compliance, qualifications, and history.**

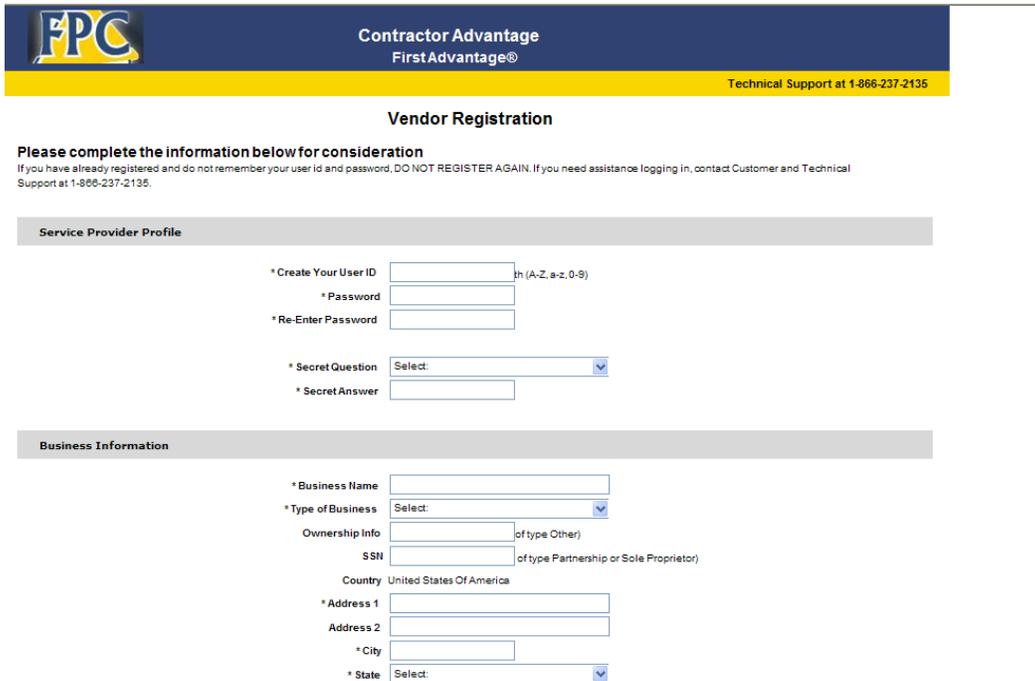
At the Frank Phillips College-Safety Training Center, we want to build partnerships with Contractors and Owners that lead to mutual success for everyone involved. As an approved Safety Council Security Consortium Partner, First Advantage® has established

First Advantage®  
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Contractor Advantage

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[Click here to register as Service Provider](#)

4. The next page you will come to is the Vendor Registration page.

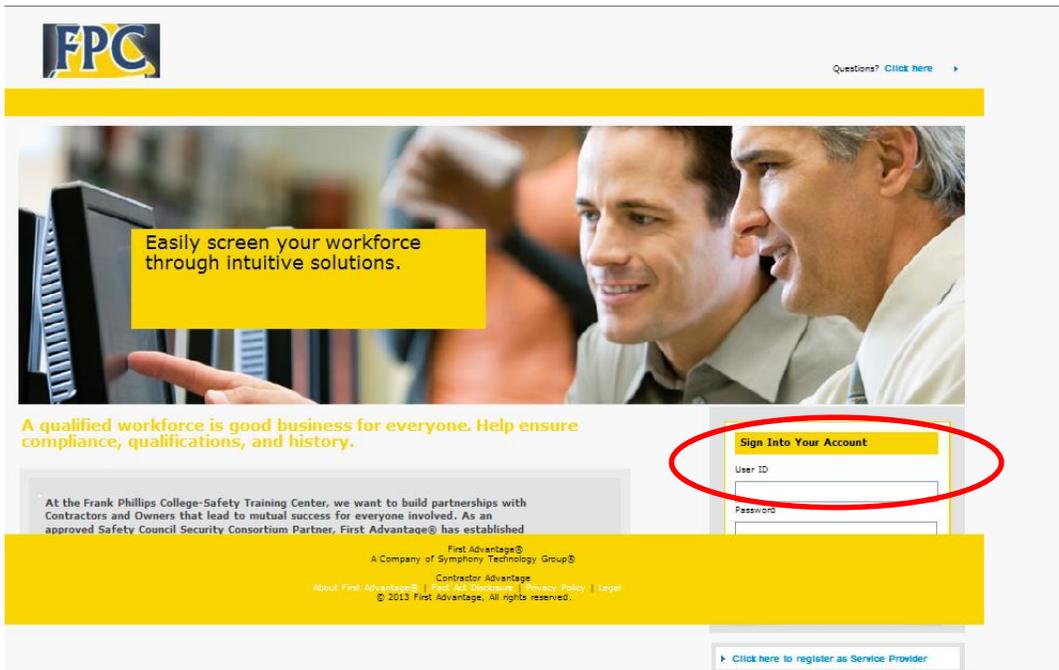


5. You will need to fill this page with the correct information for your company.

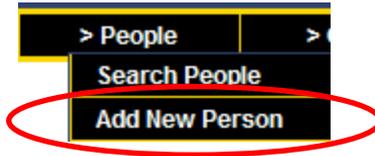
**\*\*\*PLEASE WRITE YOUR USER ID AND PASSWORD DOWN\*\*\***

**We are unable to retrieve this information if you lose it**

6. Return to the main log in page, and log into your new account. (It takes a minimum of 3 days to process your new account set up)



7. After you have successfully logged into your account you will see a row of tabs at the top of the screen. You will need to find >People then click Add New Person.



8. Next is a Person Information screen, you need to fill out all of the employee's information correctly. **\*\*Note: make sure that the employees social security number and name are entered exactly as they appear on their social security card, if they are not, a new background will have to be issued with the correct information\*\***

**Person Information :**

\* Legal First Name   
Middle Name   
\* Legal Last Name   
Suffix Name   
\* SSN  (Numbers Only, Tax ID's will not be accepted - SSN only)  
\* Date of Birth  (mm/dd/yyyy)  
\* Type    
User Field 1   
User Field 2   
**Current Address**  
\* Country    
\* Address 1   
Address 2   
\* City   
\* State    
\* Zip Code  -   
\* Vendor Locations

**SAVE**

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9. Once you have saved that employees information you should see the Person Status Detail screen. Make sure that it says “Person successfully added”.

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Home > Vendor > People > Order > Report > Administration Technical Support at 1-866-237-2135

**Person Status Detail :**

**Person successfully added.**

First Name:  
Middle Name:  
Last Name:  
Suffix Name:  
SSN:  
Date of Birth:  
Type:  
Status:  
Address 1:  
Address 2:  
City:  
State:  
Zip Code:  
Country:  
Compliance Expires:

User Field 1:  
User Field 2:

EDIT INFORMATION  
BEGIN ORDER PROCESS  
PRINT CONSENT FORM

OK

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10. You will need to print the consent form, have the employee sign the consent form, and store it with your employee’s company files.

User Field 1:  
User Field 2:

EDIT INFORMATION  
BEGIN ORDER PROCESS  
PRINT CONSENT FORM

11. Now that the employee has successfully been added you will now click “Begin Order Process”

User Field 1:  
User Field 2:

EDIT INFORMATION  
BEGIN ORDER PROCESS  
PRINT CONSENT FORM

12. The Order Detail screen will now appear on the page. You will pick Background Check Graded (BCG2.0)



FPC Contractor Advantage First Advantage® Log Out Help

Home > Vendor > People > Order > Report > Administration Technical Support at 1-866-237-2135

### Order Detail :

You are placing a new order for:

Select a package to view the package details and begin the ordering process:

- Background Check Graded (BCG 2.0)
- National Criminal Record File Search

Next Cancel

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13. The page will expand and you will see the price of the background along with what is offered in the background package. Make sure that you have a signed consent form for your employee on file, then check the "I have a signed consent form" box and click next.

14. You will now input the drivers license number and drivers license state for your employee.

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[Log Out](#)   [Help](#)

Home   > Vendor   > People   > Order   > Report   > Administration   Technical Support at 1-866-237-2135

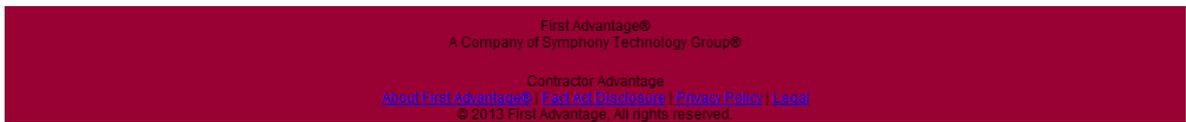
**Person Information :**

**DRIVER LICENSE DETAIL**

DL number

\* DL State

[NEXT](#)



15. The Payment Detail Screen will now appear. You will click credit card in the payment method box. The screen will then expand and you will be able to input your credit card information.

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[Log Out](#)   [Help](#)

Home   > Vendor   > People   > Order   > Report   > Administration   Technical Support at 1-866-237-2135

**Payment Detail :**

**Please enter your method of payment below:**

Service Name Background Check Graded (BCG 2.0)  
Order Total: \$60.00

\* Payment Method

\* Card Type

\* Card Number

\* CSC Number

The CSC (Credit Security Code) is a 3 or 4 digit code found on the back of the credit card in the signature box

\* Expiration Date  -

\* Re-use Credit Card?

Please note: Re-use of credit card information is restricted to the current session. Credit card information is not stored and will be removed upon logout.

**Note:** If you did not (yet) pass First Advantage credentialing, you will not be able to see the detailed results.

[Order](#)   [Cancel](#)

16. After you have inserted the information please click "Order"

17. You have now successfully completed the background order process. If you have further questions please contact us. Thank you.