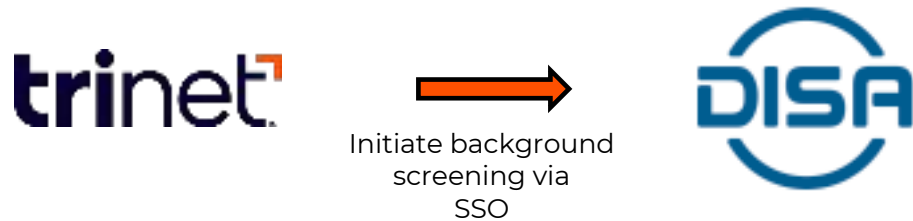


DISA + TriNet Integration User Guide

Overview

The integration between TriNet and DISA allows your HR Personnel (with the HR Authorizer role) to initiate background checks for candidates, new hires, and existing employees from TriNet's platform via Single Sign-On.



Background Screening

The integration between TriNet and DISA provides the following benefits:

- Streamlines the background screening and hiring process.
- Eliminates repetitive manual entries and increases productivity.
- Allows direct access to DISA from TriNet using Single Sign-On.

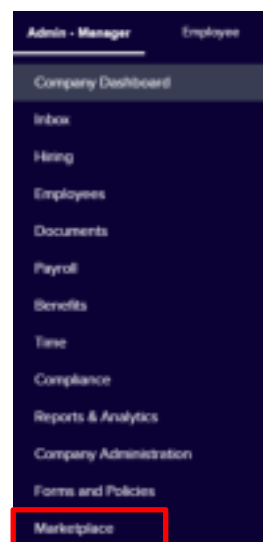
You must have the following roles or permissions to initiate background checks:

- **HR Authorizer**

How to Enable the Integration

Note: You must be an Integration Admin role holder to enable the DISA connection.

- Click on **Marketplace** in the navigation menu.



- Under **All Apps**, search for the **DISA** card and click **View Details**.

1. Click **Set up Integration**
2. Complete the form with your personal and company information.



Note: If your company was previously connected to DISA through TriNet Hire, a message will display informing you to connect the accounts.



3. After completing and submitting the form, DISA will verify your company information. This can take up to 72 hours (about 3 days) and may require that DISA contact your organization to verify the provided information.
4. Upon completing this verification process, DISA will send you an email requesting you to electronically sign your contract for background screening services.
5. During this process, you will be able to place orders for background checks; however, these orders will be placed on hold and will not be visible to your users until these two steps are completed. Once your account is active, these orders will be submitted for processing and visible to your users.
6. After account activation, all HR Authorizers will have the ability to initiate background checks by navigating to the Manage New Hires and Manage Employees tab. Should you need to deactivate any users from the background screening platform, you can submit a deactivation request to DISA's customer support team using the form located here <https://ghrr.com/trinet-customer-support/>.

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