



SARMA Data Systems 2 Instructions on reporting products.

1. Login to <https://www.sarmadatasystems2.com> by entering the username and password that was assigned to you.
2. Once you have successfully logged in, you will default to the "New Application" tab. You will see three drop down boxes for access code, bureau, and product which must be selected before continuing. Please make your selections from left to right.
3. Once you have made your selections you will have two options:

Option 1: Select a single product

This option will allow you to select only one product.

Option 2: Select a packaged product

This option will allow you to choose more than one product at a time. Click on the product name to select or de-select a product.

The screenshot shows the SARMA Data Systems 2 interface. At the top, there are three dropdown menus: "TEST ACCESS", "Trans Union", and "Pre-Employment Report". Below these is a table with three columns: "Searches", "Background Searches", and "Verification". The "Searches" column includes "People Search", "Trace Detail", "Bankruptcy Search", "Property Search", "UCC Search", and "Business Search". The "Background Searches" column includes "NBD COPS Plus Criminal Report", "Criminal Search", "OFAC Patriot Act Search", "Evictions Search", "Motor Vehicle Search", and "NADA Vehicle Pricing". The "Verification" column includes "Driver's License Search" and "Reverse Phone Lookup". At the bottom of the table, there are radio buttons for "CLICK SINGLE" and "SELECT PACKAGE", with "(4) PRODUCTS SELECTED" to the right. Below the table, there are radio buttons for "STATE", "NATIONAL", "INDIVIDUAL", and "JOINT".

Note: Some of the products will give you the choice of pulling an individual or a joint report and other products will allow you to perform a state or national search.

4. After you have chosen the products, a form will automatically populate with the information you need to enter. Note that the blue asterisk indicates the required fields.
5. Click on the submit button located at the bottom of the page to pull the report.