HORIZON
PRIVATE INVESTIGATIONS - BACKGROUND CHECKS

Background Screening Applicant Guide

A step-by-step guide to completing your secure online application.

ESTIMATED TIME Most applicants complete the application in approximately 10–15 minutes.

Your employer has partnered with Horizon Background Screening to complete your background screening securely and efficiently. This guide will help you move through the AMC Portal and avoid common delays.

Please read each screen carefully and review your information before submitting.

Before You Begin

Gathering a few details first can make the application faster and easier.

Have these items nearby:

- Your legal name and current address
- Previous addresses, if requested
- Employment and education history
- Professional licenses or certifications, if applicable
- Any documents your employer asked you to upload

HORIZON TIP Use a computer or tablet if possible. The portal is mobile-friendly, but longer work and education histories are often easier to enter on a larger screen.

IMPORTANT Set aside enough time to finish without rushing. Read each screen and make sure all required fields marked with an asterisk (*) are complete.

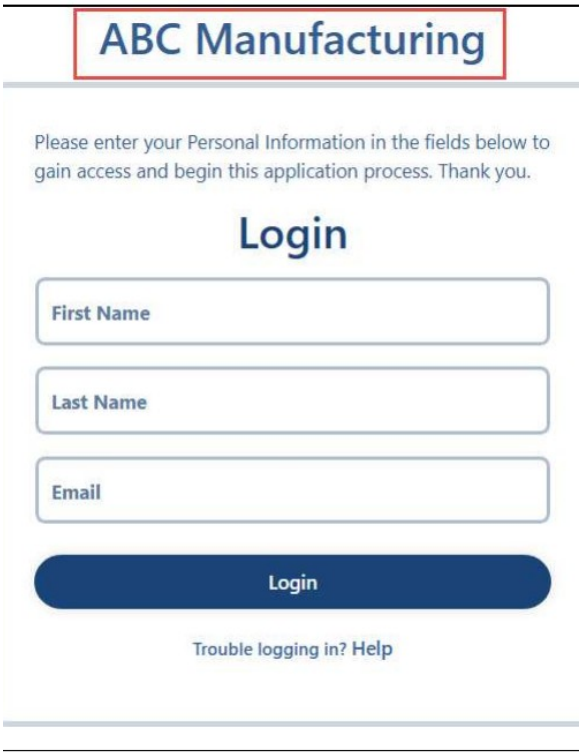
Not every applicant will see every screen shown in this guide. What appears depends on the screening services selected by your employer.

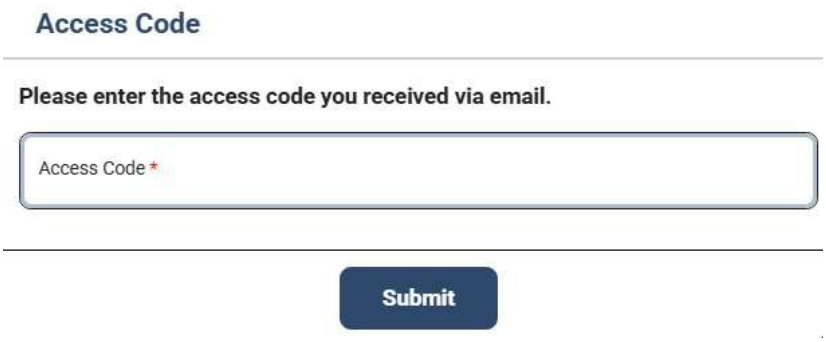
STEP 1 Open Your Invitation

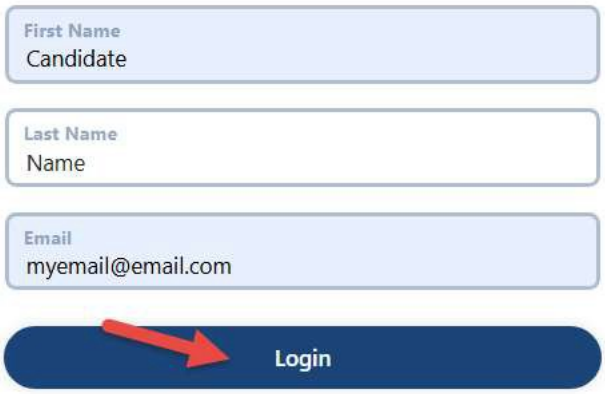
Use the secure link provided by your employer or Horizon Background Screening.

Custom logo for each of your client's

Simple log-in screen







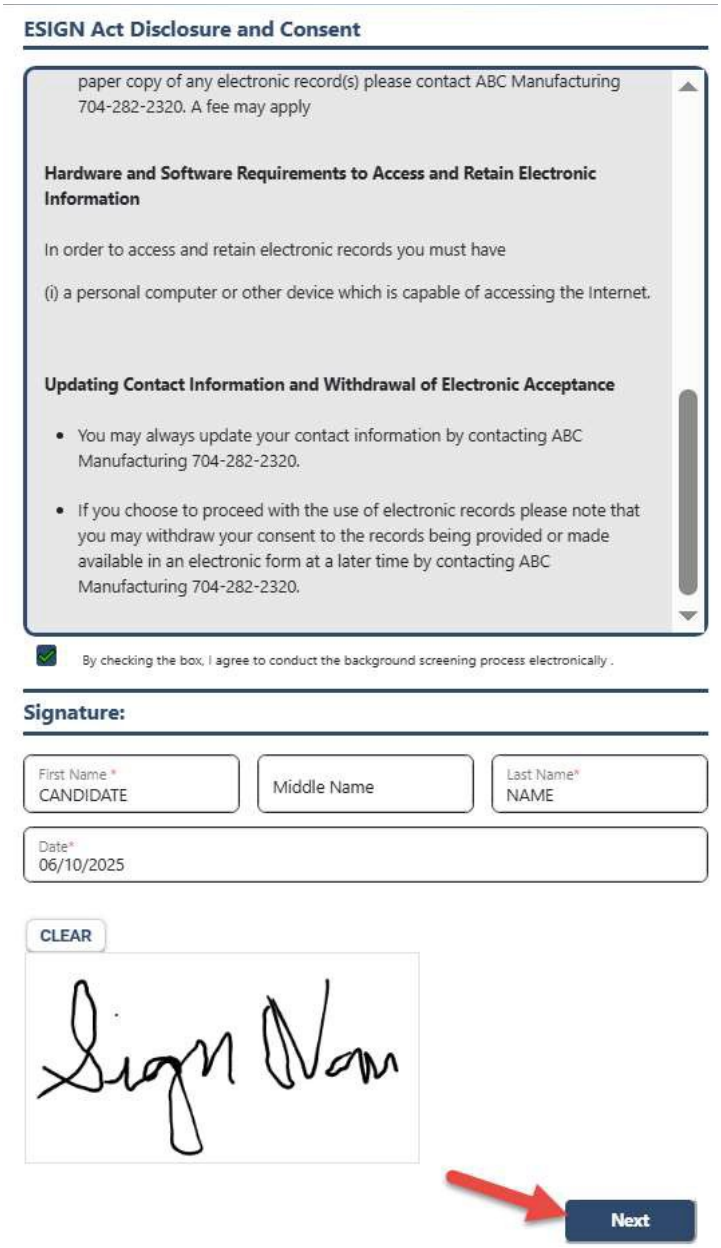
- Enter your first name, last name, and email address.
- Enter the access code if one was provided.
- Select Login to begin.

HORIZON TIP Your name and email must match exactly what your employer entered. Use your legal name—not a nickname.

COMMON MISTAKE Trying different spellings or another email address can prevent access. If the information does not match, contact your employer.

STEP 2 Agree to Electronic Processing

The first screen explains how documents and signatures will be handled electronically.



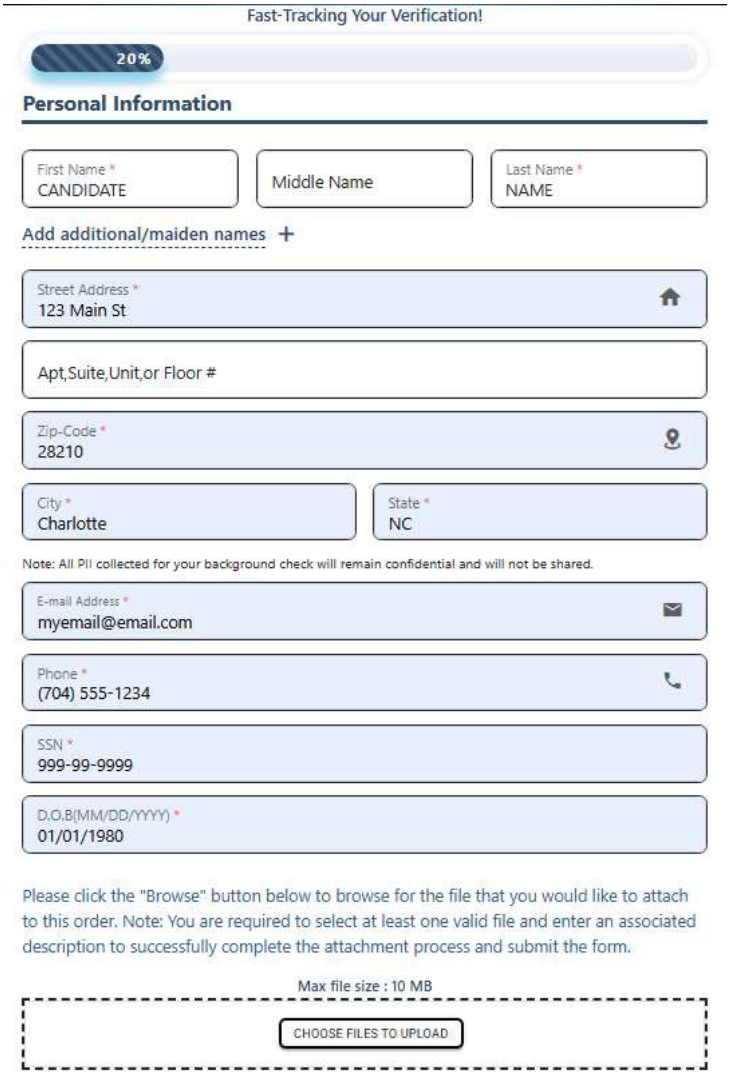
- Read the Electronic Signature disclosure.
- Complete any required signature fields.
- Select the acknowledgment and continue.

WHY WE'RE ASKING Your consent allows you to review and sign required documents electronically during the application process.

COMMON MISTAKE Scrolling past a required acknowledgment or signature field. Make sure each required item is completed before selecting Next.

STEP 3 Complete Your Personal Information

Enter accurate information in every required field.



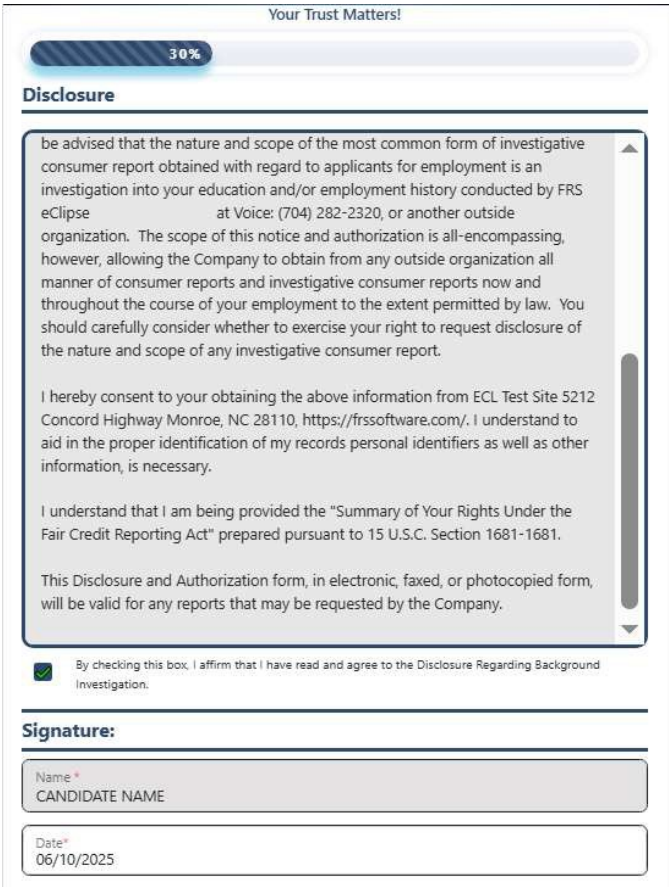
- Use your full legal name.
- Include apartment or unit numbers in your address.
- Double-check your date of birth and Social Security number.
- Add previous names or addresses when requested.

WHY WE'RE ASKING Accurate identifying information helps Horizon distinguish your records from those of someone with a similar name. Providing your Social Security number does not affect your credit score.

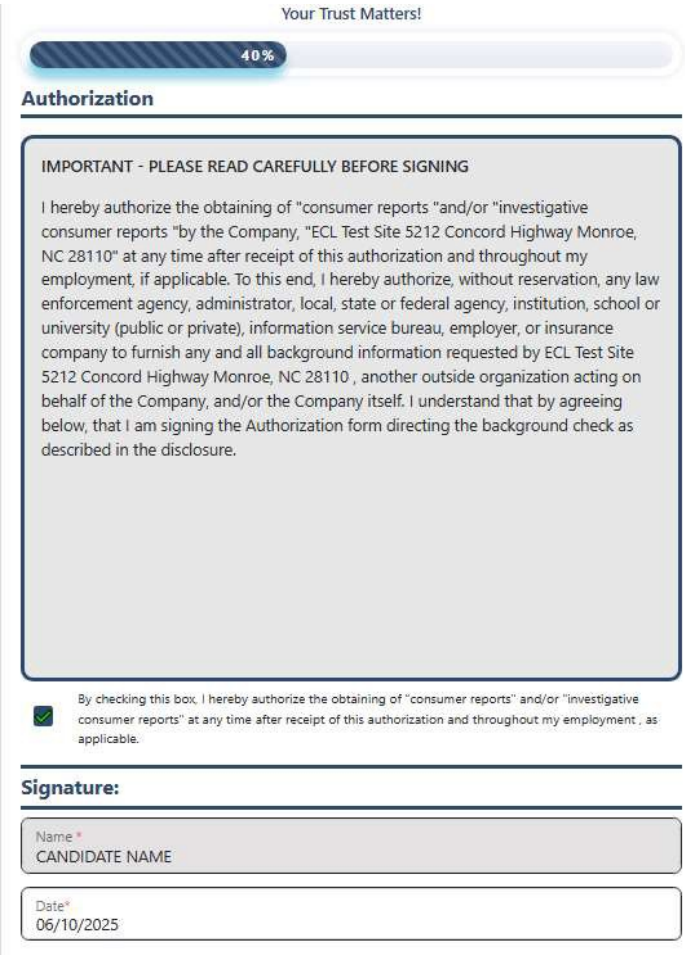
COMMON MISTAKE Leaving out an apartment number or entering a nickname can create delays or make records harder to identify.

STEP 4 Review the Disclosure and Authorization

Federal law requires your employer to provide certain notices and obtain your permission before ordering a background report.



- Read each document before continuing.
- Complete the required acknowledgment or signature.
- Continue only after all required fields are complete.



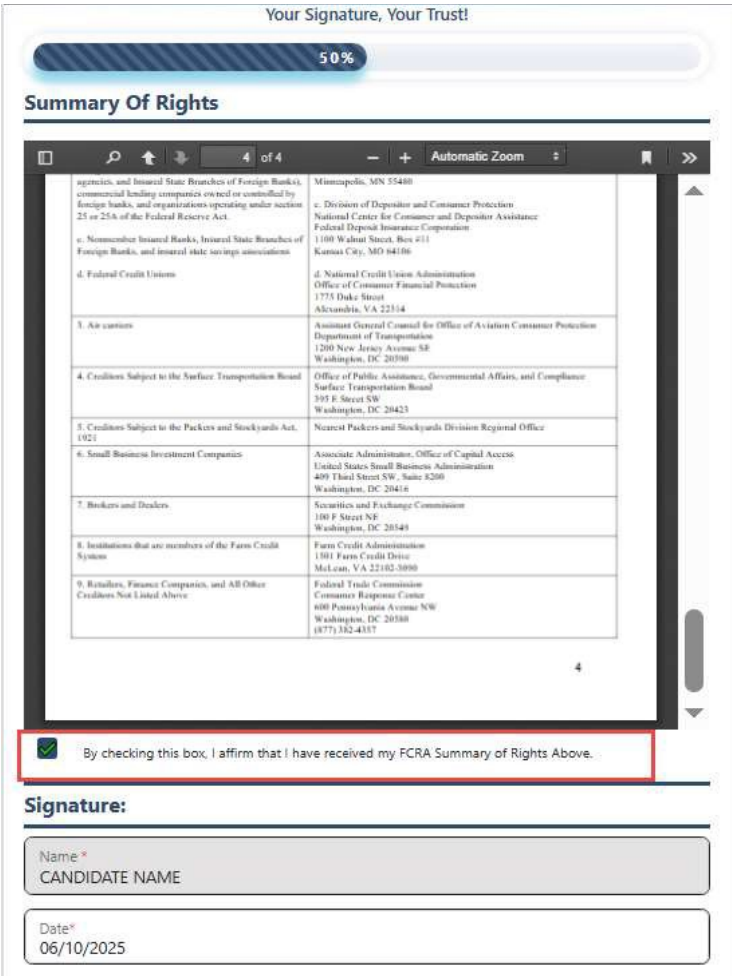
- Review the authorization carefully.
- Complete each required signature or acknowledgment.
- Confirm that all required fields are complete before continuing.

HORIZON TIP Do not rush through these screens. They explain your rights and how your information may be used.

IMPORTANT Giving authorization allows the background screening to proceed. It does not mean Horizon makes the hiring decision—your employer does.

STEP 5 Review Your Rights and State Notices

The portal may provide the FCRA Summary of Rights and notices required by your state.



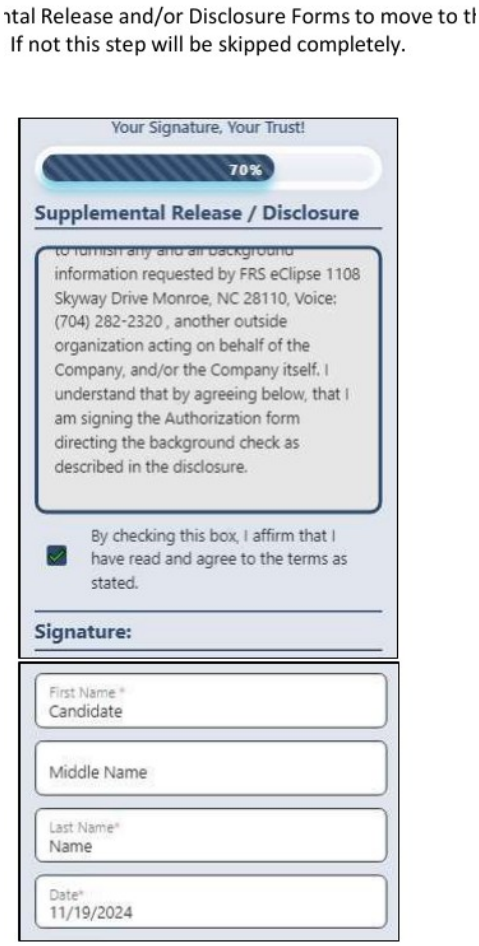
- Open and review each notice presented.
- Select each required acknowledgment.
- Choose whether to request a copy of your report if that option appears.

HORIZON TIP Not every applicant will receive the same state notices. The portal displays the documents that apply to the information provided and the employer's setup.

COMMON MISTAKE Missing a required checkbox near the bottom of a long notice. Scroll through the entire screen before continuing.

STEP 6 Complete Any Additional Forms

Your employer may include supplemental notices, releases, or company-specific questions.



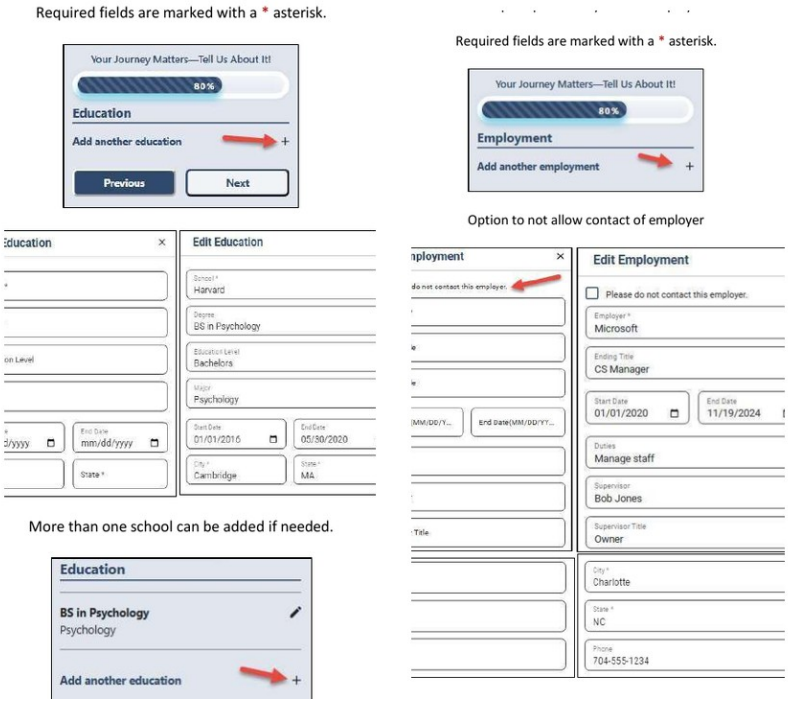
- Read the form carefully.
- Complete any required signature or acknowledgment.
- If no supplemental form is required, this step may not appear.

HORIZON TIP Only upload documents when requested. Make sure every image is clear, complete, and easy to read.

COMMON MISTAKE Uploading a blurry photo, a cropped document, or the wrong file can slow the process.

STEP 7 Enter Education and Employment History

You may be asked for one or both sections, depending on what your employer ordered.



- Enter the official school or employer name.
- Use accurate attendance and employment dates.
- Add another school or employer when needed.
- Answer any permission-to-contact question carefully.

HORIZON TIP Keep your résumé nearby, but check it for accuracy. If exact dates are unavailable, provide your best honest estimate.

COMMON MISTAKE Entering dates that conflict with your résumé or leaving out information requested by the employer.

STEP 8 Review and Submit

This is your opportunity to correct information before sending the application.



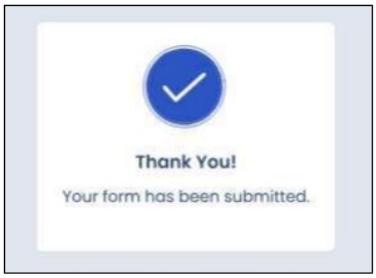
- Open each section and check the information.
- Correct spelling, dates, addresses, and contact details.
- Complete the final certification.
- Select Submit and wait for confirmation.

HORIZON TIP Taking a few extra moments to review your information can prevent delays later.

COMMON MISTAKE Closing the browser before the confirmation appears. Your application is not complete until you see the submission confirmation.

You're All Set!

Once the confirmation screen appears, your application has been submitted.



What happens next?

- Horizon begins processing the screening services requested by your employer.
- You will receive copies of documents you electronically signed.
- Your employer will be notified that your application was submitted.
- Your employer or Horizon may contact you if additional information is needed.
- The completed report is provided to your employer. Your employer—not Horizon—makes all hiring decisions.

HORIZON TIP Watch your email, including your spam or junk folder, in case additional information is requested.

Common Questions

Quick answers to questions applicants often ask.

Will this affect my credit score?

No. Providing identifying information for an employment background screening does not lower your credit score.

How long will my screening take?

Application entry usually takes 10–15 minutes. The screening itself varies depending on the services ordered, jurisdictions searched, and response times from schools, employers, courts, or other sources.

Can I save and finish later?

If the portal permits it, use the same secure invitation link to return. Completing the application in one sitting is usually easiest.

What if I made a mistake?

If you have not submitted, return to the review screen and correct it. If you already submitted, contact Horizon and explain what needs to be corrected.

Can I receive a copy of my report?

You may request a copy of your completed report by selecting that option when it appears in the portal. Additional rights may apply under state law.

Who decides whether I am hired?

Your employer makes all employment decisions. Horizon provides background screening information and does not make the hiring decision.

Need Help?

Contact the right person so your question can be answered quickly.

QUESTIONS ABOUT THE POSITION OR HIRING PROCESS? Contact your employer.

QUESTIONS ABOUT THE APPLICATION OR A TECHNICAL ISSUE? Contact Horizon Background Screening at info@horizonscreening.com.

Before contacting Horizon, please include:

- Your full name
- The employer's name
- A brief description of the problem
- A screenshot of the message or screen, if possible

PLEASE REMEMBER Do not email your Social Security number, date of birth, driver's license, or other sensitive personal information.

Thank you for taking the time to complete your background screening. We wish you the best throughout the hiring process.