

## Background Check Authorization

### Pre-Hire User Guide - Mobile

Upon acceptance of a position with Sarah Bush Lincoln, you will receive a request for a background check. Please follow the steps below carefully.

1. You will receive an email from Bushue Background titled "Username and Password from Sarah Bush Lincoln Health Systems". Click the highlighted link and login with the information provided at the bottom of the email.
2. Once logged in, enter the required information, including Name, Date of Birth, Social Security Number, and Driver's License (if applicable).
3. Select "I agree" at the bottom of the page, then "SUBMIT ORDER"

1

Username and Password from Sarah Bush Lincoln Health Systems

Inbox

info 3:15 PM

to me

As part of the new hire process, Sarah Bush Lincoln Healthcare Systems (SBLHS) conducts background checks on employees and prospective candidates. The employment of any applicant or any offers of employment are contingent upon the successful completion of a background check.

This background check will be performed by Bushue Background Screening, a consumer reporting agency. Bushue Background Screening will conduct this check in compliance with the Fair Credit Reporting Act (FCRA). Please review your rights under the FCRA here.

[https://files.consumerfinance.gov/f/documents/bcfp\\_consumer-rights-summary\\_2018-09.docx](https://files.consumerfinance.gov/f/documents/bcfp_consumer-rights-summary_2018-09.docx)

After reviewing your rights under the FCRA, please log into Bushue Background Screening's secure on-line system using the information provided at the bottom of this email. The username and password are case-sensitive, and it may be easiest to copy and paste them. Once you've logged in with your temporary ID, please enter all of your information into the requested fields. Failure to do so may delay your background check and may impact your employment status with SBLHS.

2

Last Name

Bush Lincoln

Street Address

1000 Health Center Dr

Current Residence - Full Street Address

City

Mattoon

Current Residence - City

State

IL

Current Residence - State (two letter abbreviation)

Zip Code

61938

Current Residence - Zip Code

Social Security Number (SSN)

123456789

123456789 or [123-45-6789](#)

Birth Date (DOB)

05051985

3

---

**Last Step - Authorization to Proceed**

---

**NOTE:** In order to provide final authorization of your background check, select "I agree" below. Then, click "Submit Order".

☒ I agree

☐ I do NOT agree

**SUBMIT ORDER**

**Note:** SBL will typically receive your background results within 3 – 5 business days. Upon receiving your results, you will begin to receive emails from Workday to complete required pre-hire tasks.