complio
by American DataBank
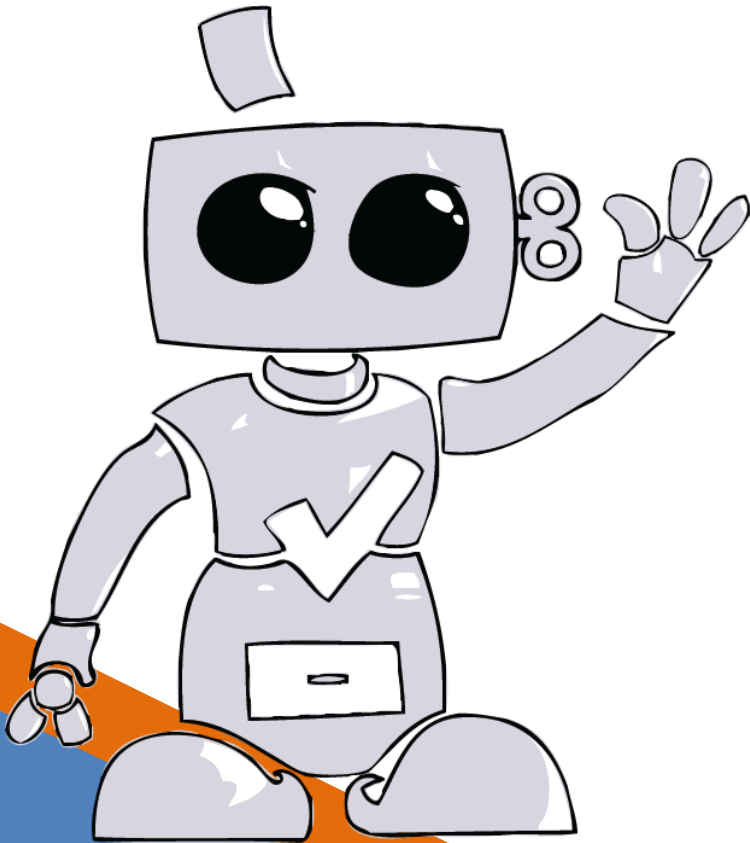
Screening Student User Guide

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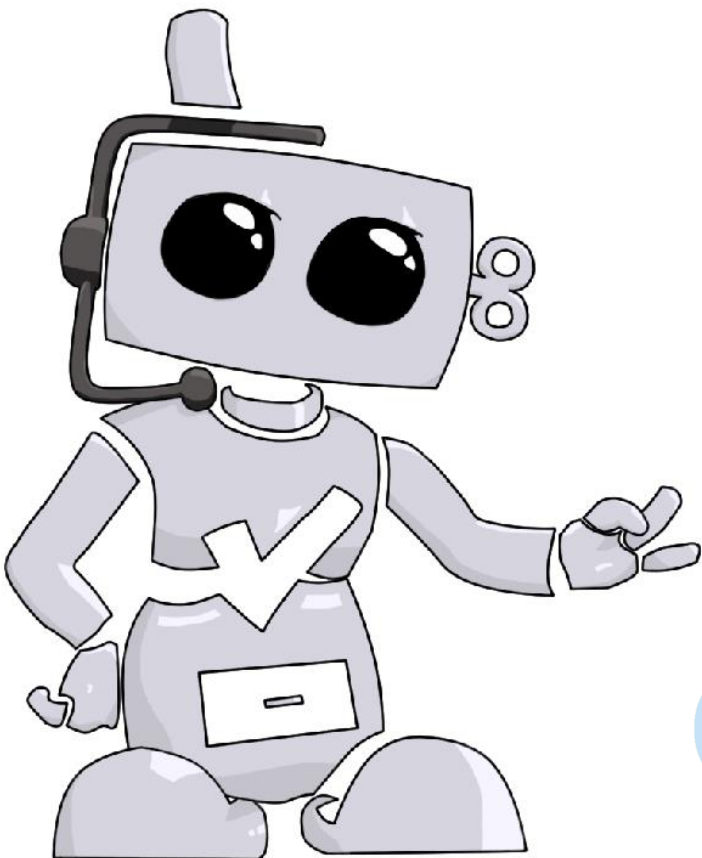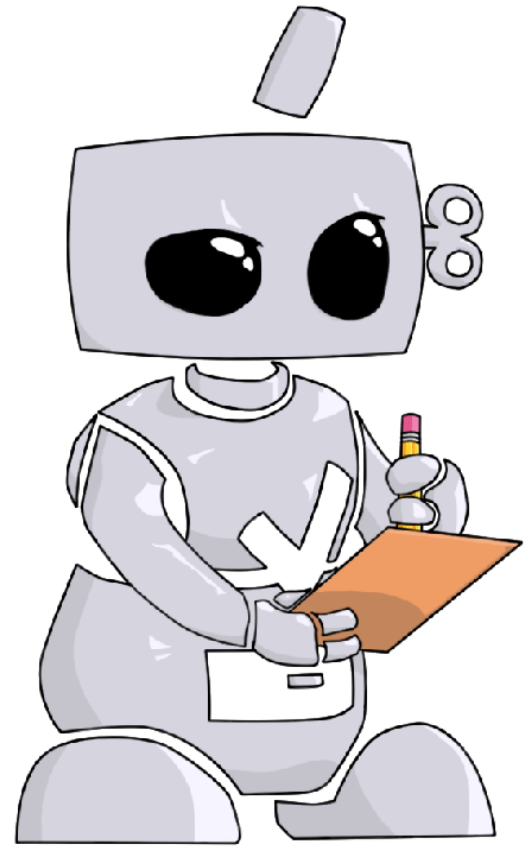
complio

What Is Complio?

Welcome to Complio Screening! This user guide is to be a resource in using Complio Screening, but American DataBank is a phone call or message away. We are always happy to help!

1. Complio Screening is a program utilized to place Background Check, Drug Screening, and FBI Fingerprint orders. This is stored in a centralized location, allowing users easier access to their information.

2. Our goal is to make Complio a convenient and efficient process for all users, allowing you to easily enter your information and providing you a transparent view into your ongoing status.
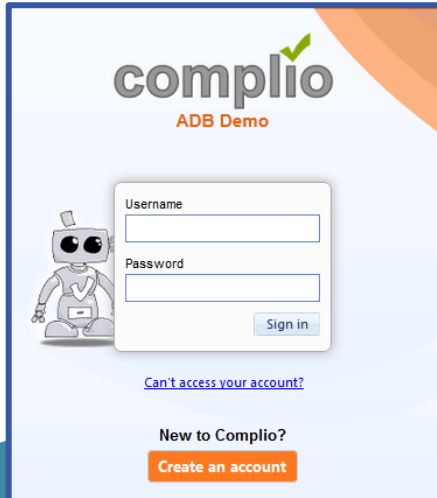
The Process

The **Complio** process is simple and straight-forward with four basic steps to complete:

1. **Create** your account
2. **Enter** your personal details
3. **Sign** provided forms
4. **Submit** your order

Steps to Creating an Account:

> **1** ©American DataBank has created a unique URL specific to your institution. The splash page on the site will direct you to the Complio login and account creation page.

> **2** Once you arrive at the URL, you will click **Create an Account**

Password should meet the following criteria-
- ✓ Should not have blank spaces
- ✗ Should have at least one digit [0-9]
- ✗ Should have at least one capital letter [A-Z]
- ✗ Should have at least one special character [@#$%^_+~!? \':/,.()[]-]
- ✗ Should have 8 to 15 characters.

3
- You will create a unique username and password. You may click the **Check** button in order to check the availability of your chosen username.
- As you meet the criteria for a secure **Password**, the red circles ✗ will turn to green circles ✓ with a checkmark.
- Please enter your information in all the required fields marked with an asterisk* and enter the Verification Code at the end. Press **Create Account & Proceed** to finish.
- Complio sends an email to the email address you used during the account creation. You *must* click on or copy and paste the activation link included in that email to proceed.
  - **Please note:** This process validates your account's security and also confirms the email to which Complio alerts will be sent thereafter.

Steps to Placing an Order:

1 Once your account has been **activated**, you may now log in to Order a Subscription. **Please note:** Creating an account and ordering a subscription are two different processes. To purchase a subscription, you must log in using your username and password and then click **Order Subscription.**

Welcome!

Welcome to the COMPLIO community. Your account is now setup, and you are ready to place your order! Just click on the **Order Subscription** button below to get started.

COMPLIO will guide you through a series of questions about your educational experience. Your responses will determine your COMPLIO account settings.

Once you login, your COMPLIO account will walk you through the process required for you to be COMPLIANT. Help is always available – just use the Communication Center at the top left of each screen. Or, you can call us at (800) 200-0853.

| Order Subscription | Go to Dashboard |

Create Order

Institution Name: St. Thomas University
Select State: --SELECT--

Load Packages

2

Select from the dropdown menu(s) the applicable fields in order to load your particular package(s).

Please choose the required packages.

Click **Start Order** to proceed to your Personal Information and Residential History page.

Identifying Information   ****DO NOT choose BSN choose RN-BSN

Institution Name: ADB University
Select State: Florida   Select Campus: Main   Select Program: RN-BSN
Select Class: 1st

Load Packages

Packages

Page size: 50

Package Name	Package Type	Price
St. Thomas University Package	Tracking	$39.00
Drug Screening	Screening	$36.00
Background Check	Screening	$59.00
SSN Validation	Screening	$4.00
Rescreening ⇦ **Only if you missed the first Drug Screening**		$36.00

3

©American DataBank LLC. Questions? Email us at complio@americandatabank.com or call 1-800-200-0853

3 You will have the opportunity to edit any of your **Personal Information** before proceeding with your order. Below **Personal Information,** you will enter your **Residential History** based off the Instructions provided. Fields with the asterisk***** are required.

Personal Information

First Name:*	Jessica	Middle Name:	Last Name:* Test
Alias First Name:		Alias Last Name:	Add
Gender:*	Female	Date of Birth:* 12/18/1988	Social Security Number:* 111-11-1111
Phone:*	(303)-573-1130	Secondary Phone: (__) __-__	
Email:	jmcwhirt@americandataban k.com	Secondary Email:	Confirm Secondary Email:

You can edit your email address by clicking Edit Profile on your dashboard.

Address 1:*	110 16th Street	Address 2:	8th Floor
Country:*	UNITED STATES	State:* Colorado	City:* Denver
Zip Code:*	80202	County:* Denver	
Resident From:*	1/1/1990		
Send Background Report:*	☑ Yes,please send me a copy by e-mail.		

Residential History

Residential History Instructions: Please provide your residential history for the past 7 years.

➕ Add New Address

Resident From	Resident until	Address

No records to display.

Residence - Previous

Country:*	UNITED STATES	State:*	--Select--	City:*	--Select--
Zip Code:*	--Select--	County:*	--Select--		
Resident From:*	Select a date (From	Resident Until:*	Select a date (To)		

💾 Save   ✖ Cancel

☑ Save personal information changes to account profile.

⬅ Restart Order   ➡ Continue

4 There may be an option to select a **Drug Screen Location** depending upon your choice of package(s) at the beginning of the order.

You can change the zip code depending upon your location preference. You will have to select a site by clicking on the box next to the address. Click **Next** to confirm, then **Finish.** You will see your Registration ID, then you will have to click **Continue**.

After you have completed your online order application American DataBank will email you Drug Screen Registration confirmaton.
If you have paid for your background check via money order, American DataBank will not email your Drug Screen Registration confirmation until this has been received.
Detailed instructions on how to complete this portion of your background check will be included in your Drug Screen Registration confirmation.
Once you register for a location you may go to another location if you choose to as long as it is the same vendor who is doing the drug screen.
If you have additional questions please call American DataBank at 1-800-200-0853.

Electronic Drug Screening Registration - Select a Drug Screening Location

Choose a Test Site

Panel Name: 10-Panel Urine
Zip Code: 80202   Distance: 35 ▼   Find Sites

In Network Sites

Address	Distance	Lab
695 S Broadway Denver, CO 80209 (303) 899-6750	3.3	Quest
499 E HAMPDEN AVENUE, SUITE 290 ENGLEWOOD, CO 80113 (303) 761-0707	7.5	LabCorp
1550 S POTOMAC, SUITE 325 AURORA, CO 80012 (303) 369-7804	9.3	LabCorp
1411 S Potomac St Suite 290 Aurora, CO 80012 (303) 283-0838	9.6	Quest
11310 Huron St Suite 220 Northglenn, CO 80234 (720) 929-2433	10.4	Quest
12213 PECOS STREET, SUITE 600 WESTMINISTER, CO 80234 (303) 657-5418	10.6	LabCorp
6179 S Balsam Way Suite 240 Littleton, CO 80123 (303) 904-9926	11.4	Quest
799 Highway 287 Suite F Broomfield, CO 80020 (303) 466-2391	13.4	Quest

● Quest   ● LabCorp   ● ZipCode 80202

Previous   **Next**   Finish

🔄 Refresh

If the location selection control above doesn't load within 30 seconds, please click the Refresh button to try again.

⬅ Restart Order   ➡ Continue

Disclosure Form

Consent Required for Participation in Clinical Rotations

As part of our curriculum, you will have an opportunity to gain practical, hands-on experience through a training/observation program with one of the clinics where we place our students.

By means of this Consent we request your permission to disclose, directly or through our agents, any of your records maintained at the Institution, including personally-identifiable health and medical information, to the group of clinics, hospitals, health care organizations, auditing agencies and other entities with whom we do business for the purpose of placing you in a clinical programs.

Should any portion of your record be deemed by you to be incorrect, or if the disclosure of such would be considered a breach of personal privacy, you may request removal of such record by submitting a written notice describing the items you want removed from your records.

I hereby consent to the disclosure of my personal health information and records for the purposes stated above.

Applicant Signature _____   Date _____

☑ I have read and agree to the above Disclosure & Authorization form(s)

Clear Signature

Test

⬅ Restart Order   ✓ Accept

5 After reading the Disclosure and Authorization form, you can sign the form by holding down the left button of the mouse and dragging the cursor.
You will have to click **Accept** and then **Proceed** to reach the **Order Review**.

You will have one last chance to edit your **Profile** before continuing to pay for the order.
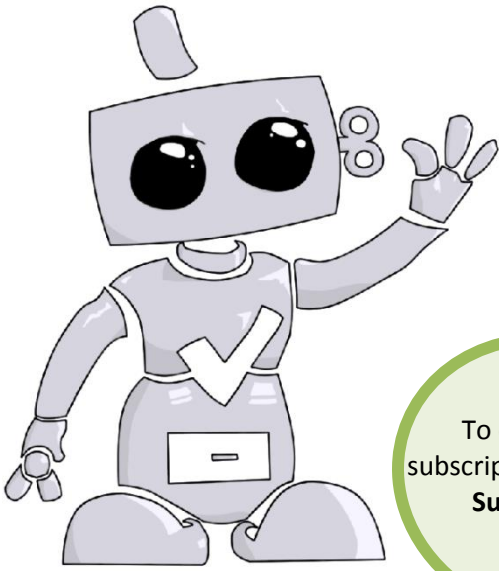
Applicant Dashboard

After you placed your order, you will receive a confirmation email notifying you that your payment has been processed. Upon logging in to your account, you will arrive at the Applicant Dashboard. You may access different areas within Complio from this main page.

To order a new subscription, click **Order Subscription.**

Click **Edit Profile** to edit any of your personal information.

Click the **Order Number** in blue to review the details of your order. To view all past and present orders, click **View All Order History.**

My Tasks

View Task	Description
Order Subscription	Click here to order your subscription.

Item Name	Package Name	Compliance Status

My Profile

Profile	Name	Phone	Address
Main Profile	Jessica Testing	3035731130	110 16th Streeet
Last Billing Profile	Jessica Testing	3035731130	110 16th Streeet

Edit Profile

My Order History

Order Number	Order Date	Price
1065	10/08/2014	$0.00

Create New Order   View All Order History

My Recent Messages

From	Subject	Receive Date
non-reply@americandatabank.com	Order Has Been Created	10/08/14 12:25:01 PM
non-reply@americandatabank.com	Payment Confirmation	10/08/14 12:25:00 PM
non-reply@americandatabank.com	Profile Changed	10/08/14 12:24:59 PM
non-reply@americandatabank.com	American DataBank-Pending Order	10/07/14 11:00:37 PM

Go To Communication Center

My Compliance Tracking

Package Description	Compliance Status	Sub

View All Subscriptions

If you order a Compliance Tracking Subscription, you may enter data for your requirements through here.

Any important messages from Complio will be found in the Communication Center.

Questions?

©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your status.

Email: complio@americandatabank.com

Phone: 1-800-200-0853
                    Live Service: 7am-6pm MT Monday-Friday

Address: 110 16th Street
                    Suite 800
                    Denver, CO 80202

LiveHelpNow: Click on the "Get Help" button on the side of your Complio Dashboard to send one of our representatives a message.

GET HELP

???

Submit a ticket

Find answers
Please search our knowledge base for answers or click [More options]

Powered by LiveHelpNow