



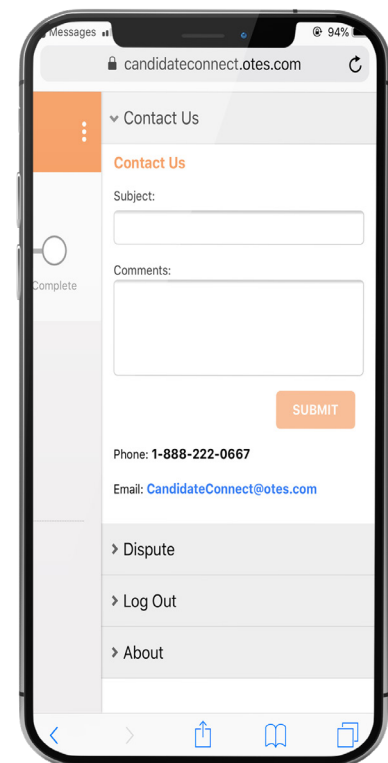
## Your Background Check and Drug Test Guide

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

You will receive an email from [candidateconnect@otes.com](mailto:candidateconnect@otes.com) with instructions 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 your drug test.

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](mailto:candidateconnect@otes.com)

Phone: 888-222-0667

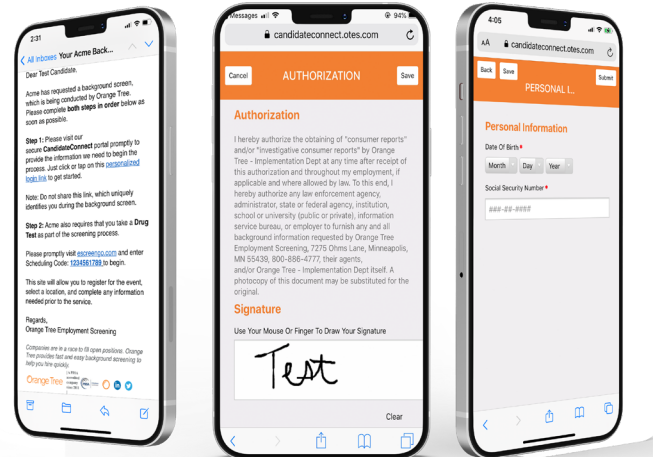
You can contact us via phone or email for:

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

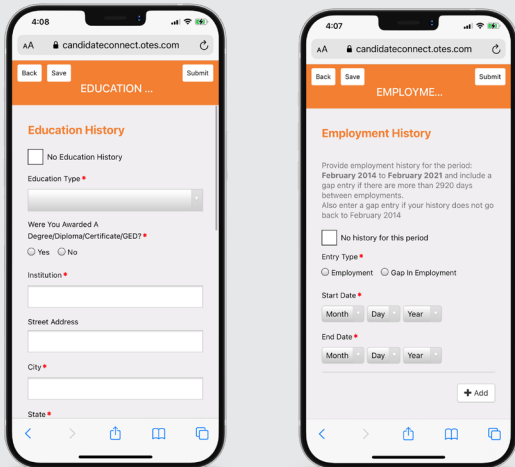
## Access and Complete Application

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 screen application within 2 days.

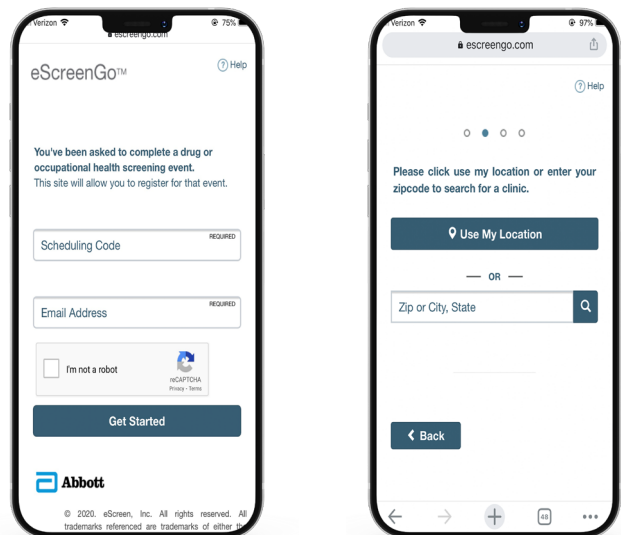


## Provide 10 years of Employment history and Education (highest degree earned)

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

## Schedule Your Drug Test

- You will receive an email from eScreen with a link to schedule your drug test.
- Search for a clinic by zip, city, state, or by using your current location.
- Schedule your drug test.
- You can also elect to text or email the ePassport to another email address.



You MUST complete your drug test within 3 days.