



ARG partners with [GoodHire](#) to provide a standard background check and drug testing at no charge for your new assignments. If you require additional services, click [HERE](#) to see our discounted rate sheet.

STEP 1

OPEN AN ACCOUNT: Submit [Background Checks Account Request](#) to setup your own dedicated account through ARG for submitting background/credit checks with GoodHire. You will receive an email with directions to setup your confidential account. Follow the directions to receive the password reset instructions. Once your password is reset, login into your GoodHire account.

STEP 2

ORDER REPORTS: At the top of the left side grey panel, select “Background Checks” and then click on the green button labeled “Run A New Background Check.” Select from one of the 3 standard ARG packages (see STEP 1 below). Click the green “Buy This Package” button (this is not cost to you). This will open a “Customize Your Report” page (see STEP 2 below). You can either click the green “Continue” button to submit your order or add additional services (at your own expense). This will open a “Complete Your Checkout” page. Check the two boxes agreeing to terms and services then click the green “Place Order” button (see STEP 3 below).

STEP 1

Select A Background Check

ARG STANDARD BACKGROUND CHECK ✓ 7-Year County Criminal Court Check* ✓ SSN Trace + Address History
BUY THIS PACKAGE

ARG STANDARD BACKGROUND CHECK + DRUG SCREENING ✓ 7-Year County Criminal Court Check* ✓ Drug Screening (5-Panel urine test) ✓ SSN Trace + Address History
BUY THIS PACKAGE

5 PANEL DRUG SCREENING (STAND ALONE) ✓ Drug Screening (5-Panel urine test)
BUY THIS PACKAGE

[CUSTOMIZE CHECK](#) [CHECKOUT](#) [ABOUT CANDIDATE](#)

STEP 2

Customize your report.

Employer Verification **0**

Education Verification **0**

Motor Vehicle Record Check **0**

Professional License Verification **0**

Drug Screening (4-Panel urine test) **+**

Drug Screening (5-Panel urine test) **+**

Drug Screening (10-Panel urine test) **+**

Employment Credit Report **+**

Global Terrorist Watch List Check **+**

Shopping Cart **CONTINUE**

ARG Standard Background Check [Edit](#)

Includes the following:

✓ SSN Trace + Address History

✓ 7-Year County Criminal Court Check*

Estimated Report Delivery*: 1-3 business day

[CUSTOMIZE CHECK](#) [CHECKOUT](#) [ABOUT CANDIDATE](#)

STEP 3

CUSTOMIZE CHECK | CHECKOUT | ABOUT CANDIDATE

Complete your checkout.

You will be sent an invoice for this purchase.

☒ I agree to the [Terms of Use and Privacy Policy](#).

☒ I am requesting a background check for the permissible purpose of employment screening. I will abide by the [Notice to Users of Consumer Reports: Obligations of Users under the FCRA](#).

PLACE ORDER Cancel

Report for your candidate

ARG Standard Background Check [Edit](#)

Includes the following:

- ✓ SSN Trace + Address History
- ✓ County Criminal Court Check

Report Delivery: 1-3 business days

STEP 3

Contractor Authorization: Now you must complete the “Candidate Details” section so we can get authorization to run the background check/drug test. Select the “Candidate” box and check “Yes, this is a new candidate” and click the green “Continue” button (see STEP 1 below). Next, you will complete the “Request that the candidate complete the details” information (see STEP 2 below). Once completed, an email will be sent to the contractor for their consent (see STEP 3 below). We recommend following up with a phone call to your candidate to make sure they received the email and they understand how to complete the consent form.

STEP 1

Candidate Details - Required

Who will complete the candidate details? ⓘ

☒ **CANDIDATE** ☐ MYSELF

⚡ We recommend you choose the CANDIDATE option for the fastest, most secure, and compliant process.

Is this a new candidate?

☒ Yes, this is a new candidate ☐ No, I have run a check on this candidate previously

CONTINUE

STEP 2

Request that the candidate completes details

We will email instructions to your candidate so he/she can easily complete their details online and provide consent. We recommend notifying the candidate that they should expect an email from GoodHire.

Reference Code (Optional)

Candidate's Legal Name ⓘ

Legal First Name * Legal Last Name *

Candidate Email Address *

If your candidate doesn't have an email address, you must complete the information yourself.

Your message to candidate *

Hi Andy, -Thanks for applying! Please click the link in this e-mail to provide your information and complete the candidate consent form via [DocuSign](#).

Thanks!

☐ Set message as default [Download sample email](#)

☒ Send me a copy of this email

REQUEST FROM CANDIDATE

STEP 3

Hi Andy,

Andy's Company is using GoodHire to run your background check.

GoodHire has been recognized for its award-winning candidate experience, which makes the entire background check process simple, transparent and secure.

Simply click the button below to get started.

ENTER INFO AND GIVE CONSENT