

Instructions for PA West Soccer Background Check System and uploading require clearance documents.

- 1) Click the link to PA West Soccer Risk Management System found on the Risk Management Page via either the Coach or Referee dropdown.
- 2) Login to the Affinity web site
- 3) You'll land on "*My Account*" page...click '**create registration**'.
- 4) You will now be in the Risk Management portal...on this page you can only select '**Spring 2015**' and click '**continue**'.
- 5) On "*Account Primary Contact*" page click '**continue**'.
- 6) On the "*Register for Spring 2015*" page click '**register as coach/admin**'...
 - a. in pop-up select '**background check**' and system will advance automatically
 - b. pop-up reveals your admin record and right below you birth date click on the '**click to upload phot and documents**' link.
 - c. Click on each icon, then the '**browse your computer**' button to find doc and upload...once all three are uploaded...scroll to bottom of the pop-up box and click '**save**'.
- 7) You'll return to the "*Register for Spring 2015*" page...click '**continue**'.
- 8) On the "*Accept ELA*" page...there is no ELA...click '**agree and continue**'.
- 9) On the "*Make Payment*" page...there is no fee...simply click '**No Payment Due, Continue**' button. This will create your order for a background check so PA West Soccer is aware your documents are ready for review and approval.
- 10) On the "*Print Form*" page you can print a receipt...and click '**Log out and Back to...**' button.