



SAFETY TRAINING CENTERS

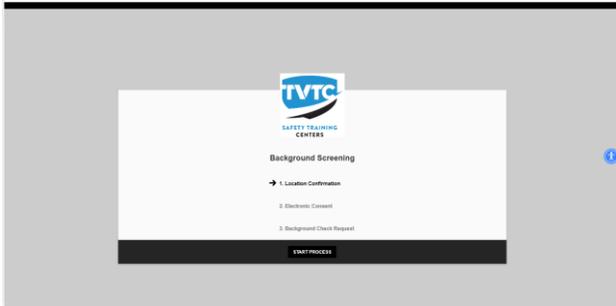
Your company has registered you for a background check. In order to make this process quick and easy, TVTC requires that you complete the following request. By providing this information electronically it can be safely and securely transmitted to our background check vendor instantly.

Please remember to do the following:

- 1) Complete all fields.
- 2) Please use your legal name, as it appears on your Social Security Card.
- 3) Review your answers for accuracy and spelling.
- 4) When prompted to choose the location, please use your location, and click yes.
- 5) If you have any questions or special circumstances, please call the TVTC Personnel Screening Department at 256-260-0360 before submitting this request.

Sincerely, Personnel Screening
TVTC 100 Safety Way
Decatur, AL 35601

This will be the screen you see in your email. Please read the instructions and click Get Started to begin.



Click on "Start Process" to begin (and continue) through the process.



Please select Yes when location is asked for, all notices are included with this process.

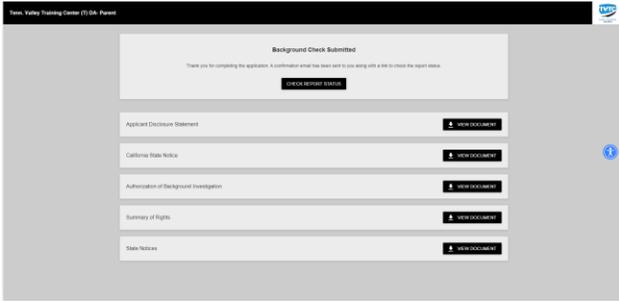


You may sign the Applicant Disclosure Statement either with a typed or handwritten signature.

The Summary of Rights and different state law notices will be shown during this process. Regardless if you see your state or not, please click I accept. This is notice of receiving the information only.

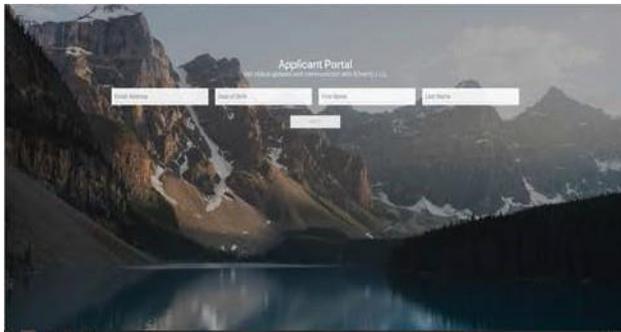
Please fill out the information for the Authorization of Background Investigation, and sign, either handwritten or typed.

Once you complete and submit the Basic Information page, the next page is your address. You do not have to provide more than your current one, the system will populate those. Certain backgrounds require an MVR, please make sure you enter your Driver's License or State ID card information correctly. If completing forms for GE Aviation, an additional screen will come up, to enter Past Employment History (required).

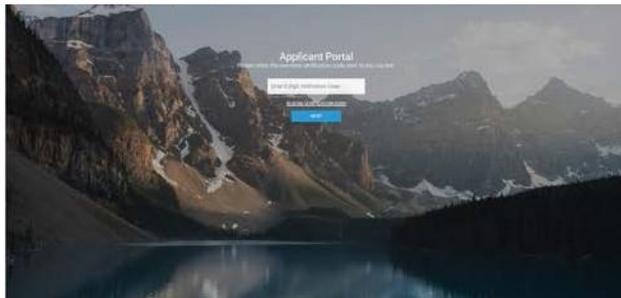


Once you have completed and submitted all of the required information, this screen will appear. You have completed the process.

You will receive an email or text verifying your report is completed (if an email address is provided.) You may click on Applicant Portal in that message, and the following are the screens you will see to login.



Enter the email you used when filling out your forms, your date of birth, first and last name. The next screen will ask you to choose how to receive a 6-digit verification code, by email or text. Once you make your selection, a 6-digit code will be sent to you.



Enter your 6-digit code here, it will open your applicant portal. You will have to repeat this process any time you want to log in to view your information, for security purposes.

Please contact the Personnel Screening Department at 256-260-0360 with any questions or concerns. You may also email us at backgrounds@tvtc.org.