



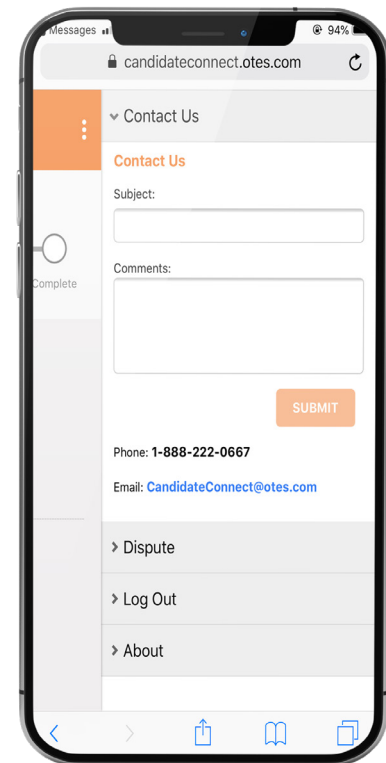
Your Background Check and Drug and Health Test Guide

This guide will provide everything you need to know to complete your background check application.

You will receive an email from candidateconnect@otes.com with instructions, scheduling code for your health screening, and a link to access your background check application.

Please complete the background check application first, and then go to eScreenGo to locate a clinic that is convenient for you to schedule a drug and occupational health service.

Orange Tree will reach out to you directly via CandidateConnect© if there are any questions or if anything is needed.



Candidate Support

Email: candidateconnect@otes.com

Phone: 888-222-0667

You can contact us via phone or email for:

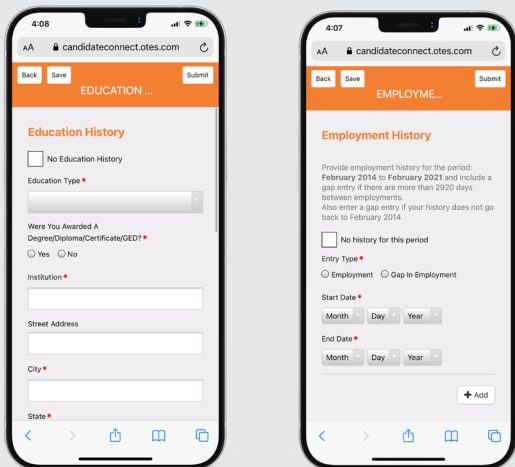
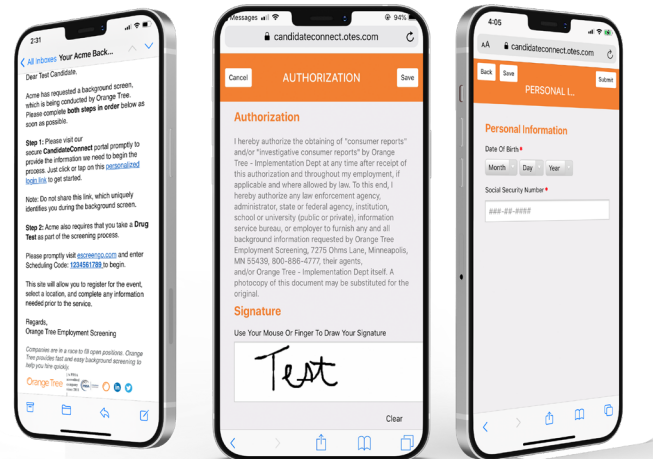
- ✔ Information on a document's status.
- ✔ Help with uploading documents.
- ✔ For assistance in understanding your results.
- ✔ Correcting discrepancies, disputes, and more.

Access and Complete Application

Click on the personalized login link to access the candidate portal and digitally sign disclosure and authorization forms.

Provide your date of birth, Social Security Number, full legal name, and address history for the past 7 years.

You must complete your background check application within 2 days.

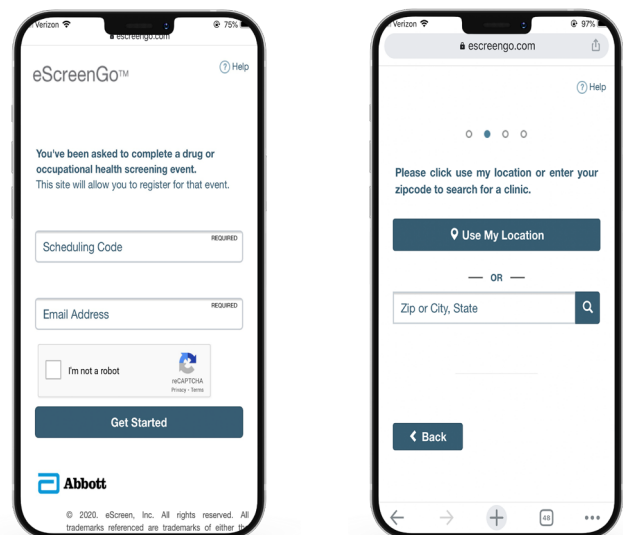


Provide 10 years of Employment his- and Education (highest degree earn

- Input the start and end dates at each co (day, month, and year).
- Check box if you were employed as a co through a staffing agency.
- Enter the company name, number, addr your title, and name used.
- Enter the school name, address, degree and if you graduated.

Schedule drug and health screening

- You will receive an email from eScreen with a link to schedule your drug and health screen. Click the link to access eScreenGo and enter your scheduling code.
- Search for a clinic by zip, city, state, or by using your current location and schedule your drug and health test.
- You can also elect to text or email the ePassport to another email address.



You **MUST** complete your drug and health test within **3 days**.