Thank you for your interest in getting started with IntelliCorp. Here are the steps you need to take to establish an account (register) with IntelliCorp.

Note: If you do not follow these procedures, your account may not be correctly set-up under our discounted program.

Go to the IntelliCorp Website

Step 1: CONTACT INFORMATION

- Be sure to select “Non Profit” in the Business Type field
- Verify that the Promotion Code field shows “NIAC”
- You will need your five-digit member/policy number. It is shown on the right side of the screen when you are logged in at our secure website.
- Click “SUBMIT”

The system will now thank you for registering and state that an IntelliCorp representative will call you with instructions on how to complete the registration process. **YOU DO NOT HAVE TO WAIT FOR A CALL.**

Continue with the following steps, which have been provided by IntelliCorp:
(questions about any of the next steps should be directed to the IntelliCorp Records Sales Team)

Click this link: https://www.intellicorp.net/signup.aspx

- Enter the email address you used in Step 1 (contact information)
- Click the “Continue” button

Step 2: INTENDED USE

- Select “Employment Screening” and/or “Volunteer Screening”
  (Either or both are fine. DO NOT select “Investigate” or “Other”.)

Step 3: SELECT PACKAGE

- Standard Core Package

Step 4: BILLING INFORMATION

- **If billing information is the same as contact information:** check the small box on the upper left side (fields will then automatically populate).

  If billing information is different: complete all required fields.
- Select your preferred payment type: Monthly Invoice –OR– Credit Card billed monthly
  - if you select credit card, you will need to provide the card information at this point
- Click “Next Step”

Step 5: UPLOAD THE FOLLOWING BUSINESS DOCUMENTS

Fax to 216-450-5201 Attn: Sales – **OR** – Email to: sales@intellicorp.net

- Copy of your Certificate of Insurance (COI)
  - This document is required to establish your account.
  - If you do not have this document, contact your insurance broker.
- Copy of a "Proof of Business" from the Tax Forms or Other section to IntelliCorp, (Acceptable documentation from a nonprofit would be: Articles of Incorporation, Business License, 501c3, 940 or 941 Form, Federal Tax Return, SS-4, Letter from Secretary of State, SEC Filings)

Step 6: SERVICE AGREEMENT

- Review the service agreement and click on the "I Agree" button to continue

You will now see the final screen thanking you for registering with IntelliCorp.

PRINT THIS PAGE – it contains your Account ID and User ID. This is NOT your password, which contains several letters and numbers. **Your password will be emailed to you once you have completed training and your account has been activated**.

TRAINING

IntelliCorp's on-boarding process includes a requisite that all new clients attend a one-hour interactive orientation session. You'll be familiarized with the features associated with your account, how to perform searches, view results and receive an FCRA overview. With federal and state guidelines impacting the use of background checks, it is vitally important that your organization implements a compliant screening program. IntelliCorp also highly recommends their FCRA Compliance session, which reviews your obligations under the FCRA when conducting background checks.

New or existing clients can click here to view the course schedule and register for a session. If you'd like to speak with our Training Department directly, call 877-387-0124 or send an e-mail to training@intellicorp.net.

FOR ANY OTHER NEEDS, CONTACT:

IntelliCorp Records Sales
800-539-3717
sales@intellicorp.net

(03/15/23)