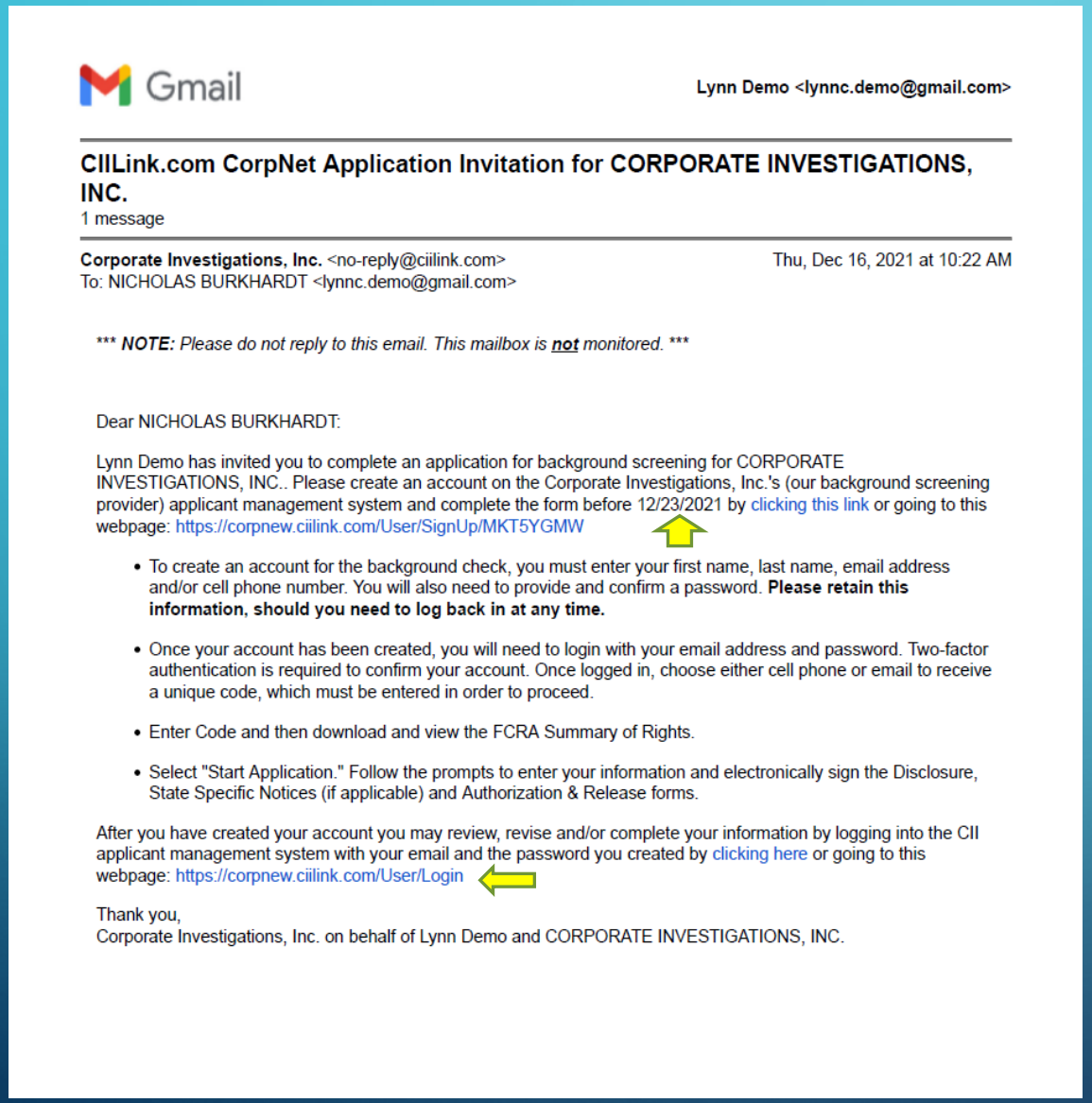
HOW TO ACCEPT AN INVITATION

CORPORATE
INVESTIGATIONS, INC.

Sample Applicant Invitation Email



Gmail

Lynn Demo <lynnc.demo@gmail.com>

CIILink.com CorpNet Application Invitation for CORPORATE INVESTIGATIONS, INC.
1 message

Corporate Investigations, Inc. <no-reply@ciilink.com> Thu, Dec 16, 2021 at 10:22 AM
To: NICHOLAS BURKHARDT <lynnc.demo@gmail.com>

*** ***NOTE:*** *Please do not reply to this email. This mailbox is* ***not*** *monitored.* ***

Dear NICHOLAS BURKHARDT:

Lynn Demo has invited you to complete an application for background screening for CORPORATE INVESTIGATIONS, INC.. Please create an account on the Corporate Investigations, Inc.'s (our background screening provider) applicant management system and complete the form before 12/23/2021 by clicking this link or going to this webpage: https://corpnew.ciilink.com/User/SignUp/MKT5YGMW

- To create an account for the background check, you must enter your first name, last name, email address and/or cell phone number. You will also need to provide and confirm a password. **Please retain this information, should you need to log back in at any time.**
- Once your account has been created, you will need to login with your email address and password. Two-factor authentication is required to confirm your account. Once logged in, choose either cell phone or email to receive a unique code, which must be entered in order to proceed.
- Enter Code and then download and view the FCRA Summary of Rights.
- Select "Start Application." Follow the prompts to enter your information and electronically sign the Disclosure, State Specific Notices (if applicable) and Authorization & Release forms.

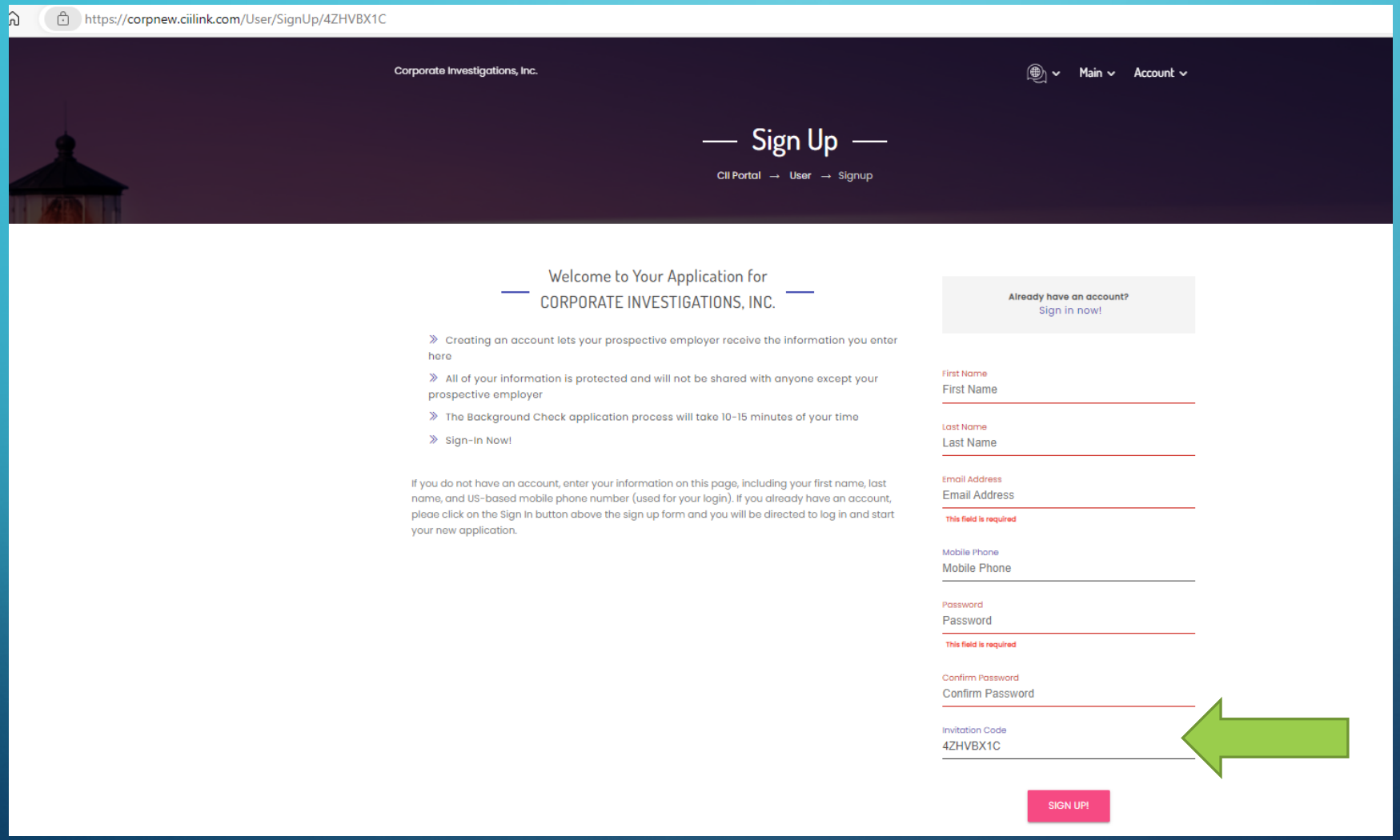
After you have created your account you may review, revise and/or complete your information by logging into the CII applicant management system with your email and the password you created by clicking here or going to this webpage: https://corpnew.ciilink.com/User/Login

Thank you,
Corporate Investigations, Inc. on behalf of Lynn Demo and CORPORATE INVESTIGATIONS, INC.

Note:

- This invitation has an **expiration date**. Please complete the registration before this date.
- The link used to accept the invitation can only be used once. If you do not complete the application processes, please use the second link to log back into the website. https://corpnew.ciilink.com/User/Login

Clicking the link will bring you to the CorpNet Application website to begin creating an account for the background check .



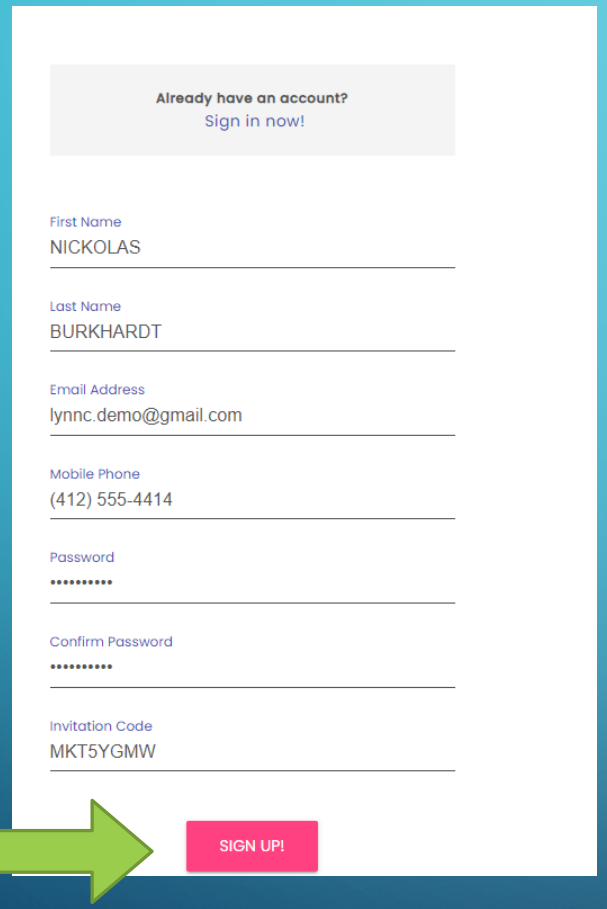
NOTE:

Please make sure that the Invitation code appears on the form. If it does not, go back to the Invitation email and click the first like again.

- You must enter your first name, last name, email address and/or cell phone number.
- You will also need to provide and confirm a password.

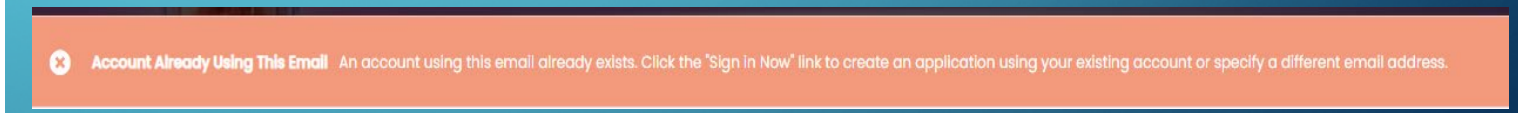
**Please retain this information, should you need to log back in at any time.

Once you have completed entering your information, click **Sign Up!**



Please note:
The email address is a unique identifier and can be used only once to register an account.

If you receive an error message indicating there is already account using that email, you'll need to reset the password.

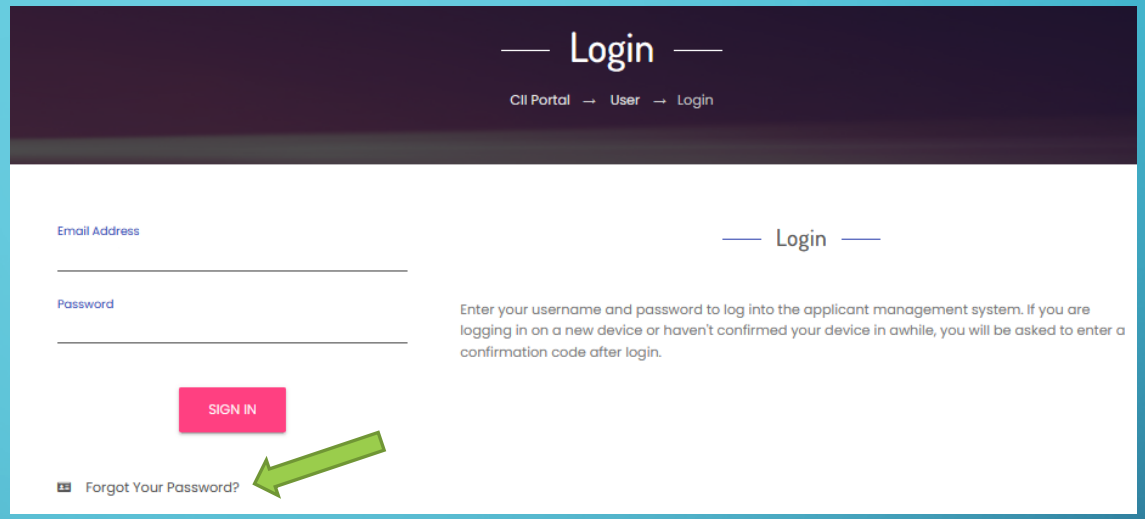


Click **Sign in now!** under **Already have an account?**

Select **Forgot Password** and follow the instructions to reset the password.

RESETTING PASSWORD

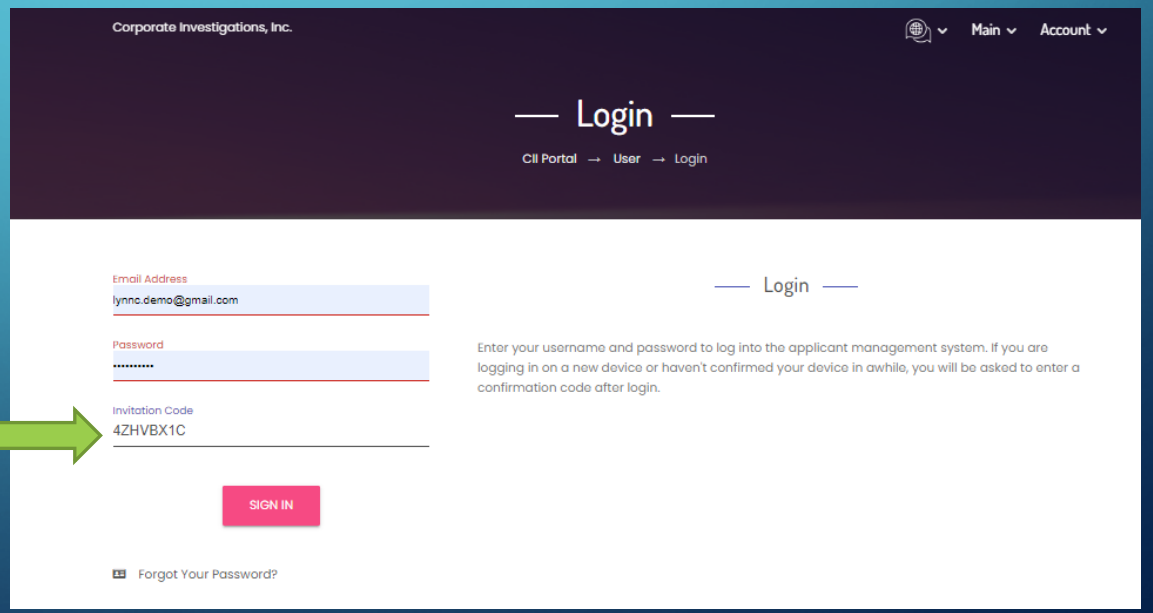
Select **Forgot Password** and follow the instructions to reset the password.



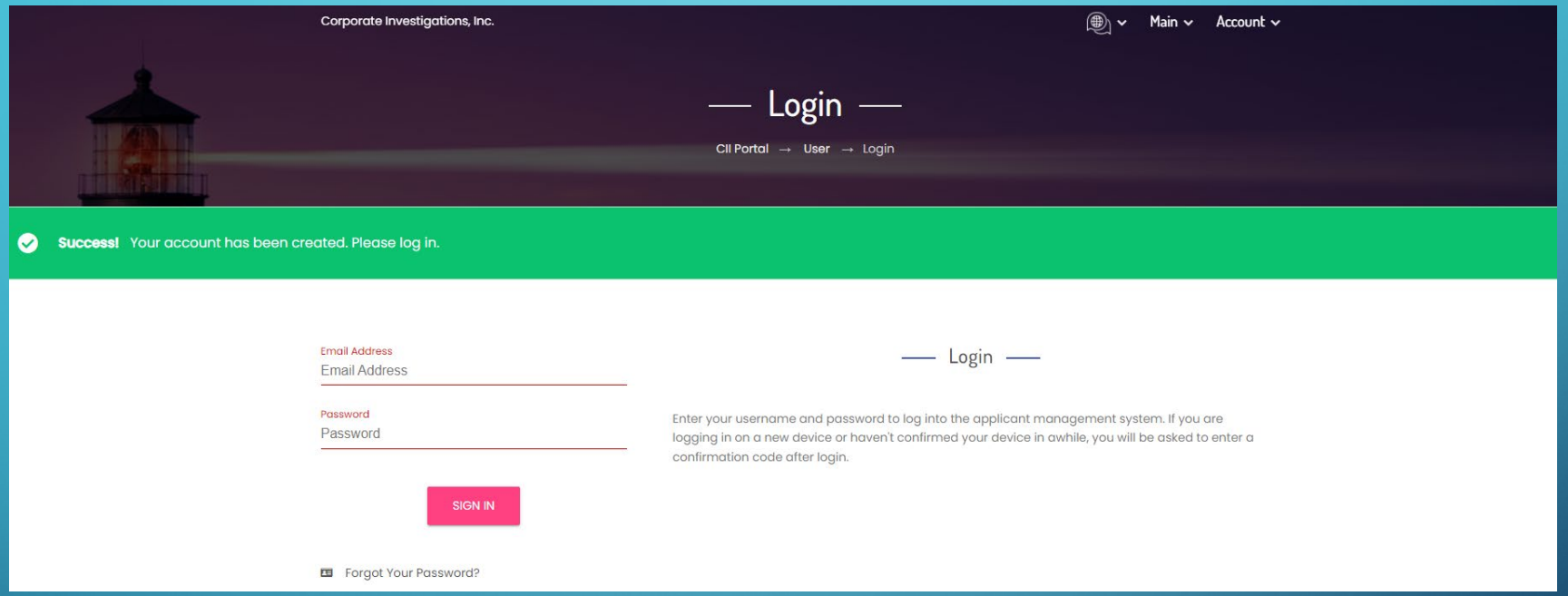
If you are resetting your password in order to access and application that you have received an email invitation, you will need to go back to that email and click on the first link that incudes the invitation code.

Click **Sign in now!** under **Already have an account?**

**Make sure Invitation Code is included with the login.



After successfully completing the registration, you will be taken to the log in page to complete the application.

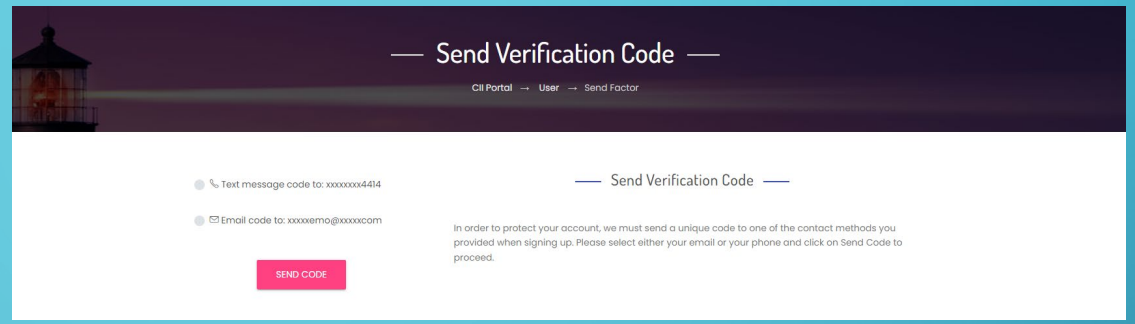


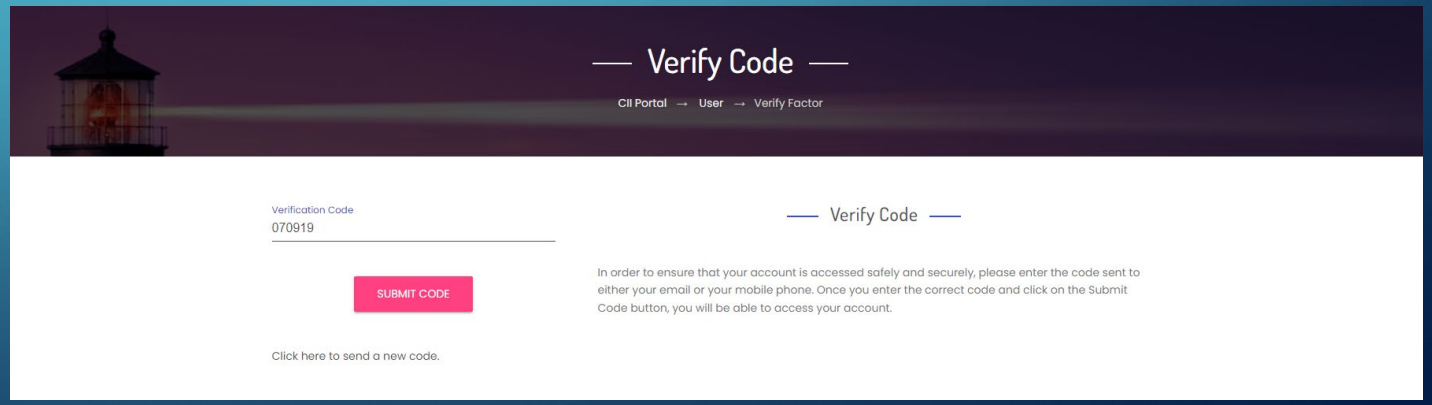
Enter the email address and password you created during registration

Click *SIGN IN*

Two-factor authentication is required to confirm your account

Select one of the options (email or mobile number) to have the Verification Code sent and *click* **SEND CODE**.



The code will be sent to the email address or mobile number that was provided during account set up.

Enter code and *click* **SUBMIT CODE**