

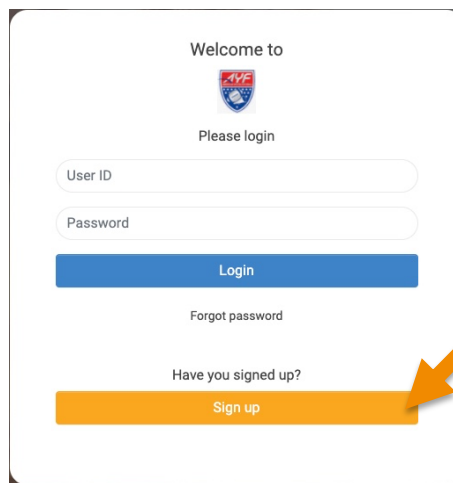


Introduction

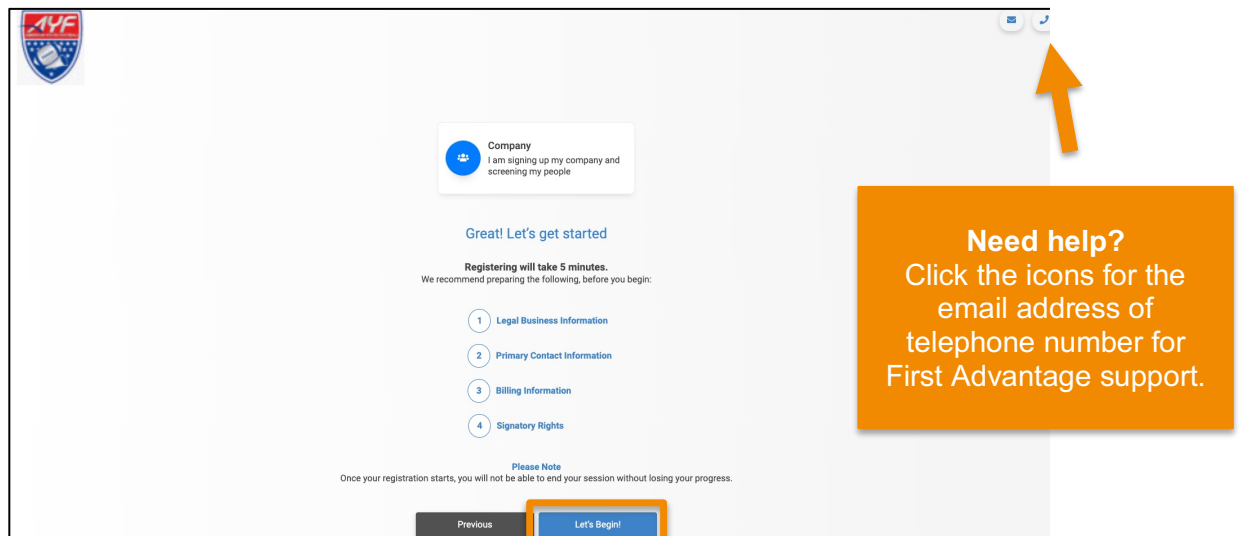
This job aid will outline the steps to register a new account on the First Advantage VolunteerForce system as a new team with American Youth Football.

To access the VolunteerForce system, enter the URL provided by First Advantage in your browser's address window. Note that the URL is case-sensitive, you must enter exactly as shown in your notification. For future ease of access bookmark or add the URL to favorites in your browser.

1. Before you begin using the system, you must sign up. Click **Sign Up** on the login page to register as a team.



2. Instructions display. Review and gather information. When you are ready, click **Let's Begin!**





3. As the individual registering your team, you will first need to set up your personal User ID and Password. One the left side of the screen you can track the sections you have completed. Click **Next**.

Note: Required fields are indicated by an asterisk (*).

User profile
Let's create your user profile

First Name * Last Name *

Email * User ID *

Password * Confirm Password *

Secret Question * Secret Answer *

Next

4. Enter your team Information, select **Volunteer** for the 'Employment Purpose' and enter a 'Business Description'. Click **Next**.

Business Information
Your Business Information

Demographic Business Information

Business Name *

Doing Business as (DBA) Name

Business Type *

Ownership Info

Government ID

Employment Purpose *

Pre / Post Employment Volunteer Contractor

Business Description *

Business Address Information

Go Back Next



5. Enter your Team Mailing Address Information. Click **Next**.

The form titled "Business Address Information" contains the following fields:

- Country * (dropdown menu, with error text "Country is required" below)
- Address Line 1 * (text input, with error text "Address Line 1 is required" below)
- Address Line 2 (text input)
- State * (dropdown menu, with error text "State is required" below)
- City / Town * (text input, with error text "City is required" below)
- Zip Code (text input)

At the bottom, there are two buttons: "Go Back" and "Next". The "Next" button is highlighted with an orange border.

6. In the Business Primary Contact section, enter the information for the person at your team who will be the primary contact for screening activities. Click **Next**.

The form titled "Business Contact" asks "Who is the primary contact for your business?". It includes the following fields:

- Primary Business Contact section with sub-fields: First Name *, Last Name *, Middle Name (with "Specify primary contact middle name?" radio buttons for Yes/No), Title *, and Email *
- Country * (dropdown), Calling Code * (dropdown), Phone Number *, and Extension

Below the form is a dashed box containing the text "Click to Add a Secondary Business Contact". An orange arrow points from a callout box to this text. At the bottom, there are "Go Back" and "Next" buttons, with the "Next" button highlighted by an orange border.

Click here to add a secondary team contact, if desired.



7. In the Business Billing section, if the person at your team that will be the primary contact for billing is different than the Primary Contact, click to add the Billing Contact's information.

The screenshot shows the 'Business Billing' section of the registration process. The title is 'Business Billing' with a subtitle 'Who should we contact regarding billing information?'. There is a radio button for 'Primary Contact' with the name 'John Doe'. Below this is a dashed box containing the text 'Click to Add a Billing Contact', which is highlighted by an orange arrow. Underneath are fields for 'Billing Address' including 'Country *', 'Address Line 1 *', 'Address Line 2', 'City *', 'State *', and 'Zip Code'. At the bottom, there is a checkbox labeled 'My billing address is the same as my business address'. Navigation buttons 'Go Back' and 'Next' are at the bottom.

PO Boxes are acceptable; however, a physical address will be required for account verification process for accounts requesting full access to view background report details.

8. Enter the Billing Address. Click **Next**.

This screenshot shows the 'Business Billing' form with more information entered. The 'Primary Contact' is now 'Elaine Harris'. A 'Billing Contact' section is expanded, showing fields for 'Elaine Harris', 'Specify billing contact middle name?' (set to 'No'), 'CEO' (elainedharris1@gmail.com), 'United States', '+1', and '5555555555'. The 'Billing Address' section shows 'United States', '1 Main St', 'Atlanta', 'Georgia', and '30328'. The checkbox 'My billing address is the same as my business address' is now checked. The 'Next' button at the bottom is highlighted with an orange box.

If the billing address is the same address as the business, click the checkbox to populate the information.



9. Review the registration information to verify its accuracy. If all information is correct, click **Next**.

Sections

Almost Done
We just need to confirm your information.

Business Information

Name	Doing Business As	Address	Edit
TestTeam	TestTeam	110 Main Street Atlanta, GA 30303	

Contacts

Name	Email	Edit
John Doe		

Billing Contact Information

Name	Email	Address	Edit
John Doe		110 Main Street Atlanta, GA 30303	

Go Back Next

If you need to correct anything, click **Go Back**.

10. Sign your electronic signature to receive services. Click **Submit**.

Sections

Business Signature
Please sign your electronic signature for services

FIRST ADVANTAGE ENTERPRISE SCREENING CORPORATION
CONTRACTOR PROGRAM BACKGROUND SCREENING SERVICES AGREEMENT

This Contractor - NO Program Background Screening Services Agreement (the "Agreement") by and between First Advantage Enterprise Screening Corporation, a Delaware corporation, with its principal place of business at 1 Concourse Parkway NE, Suite 200, Atlanta, GA 30328 ("Service Provider") and the undersigned ("Client").

1. **Description of Services.** Client is part of a contractor program in which Client may order consumer reports ("Reports") from

Today's Date: 06/22/2021

ELECTRONIC SIGNATURE
Consent to Use Electronic Signature
By selecting the box below, I hereby consent to the use of my electronic signature to execute the agreement(s) presented to me (which may consist of agreements, addenda, exhibits, or other attachments). I understand and agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Right to Entering into Agreement in Non-Electronic Form
I understand that I have the right to request this document on paper and to execute any agreement or provide authorization by handwritten signature. In order to obtain the documents in paper form I may print or request that the documentation be sent to me. In order to continue with a paper version please contact us at 866.237.2135.

Withdrawing My Consent and Updating Information
I understand that I have the right to withdraw my consent to use an electronic signature at any time. If I decide at any point to withdraw my consent, I will contact the Service Provider to request a paper version of the agreement.

Adopt and Sign
You must agree to use of electronic signature agreement.

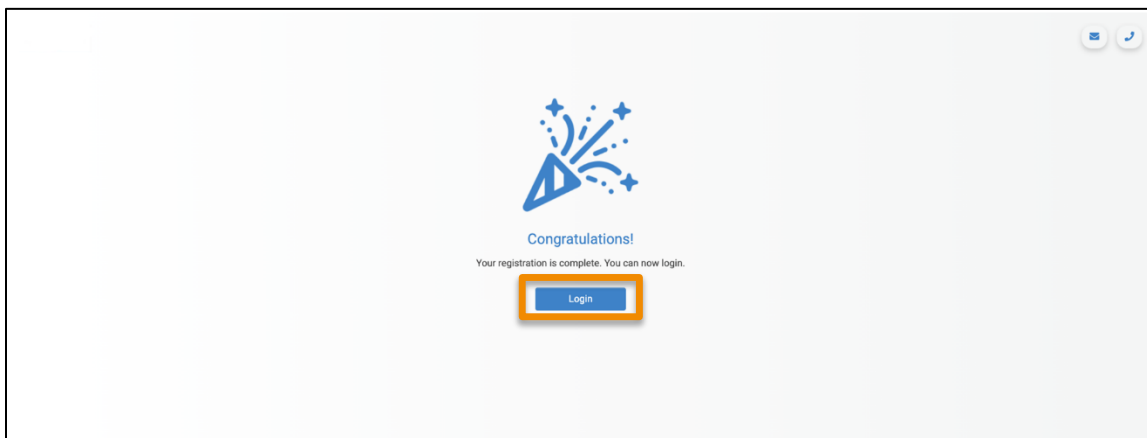
Sign Below Clear Signature

Go Back Submit

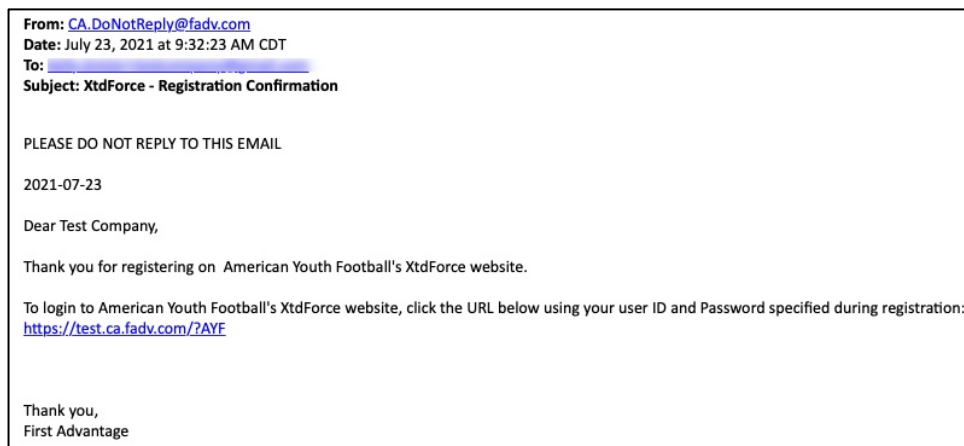
Review the Background Screening Agreement.



11. The confirmation page displays. Login using the **User ID** and **Password** you created.



The implementation process is automated and typically takes a day to establish your account. A confirmation email will be sent to confirm the account is ready and you can begin ordering.



To begin placing orders, you will be asked to provide the Name (First, Middle and Last) and Email Address of the individuals you wish to background screen. First Advantage will then generate a personal invitation to collect the information necessary to complete the screen.

Please take note: Access to view the results of your background screening orders will be restricted until the completion of your team's account verification process. You will be granted viewing rights once you receive notice of your account activation.

***Helpful Tip:** A physical address will be required to complete your team's account verification process.