



## Attaching Signed Disclosure and Authorization Form Guide

One of the most important steps in conducting any search is having a signed **Disclosure & Authorization** form in your possession. This is essential to comply with FCRA guidelines, state laws and local regulations.

### Best Practices

Keep copies of all signed D&A forms in a folder called **“Signed D & A Forms”**.



If you include the **last name of the individual being searched** in the file name (or last name and first initial if there is any chance of confusion), it will make it easy to access and track the form.



**One additional step when submitting a search request gives you even more security:**

In the online order process, you can easily **attach the D&A form to the report itself**. This way, it is saved indefinitely and can be accessed at any time should the need arise. In fact, it cannot be deleted, ensuring that you stay in compliance. **So make sure you upload that attachment when placing an order.**

On the following pages are snippets from the online web order site that will show you how easy it is to attach your form. This requires just a few seconds to accomplish.

## Steps

1

In the “**Order Summary**” (Order Entry step 5 of 5) you should review the order for accuracy before clicking on “**Complete Order**”

2

Proceed to the “**Authorization**” box at bottom left of the screen (highlighted in red). This is where you may attach the D&A.pdf form signed by the applicant

The screenshot shows the 'Order Summary' page. At the top, there is a navigation bar with buttons for HOME, ORDER, REPORTS, ADMIN, and UTILITIES. Below the navigation bar, the page title is 'Order Summary' and the status is '- DEMO Order Entry step 5 of 5'. The applicant information is displayed as follows:

Applicant:	HANK MESS (333-22-1111, 11/22/1965)
Current Address:	123 LOOKING GLASS DR TRAVERSE CITY, MI 49686

Below the applicant information is a 'Search Summary for DEMO' table:

Credit Report	Trans Union
Person Search	Person Search - SSN/ Address Trace
County Criminal Records Search	MI-GRAND TRAVERSE
InstaCriminal National Search	NATIONWIDE

At the bottom left, there is an 'Authorization: None Attached' box, which is highlighted with a red border. This box contains the following text and elements:

Authorization: None Attached

Select authorization file to attach to Order:

Upload File

Browse... No file selected.

- or -

Drag File

Drop Zone

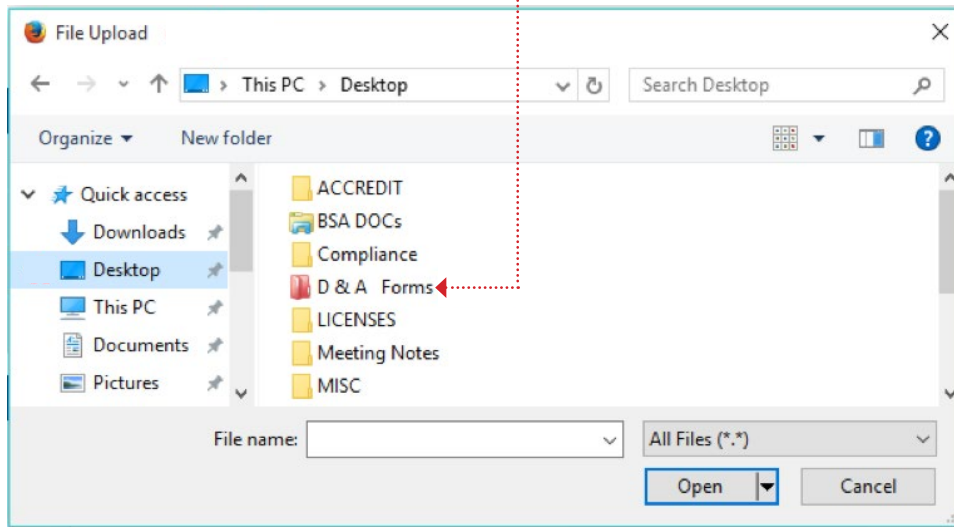
At the bottom right, there is an 'Order Entry Notes' section with a large text area.

3

Within the “**Authorization**” box Click on the “**Upload File**”. This will open up a **File Upload** window in your computer as the one below.

4

Double Click on the folder that holds the Signed **D&A.pdf** forms to open the folder

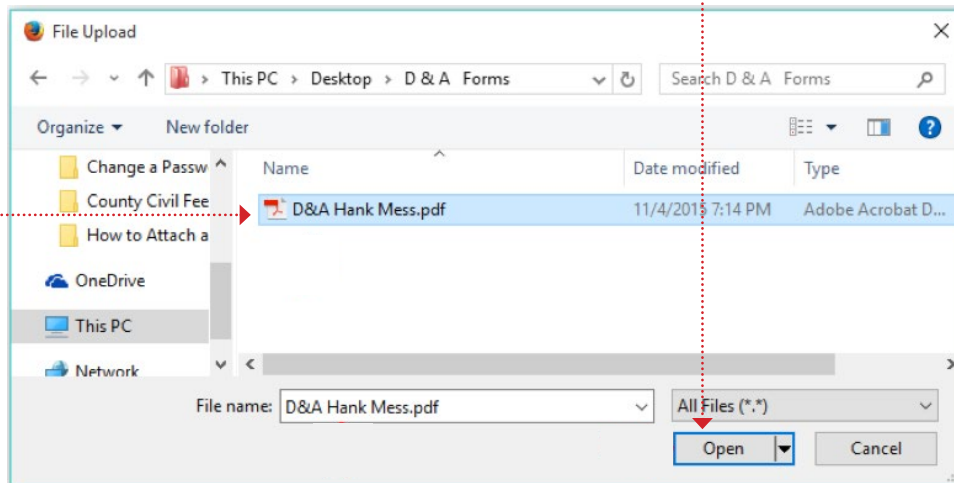


5

Click on the Signed **D&A.pdf** form signed by the applicant. This action will populate the box “**File name**” with the name of the file that you chose.

6

Click “**Open**” once and the file is automatically uploaded to your order.



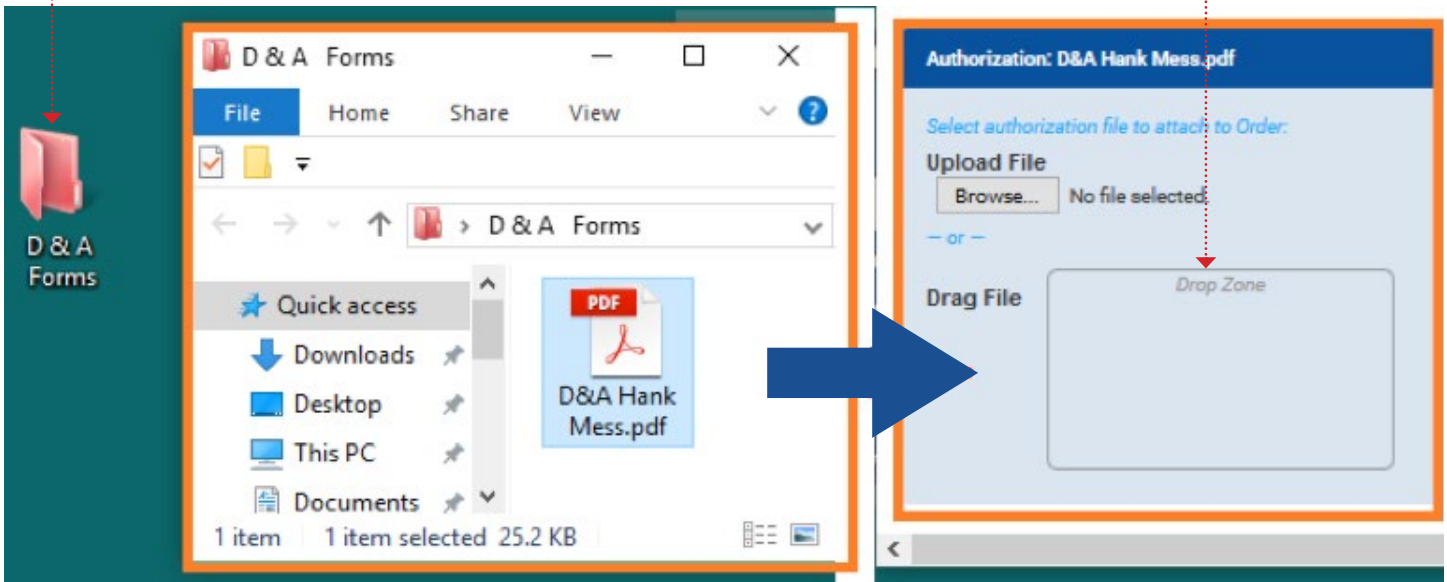
Another option for uploading the **D&A.pdf** form is to find the file in your computer and then **click, hold, drag it and drop it** in the box highlighted below. This is a simpler and quicker operation.

7

A Click open the folder containing the file

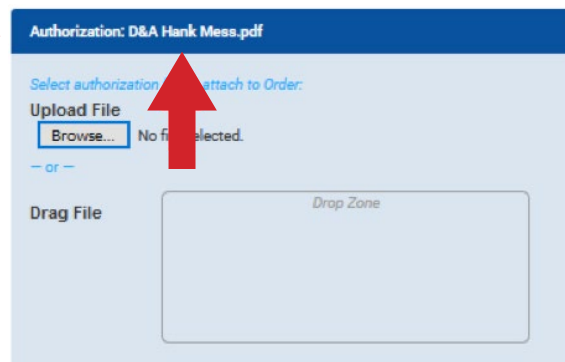


B Click and hold the mouse pointer on the **D&A form**, drag it to the “**Drop Zone**” box and drop it.



On both procedures explained above you should see the name of the file on top of the “**Authorization Upload Box**” if the procedure was done correctly. If not, then repeat either of the above processes again until successful.

8



9

You are now compliant and you may now click on “**Complete Order**”

Complete Order →