



## Definition

The Cube, Info Cubic's secure web-based customer platform, includes an applicant portal feature which allows applicants to log directly into the system from their computer or mobile device to provide their information and electronically mouse sign a disclosure and authorization form (also commonly referred to as a consent form). Using the applicant portal reduces the need for duplicate data entry, eliminates the need for customers to enter applicants' personally identifiable information (PII) and also significantly reduces the need for "wet" signature consent forms.

*Based on source requirements, some searches may require a paper consent form with a wet signature (original or copy) and will not be able to process with the mouse signature.*

## Recommended For

Any organization looking to streamline their data entry process and reduce paper.

## Scope

The applicant portal will request the minimum information needed to process and fulfill all searches contained within the background package requested (in order to avoid over-collection of PII). After entering their personal details, applicants will be presented with a customizable disclosure and authorization form which they will be able to sign using their computer mouse or their finger if logged in on a mobile device. In addition, the applicant portal presents applicants with all applicable federal and state right notices, allowing them to download and save the information. Info Cubic can also align the applicant portal with our customer's drug testing requirements to allow applicants to locate their own clinic and print out an electronic chain of custody form.

## Turnaround Time

Setup: 4 – 48 hours

Turnaround time for setting up the applicant portal on an existing account will vary based on the level of customization required. Turnaround time for applicants to complete their information will vary, but most provide information quickly as they wish to move forward with the hiring process. The background check cannot begin until all required information has been provided.

## Process

The workflow and aesthetics are customizable, but in general, customers log into the secure, web-based platform to submit a request for the background check by entering minimal information including applicant name, email and package to be processed. Clients can also have a static link configured for applicants to click on from a website or email. If ordered through the portal, the applicant will receive a customizable email invitation with a link. Once the candidate clicks on the link, they will be brought to your custom branded applicant portal where they will create a login and enter their information. Should an applicant not provide a necessary piece of information and log out of the system, or not log into the system in a timely manner, they will receive customizable reminder emails.

Once the applicant has provided all required information, signed the disclosure and authorization and generated their electronic chain of custody (if applicable), the candidate will submit the information and fulfillment of the background check will initiate.

***For further details or to see a demonstration, call us today at 1-888-925-0922***