

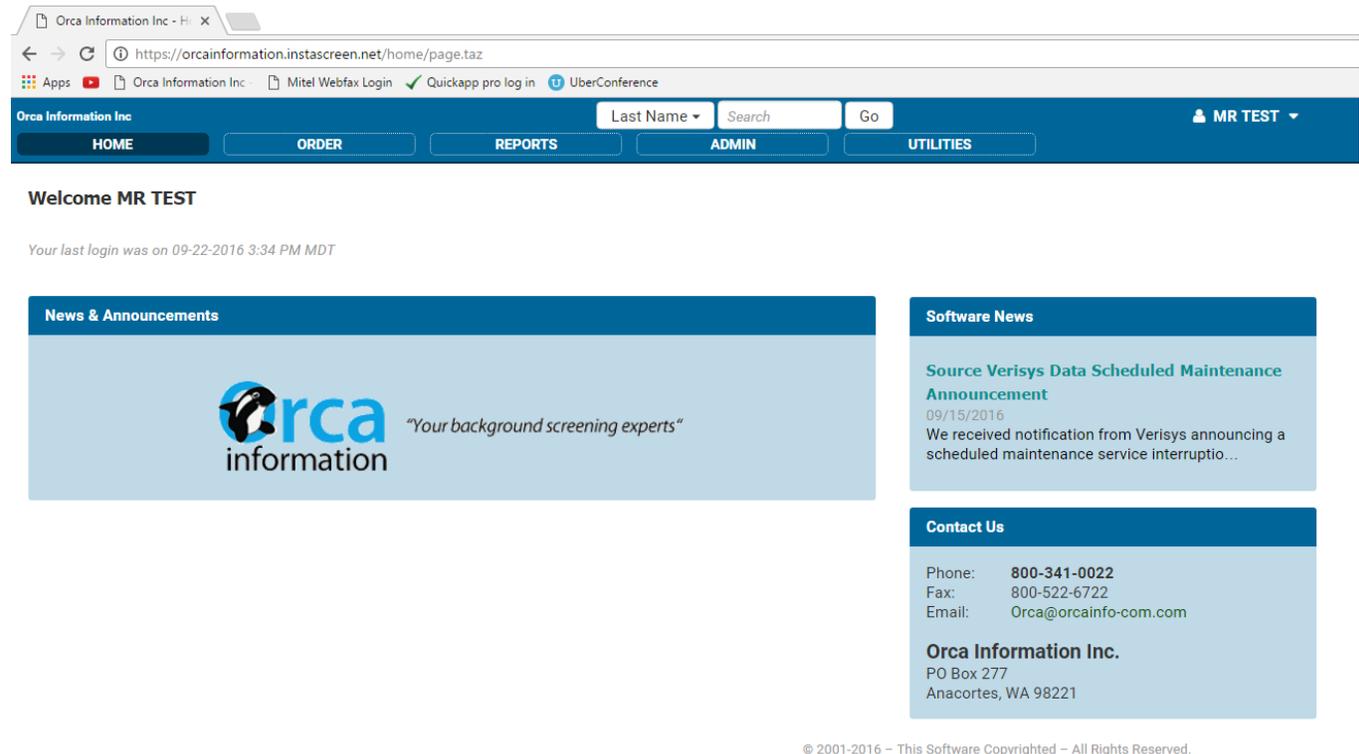
How to order and view a report

How to Order:

Step 1: Log into the system at

<https://orcainformation.instascreen.net/sso/login.taz>

Home Screen



The screenshot shows a web browser window displaying the Orca Information Inc. Home Screen. The browser address bar shows the URL <https://orcainformation.instascreen.net/home/page.taz>. The page features a dark blue navigation bar with the Orca Information Inc. logo on the left and a search bar with a "Go" button on the right. Below the navigation bar, there are five buttons: HOME, ORDER, REPORTS, ADMIN, and UTILITIES. The main content area is divided into three sections: a "Welcome MR TEST" message with a login timestamp, a "News & Announcements" section featuring the Orca Information logo and tagline, and a "Software News" section with a "Source Verisys Data Scheduled Maintenance Announcement" dated 09/15/2016. A "Contact Us" section is also present, providing phone, fax, and email information, along with the company's address in Anacortes, WA. The footer contains the copyright notice: © 2001-2016 – This Software Copyrighted – All Rights Reserved.



Step 2: First, select the Order tab at the top. You will see the different products you typically order from Orca. Simply hit the Order button to continue. If you have started an order and saved it as a draft, you can continue where you left off by selecting the draft order option on the left hand side.

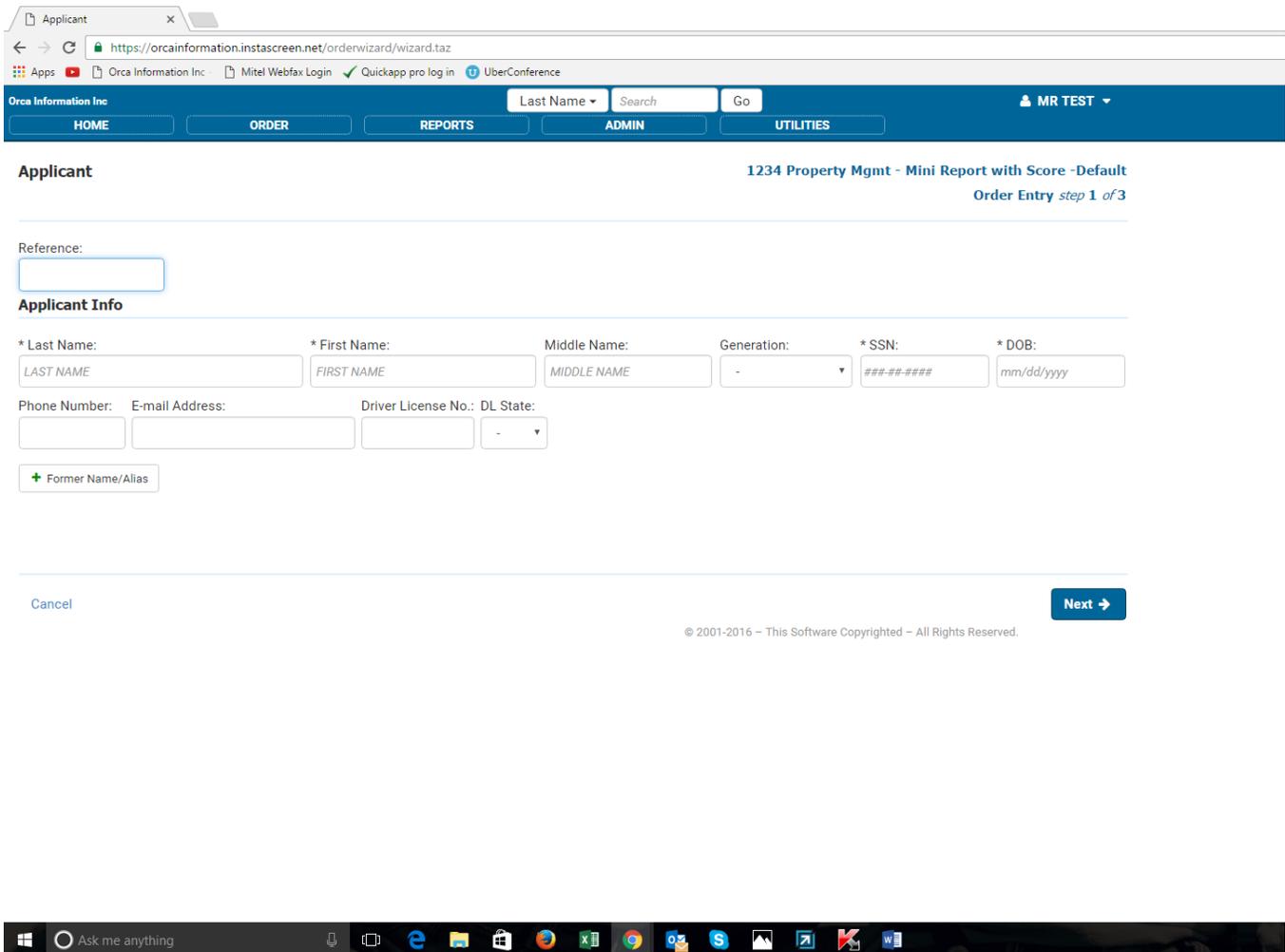
The screenshot displays the Orca Information Inc. web application interface. At the top, there is a navigation bar with tabs for HOME, ORDER (selected), REPORTS, ADMIN, and UTILITIES. A search bar is present with the text 'Last Name' and a 'Go' button. The user is logged in as 'MR TEST'. The main content area is titled 'Select Product for Order' and shows a list of products. On the left, there is a sidebar menu under the 'ORDER' tab with options: New Order, Batch Order, Draft Orders, Applicant Pending (0), Applicant Ready (0), and XML Ready (0). The product list includes:

- A LA CARTE**: Order button
- EMPLOYMENT ALT MINI - 45**: Includes Identity Verification, Court Records- Criminal & Civil (harassment and stalking), and National Sex Offender Registry Search. Order button
- JUVENILE COURT - DEFAULT**: Order button
- KILLER WHALE REPORT -NO CREDIT -DEFAULT**: Includes Identity Verification, Eviction Records, Apartment Collections, Current Address, Prior Address, Current Employment, Undisclosed Address Search, Bank Verification, and National Sex Offender Registration Search. Order button
- KILLER WHALE REPORT WITH SCORE-DEFAULT**: Includes Credit Report, Identity Verification, National Criminal, Global Security Watch List Search, Eviction Records, Apartment Collections, Current Address, Prior Address, Current Employment, Undisclosed Address Search, Bank Verification, and National Sex Offender Registration Search. Order button
- MINI REPORT WITH SCORE -DEFAULT**: Includes Credit Report, Identity Verification, National Criminal, Global Security Watch List Search, Eviction Records, Apartment Collections, and National Sex Offender Registration Search. Order button
- ORCA REPORT WITH SCORE -DEFAULT**: Includes Credit Report, Criminal Records, Eviction Records, Apartment Collections, Current Address, Prior Address, Current Employment, and National Sex Offender Registration Search. Order button
- POD 1 - LANDLORD - DEFAULT**: Online Screening System, You are the investigator! Real - Time, User-Friendly, Easy to Read and 24/7 Access Includes: Identity Verification, In-Depth Residential History, National Criminal Database, National Sex Offender Registry Search, Global Security Watch List Search, International Drug Trafficking Data, FBI Federal/State/Local Wanted Fugitives Optional Credit Decision Model for an additional \$18.00. Order button
- POD 2 - LANDLORD - DEFAULT**: Online Screening System, You are the investigator! Real - Time, User-Friendly, Easy to Read and 24/7 Access Includes: Identity Verification, In-Depth Residential History, National Criminal Database, National Sex Offender Registry Search, Global Security Watch List Search, International Drug Trafficking Data, FBI Federal/State/Local Wanted Fugitives, and Nationwide Eviction Search Optional Credit Decision Model for an additional \$18.00. Order button

Step 3: Now that you have selected your product, you will see what items are included in the product. Generally, this includes credit, national criminal with aliases, social security number trace, and national sex offender search. After reviewing these items, click the Next button.

The screenshot shows a web browser window with two tabs titled "Select Searches for Order". The address bar displays "https://orcainformation.instascreen.net/order/searches.taz". The browser's address bar includes several icons: Apps, Orca Information Inc., Mitel Webfax Login, Quickapp pro log in, and UberConference. The application header is dark blue with the text "Orca Information Inc" on the left and a search bar with "Last Name" and "Go" buttons on the right. Below the header is a navigation menu with buttons for "HOME", "ORDER", "REPORTS", "ADMIN", and "UTILITIES". The "ORDER" button is highlighted. The main content area is titled "Select Searches for Order" and shows "1234 Property Mgmt" in the top right corner. On the left, there is a sidebar menu under the "ORDER" heading with items: "New Order", "Batch Order", "Draft Orders", "Applicant Pending" (with a "0" icon), "Applicant Ready" (with a "0" icon), and "XML Ready". The main content area has two sections: "Credit" and "Investigative". The "Credit" section includes a "Credit Report" for "TransUnion" with checkboxes for "Credit" and "Score". The "Investigative" section has checkboxes for "National Criminal and Aliases Search (Includes SSN Trace, National Sex Offender searches, & Global Security Watch List searches)" and "Washington, Oregon, Idaho, & Alaska Court Searches". Below these sections is a dropdown menu for "* Requestor (1234 Property Mgmt)" with "MR TEST" selected. At the bottom of the form are "Cancel" and "Next" buttons, with a "QuickApp™" button next to the "Next" button. The footer of the page contains the text "© 2001-2016 - This Software Copyrighted - All Rights Reserved." The Windows taskbar is visible at the bottom of the screenshot, showing the Start button, "Ask me anything" search bar, and various application icons.

Step 4: You can now start filling out the applicant's information. Fields marked with the asterisk (*) are required fields however, filling out as many fields as possible helps to ensure a thorough and complete background check. After you have filled in the necessary information, hit the next button at the bottom, you will then be taken to the next page. The type of report you receive will dictate how much information we need. At the top right you will see what step you're in and how many are left.



Step 5 The last step is the Order Summary screen. This is your chance review your current order as well as upload the authorization release page (this is only needed when we conduct references on your behalf). To upload the authorization release page, you can either upload the file or drag the file into the drop zone. The final step to complete your order is to select the Complete Order button at the bottom. A file number will then be assigned and we will begin working on your report.

Order Summary

https://orcainformation.instascreen.net/orderwizard/wizard.taz

Orca Information Inc. Last Name Search Go MR TEST

HOME ORDER REPORTS ADMIN UTILITIES

Order Summary

1234 Property Mgmt - Mini Report with Score -Default
Order Entry *step 3 of 3*

Applicant: **HANK MESS**
(333-22-1111, 04/15/1980)

Current Address: **111 ANACORTES, WA 98221**

Search Summary for Mini Report with Score -Default		Fees	Charges
Credit Report	Credit - TRANSUNION Credit - Score - TRANSUNION		\$0.00 \$0.00
National Criminal and Aliases Search (Includes SSN Trace, National Sex Offender searches, & Global Security Watch List searches)	NATIONWIDE	\$0.00	\$0.00
Washington, Oregon, Idaho, & Alaska Court Searches	MESS, HANK		\$0.00

Additional fees may apply at time of fulfillment.
Orders that have begun the fulfillment process are not refundable.

Estimated Subtotal: 0.00
Sales Tax: \$0.00
Estimated Total: \$0.00

Authorization: None Attached

Select authorization file to attach to Order:

Upload File
Choose File No file chosen

— or —

Drag File
Drop Zone

Order Entry Notes

Save Draft Co-Applicant Cancel **Complete Order** →

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How to View:

To view both pending and completed reports, select the Reports tab at the top and you will automatically see any pending reports in the system by default. To view your completed reports, select the Completed Reports tab on the left hand side. Every Reports dashboard also has quick links such as viewing the last 10, 25, 50, and 200 reports.

Pending Reports

Orca Information Inc. Last Name Search Go MR TEST

HOME ORDER REPORTS ADMIN UTILITIES

REPORTS

Pending Reports 1

Completed Reports

Disclosures Queue 0

FIND

Last 10 Reports

Last 25 Reports

Last 50 Reports

Last 200 Reports

Advanced Search

Pending Reports

Results View Report Print

Name	SSN	File	Report To	Ordered By	Status	Ordered	Type	Flag
MESS, HANK	XXX-XX-1111	22089 *	1234 Property Mgmt	MR TEST	Pending	2016-09-22	Tenant	

Refresh Items per page: 15 Showing 1 to 1 of 1 reports.

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The most common way to search for your reports is by using the quick search tool located at the top of the page. Use the drop-down to select the file number, the applicant's last name, their whole social security number (SSN), or last 4 of their social security number (SSN Last Four). This allows you to quickly search for a particular report.

REPORTS

REPORTS

- Pending Reports 0
- Completed Reports
- Disclosures Queue 0

FIND

- Last 10 Reports
- Last 25 Reports
- Last 50 Reports
- Last 200 Reports
- Advanced Search

Completed Reports

Results View Report Print Hide Results

Name	SSN	File	Report	Status	Ordered	Completed	Type	Flag
Items to display.								

Items per page: 15 Showing 0 to 0 of 0 entries

Last Name

- Client Name
- Client Code
- File Number
- Reference
- Last Name
- SSN
- SSN (Last Four)