

A GUIDE TO

Quick App Ordering

BELOW IS A STEP BY STEP FOR THE QUICK APP ORDERING PROCESS.

PLEASE REACH OUT TO ADMIN@C4OPERATIONS.COM OR 888-519-6283

WITH ANY QUESTIONS.

STEP 1



SEND BACKGROUND
CHECK INVITE



c4operations.com >
client log in > order >
new order
**SELECT GREEN
QUICK APP BUTTON**

STEP 2



APPLICANT
PENDING QUEUE



Applicant has 14
days to complete.
The invite can be
seen in the
applicant
PENDING queue

STEP 3



APPLICANT
READY QUEUE



Applicant
Completes Link,
Order pauses and
goes to Applicant
READY queue

STEP 4



REVIEW ORDER



Login & review
applicants order in
Applicant Ready
Queue, then push
through order if
approved

STEP 5



COMPLETED
NOTIFICATION



Review
background
check once
completed, you
will be notified
via auto email