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](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”
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**

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Person Information:

* Legal First Name
  Middle Name
* Legal Last Name
  Suffix Name
  * SSN (Numbers Only; Tax IDs will not be accepted - SSN only)
  * Date of Birth (mm/dd/yyyy)
  * Type
  User Field 1
  User Field 2

Current Address

  * Country [UNITED STATES OF AMERICA]
  * Address 1
  Address 2
  * City
  * State [Select]
  * Zip Code
  * Vendor Locations [Select]

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”.

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.

11. Now that the employee has successfully been added you will now click “Begin Order Process”
12. The Order Detail screen will now appear on the page. You will pick Background Check Graded (BCG2.0)

13. The page will expand are 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.

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.

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.