# Requesting Checks With Generic Links

A generic or external link is a publicly facing URL which can be created for your organisation and used to provide to applicants who will require checks to be completed. The Authorised officer/ organisation can specify the applicants who require a check to be conducted and email this link to the applicants directly. Or some organisations use it as a means of facilitating a large recruitment drive or for expressions of interest by inserting this link on the organisation's webpage. The applicants will then be able to access the link online and proceed with completing the check application. A screenshot of the page the applicants will reach upon clicking the link is displayed below.

If you would like a generic link to be created for your organisation, please contact *fit2work* on 0800 300 322 or your Account Manager directly.
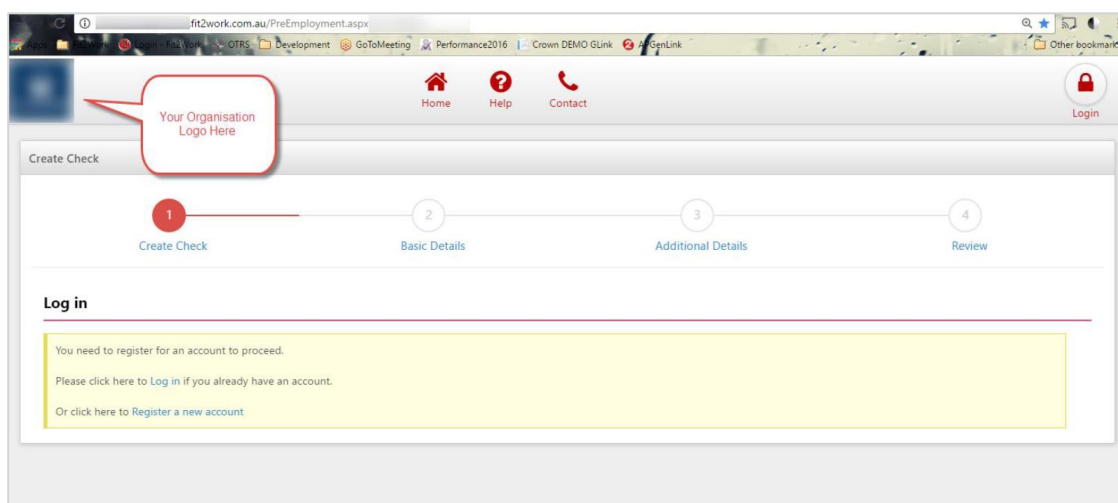
Your organisation logo (please provide this to your Account Manager or the support team) and information will be displayed, and the URL used by applicants will be unique to your business. Multiple Generic Links can be created for different check types. You can nominate the Authorised Officer who should receive notifications of check submissions from Candidates to keep track of the number of completed applications. The generic link will require applicants to create an account to manage and track their check submission:
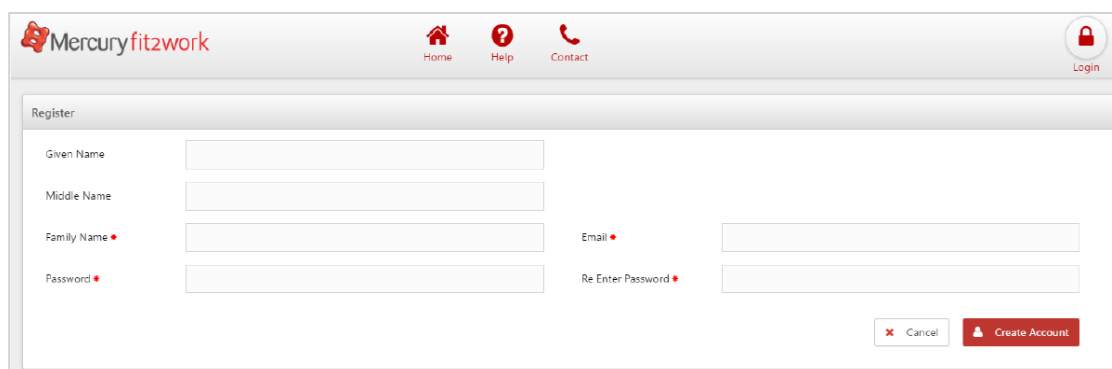
This also allows you to view their application progress and better manage and report all checks due for processing by your organisation.