



HR Resources | Education Series

BULK UPLOAD

USING BULK UPLOAD TO SAVE
YOU A TON OF TIME!



www.crimcheck.com

Using Bulk Upload.

Do you have a lot of applicants that need employment screening performed at once? Save time and submit them all at once with our secure file upload.

The screenshot shows the eFetch application interface. The sidebar on the left contains navigation options: Dashboard, Compliance, Screening (highlighted in red), Order a Screening, View Orders, View Archive Orders, Applicant Link, Bulk Upload (highlighted with a red arrow), Analytics, and Account. Below the sidebar, a red arrow points to the 'Bulk Upload' link with the text 'CLICK HERE'. The main content area is titled 'Process Multiple Background Requests at Once' and includes the following sections:

- Perform an Upload** / **View Upload History**
- Process Multiple Background Requests at Once**: Do you have a lot of applicants that need employment screening services performed at once? Save time and submit them all at once with our secure file upload.
 - The applicants information must be in an Excel file.
 - A minimum of 5 applicants must be included.
- Sample Excel Templates**: Standard Layout, Standard Layout with MVR
- Upload Your Bulk Background Check Request**: Choose Your File (Choose File | No file chosen), Package (dropdown menu), and an Upload button.
- Required and Optional Fields**:
 - Required Information** (indicated by a red arrow): First Name, Last Name, Date of Birth, Social Security Number, Drivers License Number (If Ordering MVR), Drivers License State (If Ordering MVR).
 - Optional Information** (indicated by a red arrow): Middle Name, Billing Code, Current Address Line 1, Current Address Line 2, Current Address City, Current Address State, Current Address Zipcode, Previous Address Line 1, Previous Address Line 2, Previous Address City, Previous Address State, Previous Address Zipcode.

After logging into your account, Click on the **bulk upload link**.

We have templates to download to make it even easier! Download the template, add the people that need an employment screening and viola.

first name	last name	ssn	address1	address2	city	state	zipcode	dob
Tom	Jones	123-456-789	123 Smith Street		Pine Grove	CA		12345
Jerry	Smith	321-654-987	555 Orchard Grove	#211	Lakewood	OH		44107
Danny	McBride	789-456-123	333 W. Hampton Rd.		Columbus	OH		55555
Rick	Thomas	456-789-123	433 Champa St		Denver	CO		77777
Henry	Rogan	123-789-456	8245 Rockside Rd	#143	Charleston	SC		33333

There are required fields shown with an arrow next to them in the above image. The applicant’s information must be in an excel file and there is a minimum of 5 applicants per upload. That’s it!

If you have any questions please visit our website at www.crimcheck.com or call us at 1-877-992-4325.