RISC Set-Up Guide

Your IntelliCorp Background Screening Account

- Once you register for your account with IntelliCorp you will be contacted by IntelliCorp Account Manager Michelle Gibson. All inquiries for your account can be sent to RISC@intellicorp.net.

- Michelle will review all products and services needed on your account and assist you with necessary paperwork for gaining access to:
  - Client Portal
  - MVR Reports
  - I9
  - E-Verify

- You'll be required to take a live or automated training session in order to activate your account:
  - Click here to view the live training schedule.
  - Or, upon receiving your account password, you'll have access to take an automated training session.

- Once training is complete, if additional instruction for the client portal and/or results center is needed please contact Michelle Gibson at RISC@intellicorp.net.

- When you need to rescreen clients one year after account implementation, Michelle will create a rescreen account for you at a discounted rate. Only subjects screened the through the initial background check can be run after their one-year anniversary (at the discounted rate).