



Lamar State College - Port Arthur

# How to Place Order

Welcome to my 

**To place your order go to:**

<https://portal.castlebranch.com/LN55>

Select Program: Substance Abuse Counseling






Select Package: LR42bg: I need to order my background check only

**PLACE ORDER**

**SELECT PROGRAM**

**SELECT PACKAGE**

**To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:**

-  View order results
-  Upload documents
-  Manage requirements
-  Place additional orders
-  Complete tasks

During order placement you will be asked for your STAR ID number for payment. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

Please have ready personal identifying information needed for security purposes. The email address you provide will become your username.

Contact Us: **888.914.7279** or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)