

## New Client Contact and Set Up Form

Please Send Completed Form to [getstarted@ghrr.com](mailto:getstarted@ghrr.com) or Call 800-790-1205 Option 5

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Industry: \_\_\_\_\_ # of Employees (If Known): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referring Company/Agency: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Notes:



### Instruction to Submit

- Complete Form
- Send to [getstarted@ghrr.com](mailto:getstarted@ghrr.com) or call 800.790.1205 opt.5

## FAQs

### Do I have to sign an agreement?

- Yes. Per the Fair Credit Reporting Act (FCRA), Consumers and/or End Users are required to sign an agreement and will be provided a Summary of Rights under the FCRA before a background check can be performed. A GHRR sales rep will provide you with an End-User Agreement to sign electronically after the initial call.

### Does GHRR provide training on how to order a background check?

- Yes. GHRR offers a wide variety of options free of charge for your users and management team. Upon first outreach, GHRR will inquire how you and your users would like to be trained to use our web-based system for ordering background checks.

### Will GHRR contact me?

- Yes. A GHRR rep will reach out to you within 24 hours of receipt of the new client contact and set up form.

### How can I contact GHRR?

- Email [getstarted@ghrr.com](mailto:getstarted@ghrr.com) or call 800.790.1205 opt.5

### When can I start ordering reports?

- After an End-User Agreement is signed, there is an average 1-3 day implementation period for our implementation team to setup your web-based account. After setup is completed, you can begin ordering background checks and other GHRR products immediately.
- Note: Clients requesting consumer credit reports are required to undergo an on-site audit by a TransUnion authorized provider.

### What products does GHRR offer?

- We provide pre-hire intelligence solutions including, but not limited to:

#### Talent Screening

Background Screening  
Drug Testing  
On-Boarding I-9 & E-Verify  
Random Management  
Wellness Testing and Titer Testing  
Physicals DOT and non-DOT  
Drug Test Collection Training

#### Talent Acquisition

Applicant Tracking  
E-Applications  
Online Job Boards

#### Talent Assessment

Pre-Selection Assessments  
Job specific and Trait Based  
Custom Assessment Development

