

CII ApplicantDirectNet®

Applicant Instructions – Please complete the online application within 48 hours

- Visit our secure website: <https://ciilink.com>.
- On the right side of the screen is a blue login button, please select “Login.” Complete the Applicant Login which asks for Company ID, Originator ID and Password (See Below). Your Originator ID and Password are both “applicant”.
- Once logged in, please click on “Download Summary of Rights” and print this document. This is a summary of your rights under the Fair Credit Reporting Act and should be retained.
- Once this document has been printed, please click on “Begin the Background Investigation Process.”
- Your Supplemental Data form will appear. Please complete all sections of this screen then click on “Proceed to Addresses.”
- You will then enter your present address including city, state and zip code, as well as previous addresses for the past seven (7) years. When you have entered all necessary addresses, click on “Proceed to Education” or select the “Education” tab at the top of the screen.
- Complete the Education screen and click on “Proceed to Employment” or select the “Employment” tab at the top of the screen.
- Complete the Employment screen, providing your employment history for the last seven (7) years. When you have entered all necessary employers, click on “Proceed to References” or select the “Reference” tab at the top of the screen.
- Complete the Reference screen. When you have entered all references, please click on the “Summary” tab at the top of the screen.
- Review the Summary page to verify all information you have entered is accurate. If any changes are necessary you may make them in this section. When you have verified all information is accurate click on “Proceed to Disclosure.”
- Complete the required Disclosure and click on, “Proceed to Authorization and Release.”
- Complete required Authorization and Release information and select “Submit.”
- If for any reason you leave the website prior to completing the Supplemental Data form, simply return to the website, login and follow the instruction to retrieve an unfinished application.
- If you have any difficulty completing your information, please contact CII at 1-800-600-0244 to speak with one of our Client Services Representatives:

Kirsten X-221
Carlene X-224

Company ID: TOG
Originator ID: applicant
Password: applicant