

## Directions for Pre-Check Online Application

Click on the link on our website for Pre-Check (IF YOU HAVE ANY QUESTIONS, Email [Diana@pre-check.com](mailto:Diana@pre-check.com)).

Screen 1: Welcome to the University of Texas Dental Branch at Houston Recruitment Portal

- Read through the directions.
- Click the button for “Yes, I agree to the terms of the statement”
- Click “Continue”

Screen 2: Job Search

- Click on “Student Criminal Background Check Application”

Screen 3: Student Criminal Background Check Application

- Under “To apply for this Job, please enter Your SSN and password” enter your Social Security Number and a password
  - You will make up a password but make sure you will remember it or make a note of it. You may need it again.
- Click “Apply Now”

Screen 4: Prequalifying Questions

- Read the instructions in the first box, and click “Yes”.
- Click the link for PayPal to pay the \$39 fee.
- Enter the transaction number from PayPal.
- Click “Begin Application”.

Screen 5: Basic Information

- Enter the required information
- Click “Next”.

Screen 6: Date of Birth

- Enter your date of birth
- Disclose criminal history
- Click “Next”.

Screen 7: Release form

- Click on the blue/green “PRINT” button in the gray box. A new screen pops up with your completed release form. Verify that this information is correct. Print that page, close the pop-up box, and SIGN & DATE the printed form.
- You can submit your release through fax, email, or mail (least preferred).
  - Fax to 216-226-0777 OR
  - Email (you’ll need to scan it first) to [diana@pre-check.com](mailto:diana@pre-check.com) OR
  - Mail to Pre-Check Company, P.O. Box 771264, Lakewood, OH, 44107
- Go back to the main application page, and click “Next”.

Screen 8: Final Confirmation

- Enter your full name (first and last, NO MIDDLE).

- Enter the last 4 digits of your social security number.
- Click “Confirm”.

\*\*\*YOU WILL NOT BE CONTACTED ABOUT YOUR RELEASE  
UNLESS THERE IS A PROBLEM.\*\*\*