



# ASG Background Check Enrollment Guide

1. Go to [www.ASGMain.com](http://www.ASGMain.com) and click BACKGROUND CHECK under the PAYROLL box.

Welcome to Administrative Support Group

**PAYROLL**

ASG provides payroll and settlement processing for clients nationally. Login below if you are a member or client that uses these services. For independent contractors that were referred here to perform a background check, select the button located below to get started.

DRIVER LOGIN   CLIENT LOGIN

**BACKGROUND CHECK** ←

**INSURANCE**

ASG provides data processing services within the insurance industry. Login below if you need to enroll for these services or if you need to report your monthly census. For insurance brokers, please select advanced login.

MEMBER LOGIN   CLIENT LOGIN

Advanced Login ▾

2. Enter the control code and press Continue.

**ASG** IC SIGNUP

### Background Check

Please enter control code provided by the client representative that referred you here:

Continue ←

3. At Welcome screen below press Continue.

**ASG** IC SIGNUP

### Welcome to the ABC Trucking Co. Background Check

Please note that this process will timeout if no progress is made for twenty minutes. An option to refresh the session will be provided a few minutes before the expiration time, this will extend the session timer. If the enrollment process has timed out, any unsaved information will be lost.

Continue ←

4. Enter your full name and email address and press Continue.

**ASG** IC SIGNUP

### General Information

Please verify the control code and client information is correct before filling out this form.

Control Code: 12345

Client Name: ABC Trucking Company

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### Personal Information

First Name:

Middle Name:

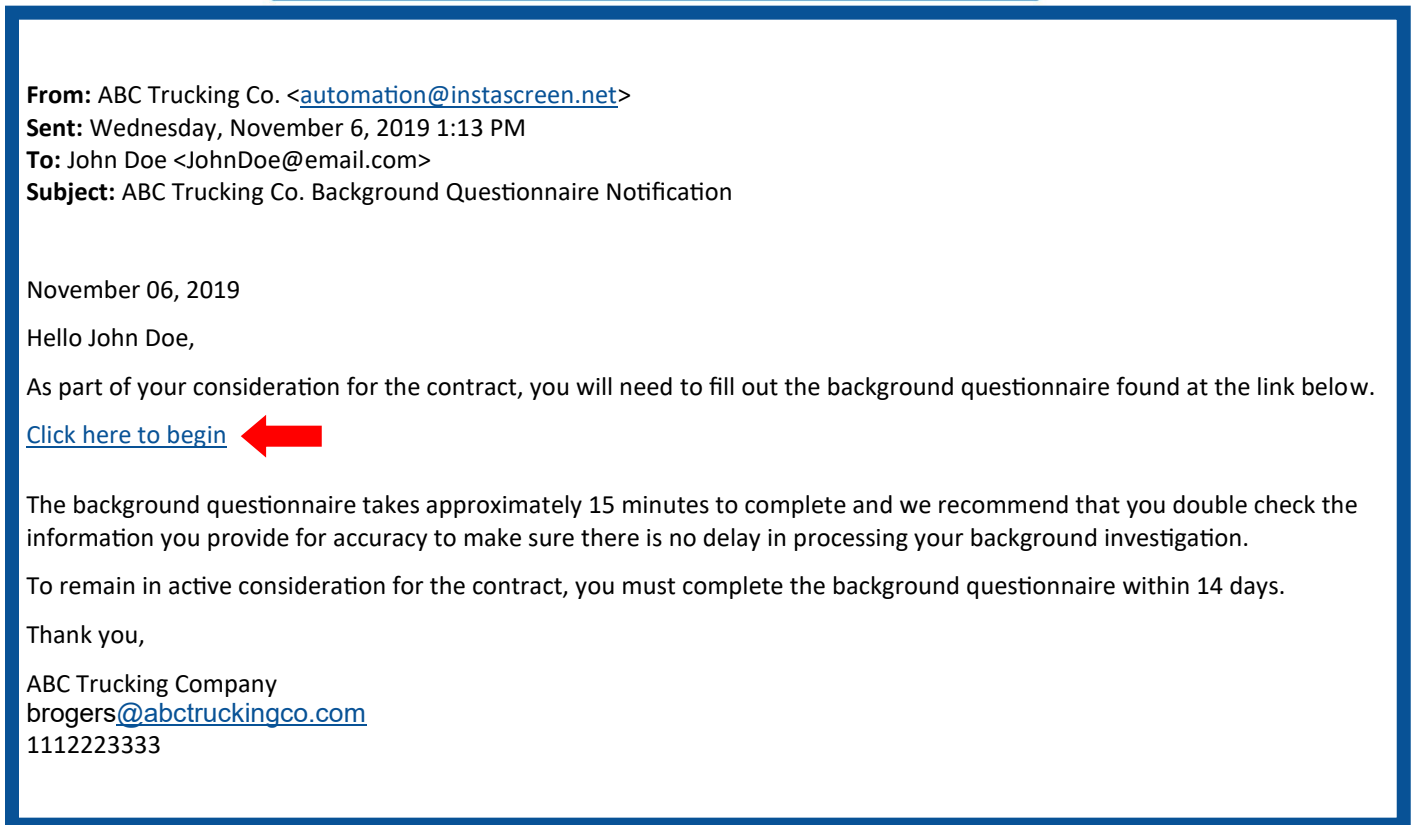
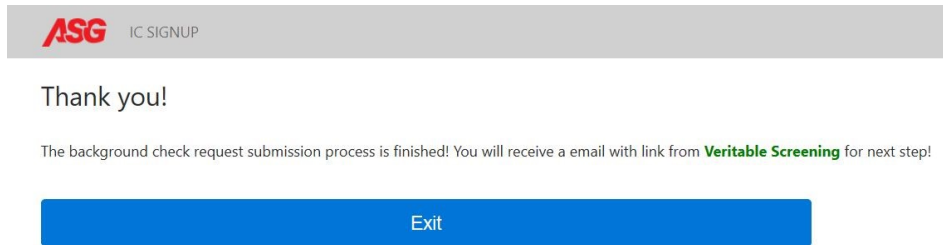
Last Name:

Email:

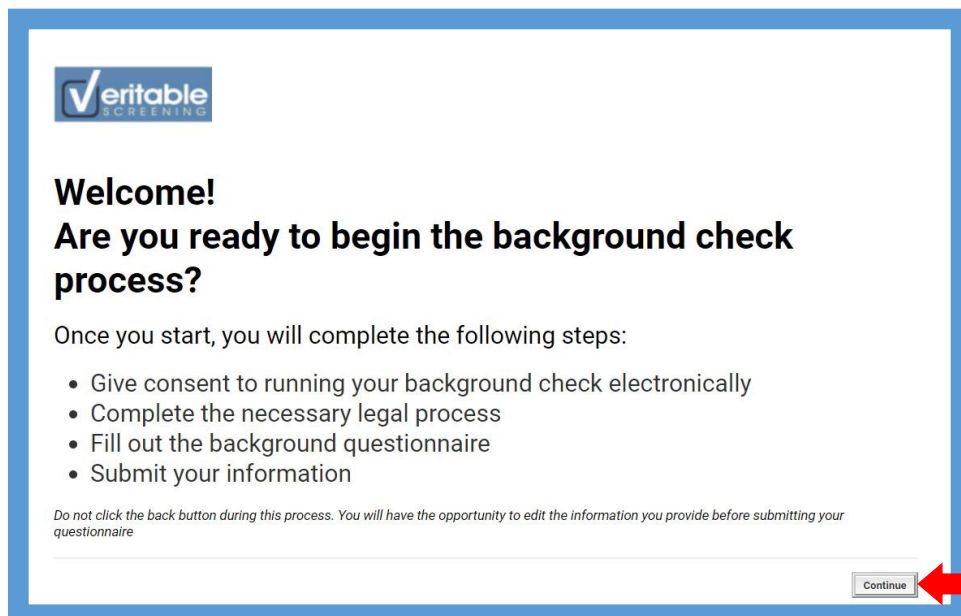
Continue ←

Cancel Process


5. Check your email inbox for the link to finish your submission process sent from Veritable Screening. Click on blue hyper link in email.



6. This will bring you directly to the Veritable Screening background check process page. Hit the continue button on the bottom of the page to begin. Make sure to fill out all the information accurately and completely.



7. Once Completed on the Veritable Screening Submission process, you will get a confirmation page. Print the authorization and the confirmation for your records then you can close the browser. A confirmation will also be sent to your email.



### Confirmation

**Thank you** for completing your online background questionnaire. Your confirmation number is **223343**. You may be asked for it if you need to contact PDX North at some future time. If you would like to print a copy of your Authorization or your Confirmation, please click on the appropriate button. If you have any questions regarding your consumer report, please contact our Consumer Report Agency (CRA), Veritable Screening.

**Security Notice:** It is strongly recommended that you close all browser windows to ensure that you are completely signed out.

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<b>ABC Trucking Company</b> 111 Main St. Jamestown, NY 22222 Phone: 1112223333	<b>Veritable Screening</b> 46 Shopping Plaza #309 Chagrin Falls, OH 44022 Phone: 310-356-7001 Fax: 424-777-2608
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**When you are finished, please close this browser tab or window.**

November 06, 2019

Hello John Doe,

Thank you for filling out our background questionnaire. **Your file number is 223343.** Use this number when referring to your background screening report. If you have any questions regarding next steps, please contact us using the information below.

Thank you,

ABC Trucking Company  
brogers@abctruckingco.com  
Phone: 1112223333