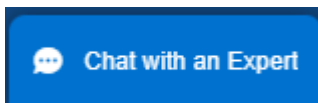


## Profile Completion – Key Points

Welcome to the First Advantage profile portal. First Advantage is collecting your data to complete a Background Investigation on behalf of Prisma Health. Below are some key points to help you to complete the profile efficiently.

If you have any issues completing your profile, please contact First Advantage at 800-372-6465 or via the chat link in the lower left corner of your screen.



- **Check your email often** including spam/junk folders.
- **Personal details:**
  - Ensure that all information entered is accurate as personal details cannot be changed once submitted. A new profile will need to be completed if there are errors on the original profile.
  - Check that the name, social security number and date of birth is correct and include middle name. If you have no middle name, mark the box that indicates this.
  - The name should be the legal name as reflected on your ID, not a preferred name or nickname. Be sure to submit any former last names and names used while in school.
  - You must provide 7 years of address history. Please ensure the dates are accurate.
- **Criminal History:**
  - Please enter and comment on any convictions or pending criminal charges other than minor traffic violations (a DUI is not considered a minor traffic violation).
  - Please provide any relevant details regarding any convictions of a crime or pending criminal charges in the open text field.
- **Education:**
  - Enter all levels of education to include high school and secondary education.
  - If you completed a post high school certificate or diploma program, please list the name of the school, certificate/diploma name, and date obtained, along with your high school diploma or GED information.
  - If you have a high school diploma, please list the graduation date, school name, street address, city, state, and zip code.
  - If you have a GED, please list the testing date, testing center name, street address, city, state, and zip code.
  - Please upload any documents related to international education. Not providing this information may delay your start date.
    - First Advantage may need additional information regarding the international education. Please check your email often for any communication.
- **Employment:**
  - You must provide work history for the last 7 years.
  - You may select “unemployed” or “in school” to cover such periods during the last 7 years.
  - If your work history includes temporary/contract work, please provide the name of the agency you collected your income from, not the place you were assigned to work.
- **Licensure:**
  - Enter any licensure information required for your position. Please list license number, issuer, issued date, and expiration date if applicable.
- **Missing Information Requests:**
  - If the data you added to the First Advantage site is incomplete, First Advantage and/or Prisma Health will email you to request the missing information.
- **Background Completion:**
  - You will receive an email from First Advantage when your background screening is complete.
  - Prisma Health must approve the completed background report. You will be contacted by a Prisma Health team member if any additional information is required.