

Step 1: Login into <https://www.virtusonline.org/> and input Date of Birth. See Screenshot below:

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Home Facilitators Educators Formacion Library My Diocese Services Administration

Home

Message Center

Update User Data

Please update your account.

Date of Birth:

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[\(Acceptable Use Policy\)](#)

Step 2: Press Continue and you will get a link to connect to the background check vendor. See Screenshot below:

[You MUST click here to complete your background check with Integrated Screening Partners **](#)**

Thank you for registering with VIRTUS Online - Your registration is not complete until you submit your background check.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.

Step 3: Click the blue link to get connected to ISP vendor (Integrated Screening Partners) where you will be completing your background information which requires address and SSN.

(Please note that depending on your internet connection speed, it may take few minutes to get transferred from VIRTUS to ISP.)

See Screenshot below:

ISP Integrated Screening Partners

1) Electronic Consent 2) Consumer Disclosure 3) Summary of Rights Under the FCRA 4) Consumer Authorization
5) State Notice - California Resident 6) State Notice - Non/CA 7) Information Regarding Your Rights

Welcome to Integrated Screening Partners' Applicant Order Entry for **St. Thomas Syro-Malabar Diocese of Chicago**. Completing the personal information and submitting the form will provide us with the necessary information to run the background checks that has been ordered on you by **St. Thomas Syro-Malabar Diocese of Chicago**. It is important that you follow the instructions to complete your background screen in a timely manner.

Using this electronic signature for signing this consent is an option, but not required. If you prefer to submit the form on paper please contact Integrated Screening Partners Customer Service at 812-871-6102 or email customerservice@integratedscreening.com. If you have any questions, [Click Here](#) to learn about ISP's privacy practices.

I acknowledge that any false statement, significant omission, or misrepresentation on this submission or supplementary materials will be cause for refusal to hire or for immediate dismissal at any time during the period of my employment.

By my electronic signature below I confirm that I have read and accept ISP's privacy practices. I agree to proceed with the submission electronically. Electronic signatures on this submission are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Enter Full Name for Electronic Signature:

Draw your Electronic Signature:

Promesa Enterprises, Inc. dba
Integrated Screening Partners

Please review the **Consumer Disclosure** and then click on **Accept and Continue**.

ISP Integrated Screening Partners

1) Electronic Consent 2) Consumer Disclosure 3) Summary of Rights Under the FCRA 4) Consumer Authorization
5) State Notice - California Resident 6) State Notice - New York 7) Information Regarding Your Rights

DISCLOSURE FOR CONSUMER REPORTS

St. Thomas Syro-Malabar Diocese of Chicago ("Company") may obtain one or more consumer reports and/or investigative consumer reports that contains background information about you in connection with your employment (including contract or volunteer services).

These reports as allowed by law, may include but are not limited to, the following types of information, as applicable: criminal and other public records and history, public court records, motor vehicle and driving records, identity verification, professional credentials, licensure and other information with public or private information sources.

If investigative consumer reports are obtained, information additionally will include employment or personal references.

Back Accept and Continue Decline

Promesa Enterprises, Inc. dba
Integrated Screening Partners

Please review the **Summary of Rights** and then click on **I have read and acknowledge receipt of the Summary of Rights Under the FCRA**.

ISP Integrated Screening Partners

1) Electronic Consent 2) Consumer Disclosure 3) Summary of Rights Under the FCRA 4) Consumer Authorization
5) State Notice - California Resident 6) State Notice - New York 7) Information Regarding Your Rights

Below is a written summary of your rights under the Fair Credit Reporting Act (FCRA) as prepared by the Federal Trade Commission.
[Click Here](#) to view the Summary of Rights.

Back I have read and acknowledge receipt of the Summary of Rights Under the FCRA Decline

Promesa Enterprises, Inc. dba
Integrated Screening Partners

Please review the **Consumer Authorization** and then click on **Accept and Continue**.

ISP Integrated Screening Partners

1) Electronic Consent 2) Consumer Disclosure 3) Summary of Rights Under the FCRA 4) Consumer Authorization
5) State Notice - California Resident 6) State Notice - New York 7) Information Regarding Your Rights

AUTHORIZATION

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) listed in the Disclosure by St. Thomas Syro-Malabar Diocese of Chicago ("Company") and its consumer reporting agency Integrated Screening Partners. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports of any time during, as permitted by law, my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights.

I authorize Company and Agency to use email communication with me to provide me with notices and information regarding any report or use of such report. If I do not have an email address or do not wish to share it, then communication will be by U.S. Mail, which will result in slower communication.

If you have any questions concerning this background screening content, please contact: Integrated Screening Partners at (800) 474-4420.

Back Accept and Continue Decline

Promesa Enterprises, Inc. dba
Integrated Screening Partners

If a California Resident, please review the following and then click on **Accept and Continue**. If no, please click **Does Not Apply**.

If a New York Resident, please review the following and then click on **Accept and Continue**. If no, please click **Does Not Apply**.

Please review the **Information Regarding Your Rights** and then click on **Accept and Continue**.

Please review the **Your Contact Information**, add **Country** and then click **Next**.

The screenshot shows a registration interface with three progress tabs at the top: '8) Contact Information' (highlighted in green), '9) Review Information', and '10) Final Submission'. Below the tabs are two form sections. The first section, titled 'Contact Information', contains fields for First Name (registration), Middle Name, Last Name (testscreen), Email (noaddress@virtus.org), Other Email, *DOB (MM: 01, DD: 01, YYYY: 1972), Phone, and Other Phone. The second section, titled 'Address Information', includes a note '* indicates required field' and 'Please provide your current address.' It contains fields for * Address1 (test), Address2, * City (Tulsa), * State/Province (OK), * Country (dropdown), and * Zip/Postal Code (74103). At the bottom of the forms are 'Back' and 'Next' buttons.

Please review the **Contact Information**, and then click **Next**.

The screenshot shows the same registration interface, but now the '9) Review Information' tab is highlighted in green. The 'Contact Information' form is displayed in a review mode, showing the data entered in the previous step: First Name: registration, Middle Name, Last Name: testscreen, Email: noaddress@virtus.org, Other Email, DOB: 1/1/1972, Phone, and Other Phone. Below the form are 'Back', 'Correct My Information', and 'Next' buttons. At the bottom of the page, the text 'Promesa Enterprises, Inc. dba Integrated Screening Partners' is visible.

Please submit by clicking on **Place Order**.

Please then close this tab.

