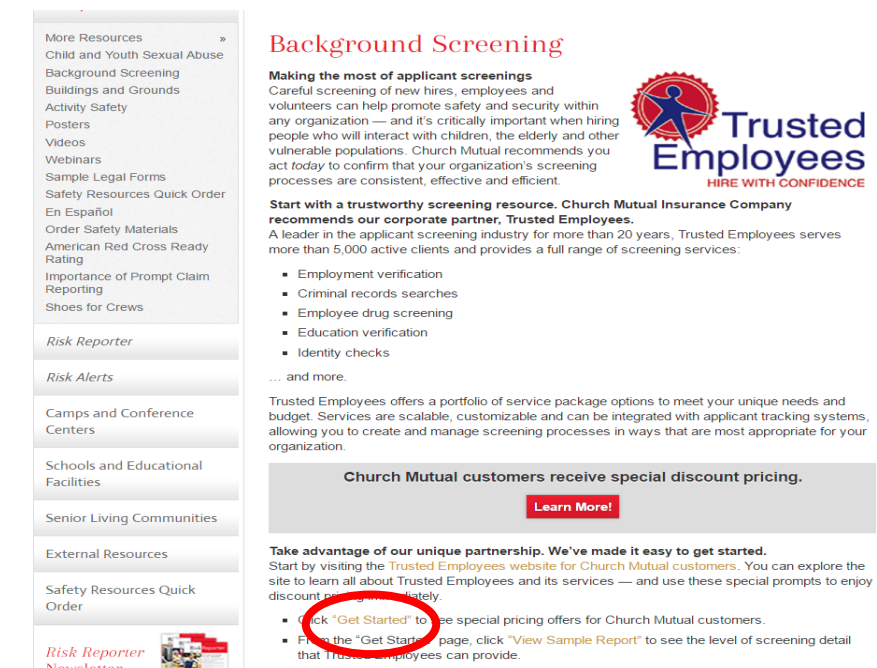


Setting up a background screening account for **Trusted Employees** via **Church Mutual** partnership

First access the following link:

<https://www.churchmutual.com/109/Background-Screening>

Click on **“Get Started”**



Background Screening

Making the most of applicant screenings
Careful screening of new hires, employees and volunteers can help promote safety and security within any organization — and it's critically important when hiring people who will interact with children, the elderly and other vulnerable populations. Church Mutual recommends you act *today* to confirm that your organization's screening processes are consistent, effective and efficient.

Start with a trustworthy screening resource. Church Mutual Insurance Company recommends our corporate partner, Trusted Employees.
A leader in the applicant screening industry for more than 20 years, Trusted Employees serves more than 5,000 active clients and provides a full range of screening services:

- Employment verification
- Criminal records searches
- Employee drug screening
- Education verification
- Identity checks

... and more.

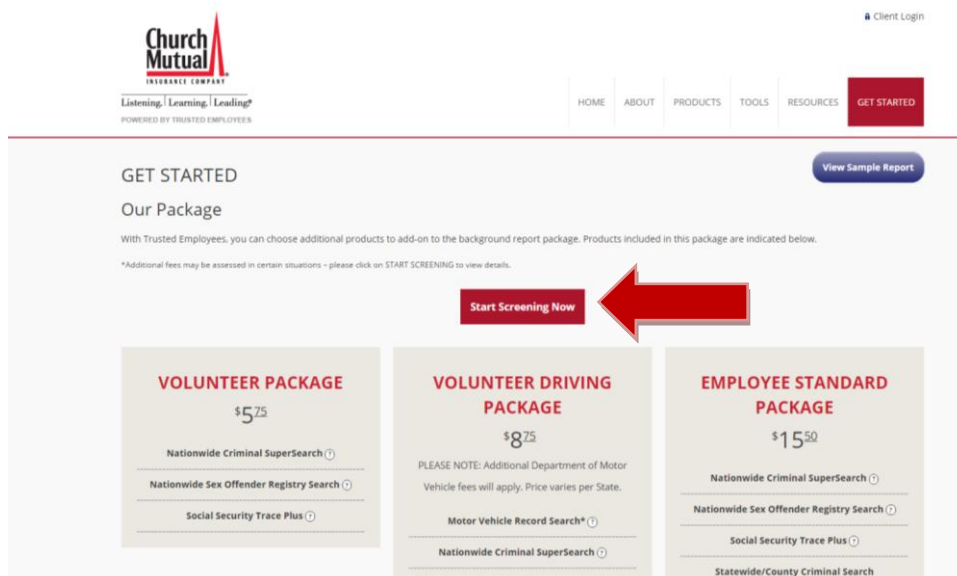
Trusted Employees offers a portfolio of service package options to meet your unique needs and budget. Services are scalable, customizable and can be integrated with applicant tracking systems, allowing you to create and manage screening processes in ways that are most appropriate for your organization.

Church Mutual customers receive special discount pricing.
[Learn More!](#)

Take advantage of our unique partnership. We've made it easy to get started.
Start by visiting the [Trusted Employees website for Church Mutual customers](#). You can explore the site to learn all about Trusted Employees and its services — and use these special prompts to enjoy discount pricing immediately.

- Click **“Get Started”** to see special pricing offers for Church Mutual customers.
- From the **“Get Started”** page, click **“View Sample Report”** to see the level of screening detail that Trusted Employees can provide.

Click **“Start Screening Now”**



Church Mutual
INSURANCE COMPANY
Listening. Learning. Leading.
POWERED BY TRUSTED EMPLOYEES

Client Login

HOME ABOUT PRODUCTS TOOLS RESOURCES **GET STARTED**

GET STARTED [View Sample Report](#)

Our Package


With Trusted Employees, you can choose additional products to add-on to the background report package. Products included in this package are indicated below.

*Additional fees may be assessed in certain situations - please click on START SCREENING to view details.

Start Screening Now

<p>VOLUNTEER PACKAGE</p> <p>\$5.75</p> <p>Nationwide Criminal SuperSearch [ⓘ]</p> <p>Nationwide Sex Offender Registry Search [ⓘ]</p> <p>Social Security Trace Plus [ⓘ]</p>	<p>VOLUNTEER DRIVING PACKAGE</p> <p>\$8.75</p> <p>PLEASE NOTE: Additional Department of Motor Vehicle fees will apply. Price varies per State.</p> <p>Motor Vehicle Record Search* [ⓘ]</p> <p>Nationwide Criminal SuperSearch [ⓘ]</p>	<p>EMPLOYEE STANDARD PACKAGE</p> <p>\$15.50</p> <p>Nationwide Criminal SuperSearch [ⓘ]</p> <p>Nationwide Sex Offender Registry Search [ⓘ]</p> <p>Social Security Trace Plus [ⓘ]</p> <p>Statewide/County Criminal Search</p>
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Click **“Continue”** to go to the on-line service agreement



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701 5th Street South
Minneapolis, MN 55343
Ph: (888) 389-4026 (952) 258-3011
Fax: (888) 389-4022 (952) 258-3011
www.TrustedEmployees.com

Online Client Signup

Welcome to the On-Line Service Agreement


The following pages contain requested information that must be submitted in order for your service agreement to be processed. This includes an electronic signature page. This website is secure and all data will be encrypted.

Before submitting your information please verify you have all of the company and contact information necessary to complete the service agreement.

PLEASE NOTE: Additional Department of Motor Vehicle fees will apply if it is on the package. Price varies per State.

Important: All information must be completed in its entirety.

Continue



Un-check all package options except for **Package 3** and click **Continue** at the bottom of the page

PLEASE NOTE: Additional Department of Motor Vehicle fees will apply if it is on the package. Price varies per State.

The following products are included in this package:

- Motor Vehicle Record Search*
- Nationwide Sex Offender Registry Search
- Nationwide Criminal SuperSearch
- Social Security Trace Plus

Add products to this package:

Education Verification (\$8.00) Professional License Verification (\$9.00)

Employment Verification (\$8.50) Reference Check (\$7.00)

Federal Level Criminal Search (\$10.00)* Statewide/County Criminal Search (\$10.00)*

Pre-Employment Credit Report (Experian) (\$6.00)

(*) - Denotes products with fees that are incurred separate from the package price and generally are on a per-search-area basis. See the a to carte pricing on the next page for details.

✓ **PACKAGE 3:** Package Price: **\$15.50**

Employee Standard Package

The following products are included in this package:

- Nationwide Criminal SuperSearch
- Social Security Trace Plus
- Nationwide Sex Offender Registry Search
- Statewide/County Criminal Search (includes 1 county)*

Add products to this package:

Education Verification (\$8.00) Pre-Employment Credit Report (Experian) (\$6.00)

Employment Verification (\$8.50) Professional License Verification (\$9.00)

Federal Level Criminal Search (\$10.00)* Reference Check (\$7.00)

(*) - Denotes products with fees that are incurred separate from the package price and generally are on a per-search-area basis. See the a to carte pricing on the next page for details.

PACKAGE 4: Package Price: **\$18.50**


Employee Standard Driving Package

PLEASE NOTE: Additional Department of Motor Vehicle fees will apply if it is on the package. Price varies per State.

The following products are included in this package:

- Motor Vehicle Record Search*
- Social Security Trace Plus
- Nationwide Criminal SuperSearch
- Statewide/County Criminal Search (includes 1 county)*

Complete information with **Church Name, Church Address and Main Point of Contact email and phone number.**



Church Mutual
INSURANCE COMPANY

701 5th Street South
Hopkins, MN 55343
Ph (888) 389-4026 (952) 259-3011
Fax (888) 389-4023 (952) 259-3031
www.TrustedEmployees.com

Service Agreement (Schedule A)

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This Service Agreement is entered into on the date set forth below and is by and between Trusted Employees with its principal office at 701 5th Street South, Hopkins, MN 55343 ("TE") and the undersigned party ("Client").

The Parties

<p>Trusted Employees 701 5th Street South Hopkins, MN 55343 Ph (888) 389-4026 (952) 259-3011 Fax (888) 389-4023 (952) 259-3031 Sales Executive: Scott Childers</p>	<p>Customer* <input type="text" value="CHURCH NAME"/></p> <p>Business Type* <input type="text" value="Nonprofit"/> Client Contact* <input type="text" value="Main Contact"/></p> <p>Street* <input type="text" value="Church Address"/></p> <p>City* <input type="text" value="Church City"/> State* <input type="text" value="NY"/> Zip* <input type="text" value=""/></p> <p>Phone* <input type="text" value="813-837-9265"/> Fax <input type="text" value=""/></p> <p>Email* <input type="text" value="Main Contact Email address"/></p>
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Package of Products

Edit Packages

If these packages do not meet your screening needs, please [contact us](#) and one of our screening solutions consultants will contact you to discuss a customized solution.

PACKAGE 1: Employee Standard Package Package Price: \$15.50

The following products are included in this package:

- Nationwide Criminal Super Search
- Nationwide Sex Offender Registry Search
- Social Security Trace Plus
- Statewide/County Criminal Search (includes 1 county)*

Scroll down to bottom and check **NO** next to ordering **credit reports**, and **sign with your mouse** in the box provided, type your **name** and **title** under the signed name and click **continue**

Additional fees may apply for County searches, Education, Motor Vehicle Record Search, and Employment verifications when the Work Number, National Student Clearinghouse or any other data warehouse is used to house verification data.

Pre-employment Credit Reports

Due to IDENTITY THEFT ISSUES all Credit Reporting Agencies require ONSITE INSPECTIONS on any employer requesting credit related information on applicants.

In order to receive full credit report details, credit bureau regulations require a physical inspection of your location to ensure that the data you receive is stored securely. The fee for the inspection is \$75 and is a one-time fee, unless you operate out of your home, in which case the credit bureau requires an annual inspection. If you do not wish to undergo a physical inspection, you will receive a credit report summary for each applicant.


Exemptions apply for Non-Profit Organizations who are able to provide proof of their non-profit status. If you have a 501(C)3 form, please fax it to 952-259-3044 or email compliance@trustedemployees.com.

Will you be ordering full credit reports? Yes No

Additional Terms

1. Non-Exclusive 2. No minimum purchase required

By the signatures of their duly authorized representatives below, Client and TE agree to all of the terms and conditions of this Agreement. The Terms and Conditions in this document must also be signed by the Client. Client agrees to obtain a signed TE approved release for every report ordered.

<p style="text-align: center; font-size: x-small;">Client</p> <div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: x-small;">PLEASE SIGN YOUR NAME USING YOUR MOUSE</p> <p style="font-size: x-small;">Please sign in the above box using your mouse.</p> <p>Name* <input type="text"/></p> <p>Title* <input type="text"/></p> <p>Date* <input type="text" value="07/26/2016"/></p>	<p style="text-align: center; font-size: x-small;">TE Representative</p> <div style="text-align: center;">  </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="font-size: x-small;">Vice President of Sales</p> <p style="font-size: x-small;">Title</p> <p style="font-size: x-small;">Date</p> <p style="font-size: x-small;"><input type="text" value="07/26/2016"/></p> </div>
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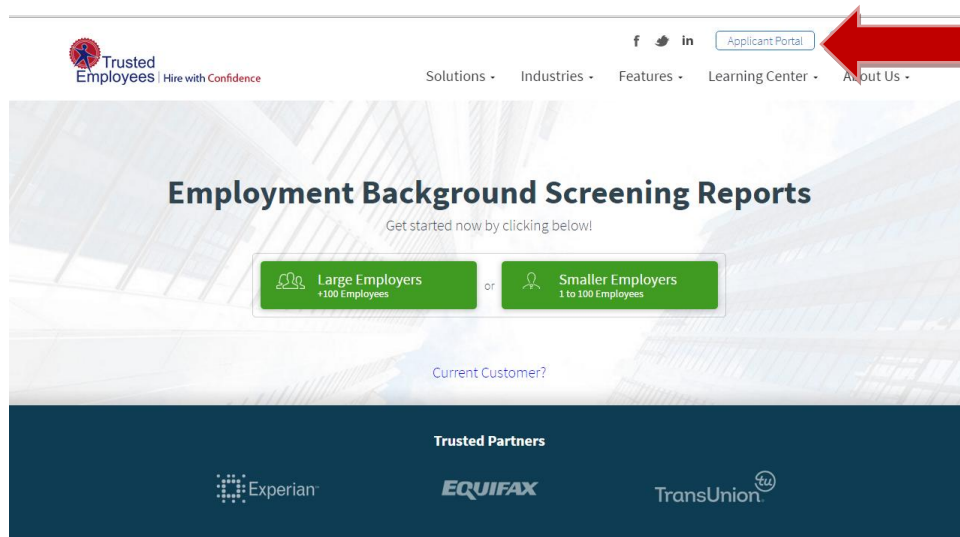
Complete additional information – everything with an * is required, **General Company Information with Church Information and Main Contact; Business Information with main contact information; Permissible purpose – Employment/Volunteer Screening**

General Company Information	
Company Name* [SAMPLE]	Physical Street Address* (no P.O. box numbers, please)
Years in Business* [] yrs [] mos.	City*
Do you have any other company name(s) or dba?* <input type="radio"/> No <input type="radio"/> Yes	State* MN
If Yes, please list	Zip*
Billing Address* No Address	Have you been located at this address for more than 1 year?* <input type="radio"/> Yes <input type="radio"/> No
City* Brooklyn Center	Direct Dial Phone*
State* MN	WebSite URL
Zip* 55430	Will you maintain your file at home or in an office?* <input type="radio"/> Home <input type="radio"/> Office
Phone*	Have you previously been a Rental History Reports or Trusted Employees customer?* <input type="radio"/> Yes <input type="radio"/> No
Business Information	
Contact Name* JOHN DOE	Tax ID # (Business and Corporations)
Title*	Estimated # of Reports you will access monthly*
Email* JOHN.DOE@SAMPLE.COM	How will you access the Credit Reports?* Website
Permissible Purpose/Appropriate Use	
Please check the specific purpose for which the product information will be used. (What will you do with the information obtained?)*	
<input type="checkbox"/> Residential Background Screening	
<input type="checkbox"/> Employment Screening or Volunteer Screening	

Click Submit, your account will be set up in less than 24 hours, you will receive an email with your login information. Your church will have the ability to run background checks on all employees, volunteers and clergy at the discounted price.

Sample consent forms can be found within your account under Resources/Forms Library

If you would like a copy of your background check, please visit www.trustedemployees.com and click **Applicant Portal**



Build Better Teams with Thorough Screening

For questions or concerns on starting your account, packages, or general information on background screening, please feel free to call or email Trusted Employees:

Julie Welch
National Sales Executive
(813) 837-9265
Email: jwelch@trustedemployees.com