



ViewPoint Screening Instructions: A Step-by-Step Guide to purchasing your background check

Step 1: Go to Mid-State's landing page on ViewPoint Screening's website

Visit ViewPoint Screening to begin your background check package purchase process.

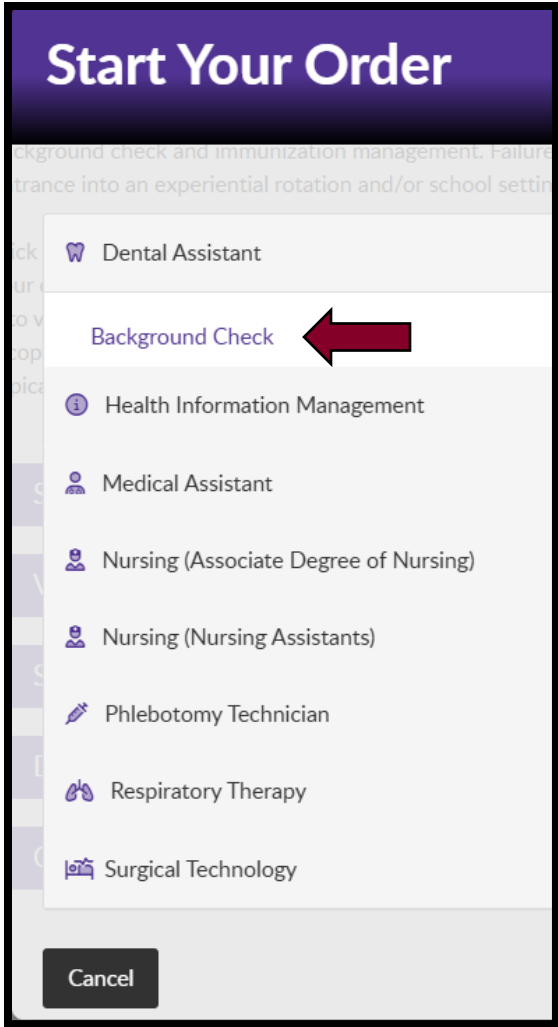
[ViewPoint Screening](#)

Step 2: Select Start Your Order



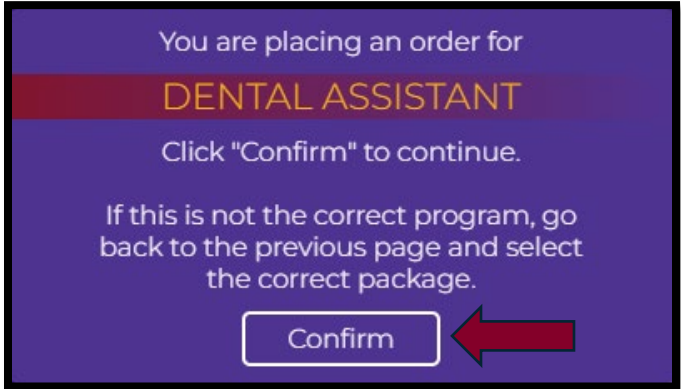
Step 3: Choose your program

Once Start Your Order is selected, it will expand to show you the available programs that offer background check packages. Select the program that you have been instructed to purchase a background check package for and select the background check link.



Step 4: Confirm your selected program

After following the background check link for your selected program, please confirm you are about to purchase a background check for the correct program.



Step 5: Review the Required Package Summary and Terms of Use and Refund Policy

After confirming your selected program, review the background check package summary and the Terms of Use and Refund Policy. To continue to the next step, select the check box that states that you have read, understand and agree to the ViewPoint Screening Terms of Use and Refund Policy. After reviewing, select Next to continue to the next step.

[ViewPoint Screening Terms of Use and Refund Policy](#)

Required Package

The department of Health Sciences at Mid-State Technical College requires the following service(s) to be performed by Viewpoint Screening:

Background Check:	Wisconsin DOJ & DHFS Caregiver Background Check Wisconsin Circuit Court Statewide Criminal Records County Criminal Records (7 year history, all jurisdictions outside of Wisconsin) Nationwide Crime Database Nationwide Sexual Offender Registry Healthcare Fraud & Abuse Scan Address History / SSN Validation
Price:	\$48.00

Terms of Use and Refund Policy

Please review the Terms and Conditions of Use carefully below.

Last Updated: 11/18/2025

These Terms and Conditions of Use (Terms of Use) contain important information regarding both your and Viewpoint Screening's legal rights, obligations, and remedies and cover your use and access to the products, services, software, platform and Website. The Terms of Use also contain authorizations and consent to

I have read, understand and agree to the [Viewpoint Screening Terms of Use and Refund Policy](#).

Next




Step 6: Complete the Background Information Disclosure (BID) form and the Applicant Information form


Before purchasing your background check package, you must complete both the BID form and the applicant information form. To complete the BID form, select the Click to Complete Required Form(s) box to open the form and fill in the required fields for each page. All three pages must be completed for this process.

Complete Release Form

In order to obtain Wisconsin background check information, it is required that you complete a BID Form.

This is a new automated process. Viewpoint Screening has created an electronic system that will allow you to easily complete the BID form. You will provide your personal data and answer all questions within a separate interface. You will not be able to move forward if any fields are left blank. The data provided will automatically be transferred to fill in the required BID form.

[Click to Complete Required Form\(s\)](#) 

VIEWPOINT  SCREENING ✕

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BACKGROUND INFORMATION DISCLOSURE (BID) FOR ENTITY EMPLOYEES AND CONTRACTORS

PENALTY: A person who provides false information on this form may be subject to forfeiture and sanctions, as provided in Wis. Stat. § 50.065(6)(c) and Wis. Admin Code § DHS 12.05(4).

Completion of this form to verify your eligibility for employment/service as a "caregiver" is required by Wis. Stat. § 50.065 and Wis. Admin Code ch. DHS 12. Failure to complete this form may result in denial or termination of your employment, contract or service agreement.

Refer to DQA form F-82064A, Instructions, for additional information.

Check the box that applies to you.

Applicant / Employee Student / Volunteer Contractor Other


Specify if you selected Other

NOTE: This form should NOT be used by applicants for entity operator approval (license, certification, registration or other DHS approval) or by entities requesting approval for an individual to reside in entity facilities as a non-client resident. Applicants for entity operator approval or for a non-client resident background check must request an entity background check from the Division of Quality Assurance.

Full Legal Name – First Middle Last

Other Names (including prior to marriage)

Position Title (applied for or existing) Birth Date (MM/DD/YYYY)



After completing the BID form, continue to complete the Applicant Information form and address section below the Complete Release Form section. Fill in all the required fields that are identified by the asterisks.


Be careful not to make spelling errors or mistakes when entering in your personal information as any error can force you to submit a BID re-order for an additional \$7.00.

Applicant Information	
Do not place an order on someone's behalf. This form must be filled out by the individual who requires Viewpoint Screening services.	
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Middle Name:	<input type="text"/>
Alias/Maiden Name 1:	<input type="text"/> <small>Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.</small>
Alias/Maiden Name 2:	<input type="text"/> <small>Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.</small>
Alias/Maiden Name 3:	<input type="text"/> <small>Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.</small>
Social Security Number*	<input type="text"/> - <input type="text"/> - <input type="text"/> <small>Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.</small>
Date of Birth*	<input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy)
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Phone Number*	<input type="text"/> (111-111-1111)

Current Residential Address:	
If applicable, your address will used to determine your drug test collection location.	
Address*	<input type="text"/>
City*	<input type="text"/>
State or U.S. Territory*	<input type="text"/> <small>For an international address, select "International" and select the foreign Country name below.</small>
Country*	<input type="text" value="United States"/>
Zip Code*	<input type="text"/> ZIP Code Look Up Tool <small>Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".</small>

Step 7: Complete the Payment Information section

After completing the BID and Applicant Information forms and confirming that all personal information is correct, select Next and this will prompt you to pay for your background check package on the Payment Information page. Fill in all the required fields in the Payment Information section and select Next to complete your purchase.




Payment Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Credit Card Number:	<input type="text"/>
Exp. Date:	<input type="text"/> (MM/20YY)
CVV* 2	<input type="text"/>
Credit Card Type:	Select Card Type ▼
Contact Name (if business):	<input type="text"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> ▼
Postal Code:	<input type="text"/>

♦ IMPORTANT: Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.

♦ *Viewpoint LLC* will appear on your credit card statement.

♦ A Parent or Guardian's credit card will be accepted. They should be made aware of this transaction.



♦ **WARNING: Your credit card will be charged \$20.00 when you click "Next."**
This fee is non-refundable under any circumstances.

♦ Do not click more than once or you may be charged multiple times.

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Step 8: Login to your ViewPoint Screening Account

Once your payment is complete, you will be prompted to login to your new ViewPoint Screening account using the student email you provided and to create a new password. After creating your new password, you will be logged in to your account by selecting Reset Password.

Thank you, your order has been submitted. Please be aware that this order does not contain a background check or a drug test.

You can now access your Health Portal to upload required documents.

You will be automatically logged into your account once you create/change your password.

Please RESET THE PASSWORD to your account associated with greys@anatomy.com

Passwords must contain one or more numbers, one or more special characters, and must be at least 12 characters long.

Toggle Password

I have provided a strong password that will be remembered

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Step 9: Check your results

After purchasing your background check package from ViewPoint Screening, your background check results will be complete and ready to view 1 - 4 weeks after purchase.