

Go to Internet

Enter Myflfamilies.com

Click on Services

Click on Background Screening

Go to left side click on Clearinghouse provider Log-In

user name + password
Click on BOLD underlined Background screening

Click again on Background screening

Click on initiate screening upper page

Enter SS#

Enter last name

Hit Search located at the bottom of page

Add Employment position (Each one will have their own separate position follow same steps of SS#/last name)

Save to specified provider

REMEMBER ALWAYS HAVE TO INITIATE TO ADD ANOTHER PERSON

Click on employee Contractor roster (see if on roster)

To remove someone from Clearinghouse

Click on top Employee/Contractor Roster

Go to the person who you are removing and
Click on Edit

Put in date you want removed.