



## Welcome to Complio Tracking & Screening!

Complio is an online tracking and screening system selected by your school to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.



[Video: Complio Overview](#)

[http://www.americandatabank.com/VideoDirectory/complio\\_overview.html](http://www.americandatabank.com/VideoDirectory/complio_overview.html)

### Create your Account

**Step 1:** Create an account by going to <http://www.mercercollegecx.com/>. Navigate to the Complio homepage by following the prompts on the page. Click **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.



[Video: Creating an Account](#)

<http://www.americandatabank.com/VideoDirectory/account.htm>

**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 or subscribing for tracking your immunizations. Click **Get Started** to begin placing your order. Select your program of study and year and click Load Packages. Select the following packages: Criminal Background Check, Drug Screening only and Mercer Nursing Compliance Package.



[Video: Subscribe to Complio](#)

<http://www.americandatabank.com/VideoDirectory/subscribe.html>

**Step 4:** Other names– Provide any alias/maiden names that you have used and click “Next” to continue. Enter previous addresses if applicable.

### Electronic Signature

**Step 5:** Please read the Disclosure and Authorization on the next screen, sign, and click **Accept & Proceed** to continue.



[Video: Signing Forms](#)

<http://www.americandatabank.com/VideoDirectory/SigningForms.html>

### Review and Confirmation

**Step 6:** Carefully review the information you have provided, once the order has been placed you cannot change any information. **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, please select payment of Credit Card or Money Order. You will receive a receipt via email to your email address included with your order.

### Immunization Details & Documents

**Step 8:** Click **Upload Documents** and use the **Browse** button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.



[Video: Upload Documents](#)

<http://www.americandatabank.com/VideoDirectory/upload.html>

**Step 9:** Click **Enter Requirement** to add details for a specific requirement. There may be multiple options, but you may not need to complete them all. Refer to the **Note** for explanation of options.



[Video: Entering Data](#)

<http://www.americandatabank.com/VideoDirectory/data.html>

**Step 10:** **Select a Requirement**, complete the required fields and select from the drop-down list of documents you've uploaded. Click **Submit** to save what you've entered. You can **Update** the item at any time before it is approved.



[Video: Exceptions - When and How to Apply](#)

<http://www.americandatabank.com/VideoDirectory/exceptions.html>

**Wait for Approval** At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend).

**Monitor Your Status** We recommend checking Complio regularly. You are not fully compliant until your **Overall Compliance Status = Compliant**, indicated with a **Green Checkmark**. Complio will notify you via email when your compliance status changes, if an item is approaching expiration/deadline, or if a new requirement is added.

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