


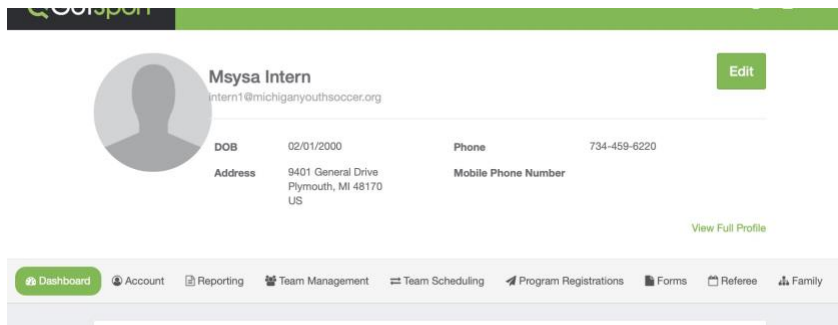


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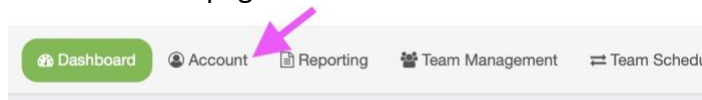
Instructions for Submitting a Background Check in GotSport

Background checks must be renewed annually (every 12 months).

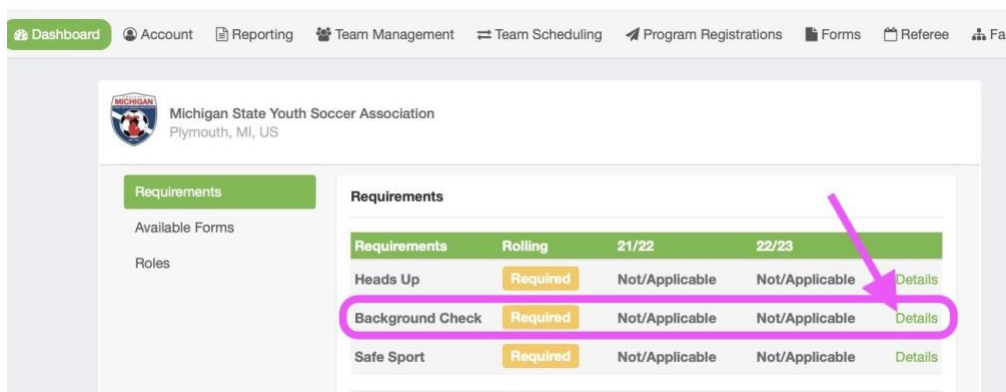
1. Log in to your account: system.gotsport.com
 - If you have an account but do not have your password, use the [Password Reset tool](#) (enter the email address associated with your account)
 - If you have issues logging into your GotSport account, contact your Club Administrator.
2. In the top-right corner of your screen, click the 'Profile' icon.  This will take you to your Account Dashboard:



3. Before submitting your background check, first click on the 'Account' tab to ensure your profile is complete. Be sure that your legal name, gender, DOB, Phone number, and Address are filled out on your account. If you make any changes on your account, click the green 'Save' button at the bottom of the Account page.



4. To proceed with the background check, go to the Dashboard tab. View the Requirements associated with your Club(s). Find **Background Check** and click the green 'Details' text along the right side.





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5. Click the blue 'Submit New Report' button.

Note: If you already have a background check submission associated with your account, you may not need to submit a new report at this time. You can review your Report History, including Status, to determine if a new check is needed.

Report History				
ID	Date Submitted	Date Completed	Updated	Status

6. Complete & Submit the Background Check Request form.

Be sure to enter your LEGAL name, confirm your SSN and DOB, answer the Yes/No disclosure questions, review the Background Check Agreement, and add/save your signature. Once the form is complete, click the blue 'Submit' button at the bottom.

7. Once the initial form is submitted, review your payment options.

- If your club uses RM Voucher Codes for background checks, enter the Voucher Code (provided by your Club) in the displayed box. Click Submit.

Voucher Code
<input type="text"/>
<input type="button" value="Submit"/>

- If your club did not provide you a RM Voucher Code, and/or if you do not see the option to type in a Voucher Code, click Credit Card Checkout. Fill out the corresponding payment form. Click Pay.

[Credit Card Checkout](#)

Fill Out Form To Purchase Background Check	
Charged Today	\$7.50
Total	\$7.50
Credit Card Information	
Credit Card Number	
<input type="text" value="Card Number"/>	
Expiration Date	Cvc Code
<input type="text" value="MM/YYYY"/>	<input type="text" value="CVV"/>
Payment Terms	
<input type="checkbox"/> Yes Agree To Payment Terms	
<input type="button" value="Pay"/>	

Note: If paying via credit card, you will receive an automated email receipt with the subject "GotSport Payment" to confirm your payment details.



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- Your background check status will update as your background check is processed. Please allow 2-3 business days for your background check to complete.

Background Check Pending Required [More Info](#)

Report History				
ID	Date Submitted	Date Completed	Updated	Status
867910	2021/06/18 05:31		2021/06/18 05:31	Pending

- Once your background check is Approved, you can access your Risk Management card from your GotSport account, which shows as proof of your approved background check. For instructions on how to download/print your RM card, [click here](#).

Updated 02/22/2022

