

Instructions for Completing a Background Check

1. Contact Meghan Neumeier at slfc.dre@gmail.com and ask for a FASTRAX token. Meghan will email you a code, much like the code on the back of a gift card. You will need the code to pay for the background check.
2. Log on to your VIRTUS account at www.virtusonline.org.
3. Select the “Toolbox” tab at the top of the screen.
4. Select the “Selection.com Background Check” link on the left sidebar.
5. Push the “Enter Background Check Information” button.
6. You will be taken to a page on the SELECTION.COM website. The Archdiocese of Cincinnati is now using SELECTION.COM for all background checks and fingerprinting.
7. Push the “Enter Background Check Info” button.
8. Follow the subsequent directions. You can rest assured that the information you enter will be well protected. SELECTION.COM has advanced security on their website.
9. Enter your FASTRAX token code when prompted to pay for the background check.