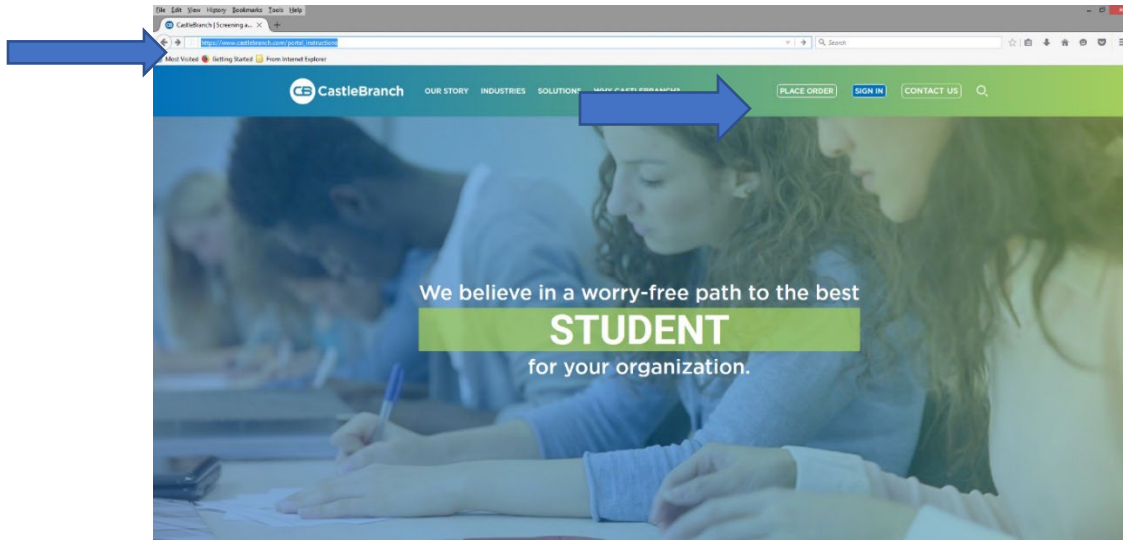


UNIVERSITY OF PITTSBURGH STEP BY STEP INSTRUCTIONS FOR PLACING CASTLEBRANCH ORDER



- Log into the CastleBranch portal and select Place Order
<https://discover.castlebranch.com/>
- Enter Package Code (See attached instruction sheet with code {UF97 PA resident or UF97b non-PA resident}) and Submit
- Review package, agree to Terms and Conditions of Use, and Continue

For Pennsylvania Residents

- \$83.75 pricing includes several background checks + Document Manager Package. Additional separate pricing needed is \$23.00 for the DHS FBI Fingerprint Background Check and \$13.00 for the PA DHS Child Abuse Background Check for a total of \$119.75.

For Non-Pennsylvania U.S. Residents

- \$99.75 pricing includes several background checks + Document Manager Package. Additional separate pricing needed is \$23.00 for the DHS FBI Fingerprint Background Check and \$13.00 for the PA DHS Child Abuse Background Check for a total of \$135.75.
 - For students who wish to get their fingerprints taken in the state where you reside, contact CastleBranch at 1-888-723-4263, Opt. #3 to request that your PA fingerprints be switched to the state where you live. Please ask for an ink card when talking to the CastleBranch's Customer Service representative. This will allow you to get your fingerprints in your home state instead of waiting to come to the University of Pittsburgh to obtain your fingerprints. In your P2-P4 years, when renewing your account, these can be done at School, there is no need to get out of state prints.

- For International Students
 - Please contact the Office of Experiential Learning (Anna Schmotzer/Robie Gosney) to receive pricing and package codes for the following countries (Cameroon, China, Korea, Vietnam and Mexico). Pricing varies based on the county you reside. Once you have created your account in your country of residence, *you will then need to complete the package code “For Pennsylvania Residents” – see page 1 for pricing.* Please note pricing for either cannot be waived.

- Fill in personal information and select Next.

- There are then 7 total steps you will need to complete. Once you finish you will need to pay. You always have an opportunity to “chat” with a CastleBranch representative at any time.

SCREEN SHOTS TO ASSIST WITH PLACING ORDER

The screenshot shows the CastleBranch website interface. At the top, there is a navigation bar with links for 'Solutions', 'Partners', 'Resources', 'About Us', 'Contact Sales', and 'Support'. Below the navigation bar is a large image of hands holding a tablet. Underneath the image, there is a section titled 'Ordering your own background check?' with a sub-heading 'Please enter the organization's package code.' A text input field labeled 'Package Code' is present, with a blue 'Submit' button to its right. A blue arrow points to the 'Package Code' input field. Below the input field, there is a paragraph of text: 'School Administrators and Employees, log in to your Administrator Portal to view and manage your students and applicants and their orders. If you do not know the package code, please contact Customer Service at (888) 723-4263 or customerservice@castlebranch.com'. At the bottom of the page, there is a footer with copyright information: '© 2019 CastleBranch, Inc.' and a small logo.

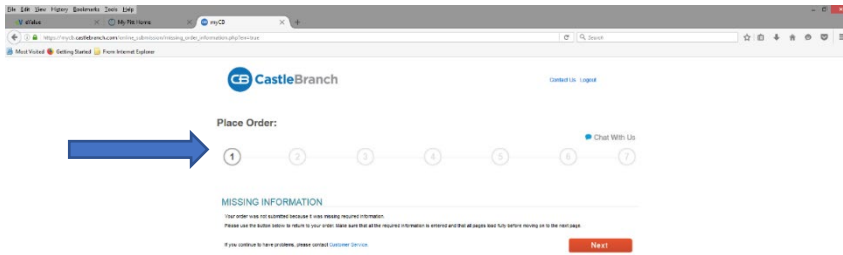
- Enter Package Code (See attached instruction sheet with code {UF97 PA resident or UF97b non-PA resident})

The screenshot shows the 'Please review' section of the CastleBranch website. The page title is 'Please review'. Below the title, there is a paragraph of text: 'University of Pittsburgh - School of Pharmacy includes the following package contents: Package: UF97 Statewide Criminal PA Nationwide healthcare Fraud And Abuse Scan Nationwide Incentive Indicator with SCI Social Security Alert Fingerprint Abuse Medical Document Manager CRM Package Cost: \$83.75'. Below this text, there is a section titled 'Additional Information' with a paragraph: 'The package includes document storage. At the end of the order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.' Below this, there is a paragraph: 'Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.' Below this paragraph, there is a checkbox with the text 'I have read, understand and agree to the Terms and Conditions of Use.' Below the checkbox, there is a blue 'Continue' button. A blue arrow points to the 'Continue' button. At the bottom of the page, there is a footer with copyright information: '© 2019 CastleBranch, Inc.' and a small logo.

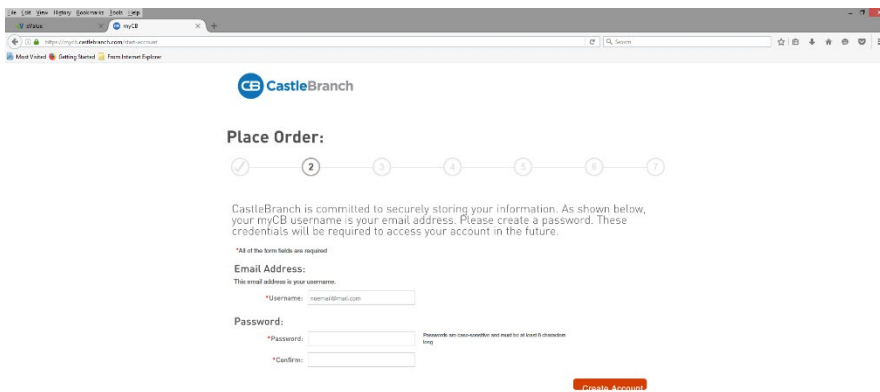
- Review what you need to complete in your CastleBranch order and accept terms to continue.

The screenshot shows the 'PERSONAL INFORMATION' form on the CastleBranch website. The form is divided into three sections: 'PERSONAL INFORMATION', 'PERSONAL IDENTIFIERS', and 'STUDENT INFORMATION'. The 'PERSONAL INFORMATION' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Phone', 'Alt Phone', 'Email Address', 'Current Email', 'Country' (set to 'United States of America'), 'Address 1', 'Address 2', 'City', 'State', and 'Zip Code'. The 'PERSONAL IDENTIFIERS' section includes fields for 'Social Security Number', 'Date of Birth', and 'Sex' (with radio buttons for 'Female' and 'Male'). The 'STUDENT INFORMATION' section includes fields for 'Degree/Certificate' (with radio buttons for 'Undergraduate' and 'Graduate'), 'Expected Date of Graduation', and 'Classification'. A red asterisk indicates required information. A blue 'Next' button is located at the bottom right of the form.

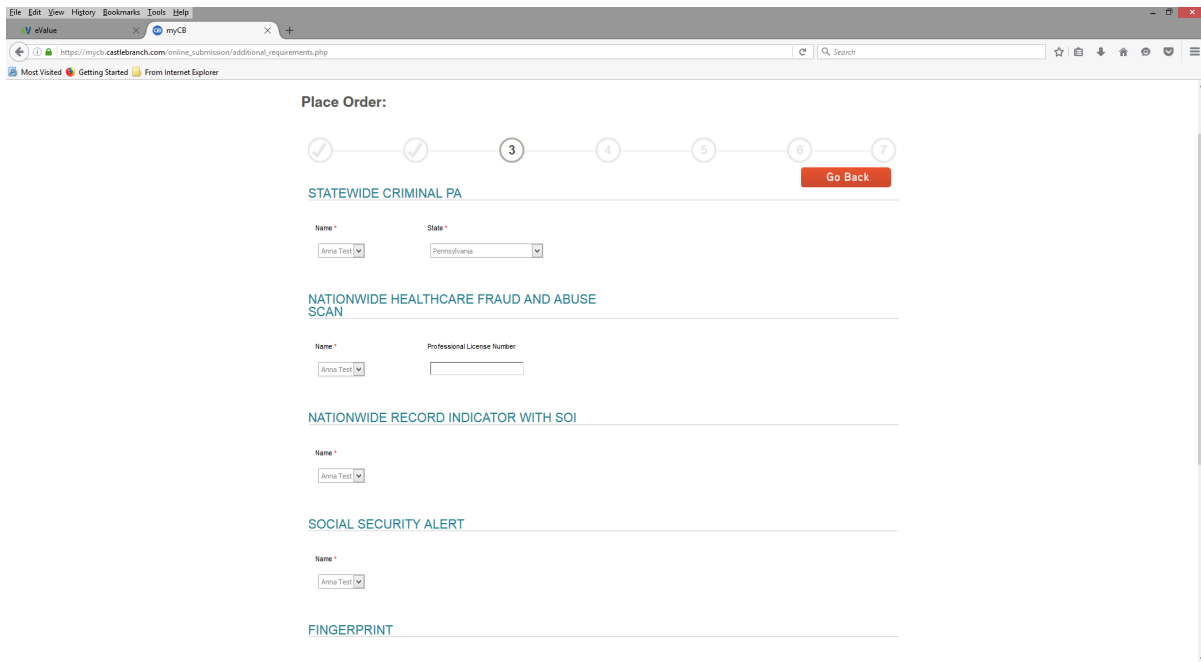
- Fill in personal information and select Next



- There are 7 steps (step 1 is place order) you will need to complete. You always have an opportunity to “chat” with a CastleBranch representative at any time.

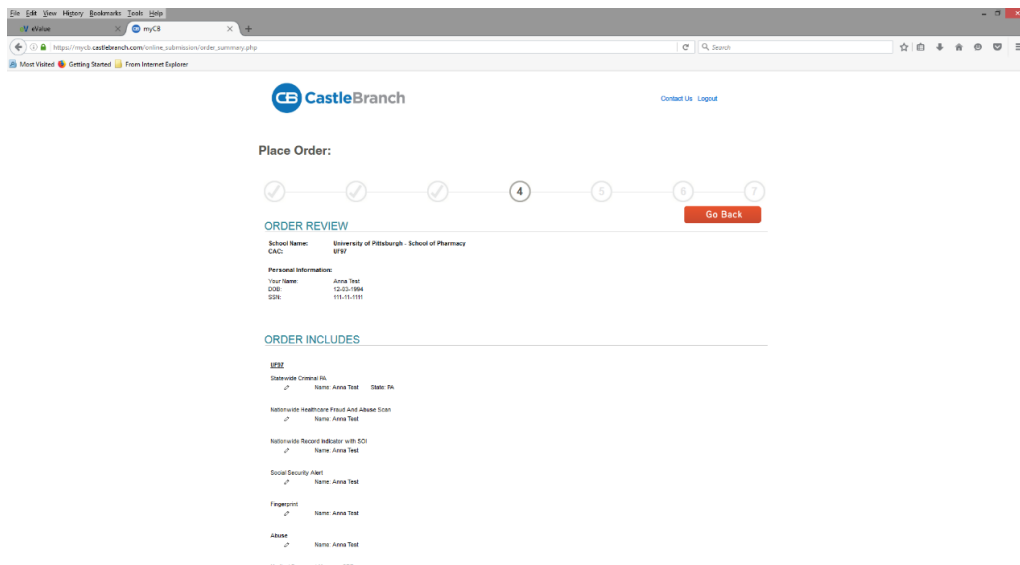


- Step 2 (create password).

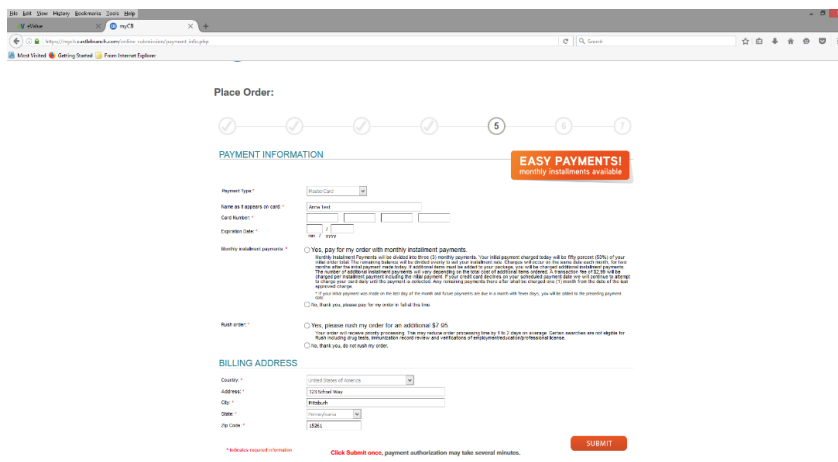
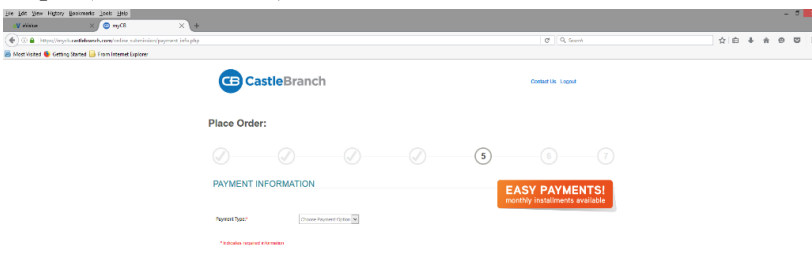


- Step 3 (place order), includes:
 - PA Criminal Background History Check (Act 34)
 - Document Manager Package

- **FBI Fingerprint (Identigo) and DHS Child Abuse Background Checks:**
Once your account is created you will be provided a “To Do List” under the Document Manager section to complete. All directions on how to obtain clearances (FBI Fingerprint and DHS Child Abuse Background checks will have specific directions to follow). Once you complete and pay for these the agency will send you the clearances via the US Mail.
 - **If you do not receive your FBI fingerprinting results within 21 days**, you will need to call Identigo at 1-844-321-2101, select your language preference, and then listen to the prompts and select option #6. This will allow you to speak directly with a representative and let them know when you completed your fingerprints and that it has been longer than 21 days and you still have not received your results. They will connect you with the Department of Human Services, who can see the status of your results are and where they were mailed.



➤ **Step 4 (order overview)**



- Step 5 (Payment information)
- Step 6 (Review)
- Step 7 (Accept and Submit)

Important Deadlines

- July 1st – Place your CastleBranch Order
- August 1st – Immunization information, tuberculin status and health insurance and all items listed on your “To Do List” should be uploaded to your CastleBranch account
- August 1st - PA DHS Child Abuse Background Check and DHS FBI Fingerprint Background Check results due and uploaded to your CastleBranch account
- September 3rd – PA Pharmacy Internship must be in-hand
- The Office of Experiential Learning will arrange CPR for your class in the spring term (February).
- *Exceptions*
 - *Influenza vaccine (deadline October 1st)*
 - *CPR card – due in February – arranged by School*
 - *APhA Immunization training certification – arranged by school*

If you have any additional questions please contact the Office of Experiential Learning (Anna Schmotzer (annas@pitt.edu or 412-624-8186) or Robie Gosney (rog8@pitt.edu or (412) 383-7542).