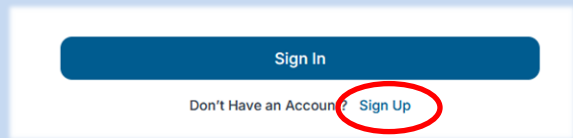


Welcome to myCB!

After creating your account and placing your initial order, you will be prompted to access your secure myCB account. From within myCB, you will be able to:

- ✓ View your order results.
- ✓ Manage requirements specific to your programs.
- ✓ Complete tasks as directed to meet your deadlines.
- ✓ Upload and store important documents and records.
- ✓ Place additional orders as needed.

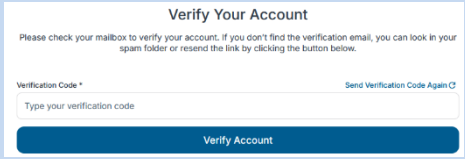


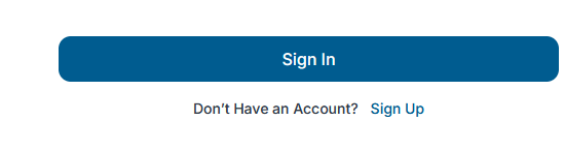
To create an account, go to mycb2.castlebranch.com. Click “**Sign Up**” and follow the prompts to enter your personal information.

1

2

After you have created your account, you will receive a verification code via email at the address used during account creation. Retrieve the code from your email, enter it into the field provided, and select “**Verify Account.**”





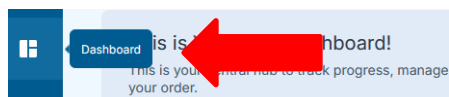
Following the verification of your account, sign in using your verified credentials. At the top of your account, select “**Place Order**” to begin the order process using the package code below.

3

During order placement, you will be asked to verify your personal information provided during account setup and provide additional information as needed to complete applicable searches on your specific order. This may include a **Personal Identification Number (PIN)** provided by your school.

⚠ Package Code: BP79 ⚠

IMPORTANT! Your order will be processed with the information provided during the setup and order process. Review **ALL** personal information and make any applicable changes before submitting to avoid delays, incomplete reports or the potential for additional orders.



You can **respond to active alerts or To-Do list items** now or return later by logging into myCB. You will receive alerts if information is needed to process your order.

Access myCB at any time to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

The myCB Support Desk is available to assist you via phone (888.228.2268),
 Monday – Thursday 8 AM – 8 PM EST & Friday 8 AM – 6:30 PM EST
Submit an Email (userexperience@castlebranch.com) or Online Support Inquiry 24 hours a day