

Please read through ALL instructions. The answers to frequently asked questions are provided below, as well as information that you will need to know.

- Once you have completed your application, please review the information you provided before submitting to avoid a delay in your background check.
- If you have your phone or computer set to Auto fill, then you absolutely need to double check the information you entered.
- If there is a problem with your application or additional information is needed, we will contact you using the email address that you provided. Please double check that you provided a valid email address. You are responsible for replying to our email when information is updated, as we will not be notified otherwise and your background check will not be started.
- Be prepared to upload two forms if ID, at least one must have a photo.
- You will receive an email when your background check has been accepted. Your background check will usually begin processing within 1-3 business days; however, we cannot guarantee this time. Please complete the process as soon as possible to avoid exceeding the deadline.
- Please do **NOT** contact ESA for the status of your background check. The completed background check will be sent directly to the school. You will not receive notification when it is completed.
- Students with criminal activity or that have lived outside of Texas may take longer to process. Additional fees may apply for certain counties. We will contact you if an additional fee is required.
- International students will take longer to process. The processing time varies per country. There will be an additional fee for all International background checks. This fee also varies per country. After reviewing your completed application, we will contact you with the fee amount and if any additional information is required.
- If you have any questions, please email esa@emplscreen.com.
- Please do **NOT** call ESA.

Get Started

Click [here](#) to get started with ESA.

Select **UTHealth Houston School of Public Health** from the Select Your School drop-down menu.

Once you enter the application site, please complete the following steps:

Fill in your contact information. The application is based on your email address so if you need to apply again for another background check, you will need to use a different email address.

- Enter in your name, contact information and unique password then click Sign Up.

*Password must be at least 10 characters in length

- A new page will open with a green bar stating the your account was successful in it's creating
- System will prompt you to enter in your email and password to log in. It was also ask to send a Verification code either by email or text.
- Submit Verification Code
- Once logged in your Fair Credit Reporting Act (FCRA) Summary of Rights will b e available for you to view. Please save a copy of this document as it is important to know your rights under the FCRA.
- Click the blue Start Application button

Complete Your Profile

- Click Update Your Profile
- Select at the top that you have review the FCRA documents
- Enter your personal information

*If you do not have a Social Security Number then select the box next to that entry that states "Check here if you do not have a SSN"

- The system will prompt you in red if any information is missing that is required
- Click Save and Continue

Fill Out Your Application

- Click Edit Your Application
- Provide the last 7 years of your address history. Both US based and International addresses can be provided.
- The system requires a full 7 years starting from the date you are submitting your information. For example, if you are entering your

information on 06/30/2025 then you will be required to enter in to enter in address information up to 06/30/2018

* If more than one address is needed, enter in current address including the date you started living there and then click Add Past Address until the full 7 years is provided

- Once you provide the full 7 years, click Save and Continue

Identification Verification

- Upload 2 Forms of ID, *one must have a photo.
- Once uploaded, click Save and Continue

Payment Instructions

- Before a background check can processed, a \$49.00 payment must be made
- If you have lived in New York within the past 7 years then there will be an additional \$98.00 fee. ESA will reach out to you for the additional fee.
- Select “Click Here To Make A Payment” which will open a new window.
- Make the \$49.00 payment and once successfully completed then you can close the new window.
- Click “Yes” that you completed the payment.

Review your information for accuracy and then click “Save and Finalize Application”

Disclosures And Submission

Read about your rights, download relevant forms, and submit your application for processing.

- Click “Authorize and Submit”
- Read through the “Applicant Disclosure” Statement
- Sign it by entering your name as exactly as you entered when signing up for your account. You will see it exactly as it was entered within the parenthesis.
- Click Save and Continue
- Read through the “Applicant Authorization”

- Sign it by entering your name as exactly as you entered when signing up for your account. You will see it exactly as it was entered within the parenthesis.
- Enter in your SSN.
- Click Save and Continue

If everything was submitted correctly then you will be directed back to the Application page and a green bar was run across the top stating it was a Success