Gateway Technical College
Step-by-Step Instructions for Order Placement

Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

✔ View your order results
✔ Manage the requirements specific to your program
✔ Complete tasks as directed to meet deadlines
✔ Upload and store important documents and records
✔ Place additional orders as needed

1. To place your order, go to www.certifiedprofile.com.

2. In the “Place Order” field, enter the package code provided for you on your student instruction form, and click “Go”.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST 888-914-7279 or cpservicedesk@certifiedprofile.com
Instructions for Order Placement

3. Once you have clicked “Go”, you will be prompted to review package details including:
   - Your Package Code
   - The Package Contents
   - Total Package Cost
   - Additional Information if Applicable

Please Review

Certified Applicant Prepay Electronic Test Account includes the following package contents:

Package: CEO3demo077
Certified Drug Test
Nationwide Wants and Warrants
Residency History
Verification Employment
Verification Reference
Fingerprint
Abuse
Medical Document Manager Annual CRR

Note that this is a demo package and is only an example. Your package contents may be different.

The total cost of your package will display here.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
Instructions for Order Placement

4. You will also need to review the Terms and Conditions on this page and check the boxes that display.

- “I understand that my package may require CertifiedProfile to conduct additional searches that may result in additional fees.”

- “I have read, understand and agree to the CertifiedProfile Terms and Conditions of Use.”

5. Once you have accepted the Terms and Conditions, click “Continue”.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
Instructions for Order Placement

6. You will then be directed to the “Place Order” process where you will create your CertifiedProfile account and complete your order. Enter your personal information in the first page that displays. Note that required fields are marked by an asterisk (*).

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
7. Next, enter your “Personal Identifiers” and “Student Information”.

<table>
<thead>
<tr>
<th>PERSONAL IDENTIFIERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number: *</td>
</tr>
<tr>
<td>Date of Birth: *</td>
</tr>
<tr>
<td>Sex:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
</tr>
<tr>
<td>Degree/Certification:</td>
</tr>
<tr>
<td>Expected Date of Graduation:</td>
</tr>
</tbody>
</table>

* Indicates required information

8. When you have completed the requested fields, hit “Next”.

9. On the next page, you will finish setting up your CertifiedProfile account by creating your password.
10. Your email address will be your username for your CertifiedProfile account. This field will auto-fill with the email you provided on the previous page under “Personal Information”. Note that you cannot enter a different address here than the email address you entered on the previous page under “Personal Information”. Create a password for your CertifiedProfile account, and then hit “Create Account”.

CertifiedProfile is committed to securely storing your information. As shown below, your CertifiedProfile username is your email address. Please also create a password and choose a security image. These credentials will be required to access your account in the future.

**Email Address:**
Your email address, which will also be your username.

**Account Password:**
Password used to log in to your account.

Your CerifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
Instructions for Order Placement

11. After you have created your account, you will be presented with the following page:

![Order Placement Page]

12. This is where you will enter any maidens or aliases you have had. Click “Add Another” if you have had multiple maidens and/or aliases.

![Additional Names Page]

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
13. Enter any previous addresses next. Select “Add Another” if you have lived in multiple locations.

14. If you do not have any previous addresses or any maidens or aliases, simply check the boxes for “I do not have any additional names” and/or “I do not have any additional addresses”. The related fields will no longer display, and you can continue by hitting “Next”.

Please Note: At any point you can click “Go Back” to return to the previous screen; however, once you are directed to the previous page, you will have to click “Next” to continue back through the order process.
15. The next page will show you a list of the products in your package. The drop-down next to “Name” for each product will auto-fill with the name you provided under “Personal Information” on the first page of the order process.

16. Review, and hit “Next”.

Your CerifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
Instructions for Order Placement

17. You will be taken to the “Order Review” page, which contains the following:
   - School Name
   - CAC
   - Personal Information:
     - Your Name
     - DOB
     - SSN

ORDER REVIEW

School Name: Certified Applicant Prepay Electronic Test Account
CAC: CE03

Personal Information:
Your Name: Jane Smith
DOB: 01-05-1980
SSN: 123-45-1234

Note that this is a demo account and does not reflect any student’s actual personal information.

18. This page will also display what your “Order Includes”. This information is presented with your package code followed by each product included in the package. Beneath each product name will be your name (the name the product will search) and an “Edit” icon.

ORDER INCLUDES

CE03demo77
Certified Drug Test
Name: Jane Smith

Nationwide Warrants and Warrants
Name: Jane Smith

Residency History
Name: Jane Smith

Note that this is a demo package and is only an example. Your package contents may be different.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
Instructions for Order Placement

There is also a space below for any notes you may need to enter. (It is rare that you would need to use this.)

19. Hit “Next” to submit your order and view your Order Confirmation.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-6pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
Instructions for Order Placement

20. Now that your order is complete, on hitting “Next” from the Order Confirmation page, you will gain access to your CertifiedProfile account.

With your CertifiedProfile, you can:

- View compliance requirements
- Complete tasks as directed and meet deadlines
- Upload and share important documents and records

21. You can return to your CertifiedProfile at any time by going directly to www.certifiedprofile.com. Log in using your email address as your “Username” and the password you entered during online order for your “Password”.

If you have any questions or concerns regarding the ordering process or your To-Do Lists, please contact a CertifiedProfile Service Desk Representative by clicking on the “Live Chat” link in the top right hand corner of your screen, or contact us by phone or email using the information provided at the bottom of each page.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com