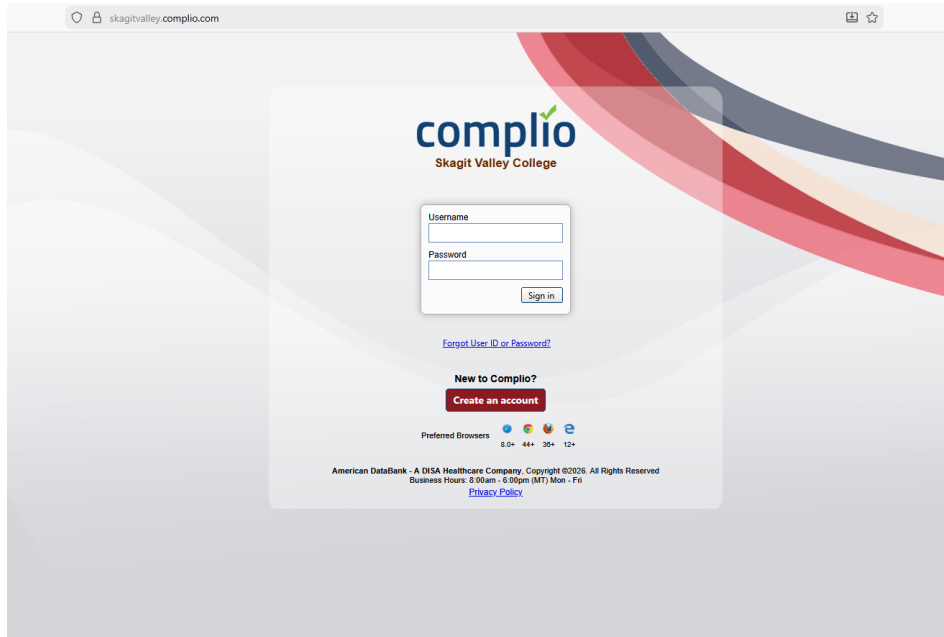


Complio Website Instructions

Skagit Valley College Students

To be completed prior to applying to Fire Protection Technology program.

Step 1: Go to: <https://skagitvalley.complio.com/>



Step 2: Create an account:

Step 3: Confirm account with registered e-mail address listed

Step 4: Log in with above credentials.

Next page

Complio Website Instructions

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Step 5: Create order & click load packages:

- **Intuition:** Skagit Valley College
- **Location:** Mount Vernon Campus
- **Department:** Fire Protection Technology
- **Package:** Background Check with Washington Motor Vehicle Record

The screenshot shows the American DataBank website interface for Step 1 of the order creation process. The header includes the American DataBank logo and navigation links. The main content area is titled "Identifying Information" and contains several input fields: "Institution Name" (Skagit Valley College), "Select Location" (Mount Vernon Campus), "Select Department" (a dropdown menu), and "EMT Class" (a dropdown menu). A "Load Packages" button is located below these fields. Below the identifying information is a "Screening" section with two radio button options: "Background Check with Washington Motor Vehicle Record (\$58.00)" (selected) and "Drug Screening (\$35.00)". To the right of these options, text indicates the costs and provides links to "View Package Details". At the bottom of the screening section, there is a link: "Click here for fee explanation help video". Below the screening section is the "Estimated Order Total" section, which shows "Estimated Order Total: \$ 58.00". At the very bottom of the form, there are "Previous" and "Next" navigation buttons.

Click Next

Step 6: Confirm your information is correct.

Enter the State and number in which your Driver License is issued and click next:

The screenshot shows the American DataBank website interface for Step 2 of the order creation process, titled "Personal Information". The form contains numerous fields for personal details. Fields include: "First Name", "Middle Name", and "Last Name" (all with red error messages indicating they are required); "Do you have an SSN?", "Social Security Number", "Date of Birth", "Gender", "Primary Phone", "Secondary Phone", "Primary Email", "Secondary Email", "Confirm Secondary Email", "Address 1", "Address 2", "Country", "State", "City", "Zip Code", "County", "Do you have a valid Driver's License?", "Driver License State", "Driver License Number", "Send Background Report?", "Receive Text Notification", and "Cellular Phone Number". A prominent red-bordered box with white text in the center of the form reads: "Make sure your personal information is correct before you proceed! Personal information CANNOT BE REVISED once your order is submitted." At the bottom of the form, there are "Previous", "Next", and "Cancel" navigation buttons.

Next page

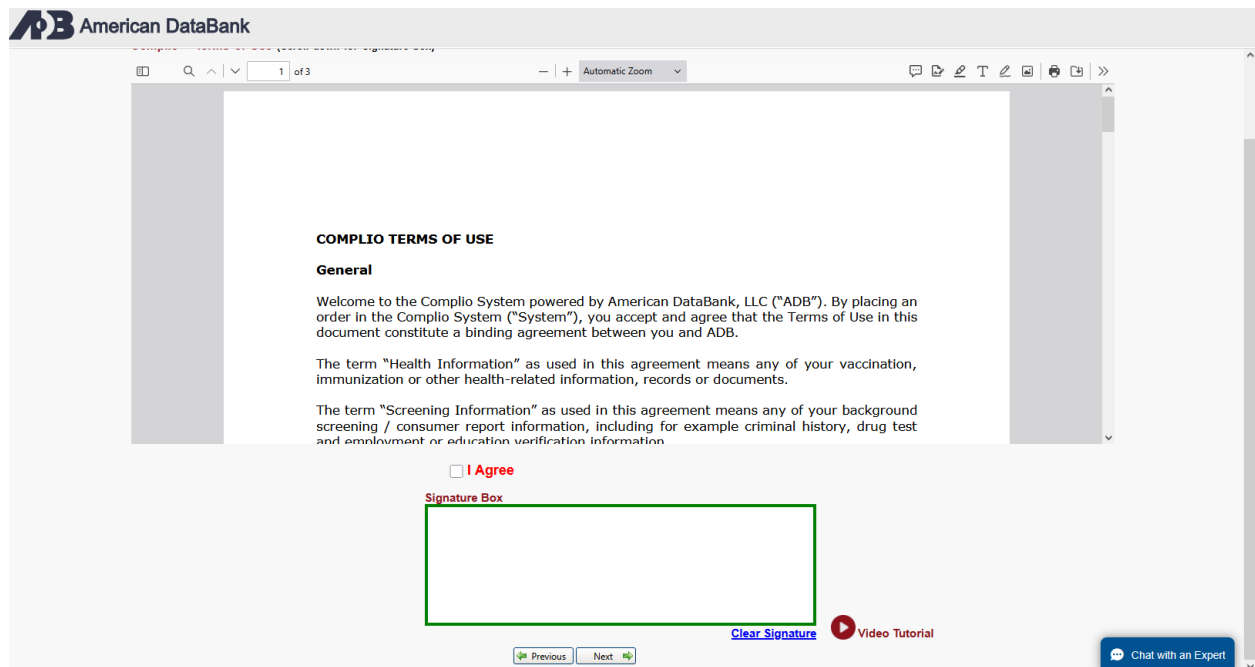
Complio Website Instructions

Skagit Valley College Students

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Step 7: Agree to terms and sign forms, then select Next

- Terms of Use
- Disclosure and Authorization Form



The screenshot shows the American DataBank (ADB) website interface. The header includes the ADB logo and the text "American DataBank". The main content area is titled "COMPLIO TERMS OF USE" and "General". It contains the following text: "Welcome to the Complio System powered by American DataBank, LLC ("ADB"). By placing an order in the Complio System ("System"), you accept and agree that the Terms of Use in this document constitute a binding agreement between you and ADB." Below this, it defines "Health Information" as vaccination, immunization, or other health-related information, and "Screening Information" as background screening / consumer report information, including criminal history, drug test, and education verification information. At the bottom of the text area, there is a checkbox labeled "I Agree" which is currently unchecked. Below the text is a "Signature Box" represented by a green rectangular outline. At the bottom of the page, there are navigation buttons: "Previous" and "Next", a "Clear Signature" link, a "Video Tutorial" link with a play button icon, and a "Chat with an Expert" button in the bottom right corner.

Step 8: Order Review

Review details of the order and select Next to Confirm

Once complete a copy of your background check will be e-mailed to the College and to you. This may take up to a few days. You may choose to keep a copy for yourself.