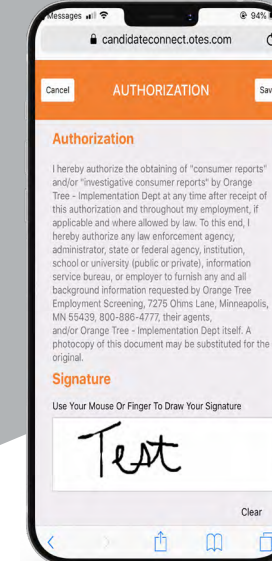
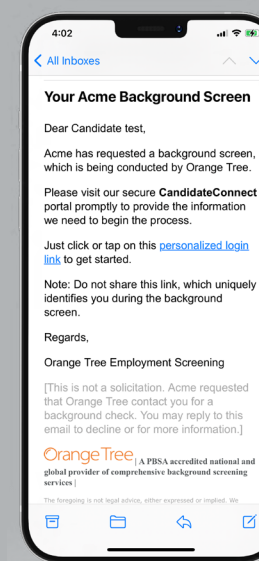


# Your Background Screening and Drug Test Guide



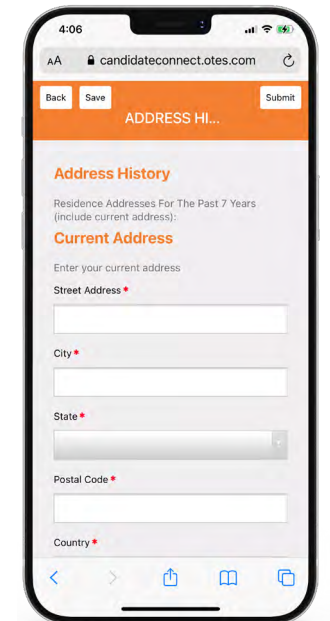
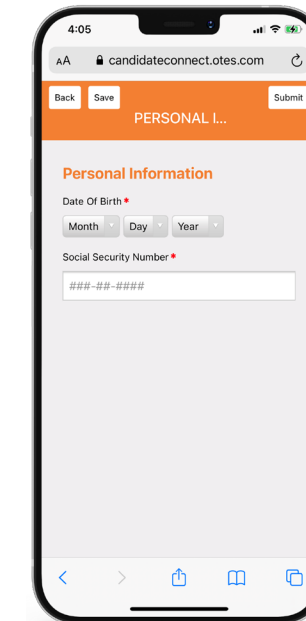
## Access and Complete Application

- ✔ Click personalized login link to access the candidate portal.
- ✔ You will be re-directed to a new browser to provide the information needed.
- ✔ Digitally sign disclosure and authorization forms.



## Provide Your Personal

- ✔ Your date of birth and Social Security Number
- ✔ Your full legal name.
- ✔ Your address history for the past 7 years.



You will receive an email from candidateconnect@otes.com with instructions and a link to access your background check application.

Once you have entered the information needed, the background check process will start.

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

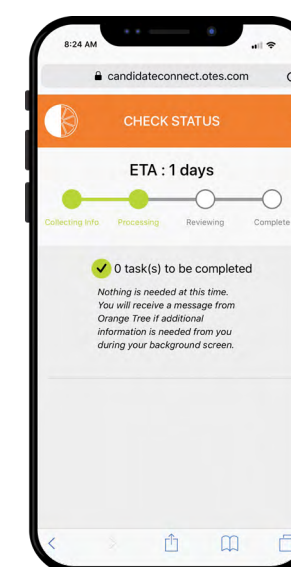
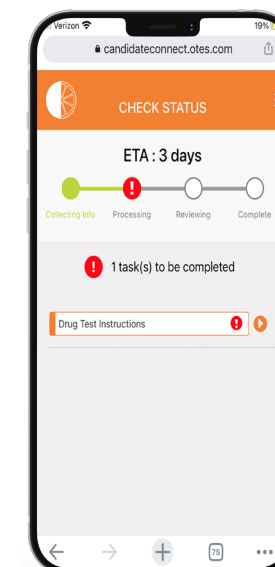
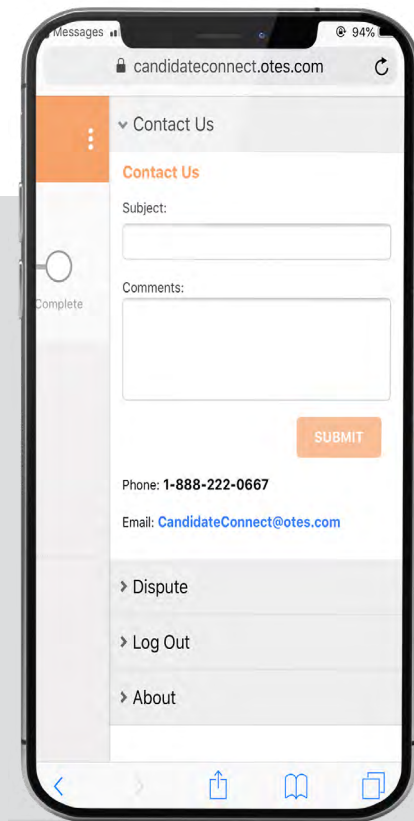
## Candidate Support

You can contact us via phone or email for:

Email: candidateconnect@otes.com

Phone: 888-222-0667

- ✔ For assistance in understanding your results.
- ✔ Correcting discrepancies, disputes, and more.



## Schedule your drug test

- ✔ Schedule your drug test.
- ✔ Once you have finished, you will see an ETA of when your report will be complete.