




Basic Instructions for MAF Background Screening System

1. Obtain your User Name and Password into the System.
2. Go to WWW.MAFSCREENING.COM or <https://online.mafscreening.com>
 - a. Mouse over “**Login**”
 - b. Click on “**Enhanced**”
3. Enter your **User Name** and **Password** then click “**Login**”
4. All passwords we assign are one use passwords only-Change your password.
 - a. 8 to 28 characters in Length
 - b. Upper and Lower case Letters
 - c. At least one number
 - d. At least one special symbol; @, #, \$, %, &, *
5. To enter a new order click on “**Create New Profile**”
6. Complete 1st Profile page, required is Name SSN and Date of Birth, although other fields are not required they may be required to get specific services. You should complete full address as well.
7. You may add “**Other Names**” or “**Other Addresses**” or Click on “**ADD/EDIT**” Tab
8. Scroll down to “**Add Service**” button, click to add services. If you have preselected services they will already be displayed.
9. Select your services and click “**Save**”
 - a. If the selected service has a green Icon to the left of the service name it is complete and ready to send.
 - b. If the service has a , you need to input missing information
 - i. Click the “” to the right of the service name
 - ii. Fill out the missing information, **Bold Items are required.**
 - iii. Click the “**Save**” after each order.
 - iv. Repeat if you require another of the same service.
10. Once all orders are entered and all have a green ball Icons to the left of each service Review your order to insure all is correct. Once sent most services are automated and can not be recalled.
11. Click “**Finish / Submit**” to send the order.
12. To Print or View a Report you will use the Status Box.
13. Reports are completed once all the services are returned, until then they are “In Progress”
14. Click on the “**Number**” shown in the Complete list.
15. From the Listed names you may open the report by clicking on the “”
16. To open the profile click on the “**Profile Number:**”