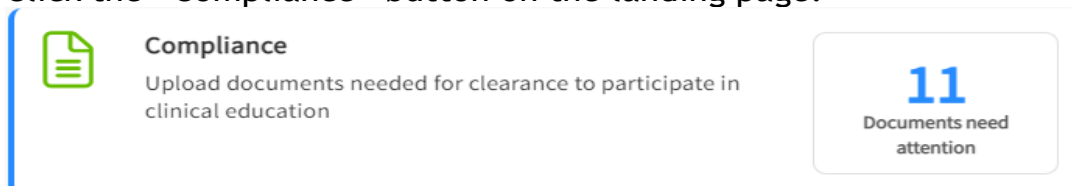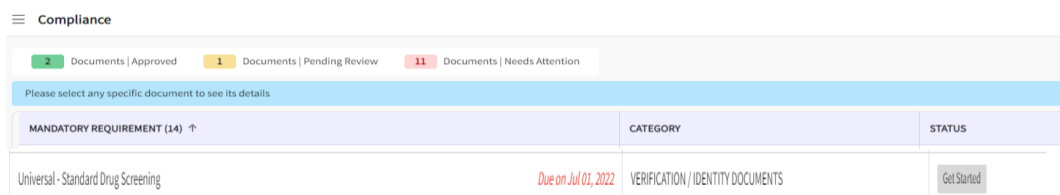# Request Universal Drug Screening for Students
STEPS V4

This document will guide you on how you can request your Drug screening via Exxat through Universal .
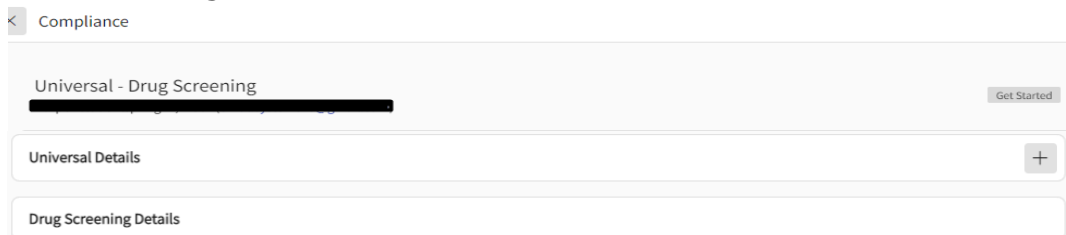
1. Click the "Compliance" button on the landing page:

2. Select the Universal Drug Screening document from the list of document to Get Started.

3. Click the **+** icon next to the "Universal Details" in the centre screen to begin the process

4. On the right, a sidebar will open allowing you to select a package(s). Click on the "Radio button' and this will enable the "Request Screening" button for you to continue.

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5. After you submit the request, the **document   status** will show **"In Progress"** and the Universal Status will be "Invitation Sent".

6. You will receive an email from Universal. Upon clicking on the link in the email, it will now direct you to Universal's website where you will complete and submit the application.

Supplemental Authorization for Release of Records

This authorization is provided in connection with a consumer report or investigative consumer report ("background check") that may be conducted by Universal Background Screening, Inc. at the request of Exxat Demo Account. This authorization is a supplement to any previous disclosures, notices and authorizations obtained by Exxat Demo Account in compliance with the Fair Credit Reporting Act (FCRA) and applicable state laws.

I, **Daniel Abner**, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.

✔ eSign and Continue   ✖ Clear and Re-Sign   ？Help

Daniel Abner
Exxat Demo Account
7/30/2018 9:27:23 PM

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Universal
BACKGROUND SCREENING

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Daniel Abner
Exxat Demo Account
7/30/2018 9:28:21 PM

✔ Continue   Print a Copy

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Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing his... of your major rights under the FCRA. For more informa... www.consumerfinance.gov/learnmore or write to: Co... D.C. 20552.

● **You must be told if information in your file has been** ... consumer report to deny your application for credit, ins... must tell you, and must give you the name, address and ...

● **You have the right to know what is in your file.** You m... consumer reporting agency (your "file disclosure"). You... Social Security number. In many cases, the disclosure w...

Disclosure Regarding Background Investigation

Exxat Demo Account ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.
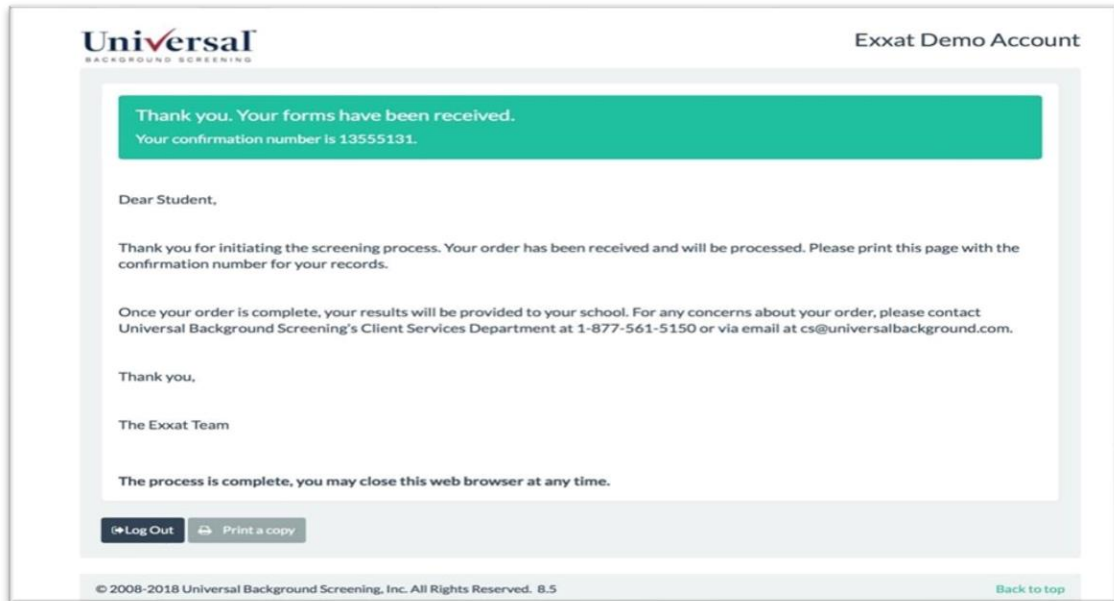

Universal
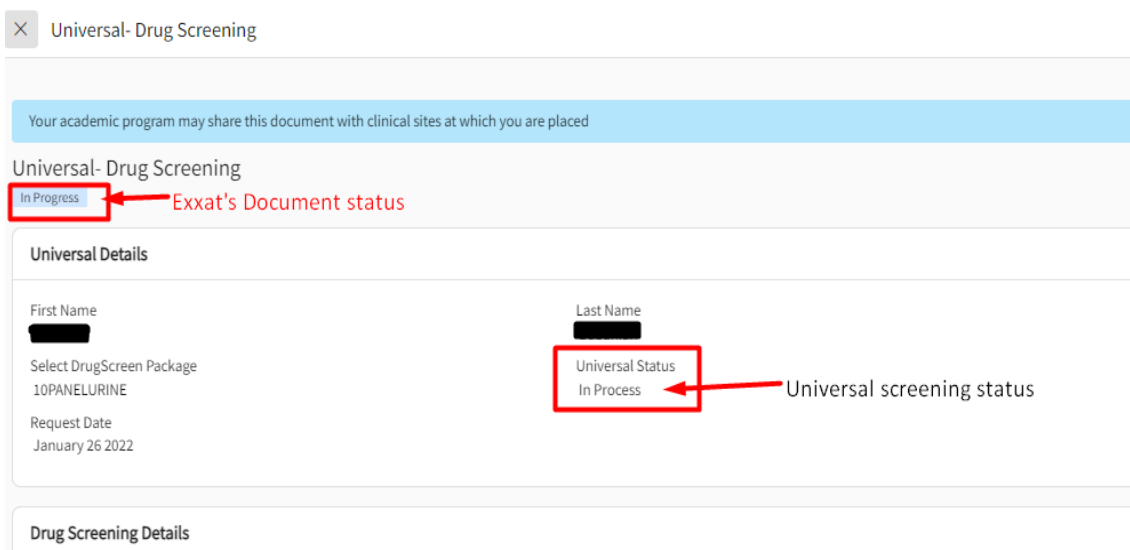BACKGROUND SCREENING   Exxat Demo

Acknowledgement and Authorization for Background Check

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand bot... those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Exxat ... Account ("the Company") at any time after receipt of this authorization and throughout my employment, if applicable. To thi... hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, schoo... university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Universal Background Screening, Inc., Post Office Box 5920, Scottsdale, AZ 85261, 1-877-263-80... www.universalbackground.com, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy o... Authorization shall be as valid as the original.

✔ eSign and Continue   🖶 Print Document   ✖ Cancel

EXXAT
Educate Smarter

7. Once you submit the application, you will see this confirmation on the screen. **Please print this page for your records since you will not receive any other confirmation email from Universal.**

8. Once you submit the application, the **document status** will continue to show '**In progress'** but the Universal status will now show as "In process"

9. Once the results have been received and automatically uploaded in Exxat, the **document status** will show '**Pending Review'** and Universal status will be seen as "Complete".

10. Once your documented has been reviewed, the **document   status** will change to 'Approved' and Universal status will remain as ' Complete'. To request an additional screening, click "Add New Record" button and follow the same steps that you did to request your first screening.

Notes:
Once you submit your application, you have to go to the lab to submit a sample. After you submit your sample, it will take up to 2 weeks for your results to be received and uploaded to Exxat.

If it has been over 2 weeks please email approve@exxat.com.

11. If the universal screening status of the background check is 'Invitation sent or Pending student information', you will be able to request Universal-Drug screening only after your background check displays 'In process' universal screening status.