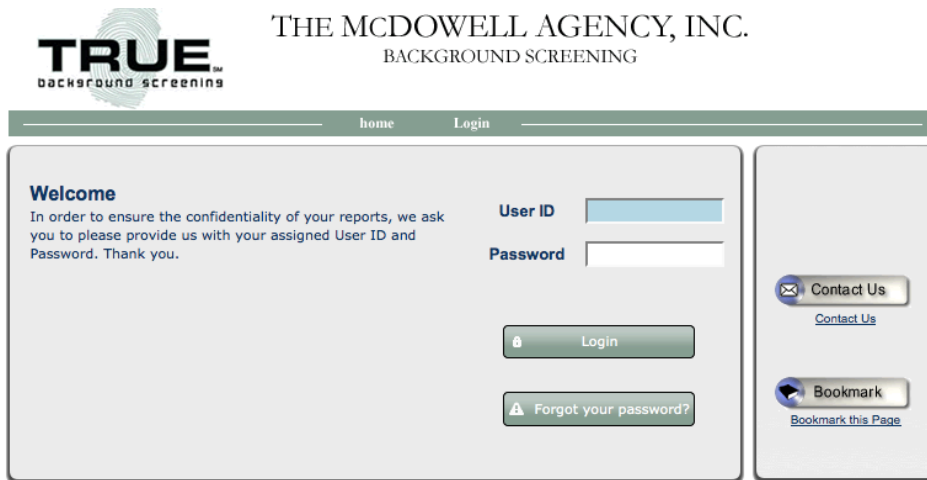


How to complete the background check for coaching youth soccer.

1. Go to <http://www.mcdowellagency.com/> and select “Client Log In”



TRUE
background screening

THE MCDOWELL AGENCY, INC.
BACKGROUND SCREENING

home Login

Welcome
In order to ensure the confidentiality of your reports, we ask you to please provide us with your assigned User ID and Password. Thank you.

User ID

Password

Login

Forgot your password?

Contact Us
[Contact Us](#)

Bookmark
[Bookmark this Page](#)

2. Enter the User ID: MYSBJI (all caps) and Password: MYSBJI (all caps)
3. Select the “Request” tab from the menu at the top of the webpage



TRUE
background screening

THE MCDOWELL AGENCY, INC.
BACKGROUND SCREENING

Welcome MYSBJI

Select a Package

Help Cancel

Welcome to our Custom Request System. Please Select a Package Below to Begin this Order.

☒ MYSA VOLUNTEER PACKAGE
☐ ANNUAL MYSA RE-CHECK=

I authorize all persons, schools, companies, corporations, state agencies, federal agencies, and law enforcement agencies to release information without restriction or qualification to The McDowell Agency, Inc. I hereby release The McDowell Agency, Inc. from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this online application, may be grounds for refusal to enlist my services and negate any present or future volunteer, employment, or contractor service possibilities with this organization. Furthermore, I understand that any offer that has been made to me for the use of my services with is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify the use of my services and that any offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by the organization.

I have read and understand the terms of this authorization and agree to the terms stated herein.

Electronic Signature:

Please type in your Full Name above to Authorize this Transaction with your Electronic Signature and check the box below.

☐ My name entered above Signifies my Electronic Signature

Continue

4. If you have not volunteered with the Minnesota Youth Soccer Assoc. previously or have not had a background check in the previous 12 months by the Minnesota Youth Soccer Assoc. select MYSA Volunteer package. If you have completed a background check with MYSA in the previous 12 months, select “Annual MYSA RE-Check”
5. Type your full name into the space next to “Electronic Signature” and check the box next to “My name entered above Signifies my Electronic Signature.

Click “Continue” to proceed with request.

6. Enter the following required information to complete the background check
 - a. Last Name
 - b. First Name
 - c. Current Address
 - d. State of Residence
 - e. Date of Birth
 - f. Social Security #
 - g. Gender

MYSA has requested you provide additional information to be completed for registration purposes only. Please include your home phone number, email address and cell phone numbers.

Click "Continue" to proceed with request.

7. This page shows the types of searches you selected and requires that you enter the information to conduct the statewide and county criminal checks.

Criminal/Civil Searches: "click on" Add/Edit under the criminal/civil searches

8. On this page you will add the Minnesota Bureau of Criminal Apprehension (BCA) search and the county criminal record search. The are the only 2 searches that need to be added.
 1. For the Minnesota BCA search:
 - a. Select Felony and Misdemeanor for "Search Type"
 - b. Select Minnesota for "State"
 - c. Select "Statewide" for County/Jurisdiction
 2. For the county criminal record search:
 - a. Select Felony and Misdemeanor for "Search Type"
 - b. Select Minnesota for "State"
 - c. Select your current county of residence for County/Jurisdiction

When completed select "Add searches to Order"

9. After you click "Add searches to Order" you will be taken back to the main "Enter Search Request Details" screen.

Order Authorization and Submission: Click on "Agree and Submit Order"

10. Once you have successfully submitted a request for background screening you will see a "Thank You" page on the screen. Be sure to print a copy of the page for your records. You can then logout to complete the process.