**MVR Check Process – Single Employee Upload**

Any charges/fees associated with running a Motor Vehicle Record (MVR) is the responsibility of the employing department and will be billed monthly by Transportation Services. The charges vary by State; however, departments should prepare for the average fee of $5.50 per record check.

Navigate to First Advantage

<https://enterprise.fadv.com/>

Sign in with ClientID *233291*,

Your UserID, and Password



Agree to the notice that is displayed



On the left hand pane click on **Employment Screening** to expand that menu, then **New Order**



The first page you will see is a tab labeled ORDER.

Here the section labeled Requestor Information should auto populate your data.



Scroll down and click the drop down menu for **COUNTRY** and select *United States*. Enter *FORT COLLINS* in the space for **City/Municipality**. Now click the drop down menu for **STATE/REGION** and select *Colorado.*



Under the section labeled Package Selections click the drop down labeled **CUSTOM PACKAGE** and select *Mvrs.*



At the very bottom of the page click the **NEXT** button.



The tab labeled SUBJECT will now open. Here you need to enter the information of the person for which we want to have the MVR check completed. All fields marked with a RED asterisk are required. \**It is also highly recommended to enter the Birth Date as well for accuracy and speed of results\*.*



Change the radio button to *NO* for the Social Security Number



Scroll to the bottom of the page and click the **NEXT** button



This next tab is for the Driver’s License information. Here you need to fill out all the fields displayed. The license type should be *NON-COMMERCIAL*.





Once filled out click **NEXT** at the bottom



The next screen is for uploading documents. On this page we simply click the **NEXT** button at the bottom of the screen.



The last page is for reviewing the information entered for the MVR. Here you can check the accuracy of the information that was entered on the previous screens by click on the + icons.



The last step is to click the **SUBMIT** button at the bottom of the page.



After clicking the SUBMIT button you should see a window appear confirming that the MVR has been successfully submitted.

