

# CJSA Background Check Tutorial

## Where to Do the Background Check?

- [www.CJSA.org](http://www.CJSA.org) . The Main Website page has the following button near the bottom in the center of the page



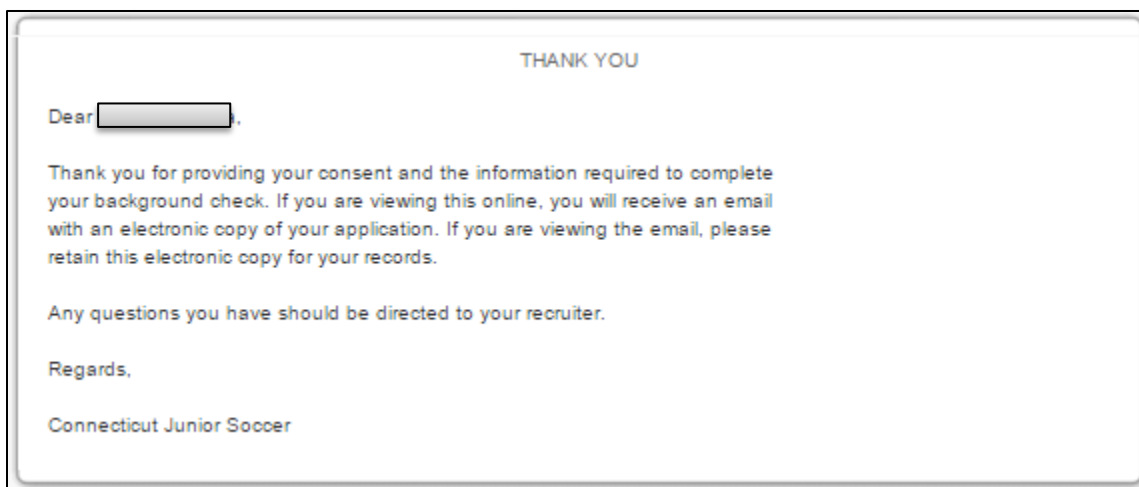
- This is the background check page with lots of current information:  
[http://www.cjsa.org/resource\\_center/cjsa\\_background\\_check/](http://www.cjsa.org/resource_center/cjsa_background_check/)
- Once there, click on the link “CLICK HERE TO BEGIN YOUR BACKGROUND CHECK”

## Important Information BEFORE you start!

- The Background Check Process requires Adobe Flash for you to “Sign” the document. As such, many Apple devices will not work for this process. Apple iPad and iPhones will most likely NOT work unless you use the Google Chrome browser on those devices.
- Most Non-Apple computers and devices will work.

## You are not successfully submitted nor complete until:

1. You see the below screen



2. AND, You receive the following email



**Thank you for completing your authorization for background screening.**



CT Junior Soccer HR Manager <do\_not\_reply@CJSoccer.com>

Sent:

To:

---

Message  ScreeningProfile.pdf (108 KB)  Consent.pdf (12 KB)

 eSignatureConsent.pdf (105 KB)  SummaryOfYourRights.pdf (100 KB)

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Dear Joseph Guerra,

Thank you for providing your consent and the information required to complete your background check. If you are viewing this online, you will receive an email with an electronic copy of your application. If you are viewing the email, please retain this electronic copy for your records.

Any questions you have should be directed to your recruiter.

Regards,

Connecticut Junior Soccer

# Performing the Background Check

## First Page

### Connecticut Junior Soccer Welcomes You

Welcome to our Direct Advantage site. From this site, you will provide consent for background screening services and input the required information to support fulfillment of background screening services.

Please review the information pane which will appear at the top of each form. Each information pane provides you with specific instructions for that form. You will not be able to change the information provided for your background screening after the application has been submitted.

Once you have completed all of the required information, you must click the "Submit Application" button in order for your application to be submitted.

\* First Name   
\* Last Name   
\* Email

\* Country Of Residence

\* Create Password

\* Re-enter Password

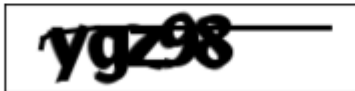
\* Security Question


\* Answer

**New password requirement**  
Must contain at least 8 characters  
Must contain at least 3 of the following 4 types of characters:  
Upper case letter A-Z  
Lower case letter a-z  
Digit 0-9  
Symbol !@#\$%^&\*()\_+  
Must contain at least 8 characters  
Cannot contain three (3) of the same character in succession

Please select either a standard question, or provide your own custom security question, and answer. You should choose a question that only you know the answer to. If you forget your password you will be prompted to answer the security question you supplied or selected to enable your login.

Verification Characters



 Try a different image

\* Enter Verification Characters

Save And Continue

- All fields are required
- Create a password you will remember as you may need it later.
- Fill in all fields and click the "Save And Continue" button at the bottom

## eSignature Consent Form

### Consent to Use Electronic Signature

By selecting the "Yes" option below, I hereby consent to the use of my electronic signature to execute the Authorization Form, which will appear on the following screen. I understand that my electronic signature will have the same legal effect, validity and enforceability as if I were to execute by handwritten signature. If I do not wish to have my electronic signature to have a binding effect, I must select "No" option below.

### Right to Entering into Agreement in Non-Electronic Form

I understand that I have the right to agree to the Authorization Form on paper and to execute the Authorization Form by handwritten signature. In order to provide it in written form, I can print and upload the form in the Document Upload section upon completing my profile.

### Withdrawing My Consent and Updating Information

I understand that I have the right to withdraw my consent to use electronic signature and the right to update my contact information at any time. If I decide at any point to withdraw my consent, I understand that the withdrawal is only prospective and shall not impact the legal effectiveness, validity or enforceability of the Authorization Form prior to the implementation of my request withdrawal. The effectiveness of the withdrawal will be within a reasonable period of time after receipt of the withdrawal. If I withdraw during the period where a screening service is in the process of being fulfilled or ordered, it may impact my application for employment, contract work or other purpose.

If I decide at any point to withdraw my consent, I may call First Advantage at (+1) 800-845-6004, or provide a signed letter via mail to the address below:

**First Advantage Background Services Corp.**  
Consumer Center  
P.O. Box 105292  
Atlanta, GA 30348

Applicants based in South Asia and Pacific region (including Hong Kong, Singapore, Australia, New Zealand, Philippines and Malaysia) may instead contact the Compliance & Privacy Manager at [Privacy.sapac@fadv.com](mailto:Privacy.sapac@fadv.com) or (+61) 2 9017 4300.

### Requesting a Paper Copy of My Electronic Record

Upon request, I may obtain a paper copy of the Authorization Form by clicking 'print' before submitting. Additionally, I may call, mail a request, or email via the contact information shown above.

\* I have read and accept the eSignature terms outlined above.

Yes  No

Today's Date

January 30, 2016

I consent

- On this consent page click the "Yes" radio/round button and then click the "I Consent" button at the bottom

## Disclosure and Authorization

### NOTICE REGARDING BACKGROUND INVESTIGATION


Applicant: YOU MUST COMPLETE THIS SECTION FOR ALL BACKGROUND CHECKS. I certify that I have read and signed a complete and full disclosure to First Advantage, on behalf of the company, to conduct a complete background investigative consumer report on me which may include a complete criminal history check, verifications of employment and education, a check of any applicable information resources, and a check of credit bureau records. I hereby authorize all persons, institutions, courts, and bureaus to freely answer First Advantage, questions about me. For the purposes of this authorization, a copy or facsimile of my signature is to be considered as good as the original. The mission of the Connecticut Junior Soccer Association is to serve and educate its membership through the development, promotion and administration of youth soccer in the state of Connecticut. All adults are required to complete an on-line background check. The cost of your background check will be paid by CJSA. By clicking on the button you are authorizing First Advantage to perform a criminal background check on you for CJSA. This check will be made from public record sources and you will have an opportunity to challenge any adverse information disclosed by the check.

\* I have read and accept the terms of this Online Application.

Yes  No

\* First Name   
\* Last Name   
Today's Date January 30, 2016

### Current Address

\* Country   
\* Address 1   
Address 2   
\* City   
\* Region   
\* Zip Code/Postal  

Check here to receive a copy of your Consumer Report. (For U.S. addresses only) 

### \* Electronic Signature

Hold down the left mouse button to draw your signature

Clear

I consent

- First Name and Last Name will fill from prior screens. You must fill out the remaining Address fields.
- Click the "I Consent" button at the bottom

## Page Four - Personal Information

Personal Information

Address History

Document Upload

Review Profile



### Personal Information

Save Now

Page saved at 3:50:38 PM EST

Enter at least one of the following: United States Social Security Number, Passport Numbers or a Government ID.

#### Identification Numbers

##### Identification 1

Country

UNITED STATES

\*Document

SSN

\*Number

\*Confirm Number

Remove

Done

Add Another

#### Personal Details

Title

--

\*First Name

\*Last Name

Middle Name

Generation

(Ex: Jr, II, III...)

\*Date of Birth

Month

Day

Year

Ex. October 01, 1981

\*Primary Phone

Country Code

Area Code/Phone Number

Secondary Phone

Country Code

Area Code/Phone Number

Email Address

#### Aliases

\*Have you ever used another legal name? (a maiden name, alias, or AKA)

Yes

No

#### Client References

\*Club Name

Recruiter

Save Now

Page saved at 3:50:38 PM EST

Save And Continue

- On this page you will add personal identification information that will allow the system to best identify you.
- Please enter your Social Security, Passport or Driver's License information as instructed. It is recommended that you enter one of these pieces of information. If you wish not to do so, you can chose SSN and enter all zero's. However, this is not guaranteed to work.
- Please ensure you are entering your ***Legal*** First and Last Name!
- In the Primary Phone / Country Code, most(if not all) will use +1 for United States
- Club Name: please use ***YOUR*** club and not "Connecticut Junior Soccer". If you do not enter ***YOUR*** club name then ***YOUR*** registrar will not see you on their approved list.
- You can now click on the "Save" button as you go to save the information.
- Once you are good with this "Personal Information" tab ***click the "Save and Continue" Button at the bottom.***

## Page Five – Address History

Personal Information  Address History  Document Upload  Review Profile

### Address History Save Now

#### Address

**Current Address**

\* Country

\* Address 1

Address 2

\* City

\* Region

\* Zip Code/Postal

\* From  (MM/YYYY)

\* To  Current Through Today

Done

[Add Another](#) Save Now

Save And Continue

- On this next screen for address history, please complete the required information
- If you have not been at your current address for at least 2 years, it is recommended to enter an additional address by clicking on the “Add Another” button.
- You can now click on the “Save” button as you go to save the information.
- Once you are good with this “Address History” tab **click the “Save and Continue” Button at the bottom.**




## Page Six – Document Upload

Personal Information  Address History  Document Upload  Review Profile

### Document Upload

In some scenarios, additional documents may be required to fulfill certain types of background checks. In other scenarios, documents are not required for the background check, but may be optionally provided to assist in expediting processing. As you have already signed and provided electronic consent as part of this process, a copy of the Consent Form is provided below and will be retained for use in the background check.

 [Consent Form](#)  
(Click to download)

If no additional required or optional documents are needed for your background check, click save & continue or the Review Profile tab to continue with submission of your data.

[Save And Continue](#)




- On the Document Upload page, most individuals will not be required to upload anything.
- Once you are good with this “Document Upload” tab ***click the “Save and Continue” Button at the bottom.***

## Page Seven – Review Profile

Personal Information  Address History  Document Upload  Review Profile

### Review Profile

Section Summary ⌵ ⌶

	<a href="#">» Personal Information</a> <ul style="list-style-type: none"><li>• Personal Details</li><li>• Aliases</li></ul>	<input checked="" type="checkbox"/> OK - Complete
	<a href="#">» Address History</a>	<input checked="" type="checkbox"/> OK - Complete
	<a href="#">» Document Upload</a> <ul style="list-style-type: none"><li>• <a href="#">Consent Form (Click to view)</a></li></ul>	<input checked="" type="checkbox"/> OK - Complete

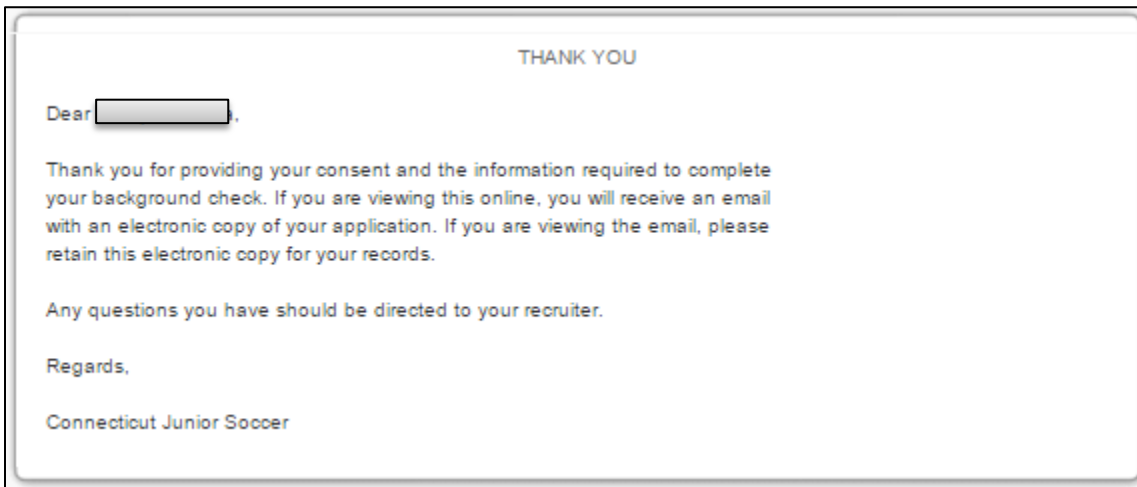
[Submit Profile](#) [Preview Profile](#)

- On the Review Profile you can either Preview or Submit. ***You will need to Submit the profile.***

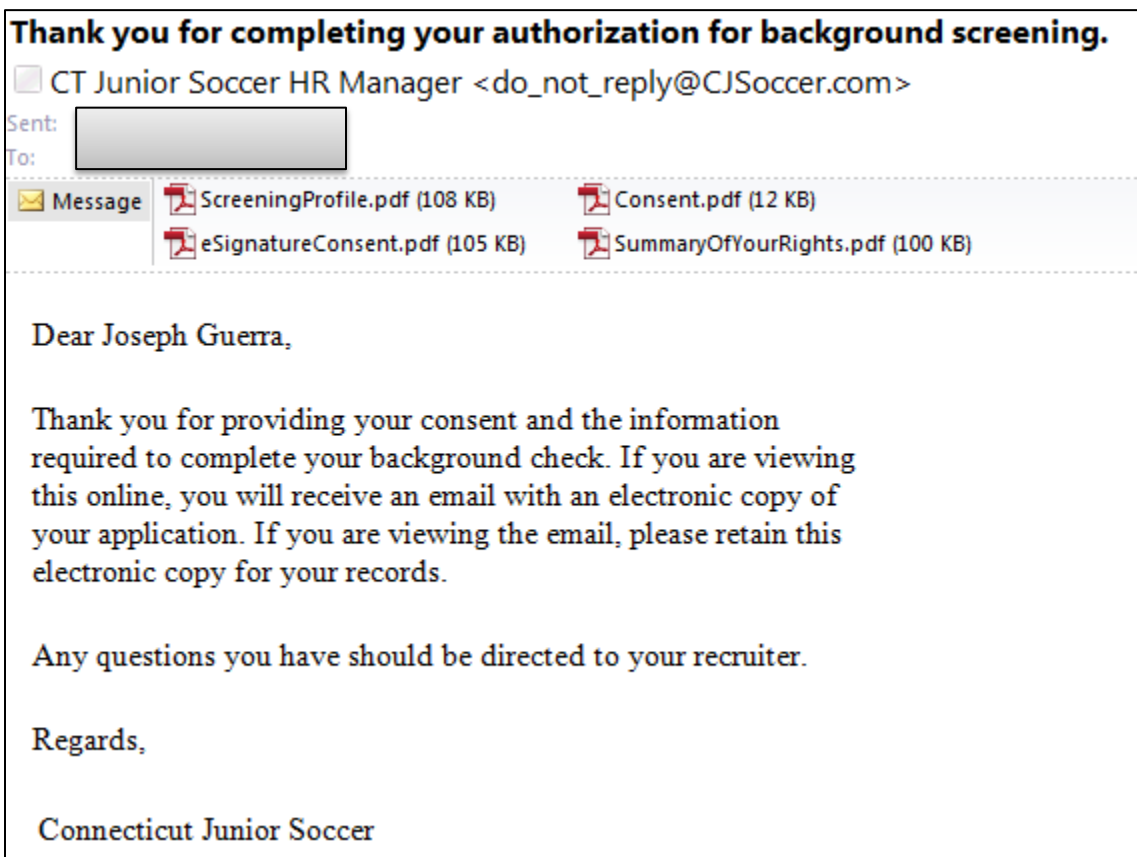
## Page Eight – SUCCESS!

You are not successfully submitted nor complete until

3. You see the below screen



4. AND, You receive the following email



Thank you for reviewing the CJSA Background Check Tutorial document.