

**GET THE
WHOLE
STORY.**



CANDIDATE SELF-PAY QUICK GUIDE

**PREPARED FOR
DELTA SIGMA THETA SORORITY, INC.**

CREATE AN ACCOUNT

...

ASAP Connect

If it is your **first time** logging in to the Candidate Data Portal, you will need to **create an account**.

ASAP Connect is mobile optimized, but there is no app download required.

The site is mobile optimized and will provide an easy and smooth candidate experience on any mobile device, including phones and tablets.



Welcome to the
Candidate Data Portal

LOGIN

[I forgot my password.](#) [Create an account.](#)



[Privacy Policy](#)
[Summary of Your Rights](#)

CustomerService@InfoMart-usa.com
770 984 2727, option #2

AUTHENTICATION



You will be required to enter an authentication code.

The code is sent to the email address used to open your account.



Welcome to the
Candidate Data Portal

We have sent an authentication code to your email address that will expire in 10 minutes.

AUTHENTICATION CODE

☐ Remember this preference for two factor authentication

VERIFY

[Return to login.](#)

[EXTERNAL] Authentication Code Notification



InfoMart <noreply@infomart-usa.com>
To: Melinda Wilson

 [Reply](#) [Reply All](#) [Forward](#)  [...](#)

Wed 8/20/2025 3:56 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

ASAP Connect

Hello!

You are receiving this email because of a request for a one-time authentication code to access the website.

033351

This authentication code will expire in 6 minutes.

If you did not request this email, no further action is required.

Regards,
ASAP Connect

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WELCOME PAGE



Please thoroughly read the instructions on the welcome page.



 InfoMart Product Testing

 Welcome

"If you would like a landing page, we're happy to customize it with messaging you provide. Most organizations use this space to introduce InfoMart and their own company, offering visitors a brief overview and setting expectations for what's to come. Simply share your preferred content, and we'll add it here for you."

GET STARTED



Privacy Policy
Summary of Your Rights

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CANDIDATE EXPERIENCE



Next, you will be asked to provide information related to the requested services for your background screening.

 InfoMart Test Company

 Initial Hire

InfoMart Background Checks

Please complete the steps below.

 Personal Information
Contains invalid data



 Address History
0 of 5 required years complete



 Criminal History
0 of 1 required entry complete



 Driver's License
0 of 1 required entry complete



CANDIDATE EXPERIENCE



A red message clearly identifies missing data or fields needing additional attention.

 InfoMart Test Company

 Personal Information

Please fill out the below personal data inputs.

Personal Identifiers

NAME:
Erica Clausen-Lee

SSN:
210-26-1001

1 field in this entry requires your attention.

Demographic Information

DATE OF BIRTH:
01/23/2010

GENDER:
...

2 fields in this entry require your attention.

Contact Information

EMAIL:
erica.clausenlee@infomart-usa.com

PHONE NUMBER:
...

1 field in this entry requires your attention.

Update Personal Identifiers 

FIRST NAME *
Erica

MIDDLE NAME  No middle name

The middle name is required unless you indicate you have no middle name.

LAST NAME *
Clausen-Lee

SUFFIX 

ID TYPE *
SSN  

SOCIAL SECURITY NUMBER
210-26-1001

 CANCEL

UPDATE 

ASAP CONNECT

CANDIDATE EXPERIENCE



Completion Indicator

As you fill out the required sections, a green check indicates successful completion.

Missing Information Alert

If a section is incomplete, the system will notify you of missing information. The **submit** button will remain disabled until all required fields are completed.

Screening Summary and Review Page

Before submission, please review the information you have provided. This page also outlines the services you have ordered, ensuring clarity before final submission.

InfoMart Test Company

<

Initial Hire

InfoMart Background Checks

Please complete the steps below.

✓

Personal Information
Valid for submission

✓

Address History
Valid for submission

✓

Criminal History
Valid for submission

✓

Driver's License
Valid for submission

✓

Education History
Valid for submission

...

Employment History
Missing required data

✓

References
Valid for submission

...

Professional Licenses
0 of 1 required entry complete

SUBMIT

InfoMart Test Company

<

Screening Summary and Review

Thank you for providing us with the necessary data to continue. Your prospective or current employer is requesting an investigation of your background. Typically, this investigation will result in a background check report. Below are the searches that have been requested for you.

More information about your rights under federal, state and local laws will appear on the screens that follow, as well as a separate authorization and disclosure for the checks being performed.

Criminal History

A search of public records will be conducted based on the following jurisdictions. If required by your employer, additional jurisdictions may be derived from the location(s) of your employment, and/or educational histories.

GA, STATEWIDE

Education History

UGA

Employment History

You did not provide permission to contact any employers.

References

Professional Licenses

BOARD OF PHARMACY: GA PHARMACISTS LEAGUE

Drug Screen

TEN PANEL

CONTINUE

CANDIDATE EXPERIENCE



InfoMart Test Company

< GCIC Consent Form

Name-Based Criminal History Record Information (CHRI) Consent/Inquiry Form

I hereby authorize Alto Police Dept/InfoMart to conduct an inquiry for the purpose below and receive any Georgia and/or national CHRI as authorized by state and federal law.

Full Name	Erica Clausen-Lee		
AKA name(s)			
Address	396 Greencove Ln SE Atlanta GA 30316		
Date of Birth	SSN	Sex	Race
01/23/1992	210-26-1001	Not Disclosed	Not Disclosed

I Erica Clausen-Lee, give consent to the above-named entity to conduct history background checks for the duration of my employment.

Erica Clausen-Lee

68.59.73.123

SignatureIP Address

☐ I have read, and agree to the above statement of authorization

InfoMart Test Company

< Disclosure Regarding Background Investigation

Applicant Name:Erica Clausen-Lee

Account number:

IP address:68.59.73.123

any ("the Company") may obtain information about you from a third-party agency for employment purposes. Thus, you may be the subject of a "consumer" include information about your character, general reputation, personal mode of living.

conducted by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-art-usa.com.

To ensure that your signature is unique and to safeguard against unauthorized use of your name, your IP address:

68.59.73.123

has been recorded and will be stored with your electronic signature.

☒ I have read, and agree to the above statement of disclosure.



ASAP CONNECT

CANDIDATE EXPERIENCE

InfoMart Test Company

<

Acknowledgement and Authorization for Background Check

Applicant Name: Erica Clausen-Lee

Account number:

IP address: 68.59.73.123

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining "consumer reports" and/or "investigative consumer reports" by the InfoMart Test Company ("Company") at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774, www.infomart-usa.com, and/or Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

New York City applicants only: By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

Minnesota applicants only: You have the right to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within five business days after its receipt of your request or the report was requested by the Company, whichever date is later. Please check this box if you would like to receive a copy of your consumer report if one is obtained by the Company.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

These searches will be conducted by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774, www.infomart-usa.com

To ensure that your signature is unique and to safeguard against unauthorized use of your name, your IP address:

68.59.73.123

has been recorded and will be stored with your electronic signature.

☒ I have read, and agree to the above statement of authorization.

Erica Clausen-Lee

06/20/2024

NameDate

CONTINUE

InfoMart.

Privacy Policy
Summary of Your Rights

CustomerService@InfoMart-usa.com
770 984 2727, option #2

Next, you will be required to submit an *acknowledgement and authorization form*.

Please read the form and check the box. Then click **continue** to move forward.



CANDIDATE SELF-PAY



After submitting the information required for your background screening, you are taken to the payment section. This screen outlines your charges, including any mandatory fees.

☰

InfoMart (internal testing only)

<

Payment

Credit Card

CARD NUMBER *

FIRST NAME *
Melinda

LAST NAME *
Wilson

EXP. DATE *

CVV CODE *

ⓘ Charges will appear on your statement as: InfoMart, Inc.

☐

Use my order information for billing.

ⓧ

CANCEL

PAY NOW

Nat Crim + Crim Package

Nat Crim + Crim	\$4.00
-----------------	--------

Services

Criminal history	-
National Criminal Search	-
Total	\$4.00

InfoMart.

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770 984 2727, option #2

ASAP CONNECT

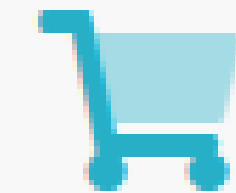
CANDIDATE SELF-PAY



InfoMart Product Testing

Pre-Employment

Ready for payment



If you exit your account before completing the payment section, you will see a reminder prompting you to complete payment.

ASAP CONNECT

CANDIDATE EXPERIENCE



After payment is completed, you are directed to a thank you screen, confirming your successful background check submission.

☰ InfoMart Test Company

< Complete

✓ Success! Your order has been submitted for processing.

Thank you for providing all the necessary information to complete your background screening. Upon completion, the requester will be provided with a final profile containing the results. The same profile will be made available to you from your account dashboard.

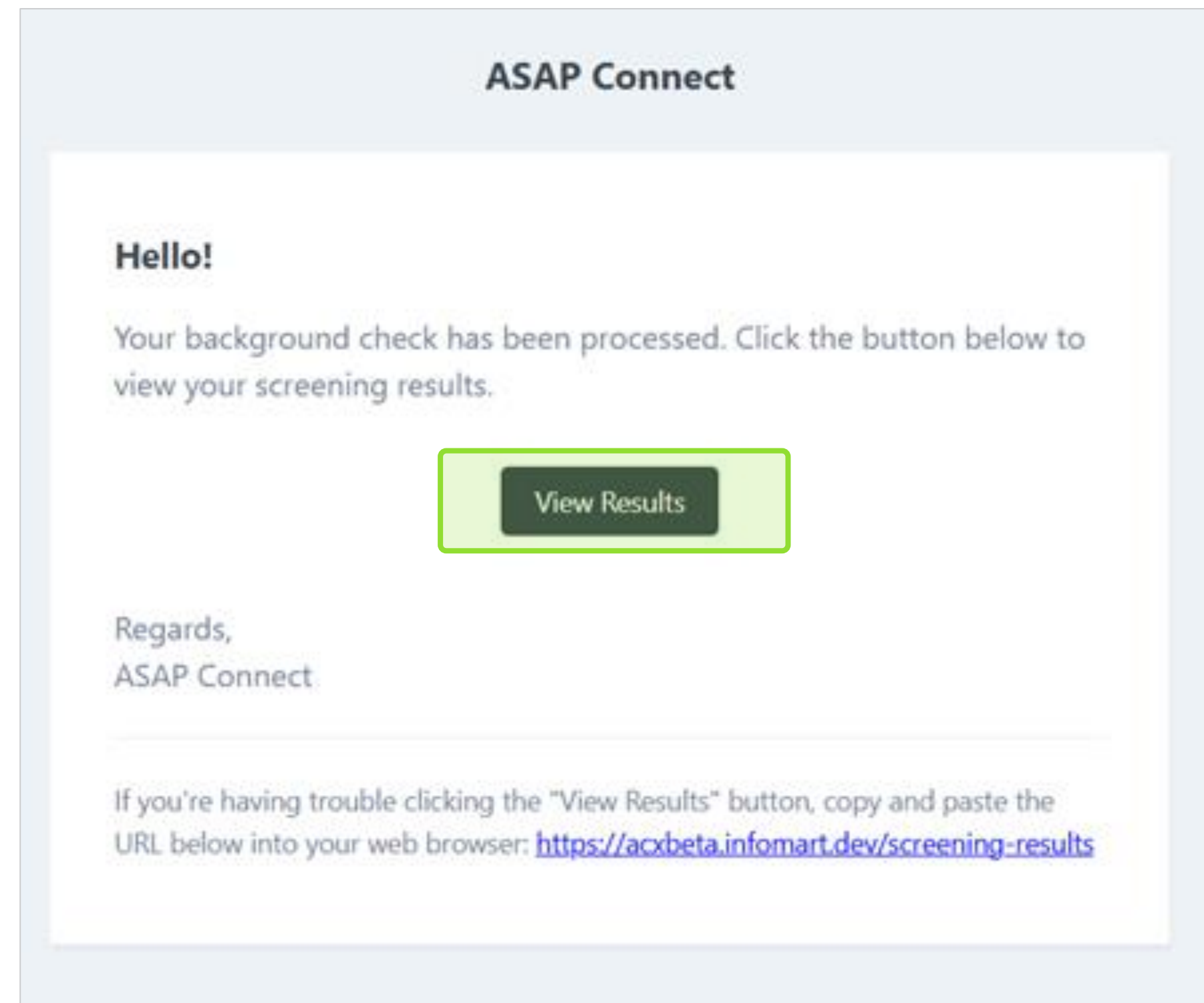
RETURN TO HOME

ASAP CONNECT

CANDIDATE EXPERIENCE



After your background screening is complete, you will receive an email. You can log in to your account to view your completed profile.



ASAP CONNECT

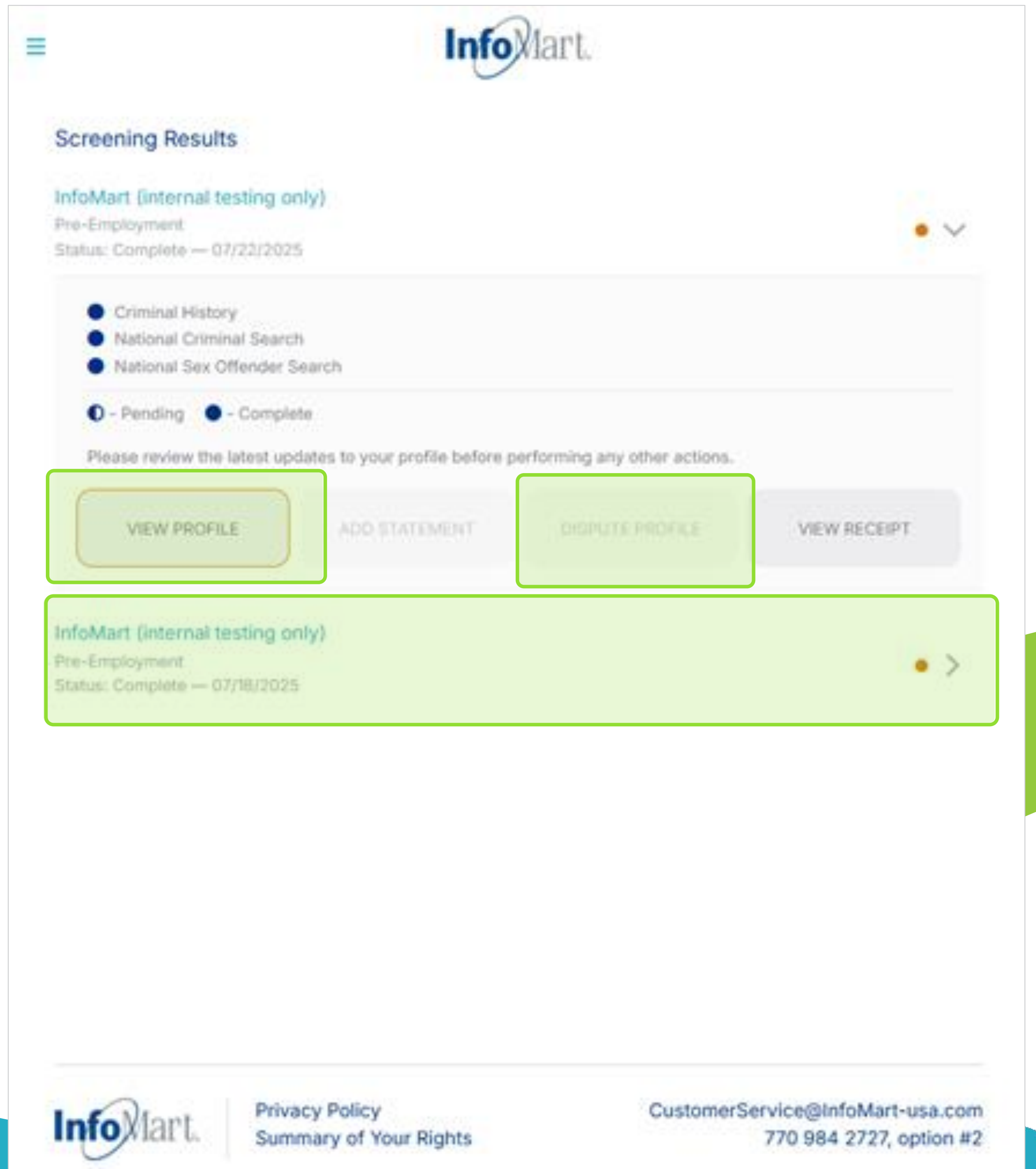
CANDIDATE EXPERIENCE



To view your completed profile, navigate to the Candidate Portal. Under **screening results**, click **view profile** or the **arrow (>)** to view your completed profile.

To file a dispute, click **dispute profile**. This will direct you to InfoMart's dispute process. An Applicant Advocate will assist.

You are also able to access and view your payment receipt.



ASAP CONNECT

CANDIDATE EXPERIENCE



Your receipt will provide a breakdown of charges, as well as an order date and order confirmation number.



Order Confirmation: 75379

Purchaser Information:

Name	Melinda Wilson
Email	melinda.wilson@infomart-usa.com
Address	8171 Bay Colony Dr
Payment Method	Credit Card
InfoMart Account	InfoMart (internal testing only) (101000000)
Order Date	07/18/2025

Package:

Nat Crim + Crim

Services:

Criminal history
FL STATEWIDE
GA GWINNETT
National Criminal Search

Pricing:

Package price:	\$4.00
Payment:	-\$4.00
Current Balance:	\$0.00





BACKGROUNDSCREENING.COM



If you have any questions, please contact our customer service team using the contact information below, and they will direct you to your dedicated representative.

DSTMbrshpIntake@InfoMart-usa.com

Contact Phone: 770 984 2727 opt 2