



DRESSER & ASSOCIATES
HR/Payroll Solutions

Zaeplex •
1800Background.com

Simple · Effective · Secure

- √ Simple to use with easy to read results available 24/7.
- √ Instant SSN trace populates your applicant data.
- √ Color coded results for fast viewing of hit vs. clear.
- √ Customized hit/clear based on your hiring criteria.
- √ Email notification of new reports with identification of hits.
- √ Customized levels of security access, user rights, and report viewing capabilities.
- √ Management reporting from your desktop.
- √ Business letter capabilities- adverse action, drug test results, and call logs for tracking applicant contacts.

Critical programs require experienced professionals. Dresser & Associates has collaborated with Zaeplex to provide clients with comprehensive background screening services at discounted rates. The key to success in business is expertise, credibility, and long term commitment. Zaeplex - 1800background.com has been a trusted provider of background screening services since 1993. The Chief Executive Officer, an industry pioneer, has dedicated 28 years to the screening industry, focusing on advanced technology and excellence in customer service.

At Zaeplex, customer satisfaction is exceeded through a consultative approach, fast report delivery, secured technology, and affordably priced solutions. Zaeplex is a full-service provider, proud to offer ZaeplexOnline, a web-based solution for all industries. Our user-friendly system provides simple, effective and highly secured reporting across large complex corporate environments.

Technology is a priority at Zaeplex. Our commitment to customer satisfaction and security of information is conveyed through technological advances and innovative planning. Process enhancement is initiated in response to client feedback, and a steadfast pledge to providing the highest quality product available.

THE BACKGROUND SCREENING MARKET

Year after year, Zaeplex continues to execute its high standards internally while building on its vision with great depth and capability for the future. We are positioned to provide great value and excellence to our customers in an increasingly competitive business environment and changing landscapes of government and public records data. Our leadership is manifested by the continuous improvement in providing fast, accurate, comprehensive and cost effective screening programs that maximize hit ratios (10%+) and overall value.

Zaeplex continues to utilize state of the art data acquisition techniques and crucial technological components engineered to minimize bottlenecks and enhance quality from order inception to archives. Zaeplex has developed a high profile client base that best fits our strengths and efficiencies. Listening to our customers has ultimately dictated our success and established our reputation as a leader in the background screening market.



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Reports	Pricing- Per individual Report
SSN/ Address & Alias (Trace)	\$ 4.75
Nationwide Criminal (w/ Sex Offender. + TWL)	\$ 8.95
Civil Court Search	\$ 11.95
County - Felony and Misdemeanor	\$ 9.95
State MVR	\$ 6.25 (Plus state fee)
Statewide Criminal	\$ 9.95 (Plus state fee)
Federal District Court - Statewide	\$ 11.95 (Per state not per court)
Drug Test	\$ Pricing Based on Location & Volume
Employment Credit	\$ 9.95
Empl. / Educ. / Pro Lic Verification	\$ 9.95

Package Pricing	
Standard	SSN / Address & Alias (Trace), Nationwide Criminal, Nationwide Sex Offender, TWL, Unlimited number of County - Felony and Misdemeanor searches for 7 year history.
Enhanced	SSN / Address & Alias (Trace), Nationwide Criminal, Nationwide Sex Offender, TWL, Unlimited number of County - Felony and Misdemeanor searches for 7 year history, Federal District Court (Statewide) for 7 year history.
Enhanced Plus Credit & MVR	SSN / Address & Alias (Trace), Nationwide Criminal, Nationwide Sex Offender, TWL, Unlimited number of County - Felony and Misdemeanor searches for 7 year history, Federal District Court (Statewide) for 7 year history, Credit, MVR (+ST fee)
Comprehensive	SSN / Address & Alias (Trace), Nationwide Criminal, Nationwide Sex Offender, TWL, Unlimited number of County - Felony and Misdemeanor searches for 7 year history, MVR, (driver's license), Employment Verification for 7 years, Education Verification-highest level, Statewide Criminal, Federal District Court - Statewide, Civil Court search for 7 years of residency.(Plus state fee for MVR and plus state fee for SW Criminal).

Pricing Specifications

When the nationwide criminal, sex offender or statewide searches results in a potential "hit", applicable county felony and misdemeanor reports will be initiated at the above unit price. This process is in accordance with the federal Fair Credit Reporting Act to acquire missing data and to obtain the most up-to-date and accurate information available to facilitate the best possible hiring decision. Mandatory fees imposed by state or local agencies for access to records may occur. Prices quoted are per name and per location. This agreement shall take effect on the date of execution of an authorized signature below:

Acceptance of the Pricing Schedule

Company Name _____

Printed Name/Title _____ Signature _____ Date _____



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Online Access

To set up an online account, simply notify your Dresser & Associates account manager, or request information directly from Zaeplex, at <http://www.zaeplex.com/>

ZaeplexOnline™ is an advanced web interface that enables clients to securely manage the background screening process in a simplified, yet highly efficient manner. ZaeplexOnline™ enhanced features include:

- Instant scan of the Zaeplex database containing a multitude of public records.
- Package selection based on customer requirements for consistency and ease of ordering.
- Application management capabilities for adding users and granting privileges.
- Statistical reporting to monitor turn around time, hit ratios, and other vital data.
- Database information that is never purged.
- Instant SSN trace for developing residence history, including automated selection for populating criminal searches.
- 24/7 ordering, viewing and retrieval of results.
- Color coded search results for easy identification of adverse vs. clear information.
- Customized levels of security access, user rights, and report viewing capabilities.
- Customized “pass/clear” capabilities based on your company’s hiring criteria.
- Email notification of new completed items including identification of criminal “hits”.
- Comprehensive management reporting capabilities from your desktop.
- Database scan to identify duplicate requests.
- Business letter capabilities, such as adverse action, drug test results, and other consumer notifications, including call logs for tracking applicant contacts.



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Enhanced Features

Quick and Easy Order Entry

Simply log in to Zaeplex-Online™.

Enter the applicant's SSN and hit tab. The SSN Trace will display instant results.

Select the desired addresses from the SSN Trace for processing criminal searches.

Enter the applicant's date of birth.

Highlight the desired package and click to process searches.

Review your selection and submit.

Receive status updates automatically

Zaeplex-Online™ provides options for automatic updates to include email notifications for completed applicants and new reports ready for viewing. Zaeplex Online™ will also alert critical findings via email on issues such as adverse results -“hits”, additional report requirements, inter-company report status modifications, and any critical messages or documentation required for an applicant. Each user has the capability of distributing report(s) or critical messages associated with each applicant.

Automated notifications to multiple levels

Data access and reporting capabilities can be controlled by assignment (i.e. from the ability to add requests only, to providing full access to view adverse results for all locations.). User profiles can be customized based on levels of authority (to permit or deny access). User levels generally determine what an individual is allowed to view, as well as whether or not one can view results by their location only, or globally. Automated notification for completed applicants, new reports, and hits, can be delivered to multiple users as desired.

Reviewing capabilities

Zaeplex Online™ provides an option for automatically holding “hits” for review by an authorized individual, prior to delivering results to the original requestor. The “In Review” reports screen will display all new reports with a status of “Hold for Review”. This allows only a designated user to determine whether or not the adverse information in the report disqualifies an applicant for employment based on company criteria. The reviewer is given two options. By selecting “OK TO HIRE”, the “hit” status is changed to “clear”. Although the record information remains unchanged, the original requestor will receive a clear status notification. Selecting the “DO NOT HIRE” option leaves the hit status unchanged. The original requestor will receive a notification indicating that the applicant has a hit and is therefore ineligible for hire.



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Online Reports

Summarized results

Zaeplex Online™ provides a report summary for each applicant which shows a progression of the background screening results. Below the summary section - each completed result is displayed. A red box surrounding the applicants name indicates "hit", green is clear, and yellow is pending for overall results.

Background Report for Adams, Shirley

SSN:	xxx-xx-1234	Classification:		Position:	
DOB:	01/01/1961				

Report Summary

Instant SSN Search	Clear
Pinellas County, FL Felony and Misdemeanor	Hit
Hillsborough County, FL Felony and Misdemeanor	Clear
Vanderburgh County, IN County Felony & Misdemeanor	In Process
Cook County, IL County Felony & Misdemeanor	Clear



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Background Screening Services

Description of Services

Nationwide SSN/Address/Alias locator

The Trace Report confirms that the SSN is a valid number, provides the state and year of issuance, and identifies names, addresses and dates of birth associated with its use from credit bureau files, public record, and other sources of information. Omissions of residence information and a.k.a. names can be discovered by comparing the SSN Trace to the job application. Criminal history searches should be initiated under names and addresses discovered.

Nationwide Criminal History

Provides a search of data files compiled from various county courts, Department of Corrections, state repositories and other law enforcement agencies throughout the nation. The nationwide criminal history is offered to *supplement* statewide and county criminal history programs for added coverage. The nationwide criminal history covers many states for felony crimes that result in incarceration with the Dept of Corrections. The level and completeness of information provided varies per state, and is not all inclusive.

County Felony and Misdemeanor

Provides a two court search for felonies and misdemeanors from the county court records for a minimum of (7) seven years per location. Public records are obtained via direct hands-on access to court records, or through on-line communication directly to the court. In areas where additional misdemeanor records are indexed in local municipalities, supplemental court searches can be provided.

Statewide Criminal History

Provides a search of the statewide criminal history index for felonies and misdemeanors for a minimum of (7) seven years. Availability, turnaround time and requirements vary per state. Not all states have access. Statewide searches add value by providing greater geographic coverage.

Nationwide Sexual Offender Search

Provides a national search of data files compiled from all 50 states records of registered sexual offenders. The Sexual Offender search is offered to supplement other criminal history programs for greater coverage.

U.S. Federal District Court Criminal History -Statewide Search

Provides a statewide search of the U.S. Federal District court criminal index maintained by the United States Judiciary, for a minimum of (7) seven years. Federal crimes are those against federal law such as tax evasion, inter-state drug trafficking, weapons charges, mail fraud and include any offenses committed on federal grounds or against the federal government.



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Background Screening Services

Description of Services

Driving Record (MVR)

Provides a report of the individual's driving history and license status in the state where the license was issued. The report includes any history of violations, or changes in status, such as license suspension, cancellation, revocation or expiration for a minimum of (3) three years. Some states offer longer coverage. Both personal and commercial histories are included.

Employment Verification

Provides a verification of claimed employment with a company. The verification includes dates of employment and job position at minimum, and when available, information regarding performance, wages, reason for leaving, and eligibility for rehire.

Education Verification

Provides a verification of claimed educational achievement. The verification includes as available, dates of attendance and completion, and type of degree, diploma, or certificate received.

Professional License Verification

Provides verification of a professional license issued, including license type, date of issuance, expiration date, and the current license standing. Suspension or any disciplinary action is reported as available.

Adverse Action Letters

Provides notification to an applicant via U.S. mail of both Pre-Adverse and Adverse Action notifications when information contained in the consumer report disqualifies the applicant from hiring.

DOT Employer Alcohol & Drug Test Information

Provides alcohol and drug test information from the applicant's previous employers when applying for a DOT regulated position in accordance with 49CFR.

County Civil/ UpperLevel

Provides an upper level court search of civil filings from the county court records for a minimum of (7) seven years per location. Public records are obtained via direct hands-on access to court records, or through on-line communication directly to the court.

Statewide Worker's Compensation

Provides information about worker's compensation claims and injuries to be requested only after a conditional job offer has been made as regulated by the American's With Disabilities Act. Not all states have access.

Drug Screening - Five, Nine or Ten Panel

For both regulated and non-regulated positions including drug-free workplace programs.