Welcome to Complio Screening!
Complio is an online screening system selected by your school to hold background check details. Follow these step-by-step instructions to create an account and place your order.

Step 1: Create an account by going to http://www.LSCCompliance.com. Navigate to the Complio homepage by clicking on Create an Account to get started. Enter your personal information. Be extra careful entering your Email Address, as this is the system’s main mode of communication with you.
Step 2: Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

### Place your Order

**Step 3:** Please note: An Account is not the same as a placing an order. Click **Get Started** to begin placing your order. Select your school and program of study and click Load Packages. Select the appropriate package. Please contact your Lake Superior College Administrator if you have questions regarding which package to order.

**Step 4:** Other names – Provide any alias/maiden names that you have used and enter previous addresses if applicable. Click Next to proceed once all your information has been entered.
Step 5: Please read the Disclosure and Authorization on the next screen, sign, and click **Accept & Proceed** to continue. The page will show your signature in the form after you have signed. Click **Next** to proceed.
Review and Confirmation

Step 6: Carefully review the information you have provided, once the order has been placed you cannot change any information. If you need to adjust the Package or your personal information, click on the buttons on the right-hand side of the screen. If any information is incorrect you will be required to re-order at your own expense.

Step 7: Confirmation and Receipt – Once you have confirmed that your information is correct proceed to the next screen. You will see Invoice to Institution as the Payment Type. Click Next to Proceed. You will receive a receipt via email. Your school will be notified when your report is complete.

Questions? American DataBank is available to assist you Monday-Friday 7am-6pm MST or you can contact us by email complio@americandatabank.com or by calling 1-800-200-0853.