User Manual for Ordering Background Checks through the Chapter Management System

In Partnership with

2050 Vista Parkway

West Palm Beach, FL 33411

18946 N. Dale Mabry, Suite 101

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Step 1 – Setting up an account

- Once you have viewed your price options and are ready to proceed, you should select the **Online Signup Link**

- The Signup page will then be displayed. You should fill in all the fields for your organization to set up an account with Priority Research

- Within 3 business days Priority Research will then email you a unique username and password for your chapter and provide you with package recommendations for your state through their Online Consultant Program

Step 2 – Registering your account

- Once you have received your username and password from Priority Research, you can then log back in to the Chapter Management section using your original NAYS username and password.
- Once logged back in, you will select **View/Update Members**
- Double click on a **coach** to be searched
- The member information page for that coach will appear

- Follow the **click here** link under the background check information section of the member information page
- Fill in your organization id and password that was provided by Priority Research

- Select **Submit**
  - ➢ This only needs to be done once

- From the member information page you can download and print the background check Authorization Form. This form will be filled out by each coach prior to running the search to collect the necessary information for that search.

- You should select **Register for a Background Check** button from the member information page to complete the Priority Research registration
  - ➢ This only needs to be done for the very first search but can be done several times if desired. It will store you as the main user from then on.
  - ➢ Close the window when complete.

Step 3 – Requesting A Background Check

- Select **Request A Background Check** from the member information page and fill in the remaining blank information for that coach

Confirm Applicant Information

Date	05/13/2009
First Name	
Middle Name	
Last Name	
Social Security	
DOB	
Sex	⊙ Female ○ Male
Phone	
Drivers License	
DL State	
Prev. Last Name	
Year Prev. Name	
State	FL

If you will be requesting a MVR Driving History, both a DL # and a DL State must be entered above.

Proceed *(To cancel, just close the browser window.)*

Your candidate id = MBR-159595
Our user id = 1657
Your user id = CLN-1449-19692
Organization id = 1104

➤ Once all the information is filled in select **Proceed.**
➤ Select the type of search to run on that coach.
➤ Review and **Submit** the information.

- Within 48 hours of submittal, Priority Research will email you that the results for that coach are ready

Step 4 – Viewing Background Check Results

- After you receive the email stating results are available, you will then need to log back in to the Chapter Management section

- Select **View/Update Members**

- Double click the **coach** whose results are available

- Select **View Background Check Results** from the member information page

	NAYS - Demo Account
CONFIDENTIAL	
Requested:04/27/09	
Background Verification Report	Completed:04/27/09 Requested By:PLUGN16431

Subject:	DOB: 03/03/1970
SSN: XXX-XX-6789	Position: Volunteer

Alert:

Social Trace
complete

Nat'l Criminal Database Search
done

Nat'l Sex Offender Registry
done

End Of Report

- You can review, print and save the results if needed

Step 5 – Adding Background Check Information

- Once a search has been completed and the results are viewed, you can then store dates of completion

- Select **View/Update Members**

- Double click the **coach** who results are available

- Under Background Check History section select the **Click to Update** link

Background Check History

Back to List

Member Information

MBR-

John Smith
2050 Vista Parkway
West Palm Beach, FL, 33411
Ph1: (561) 684-1141
volunteerscreening@nays.org

Background Check History (Add)

Added On: 6/15/2009

Added By: John Smith CLN-1234-56789

Notes

Submit

- Fill in the **Notes** section for your personal reference.

- Select **Submit** to save the notes

- Select the **Back to List** link

Step 6 – Review Background Check Information

- On the View/Update Members page you will see that the coach now has a date in the Background Check column
- Double click the **coach** who information has now been stored
- Under the Background Check History section select the **View** link to review background check notes

Background Check History
Back to History

Member Information

MBR-

John Smith
2050 Vista Parkway
West Palm Beach, FL 33411
Ph1: (561) 684-1141
volunteerscreening@nays.org

Background Check History

Added On:	6/15/2009
Added By:	John Smith CLN-1234-56789
Notes	on file

- After reviewing the notes select the **Back to History** link
- Then select the **Back to List** link to repeat

Step 7 – Additional Background Checks

- To perform another search once the account has been set-up, simply select the coach from the **View/Update Members** page
    - ➢ Then repeat Step 3
    - ➢ Then repeat Step 4
    - ➢ Then repeat Step 5
    - ➢ Then repeat Step 6