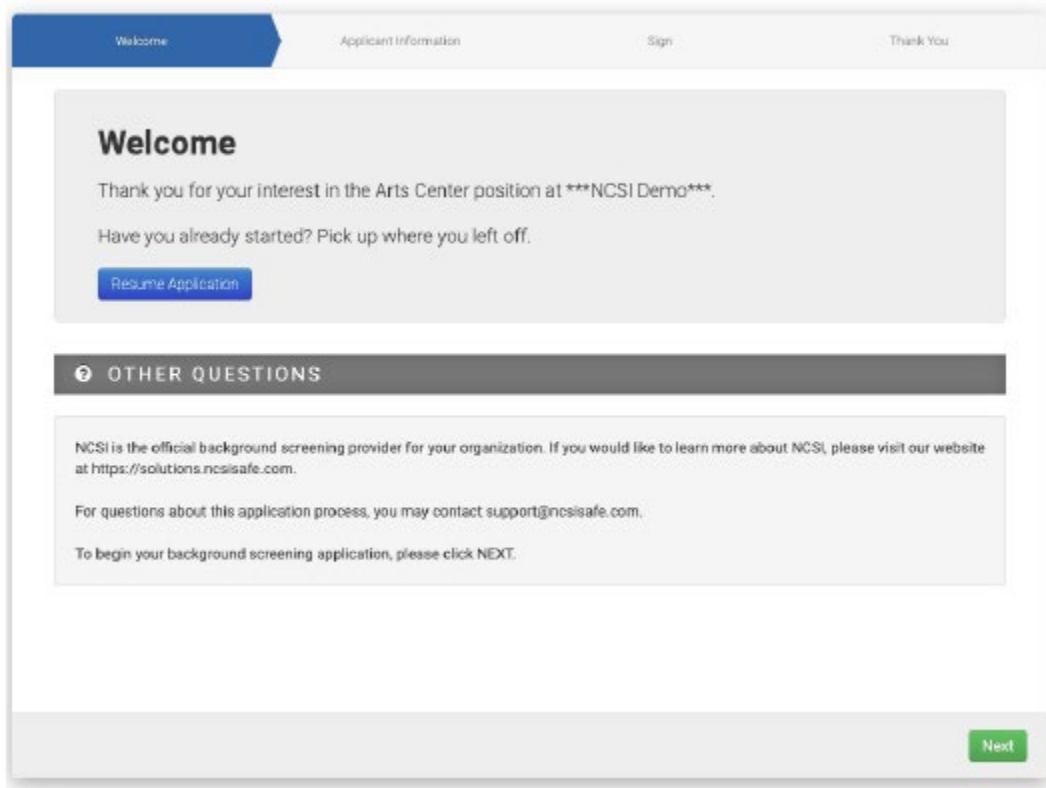


Bay Gun Club

Background Screening User Guide

Step 1: Navigate to the follow website: <https://baygunclub.quickapp.pro/>

Step 2: After clicking on the provided registration link, you will be directed to the *Welcome Page*. In order to begin the background screening application you will Click “Next”.



The screenshot shows a web application interface with a progress bar at the top containing four steps: "Welcome", "Applicant Information", "Sign", and "Thank You". The "Welcome" step is currently active and highlighted in blue. Below the progress bar, the main content area has a heading "Welcome" followed by a message: "Thank you for your interest in the Arts Center position at ***NCSI Demo***." Below this message is a sub-message: "Have you already started? Pick up where you left off." and a blue button labeled "Resume Application". A dark grey horizontal bar with a white question mark icon and the text "OTHER QUESTIONS" is positioned below the main content. Underneath this bar, there is a light grey box containing three lines of text: "NCSI is the official background screening provider for your organization. If you would like to learn more about NCSI, please visit our website at <https://solutions.ncsisafe.com>." followed by "For questions about this application process, you may contact support@ncsisafe.com." and "To begin your background screening application, please click NEXT." At the bottom right of the page, there is a green button labeled "Next".

Step 3: After clicking Next, you will begin filling out your information including full legal name, date of birth, SSN, and current address. Then you will click “Next”.

Welcome Applicant Information Sign Thank You

APPLICANT INFO

TO AVOID DELAYS IN THE RETURN OF YOUR BACKGROUND SCREENING RESULTS, PLEASE MAKE SURE YOU:

- Enter your LEGAL name as it appears on your current valid government-issued ID.
- DO NOT use nicknames (ex. Rob for Robert, Sue for Susan).
- Double-check your entry for accuracy before continuing with your submission.

Name * DOB *

First Middle Last []

Email * SSN *

[] []

Phone *

[]

ADDRESS HISTORY

The application will accept only the two-letter state abbreviation in the ST field (ex. CO for Colorado).

CURRENT

Domestic International

Address *

Street []

City [] ST [] Zip []

Back Next

Step 4: Make the appropriate selections from the State and City Notices menus indicating where your participation is located and your current residence, and click “Next”.

The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Welcome', 'Address History', 'Sign' (which is highlighted in blue), and 'Thank You'. Below the navigation bar is a dark grey header with the text 'STATE AND CITY NOTICES'. The main content area contains the following text and form elements:

I certify that I am an individual seeking prospective or continued employment to work in:

I am a resident of:

At the bottom of the form, there are two buttons: a grey 'Back' button on the left and a green 'Next' button on the right.

Step 5: You will be provided various background screening disclosures including but not limited to the following:

- Electronic Signature Consent
- Disclosure Regarding Background Investigation
- A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)
- Applicable City and State Notices
- Acknowledgement and Authorization for Background Check

Each NCSI disclosure requests certification by entering Name, clicking a checkbox, providing the last 4 digits of SSN or a combination of these actions . Depending on the State and City selected by the registrant, various applicable disclosures will be provided that require similar acknowledgment. The last page the registrant signs will provide the option to click a checkbox to receive a copy of their completed background screening results. The most-up-to date NCSI disclosures can be reviewed by contacting support@ncsisafe.com .