Greetings,

Welcome to the Fieldprint team! We would like to invite you to begin using our services. You will find all of the information necessary to get started below.

Scheduling Fingerprint Appointments

Based on the setup form you provided, we have created the following company specific Fieldprint Code(s) which will give your employees access to our fingerprinting services and will be billed to you:

<p style="text-align:center; color:red">Your unique Fieldprint code will be here</p>

In the document attached to this email, you will find a Scheduling Aid with instructions for scheduling fingerprint appointments on http://fieldprintvirginia.com

Please Note: It is important that you handle your Fieldprint Code carefully. Only provide this code to applicants who must be fingerprinted, as you will incur a charge every time an applicant makes an appointment using your Fieldprint Code (if you have chosen the "Client Pay" option).

MyFieldprint Website

You may track your company's fingerprinting process through Fieldprint's client website: https://reports.myfieldprint.com. Please be aware that background check results would still be obtained through the state and not through the myFieldprint website.

Your username to access https://reports.myfieldprint.com is your email address .
Your password will be sent to you in a separate email from customerservice@fieldprint.com.

myFingerprints Module – Located on the first screen when you log in. This is where you may view the status of anyone who schedules an appointment using your Fieldprint Code. View more detailed information about the applicant by clicking on their name.

myCreditCard Module – Located on the myTools tab. If your account is set up for Client Pay with a credit card, you may use this module to view the credit card information on file for your account and update it as needed.

myManagementReports Module – Located on the myTools tab. The Report Configurator tool will allow you to generate custom reports filtered by date, applicant status, or program.

Please feel free to contact us at customerservice@myfieldprint.com with any questions or problems!

Thank you,

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