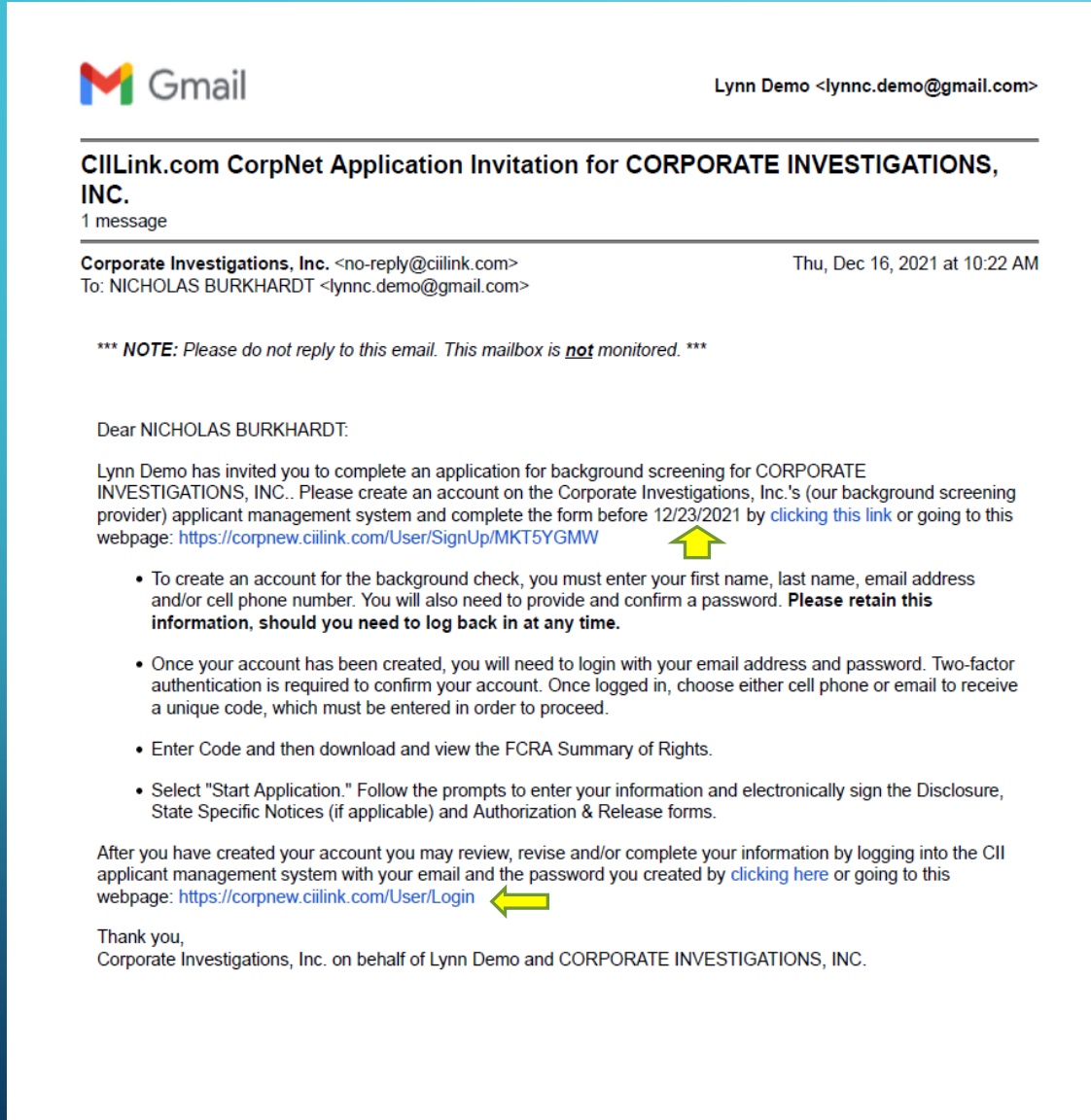


HOW TO ACCEPT AN INVITATION

CORPORATE
INVESTIGATIONS, INC.

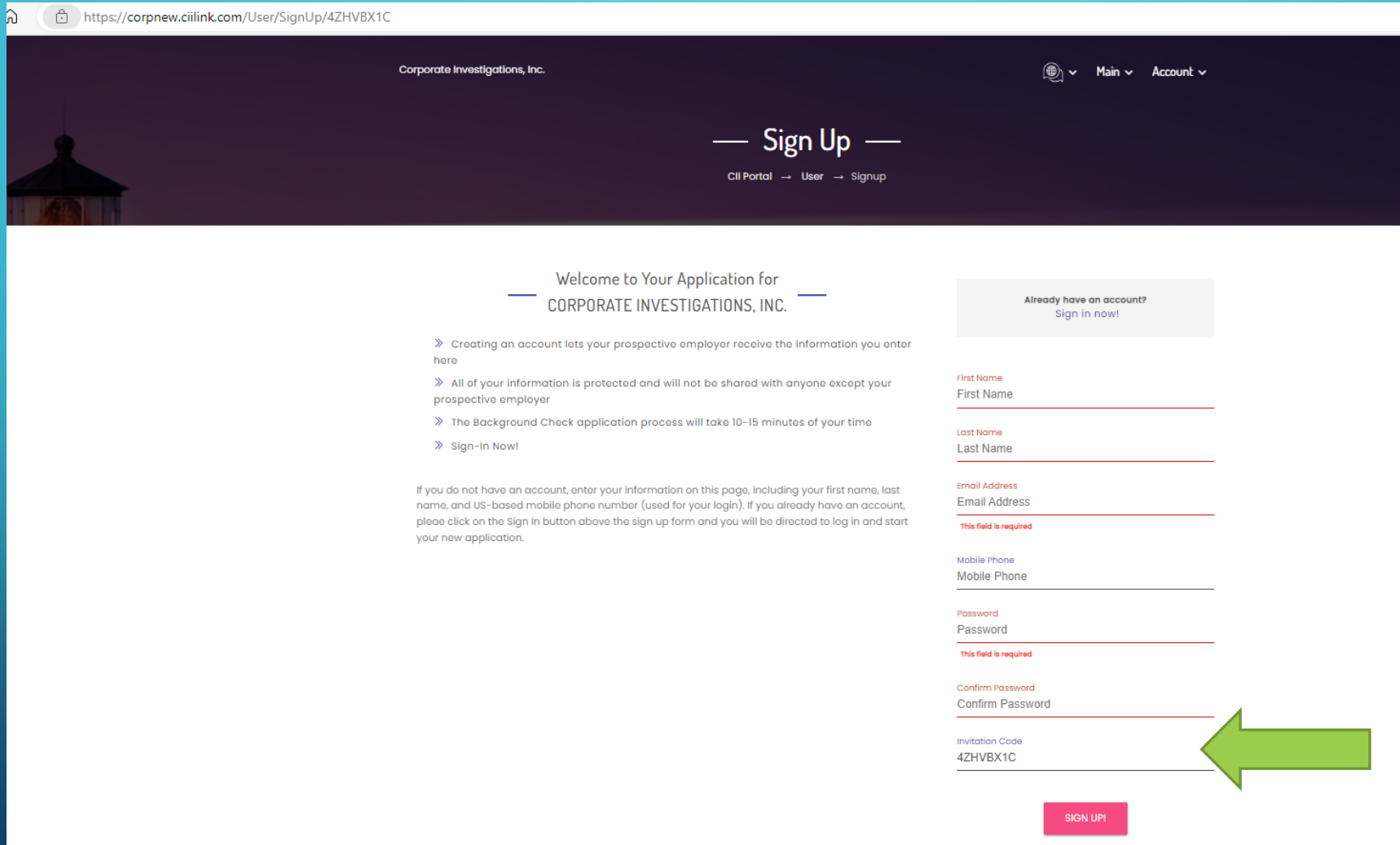
Sample Applicant Invitation Email



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 .



https://corpnew.ciilink.com/User/SignUp/4ZHV BX1C

Corporate Investigations, Inc.

— Sign Up —

CII Portal → User → Signup

Welcome to Your Application for
CORPORATE INVESTIGATIONS, INC.

- » Creating an account lets your prospective employer receive the information you enter here
- » All of your information is protected and will not be shared with anyone except your prospective employer
- » The Background Check application process will take 10-15 minutes of your time
- » Sign-In Now!

If you do not have an account, enter your information on this page, including your first name, last name, and US-based mobile phone number (used for your login). If you already have an account, please click on the Sign In button above the sign up form and you will be directed to log in and start your new application.

Already have an account?
Sign in now!

First Name
First Name

Last Name
Last Name

Email Address
Email Address
This field is required

Mobile Phone
Mobile Phone

Password
Password
This field is required

Confirm Password
Confirm Password

Invitation Code
4ZHV BX1C

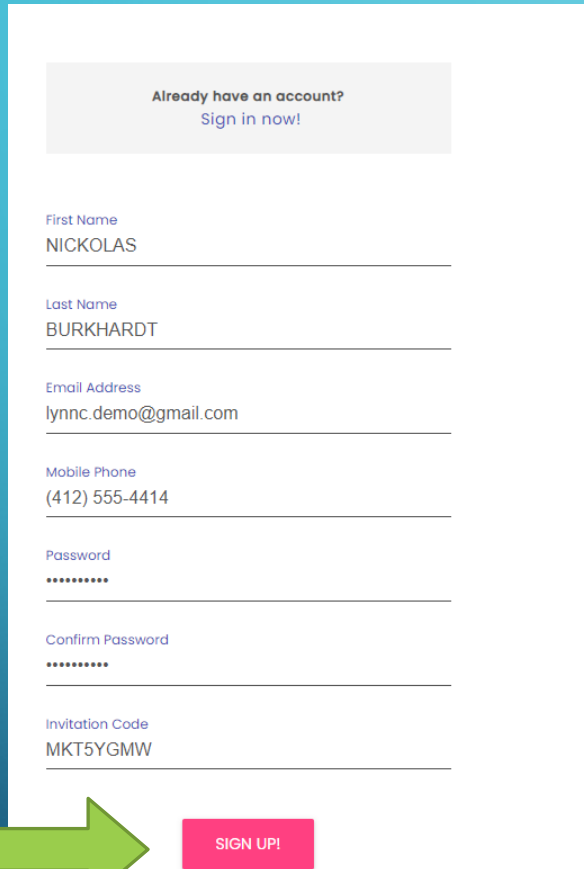
SIGN UP!

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.**



Already have an account?
Sign in now!

First Name
NICKOLAS

Last Name
BURKHARDT

Email Address
lynn.c.demo@gmail.com

Mobile Phone
(412) 555-4414

Password

Confirm Password

Invitation Code
MKT5YGMW

SIGN UP!

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.

 **Account Already Using This Email** An account using this email already exists. Click the "Sign in Now" link to create an application using your existing account or specify a different email address.

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

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

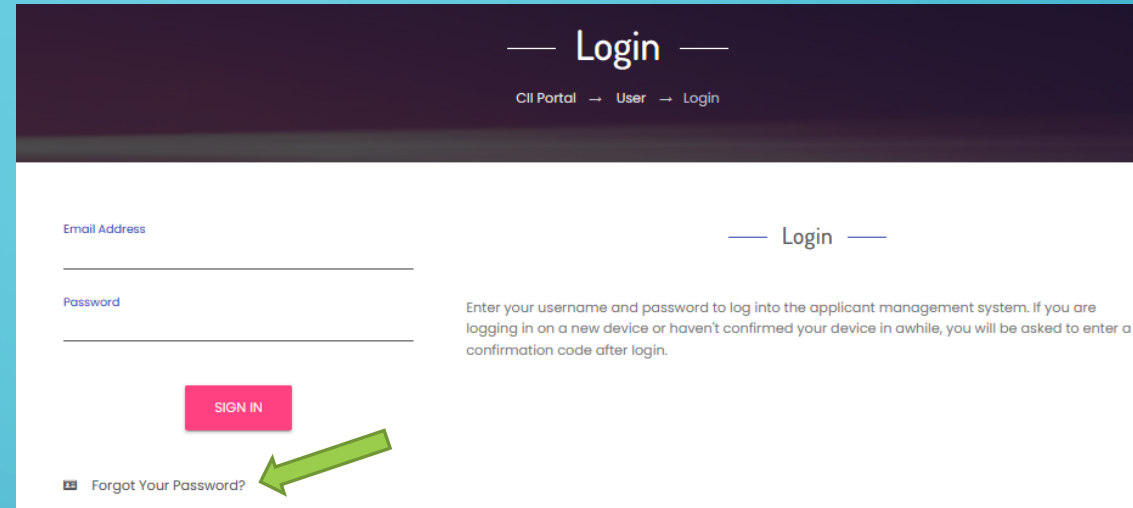
RESETTING PASSWORD

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

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

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

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



— Login —

CII Portal → User → Login

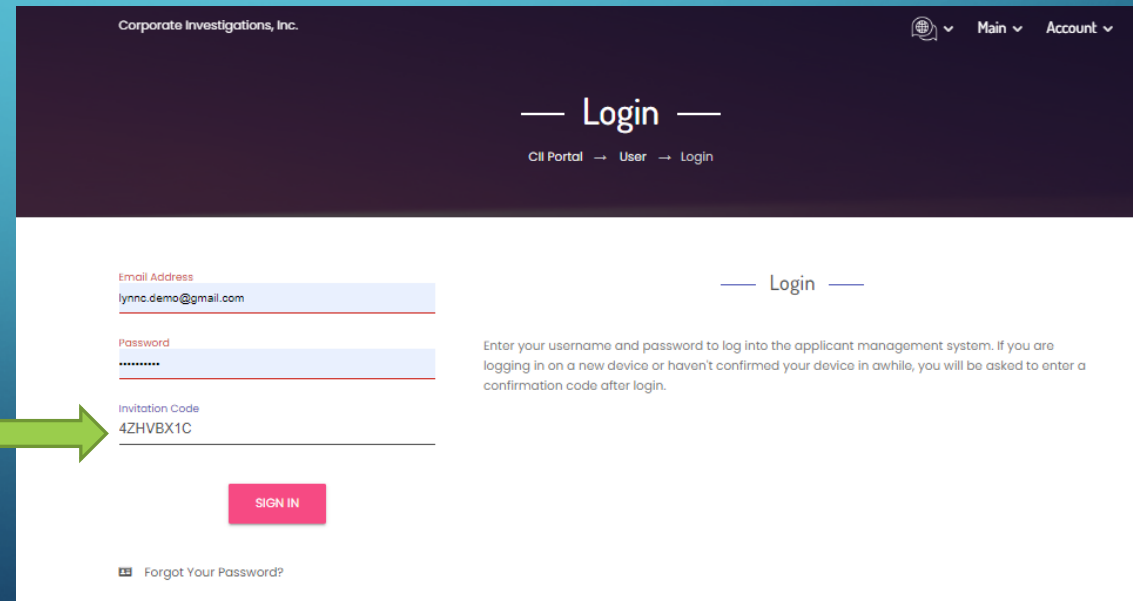
Email Address

Password

SIGN IN

Forgot Your Password?

Enter your username and password to log into the applicant management system. If you are logging in on a new device or haven't confirmed your device in awhile, you will be asked to enter a confirmation code after login.



Corporate Investigations, Inc.

— Login —

CII Portal → User → Login

Email Address

lynnc.demo@gmail.com

Password

Invitation Code

4ZHV BX1C

SIGN IN

Forgot Your Password?

Enter your username and password to log into the applicant management system. If you are logging in on a new device or haven't confirmed your device in awhile, you will be asked to enter a confirmation code after login.

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

Corporate Investigations, Inc.

— Login —

CII Portal → User → Login

✓ **Success!** Your account has been created. Please log in.

Email Address
Email Address

Password
Password

SIGN IN

[Forgot Your Password?](#)

— Login —

Enter your username and password to log into the applicant management system. If you are logging in on a new device or haven't confirmed your device in awhile, you will be asked to enter a confirmation code after login.

Enter the email address and password you created during registration

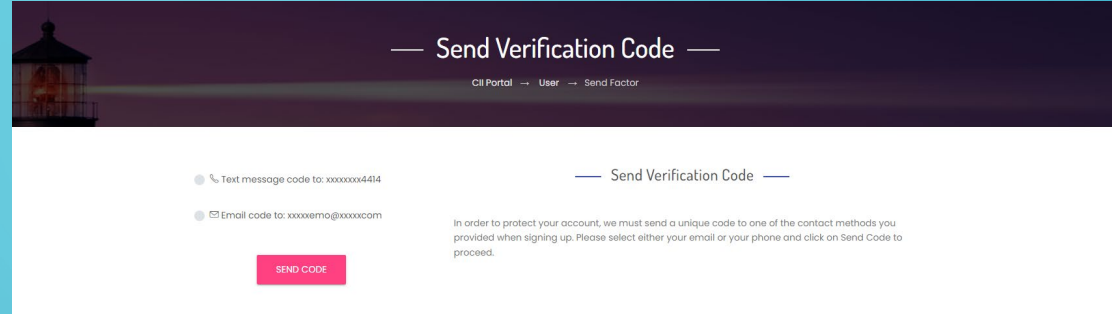
Click *SIGN IN*

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**



— Send Verification Code —

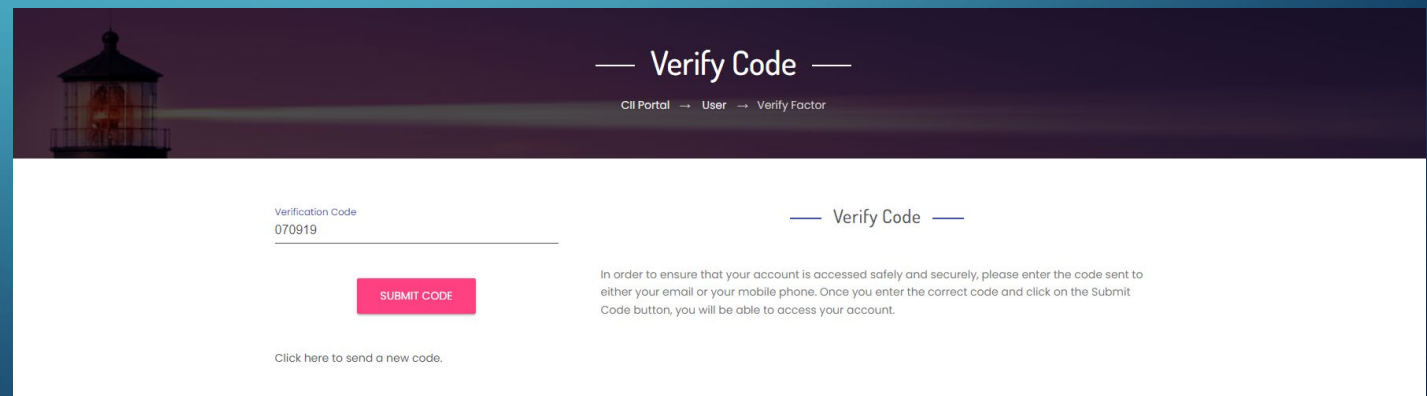
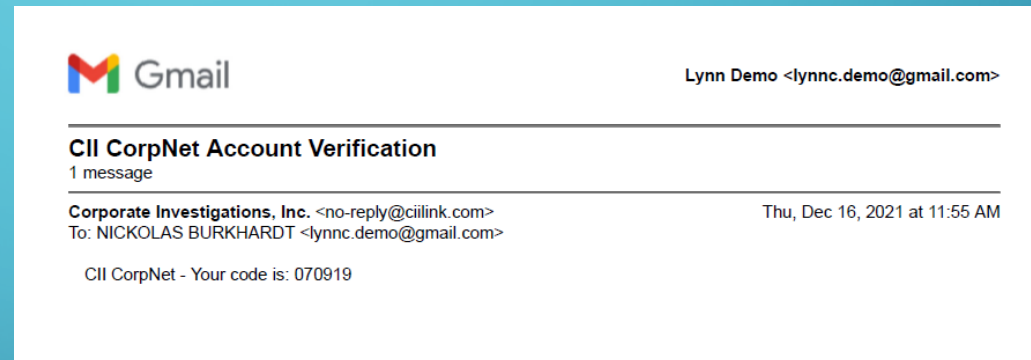
CII Portal → User → Send Factor

☐ Text message code to: xxxxxxx444

☐ Email code to: xxxxemo@xxxx.com

SEND CODE

In order to protect your account, we must send a unique code to one of the contact methods you provided when signing up. Please select either your email or your phone and click on Send Code to proceed.



— Verify Code —

CII Portal → User → Verify Factor

Verification Code
070919

SUBMIT CODE

Click here to send a new code.

In order to ensure that your account is accessed safely and securely, please enter the code sent to either your email or your mobile phone. Once you enter the correct code and click on the Submit Code button, you will be able to access your account.