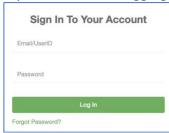


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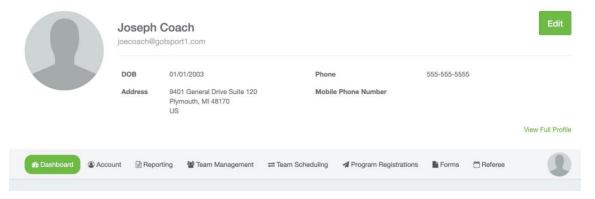
Instructions for Submitting a Background Check in GotSport

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

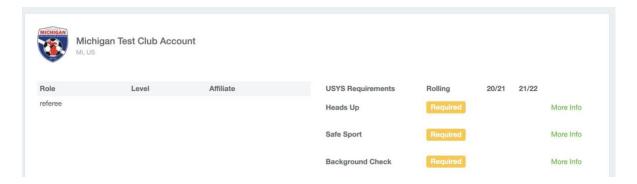
- 1. Log in to your account: system.gotsport.com
 - If you have an account but do not have your password, use the <u>Password Reset tool</u> (enter the email address associated with your account)
 - If you have issues logging into your GotSport account, contact your Club Administrator.



2. In the top-right corner of your screen, click the 'Profile' icon.
This will take you to your Account Dashboard:



3. View the Requirements associated with your Club(s) & Role(s). Find Background Check and click 'More Info' along the right side







Email: stateoffice@michiganyouthsoccer.org



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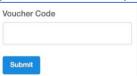
4. Click Submit New Report

Submit New Report

 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.

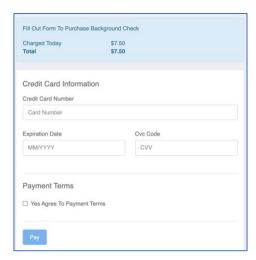


- 5. Complete & Submit the Background Check Request form.
 - Be sure to enter your LEGAL name, confirm your SSN and DOB, answer the Yes/No disclosure questions, review the Background Check Agreement, and add/save your signature. Once the form is complete, click Submit at the bottom.
- 6. Once the initial form is submitted, review your payment options.
 - If your club uses Voucher Codes for background checks, enter the Voucher Code from your Club in the displayed box. Click Submit.



• If you do not have a Voucher Code, click Credit Card Checkout. Fill out the corresponding payment form. Click Pay.

Credit Card Checkout



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

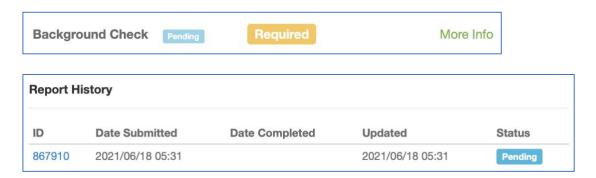






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7. Your background check status will update as your background check is processed. Please allow 2-3 business days for your background check to complete.



Updated 6/18/2021



