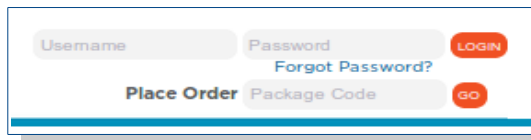


## Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

- ✓ View your order results
- ✓ Manage the requirements specific to your program
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store important documents and records
- ✓ Place additional orders as needed

to place your order, go to [www.certifiedprofile.com](http://www.certifiedprofile.com)



The screenshot shows a login form with fields for 'Username' and 'Password'. A 'LOGIN' button is to the right of the password field. Below the password field is a link for 'Forgot Password?'. At the bottom, there is a 'Place Order' button and a 'Package Code' input field with a 'GO' button next to it.

In the "Place Order" field, enter the following package code specific to your school and program:

**BL60re – Recheck Background Check & Drug Test**

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

### TO-DO LISTS

You can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your compliance status from a separate CertifiedBackground portal.

## Additional Order Information

- ✓ **Drug test (LabCorp)** - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

Please note that your drug test must be taken within two weeks of registering in order to attend clinicals