

## **ALASKA STATE HOCKEY ASSOCIATION ONLINE BACKGROUND SCREENING PROGRAM INSTRUCTIONS**

The following instructions, together with the online instructions and prompts provided by the Acxiom Information Security Services ("Acxiom") website, will guide you through the ASHA online background screening process. Sample website screens are also provided below for reference.

Under federal law, volunteer organizations must secure a signed consent/release form from each individual on whom a background check is to be requested. Consent/Release Forms are supplied online.

### **How Do I Log In**

- ✓ Each individual must set up an online account through ASHA's Acxiom website. To begin:  
Log on to the internet web address: **www.mybackgroundreport.com**
- ✓ The first time you visit the main web page, you will enter the Partner Code for CAHA: **USAH1165 (Screen Sample 1)**
- ✓ In the login and password fields. Click on "I am a New User." **(Screen Sample 1)**

### **Setting up an Account**

- ✓ The following required business information must be inserted **(Screen Sample 2)**:

Business Name: <b>ASHA</b>	Company ID: <b>ASHA06</b>
Contact Name: <b>ASHA Screening Administrator</b>	Phone: <b>9074798980</b>
Address 1: <b>P.O. Box 74151</b>	Fax: [leave blank]
Address 2: [leave blank]	email: <b>ashascreening@yahoo.com</b>
City: <b>Fairbanks</b>	Re-enter Email: <b>ashascreening@yahoo.com</b>
State: <b>AK</b>	
Zip: <b>99707</b>	
- ✓ Select **Email** as the method you would like to receive your final reports. (please note that the final reports are emailed to the ASHA screening representative, not back to the applicant). **(Screen Sample 2)**
- ✓ Next, choose a personal login and password. This will allow you access to the website after your initial registration to submit additional background check requests **(Screen Sample 2)**.
- ✓ Review and accept the Certification **(Screen Sample 3)**, Liability Agreement **(Screen Sample 4)** and the Adverse Action Instructions **(Screen Sample 5)**.
- ✓ Under federal law (Fair Credit Reporting Act), it is required that employers/volunteer organizations provide notification to their volunteers/employees before a background check (or consumer report) is requested. In addition, the law requires that written authorization and consent be obtained from each individual prior to the requesting of any consumer report. Your checking of the accept box(es) constitutes your authorization and consent.

### **Ordering a Background Check**

- ✓ After completing the registration process, a screen showing "backgrounds requested" will appear. On the right side margin, you will need to select "**Order a Background Report**". **(Screen Sample 6)**
- ✓ The next screen will ask for information on the individual you are requesting the background check be processed **(Screen Sample 7)**.
- ✓ When all information is entered, click "submit" at the bottom right-hand side of screen.
- ✓ A confirmation report screen will appear, showing the individual's name and summary of charges. Click on "submit" at the bottom right-hand side of screen.

### **Payment for Background Checks**

- ✓ Payment via major credit card is required at the time of the background request. After the background check is ordered, a billing and payment information screen will appear. You must complete the required information fields to proceed.
- ✓ Click on submit at the bottom right-hand side of the screen.
- ✓ You will receive immediate payment approval and confirmation. Please make a copy of your Request ID number.

### **Contact Information**

- ✓ If you experience technical difficulties when registering online or otherwise need help, additional background check information is available from Acxiom by contacting:  
Kristy Belan  
Phone 1-800-853-3228 ext. 4685  
Email to: [customermail@acxiom.com](mailto:customermail@acxiom.com)

### **Background Check Results**

- ✓ Average turnaround time for processing and completing background checks is 2-3 business days
- ✓ ASHA, and the Pacific District, will post a list of those individuals who have been screened.
- ✓ Under federal law, any individual who fails the background check must be provided with a copy of the report, along with a Summary of Rights under the FCRA (Fair Credit Reporting Act) and a toll-free telephone number and address. This is required should the individual wish to dispute or question information contained in the background check report. See ASHA's Screening Policy for your right to appeal an adverse result.

SCREEN SAMPLE 1



**MyBackgroundReport.com: providing backgrounds to individuals and companies**

Partner Code\*:

I have already registered my account:

Login:

Password:

[Forgot your password?](#)

I am a New User



SCREEN SAMPLE 2



ACCOUNT setup

On Behalf of ALASKA STATE HOCKEY ASSOC : CONTRACTORS Welcome to Acxiom's Account Setup Process

Business Name*:	<input type="text" value="ASHA"/>	Company ID*:	<input type="text" value="ASHA06"/> <a href="#">What is this?</a>
Contact Name*:	<input type="text" value="ASHA Screening Administrator"/>	Phone*:	<input type="text" value="9074798980"/>
Address 1*:	<input type="text" value="P.O. Box 74151"/>	Fax:	<input type="text"/>
Address 2:	<input type="text"/>	Email*:	<input type="text" value="ashascreening@yahoo.com"/>
City*:	<input type="text" value="Faribanks"/>	Re-enter Email*:	<input type="text" value="ashascreening@yahoo.com"/>
State*:	<input type="text" value="AK"/> <input type="button" value="v"/>	Zip*:	<input type="text" value="99707"/>

How would you like to receive your final reports?\*  Email  Fax \*\*Must be a dedicated fax number

Please choose a login and password below

Login must be at least 6 characters and must contain at least one letter and one number (ex: myname25)

Login:

Passwords must be 6-8 characters in length and may not match your login. They must contain at least one letter and one number and may not have repeating characters. (ex: newpas7)

Password:

Confirm:

\* required field



## SCREEN SAMPLE 3



### LIABILITY agreement

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Please click on the link below to view the additional release. Once you have reviewed the agreement, please submit an answer below.

[Additional Agreement - Click Here](#)

- I have read and understood the above agreement and I accept.
- I do not accept the above agreement.

**SUBMIT»**

SCREEN SAMPLE 4



LIABILITY agreement

Contractor may request Employment Reports pursuant to procedures

Contractor certifies that it will not request an Employment Report for

A. A clear and conspicuous disclosure (release form) is first

B. The applicant has authorized in writing the procurement of

C. Information from the Employment Report will not be used in violati

Contractor further agrees to comply with all provisions of the Fair Cre

THE FAIR CREDIT REPORTING ACT PROVIDES THAT ANY PERSON W

Acxiom Information Security Services shall use good faith in attempti

In addition, Acxiom Information Security Services shall have no obliga

- I have read and understood the above agreement and I accept.
- I do not accept the above agreement.

**SUBMIT** >

## SCREEN SAMPLE 5



### ADVERSE action processing

As per the Fair Credit Reporting Act, Section 604.k  
who takes an adverse action (denial of employment  
based in whole or in part from information obtained  
Reporting Agency, must follow these steps:

1. Communicate to the applicant with a  
"Pre-Adverse Action Notice" (see sample)  
that information has been obtained that may disqualify
2. Provide the applicant with a copy of the report
3. Provide the applicant with a "Summary of Rights
4. If applicant does not dispute the information contained  
can then send applicant an "Adverse Action Notice"

[Pre-Adverse Action Letter - Click Here](#)  
[Adverse Action Letter - Click Here](#)

- I have read and understand the adverse action processing procedure.  
I agree to follow this process on any action I may decide to take as a  
result of the background investigation(s) requested.
- I do not agree to comply with the adverse action process.

**SUBMIT»**

SCREEN SAMPLE 6



ALASKA STATE HOCKEY ASSOC : CONTRACTORS  
ASHA

[Update my profile »](#) [Sample Release »](#)

**BACKGROUNDS requested**

[Order a Background Report »](#)

Name	Address	Entered On	Paid
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\*\* No employees or sub-contractors on file for your Account \*\*  
Click on the 'Order a background report' link above to request backgrounds

SCREEN SAMPLE 7



ALASKA STATE HOCKEY ASSOC : CONTRACTORS ASHA

Home >

ORDER information

First\*\*:  
 Middle:  
 Last\*\*:  
 SSN\*\*:  
 DOB\*\*:  
 Maiden:

House # Street Apt City State Zip

USA Hockey Basic Package

Order Price: \$21.50

Pkg	Product	Reference
9197	5011: TRUSST	
9197	8010: Global Terrorist Watch List	
9197	1160: National Criminal Access Search	
9197	3020: Sex Offender Registry Check	

State:   \*\*  Search Alias?

Add Another One >>

Submit and Pay >>

Note: If a New York Criminal Record check is needed, there will be a \$52.00 fee added to the cost of the standard fee. If a Puerto Rico Criminal Search is needed, there will be a \$30.00 fee added to the cost of the standard fee. If either fee applies, you will be notified of these additional charges and you will be required to authorize the payment of this fee before you will be charged and/or the background report is released.