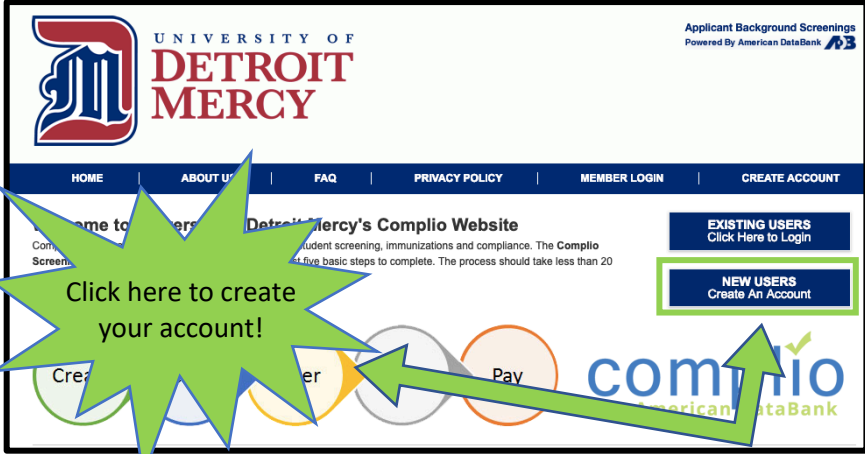


University of Detroit Mercy

Complio User Guide

Go to udmercycompliance.com and create your account. Chrome or Firefox work best with our system. If you are able to use one of these browsers we encourage you to do so. Complio will send you an activation email, please click on this email to activate your account.



Select your Program of study and then Load Packages. You will see several different packages listed, please refer to your school if you're unsure of which package you need to order. American DataBank does not know which package you need and will ask you to check with your school.

Identifying Information

Institution Name:	University of Detroit Mercy
Select Program: *	--SELECT-- --SELECT-- Undergraduate Nursing Graduate Nursing Nurse Anesthesia Physician Assistant

Load Packages

***PLEASE NOTE:** You will be choosing from three different bundles. You will need to look at the name of the bundle to ensure you are ordering the correct package. **THIS IS VERY IMPORTANT** and can delay your progress with the University if you do not select correctly. Additionally, please know that once you complete the order process and enter your payment information your order is **not eligible for a refund**. It is imperative that you review your order and select the correct package.

If you are unsure of which package to choose please check with your school before proceeding.

Bundles

- If you've only lived in the U.S. in the past 7 years**
University of Detroit Mercy Package
 36 Months (\$0.00)
10-Panel Drug Screen (\$37.00)
U.S. Background Check - For those who lived in America in the last 7 years (\$54.00)
- If you've only lived in Canada in the past 7 years**
University of Detroit Mercy Package
 36 Months (\$0.00)
10-Panel Drug Screen (\$37.00)
Canadian Background Check - For those who lived in Canada in the last 7 years (\$49.00)
- If you've lived in both the U.S. and Canada in the past 7 years**
University of Detroit Mercy Package
 36 Months (\$0.00)
10-Panel Drug Screen (\$37.00)
Canadian Background Check - For those who lived in Canada in the last 7 years (\$49.00)
U.S. Background Check - For those who lived in America in the last 7 years (\$54.00)

Step 2 will ask you to confirm all details you entered when you created your account. This information will be used to run your criminal background check, so it is imperative that you confirm that all details are correct. If you order incorrectly you will have to place another order and a refund is not available to you. We rely on you to input your details correctly!

Additionally, you have the ability to let Complio know if you'd like to receive Text notifications. These notifications will let you know if your background check is complete, if you have items to complete, and general Complio information. Please choose Yes and confirm your cell number before clicking Next to move forward.

Send Background Report:* Yes, please send me a copy by e-mail.


Text Message Notifications

Receive Text Notification: Yes No Cellular Phone Number:* (303)-302-9207

Save personal information changes to account profile.

[← Previous](#) [Next →](#)

Electronic Drug Screen Information – you will be able to select your drug screen location by clicking on the blue “Select” button. After your payment has been accepted, the drug screening registration will be emailed to you. Take this with you when you give your collection. The collection sites are based on the zip code you entered when you created your account. You can edit the zip code or distance if you need to.

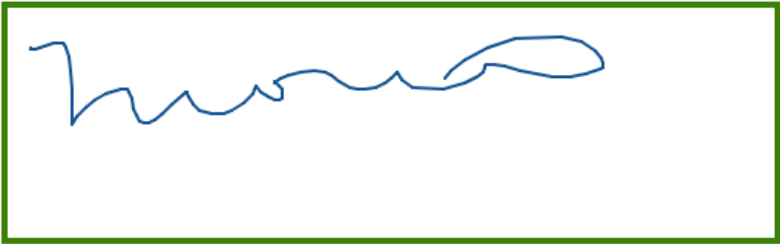


+ 5250 AUTO CLUB DRIVE SUITE 310A DEARBORN, MI 48126 LABCORP 6.85 miles	<input checked="" type="button" value="Select >"/>
+ 511 PIERCE ST STE D BIRMINGHAM, MI 48009 QUEST 8.11 miles	<input type="button" value="Select >"/>
+ 29176 VAN DYKE AVE WARREN, MI 48093 QUEST 8.25 miles	<input type="button" value="Select >"/>
+ 20276 MIDDLEBELT SUITE 7 LIVONIA, MI 48152 LABCORP 11.34 miles	<input type="button" value="Select >"/>

You will review the forms and scroll to the bottom of the screen to sign your name. Click the check box and then use your mouse or trackpad to provide a signature.

I have read and agree to the above Required Documentation.

Sign Here [Clear Signature](#)



[← Previous](#) [Next →](#)

You will confirm your order on the Order Review page. Please double check your package selections and utilize the "Change Package Selection" button if you need to make any adjustments to your order.

As you continue down the Order Review screen, you will see your total price listed followed by your profile details. If you need to make any adjustments, please use the Edit buttons directly to the right of each section. Once you enter your payment information you are no longer eligible for a refund.

Order Review: Please review your order details below. Make changes as necessary.

Package Details

Change Package Selection

Institution Hierarchy:	University of Detroit Mercy > Nurse Anesthesia		
Immunization Compliance Package:	University of Detroit Mercy Package	Subscription Period:	36 Month(s)
Background Package:	U.S. Background Check - For those who lived in America in the last 7 years	Package Price:	\$0.00
Background Package:	Canadian Background Check - For those who lived in Canada in the last 7 years	Base Price:	\$54.00
Background Package:	10-Panel Drug Screen	Base Price:	\$49.00
		Base Price:	\$37.00

Additional Fee(s)

Service Information	Amount	Adj Amount	Net Amount	Adjustment Information
E 10 Drug Test	\$0.00	\$0.00	\$0.00	
Healthcare Exclusion List (OIG - GSA - OFAC)	\$0.00	\$0.00	\$0.00	
Nationwide Sex Offender Search	\$0.00	\$0.00	\$0.00	
Social Security Trace	\$0.00	\$0.00	\$0.00	
Nationwide Criminal Search	\$0.00	\$0.00	\$0.00	
Statewide Criminal Search State: Colorado	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
			Total Price:	\$140.00

GET HELP

Profile Details

Edit Profile

First Name:	Monica	Middle Name:	P	Last Name:	Test
Gender:	Female	Date of Birth:	01/01/1980	Social Security Number:	111-11-1111
Email Address:	mphilip+udm@americandatabank.com	Secondary Email:			
Phone Number:	(111)-111-1111	Secondary Phone:			
Address 1:	110 16TH ST	Address 2:	8TH FL	Country:	UNITED STATES
City:	Denver	State:	Colorado	Zip Code:	80202

GET HELP

Drug Screen Information

Status:	Registered
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[Previous](#) [Next](#) [Cancel](#)

detroitmercy.complio.com says

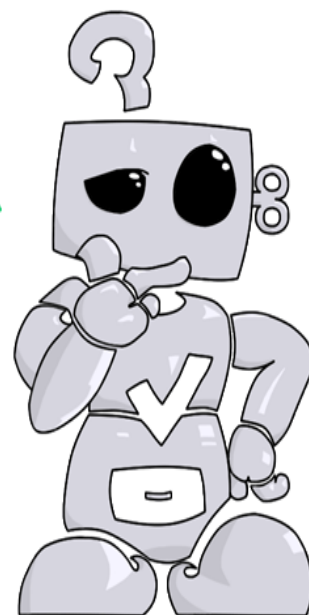
You will not be able to edit any information for this order after proceeding. Have you reviewed all your information?

[Cancel](#) [OK](#)

Have you double checked your order?



Questions?



©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Email: Complio@americandatabank.com

Phone: 800-200-0853

Live Service: 7am-6pm MT Monday-Friday; 8am-4pm MT Saturdays

Address: 110 16th Street
Suite 800
Denver, CO 80202