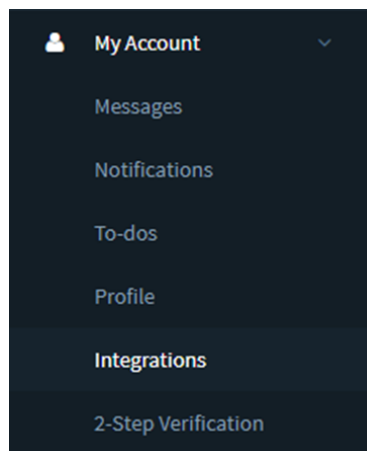


Lever & Crimcheck User Guide

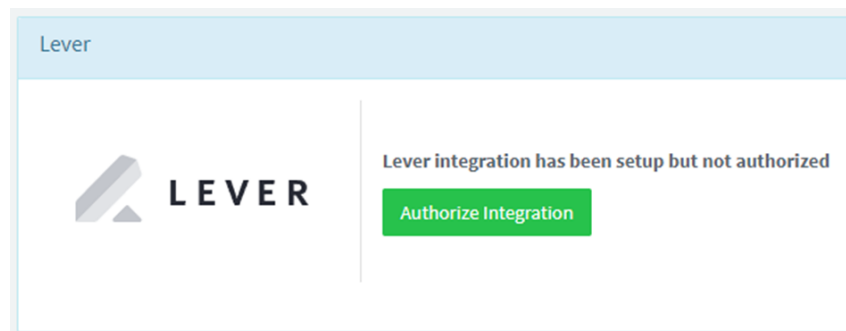
Lever's Crimcheck integration allows you to trigger background checks on candidates and receive results from within the Lever platform.

Step 1: Connecting the Integration

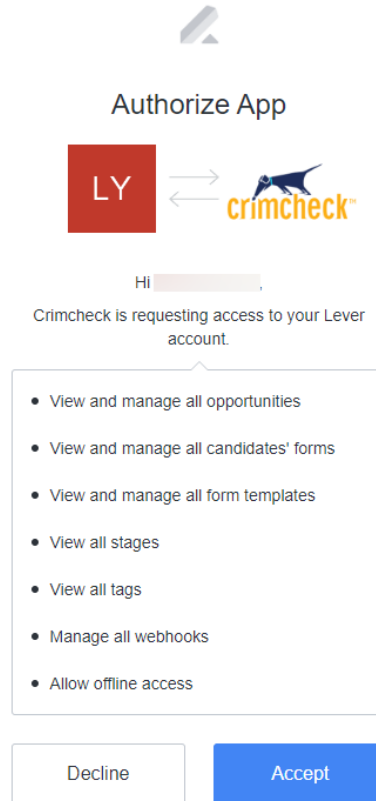
- Contact Crimcheck to enable the Lever integration on your Crimcheck account
- In the Crimcheck Client Portal left menu, go to "My Account" then "Integrations"



- Find "Lever" in the list of integrations



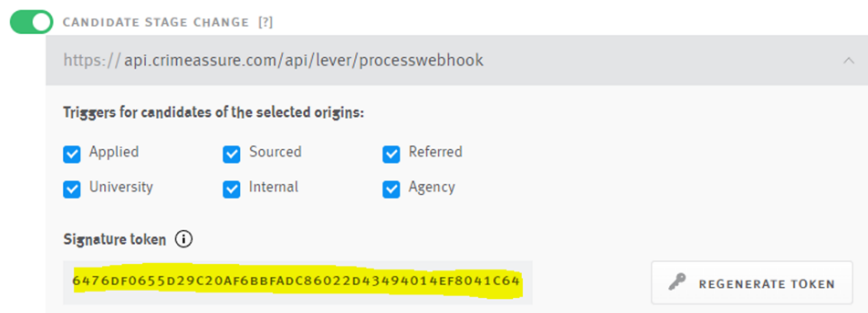
- Click "Authorize Integration" button – a pop up window will open



- Enter your Lever user credentials and click “Accept” after reviewing the permissions being requested
- Your Lever instance is now connected to Crimcheck

Step 2: Add Required Lever Webhooks

- In Lever, navigate to the Webhooks section (under “Settings”, “Integrations and API”)
- Toggle the “Candidate Stage Change” webhook if it isn’t already toggled
- Add a new webhook with the following URL:
“api.crimeassure.com/api/lever/processwebhook”

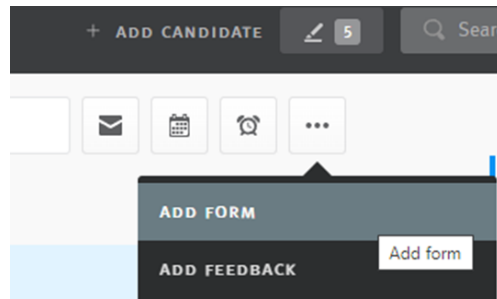


- Copy the yellow highlighted value from the “Signature token” field and send to your Crimcheck representative

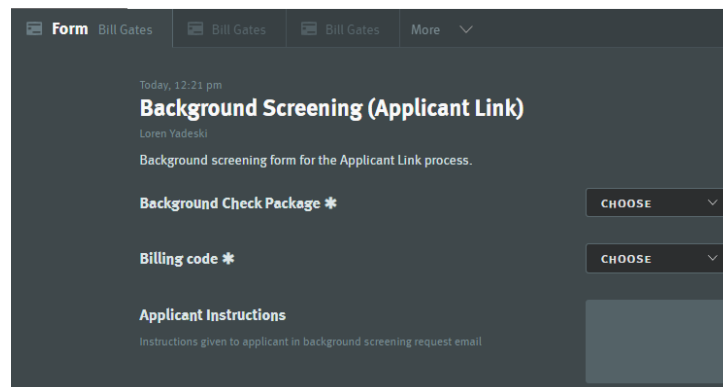
- Note: If the “Signature token” value is regenerated, your integration with Crimcheck will stop working

Step 3: Placing Background Screening Orders

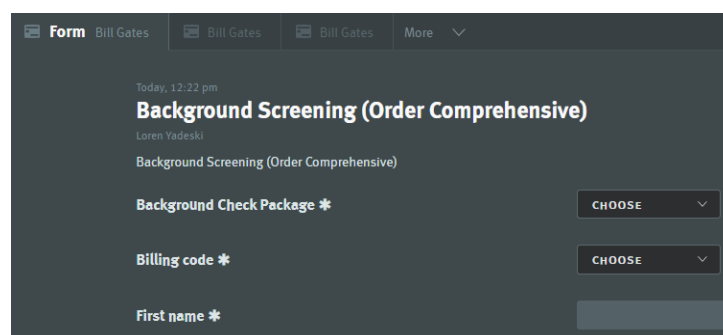
- In your Lever Opportunity, select the “Add Form” option under the ellipse button



- Select one of two background screening forms
 - Crimcheck (Applicant Link): Applicant is sent a link to complete the required information for the background screening (see Appendix 1)

A screenshot of a form titled 'Background Screening (Applicant Link)'. The form is on a dark background. At the top, it says 'Form Bill Gates' and 'Today, 12:21 pm'. The title is 'Background Screening (Applicant Link)' by Loren Yadeski. Below the title, it says 'Background screening form for the Applicant Link process.' There are two dropdown menus: 'Background Check Package *' and 'Billing code *', both with 'CHOOSE' buttons. At the bottom, there is a section for 'Applicant Instructions' with a text area.

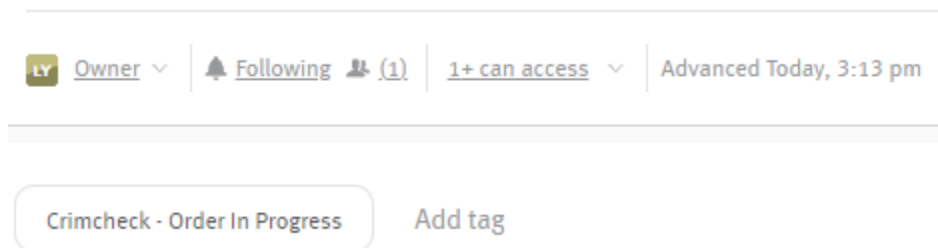
- Crimcheck (Order Comprehensive): Background screening information is entered in Lever’s system by the user and sent to Crimcheck (see Appendix 2)

A screenshot of a form titled 'Background Screening (Order Comprehensive)'. The form is on a dark background. At the top, it says 'Form Bill Gates' and 'Today, 12:22 pm'. The title is 'Background Screening (Order Comprehensive)' by Loren Yadeski. Below the title, it says 'Background Screening (Order Comprehensive)'. There are two dropdown menus: 'Background Check Package *' and 'Billing code *', both with 'CHOOSE' buttons. At the bottom, there is a text input field for 'First name *'.

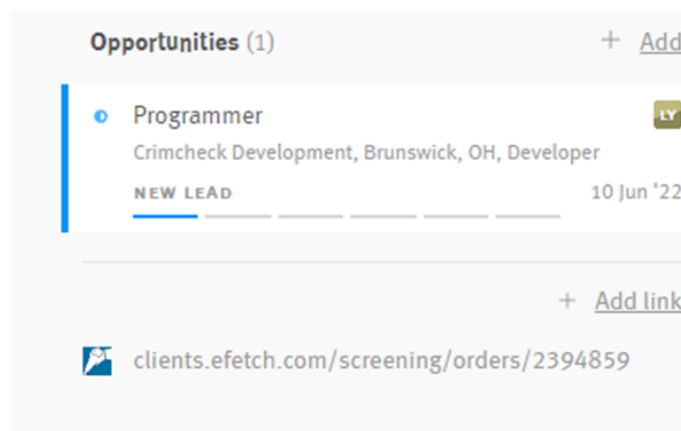
- Complete the selected form by selected a background screening package and entering all required information
- The background screening will be started once the “Reference check” stage is initiated
- Note: The background screening form must be completed before the Opportunity advances to the “Reference check” stage
- Note: Currently, only one background screening can be ordered per applicant. If you need an additional screening ordered for an applicant or if the original order details were incorrect, please reach out to the Crimcheck integrations team at integrations@crimcheck.com.

Step 4: Receiving Background Screening Results

- As the background screening is processed in Crimcheck’s system, status updates will be posted to Lever as Tags



- Additionally, a link to the Background Screening report in the Crimcheck Client Portal will be added to the links section upon completion



Appendix 1

Full Applicant Link Screenshot

Today, 4:04 pm

Background Screening (Applicant Link)

Loren Yadeski

Background screening form for the Applicant Link process.

Background Check Package *

Billing code *

Applicant Instructions

Instructions given to applicant in background screening request email

Rush order * Yes No

Additional fee applies, not all services can be rushed

Terms of Use * Yes No

By checking the box to agree to the terms and conditions I hereby certify as follows: I am authorized to request consumer reports and/ or investigative consumer reports(hereinafter "reports") on behalf of my Company. I will only use the information contained in these reports for an employment purpose which is a permissible purpose as defined in the Fair Credit Reporting Act, 15 U.S.C.Sec. 1681("FCRA"), and not for any other purpose; A clear and conspicuous disclosure, in a document consisting solely of the disclosure, has been made in writing to the consumer.The disclosure explained that a consumer report and / or an Investigative consumer report may be obtained for employment purposes, and was be presented to the consumer before the report was procured or caused to be procured.The disclosure satisfied all requirements of the FCRA. The consumer has authorized, in writing, the obtaining of the report by End - User. Should the consumer make a written request within a reasonable amount of time, End - User will provide: Information about whether an investigative consumer report has been requested; If an Investigative consumer report has been requested, written disclosure of the nature and scope of the investigation requested; and The name and address of the outside agency to whom requests for any of these reports has been made. I will comply with all applicable local, state, and federal laws and regulations relating to the obtaining of and use of the background information including the FCRA two - step adverse action procedures specifically delineated in Sections 604 and 615, I will not use any consumer report information in violation of any equal employment laws or regulations; I agree that the reports and information contained in the reports is confidential and I will employ appropriate data security procedures to ensure that they are only used for the permissible purpose described herein; and I agree to indemnify and hold harmless Crimcheck for any damages arising out of my improper or unauthorized use of any information in any consumer report.

Visible

Appendix 2

Full Order Comprehensive Screenshot

Today, 4:07 pm

Background Screening (Order Comprehensive)

Loren Yadeski

Background Screening (Order Comprehensive)

Background Check Package * ▾

Billing code * ▾

First name *

Middle name or initial

Last name *

Email address *

Employment location * ▾

Phone number

Date of birth *

Social security number *

Address line 1 *

Address line 2

City *

State * ▾

Postal code *

Rush order * Yes

Crimcheck Support

Integrations Support

For support directly related to your Lever and Crimcheck integration, please reach out to Crimcheck's integrations team at integrations@crimcheck.com.

Kelsey Wall

Director of Product Excellence
877-992-4325
kwall@crimcheck.com

Jennifer Vandal

Integrations and Quality Assurance
Specialist
877-992-4325
jvandal@crimcheck.com

David Nadell

National Director of Strategic
Partnerships
818-519-6591
dnadell@crimcheck.com

Virginia Griffin

Form I-9 & E-Verify Product Manager
330-741-4478
vgriffin@crimcheck.com

Additional Client Management & Relations Points of Contact

Client Support & Success

1-877-992-4325 opt. 0
newcustomers@crimcheck.com -New
Account Setup, Adding/Removing Users
Assistance

applicants@crimcheck.com - Dedicated
Support for Applicant Inquiries

Nikki Barbour (Shury)

Manager of Client Support Services
1-877-992-4325 ext. 1001
nbarbour@crimcheck.com

Katherine Sauer

Supervisor of Client Support Services
1-877-992-4325 ext. 1003
ksauer@crimcheck.com

Drug Testing & Occupational Health Services

1-877-992-4325 opt. 1
drugtest@crimcheck.com

Joseph Berger

Drug Testing Product Manager
1-877-992-4325 ext. 1101
jberger@crimcheck.com

Education/Employment Verifications

1-877-992-4325 opt. 4
voe@crimcheck.com

Anita Copley

Manager of Verifications/QC
1-877-992-4325 ext. 1301
acopley@crimcheck.com

Sales

1-877-992-4325 opt. 3
sales@crimcheck.com

Jeff Sosic

Vice President of Sales
1-877-992-4325 ext. 2601
jeffsosic@crimcheck.com

Background Check Status

statusupdates@crimcheck.com - Check
Status of a Pending Background
Screening

Billing/Accounting

1-877-992-4325 opt. 2
accounting@crimcheck.com

Terry Roberts

Accounts Payable/Accounts Receivable
Manager
1-877-992-4325 ext. 2001
troberts@crimcheck.com

Compliance

compliance@crimcheck.com

Jeri Johansen

Vice President of Compliance and Internal
Operations
1-877-992-4325 ext. 2101
jjohansen@crimcheck.com

Our Client Support Services team is available (Eastern Time Zone)

- Monday through Thursday 8:00 am - 8:00 pm
- Friday 8:00 am - 6:30 pm
- Saturday 8:00 am - 12:00 pm