

1. Click the **Login** link at the top right corner of any page at <http://www.igresearch.com>



2. Type in your login ID and password provided to you and press the **“Login”** button. The login and password are not case-sensitive.

**Welcome**  
Please, enter your login and password.  
*Unauthorized access is prohibited.*

**Login:**

**Password:**

3. To begin a new search, go to the top of the page and to the right and select the **“New Request”** link.



- At the left of the page, click the “& Add Service” link and a drop-down menu of search types will appear. To perform multiple searches at the same time, click “& Add Service” and choose a different service. When you are done adding services, you are ready to type in your data.

NOTE: Some Searches or Products may not be available for your company.

Custom... Applicant Profile

Add Service

- County Civil Court
- County Criminal Court
- Employment
- Employment Credit Report
- Federal Civil Court
- Federal Criminal Court
- Military
- Misc Six

First Name MI Last Name

Address

Card Information

Name

Number

- All mandatory fields are highlighted in red and must be filled in with data. Depending on the type of search, different fields will be mandatory. After you've filled in a field (such as First Name and Last Name as shown here), the border color will change to blue.

Applicant Profile

First Name MI Last Name Suffix SSN Age Birth Date

Jane Doe

Type Address ZIP City State

Current

- After entering information, press the “Preview” button to review your search request.

Reference #

Preview Submit

- On the Preview window, all the data you entered will appear. Please review it and make sure the information is correct.

**IMPORTANT:** Once the information is submitted, the request CANNOT BE CANCELLED and your credit card or account will be charged.

<a href="#">Applicant List</a>   <a href="#">Request (NEW)</a>   Preview	
	<p><b>Applicant Profile</b></p> <p>Applicant: Jane Doe</p> <p>App-Current: 1 DEER AVE METUCHEN, NJ 08840 US</p>

- Press the **“Submit”** button to forward your search. You will be redirected back to your Reports List. At the top of the list will be the search you just entered. It will be labeled **“In Process.”**

NOTE: Within 24 hours, most searches should be complete. If you are submitting one or more searches that do not have an instantaneous turn around time, the request will be labeled **“Incomplete.”** You may login at any time to check the status of your requests.

<a href="#">New Request</a>   <a href="#">User Settings</a>   <a href="#">Logout</a>
<input type="button" value="Submit"/>

- To view a completed report, click on either the report number or the subject name for the search results.

<a href="#">doe, jane</a>	123-34-5678	<a href="#">20935738</a>	Complete	JIM	09/08/2004	09/09/2004
<a href="#">doe, john</a>	123-34-5678	20935448	New	JIM	09/08/2004	

10. At the top of the page, you will be given the option to view the report in printer-friendly format or as a .PDF file.



11. To submit another search, click “**New Request**” and follow instructions from Step #3.

**For further assistance or information, please contact Customer Service at 732-321-0041.**