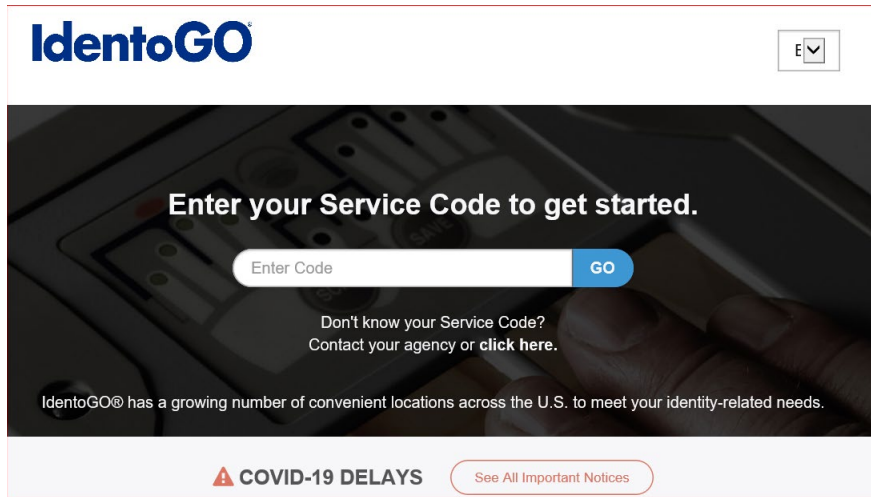


APPLICANT PRE-ENROLLMENT INSTRUCTIONS

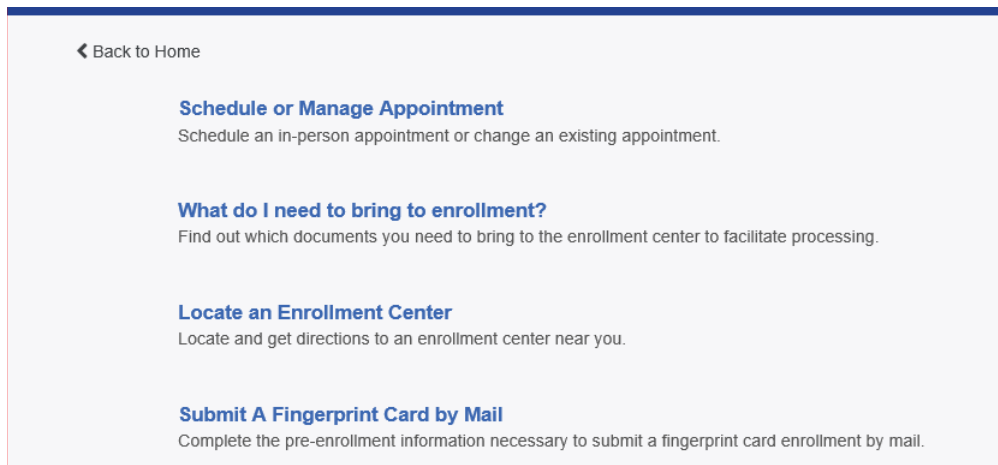
Go to the IdentoGO pre-enrollment site: <https://uenroll.identogo.com/>.

Step 1. On the main page enter the appropriate Service Code for which you are obtaining a background check.



The screenshot shows the IdentoGO pre-enrollment site. At the top left is the IdentoGO logo. At the top right is a dropdown menu with a downward arrow. The main content area has a dark background with a keyboard. The text reads: "Enter your Service Code to get started." Below this is a text input field labeled "Enter Code" and a blue "GO" button. Underneath the input field, it says: "Don't know your Service Code? Contact your agency or [click here](#)." At the bottom of the main content area, it says: "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." At the bottom of the page, there is a red triangle icon followed by "COVID-19 DELAYS" and a button labeled "See All Important Notices".

Step 2. Click on Schedule or Manage Appointment



The screenshot shows the IdentoGO pre-enrollment site page for "Schedule or Manage Appointment". At the top left is a link: "← Back to Home". Below this are four sections, each with a blue heading and a description:

- Schedule or Manage Appointment**
Schedule an in-person appointment or change an existing appointment.
- What do I need to bring to enrollment?**
Find out which documents you need to bring to the enrollment center to facilitate processing.
- Locate an Enrollment Center**
Locate and get directions to an enrollment center near you.
- Submit A Fingerprint Card by Mail**
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Important Note: The screens for Steps 3 through 9 may vary depending on the service code you enter when pre-enrolling for fingerprint services. The differences in the screens are determined by the reason for your background check.

Step 3. Name, DOB and method of contact

Name / Method of Contact UE ID / Date of Birth

Notes:

- Important!! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix
-- Choose One --

Date of Birth

* Date of Birth

* Confirm Date of Birth

* Method of Contact (at least one method is required)

Email

Confirm Email

Country Code

Phone 1

Country Code

Phone 2

* Preferred Method of Contact

Step 4. Employer - the fields on this screen are optional, depending on your program requirements.

Essential InfoEmployerCitizenshipPer

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

Employer Information

Employer Name

Country

Address Line 1

Address Line 2

City

State/Province

Postal Code

Step 5. Citizenship info

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth
United States

City of Birth
harrisburg

* State/Province of Birth
Pennsylvania

* Country of Citizenship
United States

Step 6. Personal information (1)

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process. Yes No

Step 7. Personal information (2)

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

* Required Fields

Personal Information

US Metric

* Height ft in * Weight lbs * Hair Color -- Choose One -- * Eye Color -- Choose One --

* Preferred Language (Receipts & other communication) English * Gender -- Choose One -- * Race -- Choose One -- * Ethnicity -- Choose One --

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Step 8. Mailing address

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country
-- Choose One --

* Address Line 1

Address Line 2

* City

* Postal Code

Step 9. Verifiable document selection

Documents

* Document
Driver's License issued by a State or outlying possession of the U.S.

* Does the name you are enrolling under match the name on all documents selected?
 Yes No

Bring the following Required Identity Documents to your enrollment:

1. Driver's License issued by a State or outlying possession of the U.S.

Step 10. In the "Search for an Enrollment Center" field enter the "Special" Mobile Event Location Code provided to you by your Mobile Event Coordinator.

* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Step 11. When the search results are returned identifying the location of the Mobile Event click on Next.

* Required Fields


Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Use My Location

Location	Address	Next 7 Days	Distance
▼ Allentown,		63 appointments available	55.63 mi
<p>📍 Department of Human Services Allentown CedarBrook Nursing Home Allentown, 18104-5708</p> <p>Hours: Wednesday: 09:00 AM - 12:30 PM & 01:30 PM - 05:00 PM</p>			



Step 12. Select a date and time for a fingerprint appointment and click Submit.

Documents > Location > **Date and Time**

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One --
Select Time: -- Choose One --

Location Details:

📍 Department of Human Services
350 S CedarBrook Rd
Allentown CedarBrook Nursing Home
Allentown, PA 18104-5708