

**CALIFORNIA AMATEUR HOCKEY ASSOCIATION
ONLINE BACKGROUND SCREENING PROGRAM INSTRUCTIONS
(NorCal Travel)**

The following instructions, together with the online instructions and prompts provided by the Acxiom website, will guide you through the CAHA 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 CAHA'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: **CAHA2057**
- ✓ In the login and password fields. Click on "I am a New User."



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



Setting up an Account

- ✓ The following required business information must be inserted:

Business Name: Insert your Club name here	Company ID: List whether you are a Coach, Volunteer and/or Referee
Contact Name: CAHA Screening Administrator	Phone: 7148382827
Address 1: 20 Entrada West	Fax: [leave blank]
Address 2: [leave blank]	email: cahascreen@sbcglobal.net
City: Irvine	Re-enter Email: cahascreen@sbcglobal.net
State: CA	
Zip: 92620	
- ✓ Select **Email** as the method you would like to receive your final reports. (Please note that the final reports are emailed to the CAHA screening representative, not back to the applicant).



ACCOUNT setup

On Behalf of CALIFORNIA AMATEUR HOCKEY ASSOC-NORCAL TRAVEL: CONTRACTORS Welcome to Acxiom's Account Setup Process

Please enter your local Club in the Business Name field, also list whether you are a Coach, Referee or Coach/Referee in the Company ID field

Business Name*: <input type="text" value="California Gold Rush"/>	Company ID*: <input type="text" value="Volunteer"/> <small>What is this?</small>
Contact Name*: <input type="text" value="CAHA Screening Administrator"/>	Phone*: <input type="text" value="7148382827"/> <small>(no dashes: #####)</small>
Address 1*: <input type="text" value="20 Entrada West"/>	Fax*: <input type="text"/> <small>(no dashes: #####)</small>
Address 2: <input type="text"/>	Email: <input type="text" value="cahascreen@sbcglobal.net"/>
City*: <input type="text" value="Irvine"/>	Re-enter Email*: <input type="text" value="cahascreen@sbcglobal.net"/>
State*: <input type="text" value="CA"/> <input type="checkbox"/> Zip*: <input type="text" value="92620"/>	

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

- ✓ 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.

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 6-10 characters in length and may not match your login, your login spelled backward, or the word 'password.' They must contain at least one letter and one number and may not have repeating characters. You may not reuse any of your 10 previous passwords. (ex: newpas7)

Password:

Confirm

SUBMIT

* required field

- ✓ Review and accept the Certification

LIABILITY agreement

Please click on the link below to view the additional release in .pdf format.

[Additional Agreement - Click Here](#)

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

SUBMIT

- ✓ Review and accept the Liability Agreement and Adverse Action Instructions

LIABILITY agreement

ADVERSE action processing

Contractor may request Employment Reports pursuant to procedures prescribed by Acxiom Information Security Services from time to time and certifies that any such requests shall be made only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose.

Contractor certifies that it will not request an Employment Report for employment purposes unless:

A. A clear and conspicuous disclosure (release form) is first made in writing to the applicant before the report is obtained, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes.

B. The applicant has authorized in writing the procurement of the report.

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

SUBMIT

As per the Fair Credit Reporting Act, Section 604.b.3.a, any employer, who takes an adverse action (denial of employment, promotion or assignment) based in whole or in part from information obtained through a Consumer 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 the applicant
2. Provide the applicant with a copy of the report
3. Provide the applicant with a "Summary of

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

- ✓ 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".

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

BACKGROUNDS requested

[Order a Background Report »](#)

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

- ✓ The next screen will ask for information on the individual you are requesting the background check be processed.

**CALIFORNIA AMATEUR HOCKEY ASSOC-NORCAL TRAVEL: CONTRACTORS
California Gold Rush**

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ORDER information

Entry Instructions

Welcome to the Acxiom background screening process on behalf of California Amateur Hockey (NorCal Travel)

First**:	Middle:	Last**:	SSN**:	DOB**:	Maiden:
House #	Street	Apt	City	State	Zip
Phone:			Email:		

USA HOCKEY BASIC PACKAGE

Order Price: \$22.58

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

[VIEW waiting >>](#)

[Add Another One >>](#)

[Submit and Pay >>](#)

- ✓ When all information is entered, click “submit and pay” 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.

Contact Information

- ✓ If you experience technical difficulties when registering online or otherwise need help, additional background check information is available from Acxiom by contacting:
 Laura Cooper
 Phone 1-800-384-7105
 Fax 216-617-2015
 Email to: Laura.Cooper@acxiom.com

Background Check Results

- ✓ Average turnaround time for processing and completing background checks is 2-3 business days (based on a Clear Background)
- ✓ CAHA, 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 CAHA’s Screening Policy for your right to appeal an adverse result.