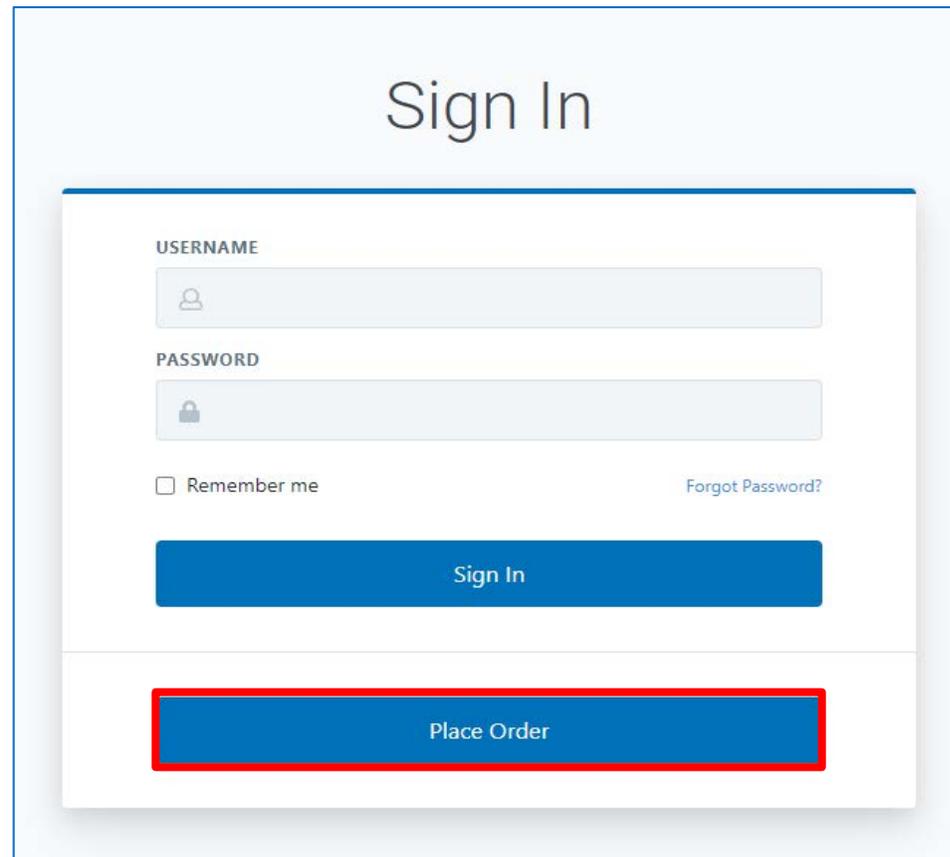


How to Place your Castle Branch Order

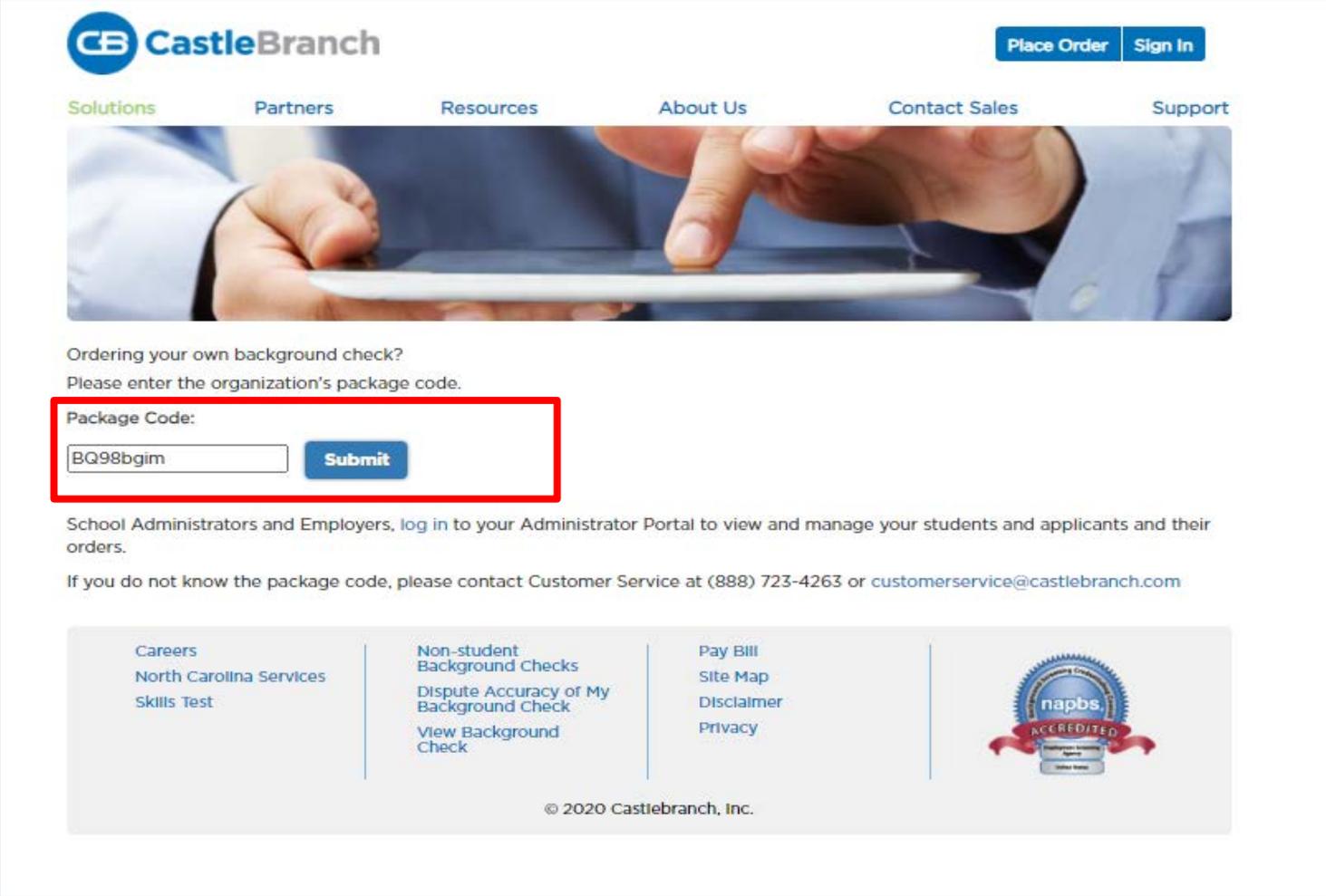
Bellevue College Nursing Assistant Certified Program
Package Code: BQ98bgim

Step 1: Go to login.castlebranch.com, and select the “Place Order” button. You will be redirected to a page where you can enter in an alpha numeric package code.



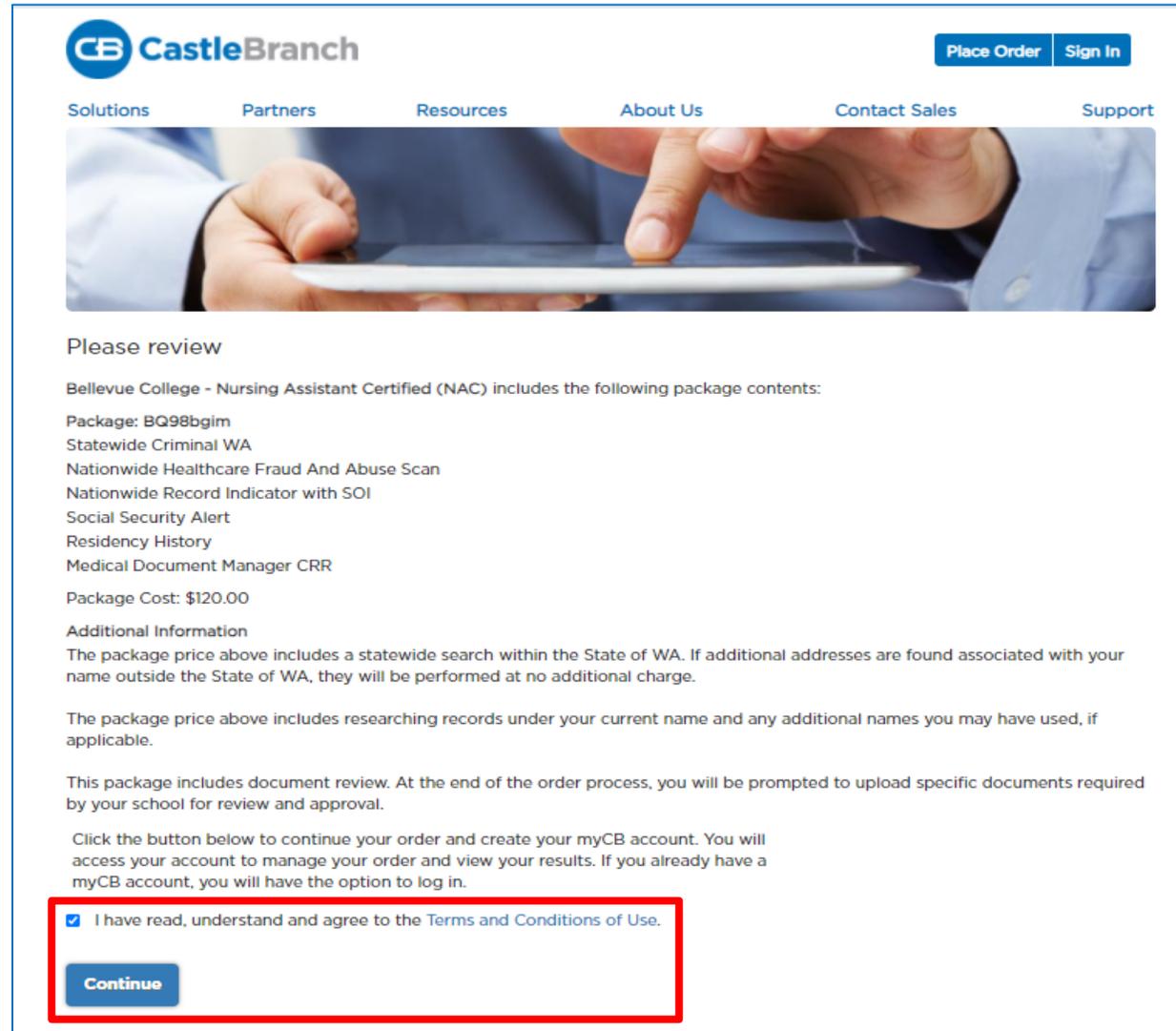
The image shows a 'Sign In' form interface. At the top, the text 'Sign In' is centered. Below it, there are two input fields: 'USERNAME' with a person icon and 'PASSWORD' with a lock icon. Under the password field, there is a checkbox labeled 'Remember me' and a link 'Forgot Password?'. A blue 'Sign In' button is positioned below these fields. At the bottom of the form, a blue 'Place Order' button is highlighted with a red rectangular border.

Step 2: Enter package code **BQ98bgim**. Once code is entered, click submit to continue.



The screenshot shows the CastleBranch website interface. At the top left is the CastleBranch logo. To the right are buttons for "Place Order" and "Sign In". Below the logo is a navigation menu with links for "Solutions", "Partners", "Resources", "About Us", "Contact Sales", and "Support". A banner image shows hands using a tablet. Below the banner, the text reads: "Ordering your own background check? Please enter the organization's package code." A red box highlights the "Package Code:" label, a text input field containing "BQ98bgim", and a blue "Submit" button. Below this, there is a link for school administrators and employers to log in to their portal, and a contact number for customer service. At the bottom, there is a footer with links for "Careers", "North Carolina Services", "Skills Test", "Non-student Background Checks", "Dispute Accuracy of My Background Check", "View Background Check", "Pay Bill", "Site Map", "Disclaimer", and "Privacy". A NAPBS Accredited logo is also present in the footer, along with the copyright notice "© 2020 Castlebranch, Inc."

Step 3: Click “I have read, understand and agree to the Terms and Conditions of Use” and click the “Continue” button.



The screenshot shows the CastleBranch website interface. At the top left is the CastleBranch logo. To the right are buttons for 'Place Order' and 'Sign In'. Below the logo is a navigation menu with links for 'Solutions', 'Partners', 'Resources', 'About Us', 'Contact Sales', and 'Support'. A banner image shows hands holding a tablet. The main content area contains the following text:

Please review

Bellevue College - Nursing Assistant Certified (NAC) includes the following package contents:

Package: BQ98bgim
Statewide Criminal WA
Nationwide Healthcare Fraud And Abuse Scan
Nationwide Record Indicator with SOI
Social Security Alert
Residency History
Medical Document Manager CRR

Package Cost: \$120.00

Additional Information
The package price above includes a statewide search within the State of WA. If additional addresses are found associated with your name outside the State of WA, they will be performed at no additional charge.

The package price above includes researching records under your current name and any additional names you may have used, if applicable.

This package includes document review. At the end of the order process, you will be prompted to upload specific documents required by your school for review and approval.

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.

I have read, understand and agree to the Terms and Conditions of Use.

Continue

Step 4: Next you will be prompted enter your personal information and payment details. Package Cost: \$120.00.

Use your
Bellevue
College email
address

CastleBranch [Contact Us](#) [Logout](#)

Place Order:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

PERSONAL INFORMATION

Legal First Name: *

Legal Middle Name: *

No Middle Name
As the applicant, I certify that I do not have a legal middle name.
Alternatively, if I am placing this order on behalf of the applicant, I certify,
to the best of my knowledge, that the applicant does not have a legal
middle name.

Legal Last Name: *

Suffix:

Phone: *

Alt Phone:

Email Address: *

Confirm Email: *

Country: *

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

Step 5: Once you have finished placing your order, click the “Next” button.

CastleBranch [Contact Us](#) [Logout](#)

Place Order: [Chat With Us](#)

Progress bar: 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 (6) 7

ORDER CONFIRMATION

Thank you.

Your order has been submitted.

[Print Confirmation Page](#)

Next Steps:

1. Click "Next" below to access your myCB account to determine if you have additional items to complete.
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your myCB Document Center.
4. Log in to your myCB account by going to castlebranch.com and entering your username (the email address used during order placement) and your secure password OR download the myCB app to your smartphone. From within your account you can take action on any pending requirements and view final results.
5. Explore myCB for the other value-add features and benefits provided to you by myCB.
6. For assistance, access the Need Help? menu within your account or [support](#).

Next

Step 6: After completing your user profile, click “Next” to access your myCB dashboard.

User Profile

Please complete your user profile in order to continue.

1 2 3 4

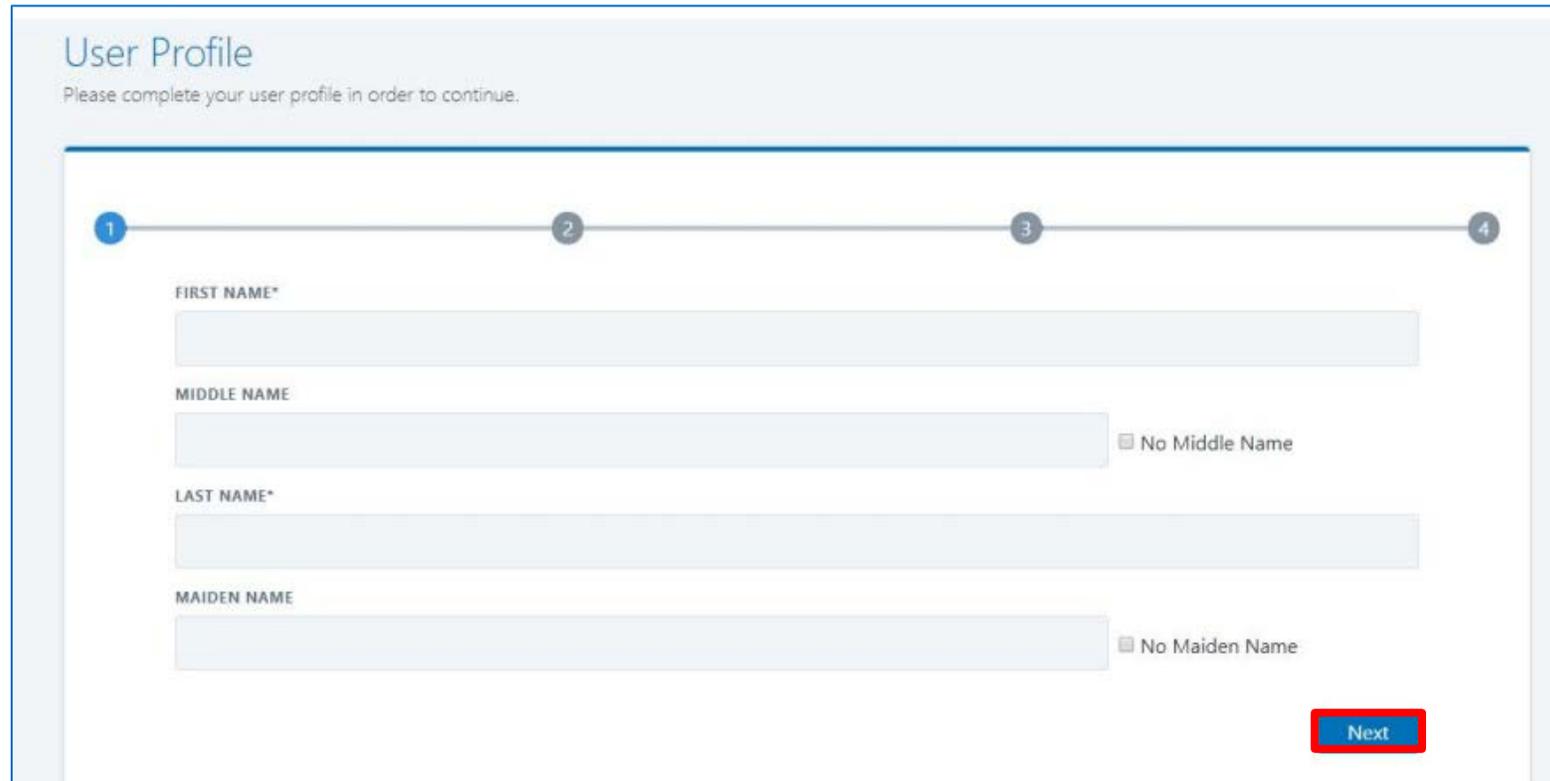
FIRST NAME*

MIDDLE NAME No Middle Name

LAST NAME*

MAIDEN NAME No Maiden Name

Next

The image shows a 'User Profile' form with a progress bar at the top containing four numbered steps (1, 2, 3, 4). Step 1 is highlighted in blue. Below the progress bar are four input fields: 'FIRST NAME*' (required), 'MIDDLE NAME' (with a 'No Middle Name' checkbox), 'LAST NAME*' (required), and 'MAIDEN NAME' (with a 'No Maiden Name' checkbox). A blue 'Next' button is located at the bottom right of the form, highlighted with a red border.

Step 7: From your myCB account, click on the “To-Do Lists” button to view the NAC admission requirements.

myCB | A CastleBranch Solution.

Need Help?

Submitted documentation typically takes up to 48 hours to review (excluding weekends). Once reviewed, your documentation will be marked "COMPLETE" or "REJECTED". If your documentation is rejected, you can view the reason by selecting the rejected requirement, and reviewing the paragraph directly below the requirement name. If you have questions regarding a specific requirement(s) we invite you to contact our User Support Team at 888-666-7788, Option 1.

Exciting news! CastleBranch now offers assistance videos to better assist you with navigating your myCB account! Click [\(here\)](#) to access the new videos!

MESSAGES (0)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements

OVERDUE !

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
+ 1. Measles (Rubeola), Mumps, & Rubella		! Incomplete
+ 2. Varicella (Chicken Pox)		! Incomplete
+ 3. Hepatitis B		! Incomplete
+ 4. Tuberculosis (TB)		! Incomplete
+ 5. Tetanus, Diphtheria & Pertussis (Tdap)		! Incomplete
+ 6. CPR Certification	Due Date: 07/15/2018	OD Overdue
+ 7. Influenza (Flu)	Due Date: 10/15/2018	OD Overdue

Step 8: Click on the plus sign (+) for each requirement to upload your documentation.

The screenshot shows the myCB CastleBranch Solution interface. At the top right, there is a 'Need Help?' link. Below the header, a message states: 'Submitted documentation typically takes up to 48 hours to review (excluding weekends). Once reviewed, your documentation will be marked "COMPLETE" or "REJECTED". If your documentation is rejected, you can view the reason by selecting the rejected requirement, and reviewing the paragraph directly below the requirement name. If you have questions regarding a specific requirement(s) we invite you to contact our User Support Team at 866-666-7788, Option 1.' Below this, a red banner says: 'Exciting news! CastleBranch now offers assistance videos to better assist you with navigating your myCB account! Click [here](#) to access the new videos!' On the left, a navigation menu includes 'MESSAGES (0)', 'TO-DO LISTS' (highlighted), 'DOCUMENT CENTER', and 'RESOURCE CENTER'. The main content area is titled 'To-Do Lists' and contains a section for 'Clinical Requirements'. A table lists requirements with columns for 'Requirement', 'Date Due', and 'STATUS'. The first requirement is 'Measles (Rubella), Mumps, & Rubella', which is marked as 'Incomplete'. Below the table, there is a detailed instruction box for this requirement, including options to 'Attach a file from either: My Documents' or 'Your computer or flash drive', and a 'Download' button for the 'fax/mail requirement cover page'. A red box highlights this bottom section of the requirement details.

myCB A CastleBranch Solution.

Need Help?

Submitted documentation typically takes up to 48 hours to review (excluding weekends). Once reviewed, your documentation will be marked "COMPLETE" or "REJECTED". If your documentation is rejected, you can view the reason by selecting the rejected requirement, and reviewing the paragraph directly below the requirement name. If you have questions regarding a specific requirement(s) we invite you to contact our User Support Team at 866-666-7788, Option 1.

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MESSAGES (0)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements **OVERDUE**

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
Measles (Rubella), Mumps, & Rubella	10/26/2018 10:58:59 AM EDT	Incomplete

Submit one of the following:

- proof of 2 MMR vaccinations (no less than 28 days apart)

OR

- a positive antibody titer (lab report required) for Measles, Mumps and Rubella (MMR).

If series is in process, submit where you are in the series and new alerts will be created for you to complete the series.

If any titers are negative or equivocal and you have proof of 2 MMR vaccines, submit supporting documentation of past vaccines.

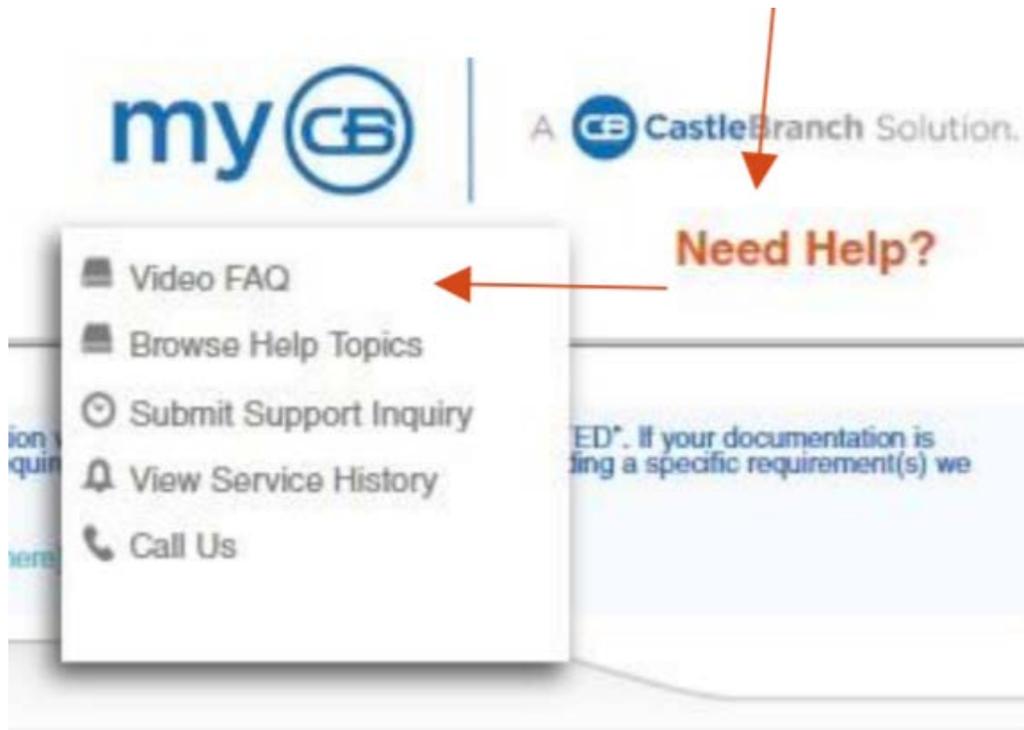
If any titers are negative or equivocal and you do NOT have proof of 2 MMR vaccines, a new alert will be created for you to repeat series. Repeat vaccines must be at least 4 weeks apart.

Attach a file from either:

- My Documents [Browse](#)
- Your computer or flash drive [Browse](#) (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page [Download](#)

Still Need Help with your myCB account?



Look for the orange **Need Help?**

- Access helpful [video FAQs](#)
- Submit Support Inquiries
- Contact a **User Experience Specialist** at [888.723.4263](tel:888.723.4263)