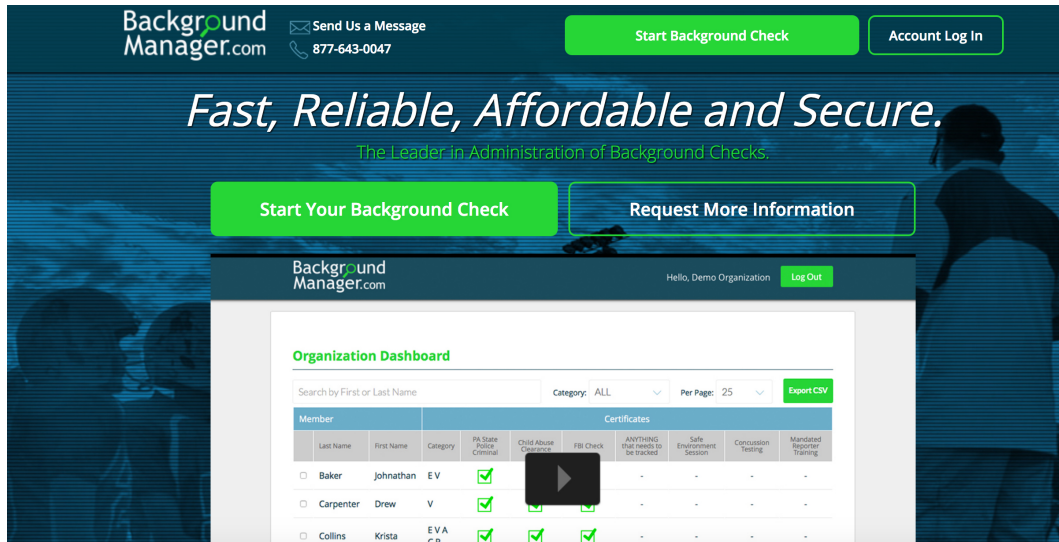
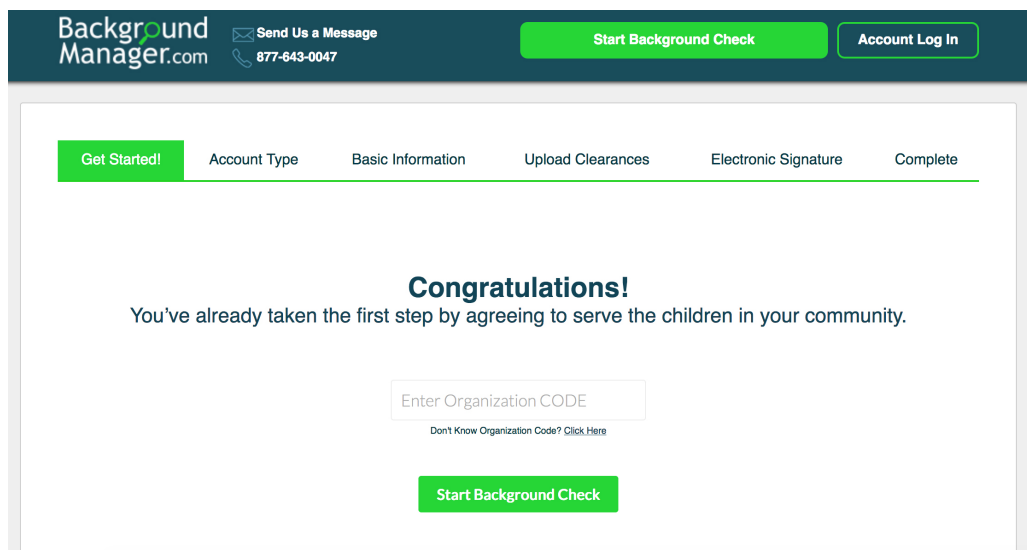


Background Manager - Clearance Upload Instructions

1. To access Background Manager, go to <http://www.backgroundmanager.com/>
2. Click on “**Start your Background Check**”, which can be found on the left top side of the home page.
If you have previously used this system, click "Account Log in".



3. You will be asked to enter the Organization Code. Enter “**csc**” and click on “**Start Background Check**”.



4. In the *Account Type* page, select “**Volunteer**”. Complete the “*Check all that apply*” and “*Check one box below*” sections as applicable. Click “**Next**”.

The screenshot shows the 'Account Type' page of the Background Manager application. The header includes the logo, contact information, and buttons for 'Start Background Check' and 'Account Log In'. The navigation bar has tabs for 'Get Started!', 'Account Type' (active), 'Basic Information', 'Upload Clearances', 'Electronic Signature', and 'Complete'. The main content area is titled 'Account Type' and contains a 'Select One' section with radio buttons for 'Employee' and 'Volunteer'. Below this are two sections: 'Check all that apply' with checkboxes for 'Travel' and 'Intramural', and 'Check one box below' with two certification checkboxes regarding Pennsylvania residency. A green 'Next' button is at the bottom left.

Background Manager.com Send Us a Message 877-643-0047 Start Background Check Account Log In

Get Started! Account Type Basic Information Upload Clearances Electronic Signature Complete

Account Type

Select One: ☐ Employee ☐ Volunteer

Check all that apply:

☐ Travel

☐ Intramural

Check one box below:

☐ I hereby certify that I have been a resident of Pennsylvania during the entirety of the previous 10 years

☐ I hereby certify that I have not been a continuous resident of Pennsylvania during the entirety of the previous 10 years

Next

5. In the *Basic Information* page, fill in all required information. Click “**Next**”.

The screenshot shows the 'Basic Information' page of the Background Manager application. The header and navigation bar are identical to the previous page. The main content area is titled 'Contact Information' and contains several required fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. Below these is a question 'Do you have any previous names?' with 'Yes' and 'No' radio buttons. Further down are fields for 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu currently showing 'Pennsylvania'), 'Zip Code', and 'Country'. The 'Next' button is not visible in this screenshot.

Background Manager.com Send Us a Message 877-643-0047 Start Background Check Account Log In

Get Started! Account Type Basic Information Upload Clearances Electronic Signature Complete

Contact Information

First Name (required) Middle Name (required - or enter "none") Last Name (required) Suffix

Do you have any previous names? ☐ Yes ☒ No

Address Line 1 (required) Address Line 2

City (required) State (required)

Zip Code (required) Country (required)

6. You will be able to upload your clearances to Background Manager in the *Upload Clearances* page. For each of the clearances, click “**Browse**” and choose the appropriate file from your computer. Once you have attached all clearances, click “**Next**”.

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Manager.com

 Send Us a Message
 877-643-0047

Start Background Check

Account Log In

Get Started!

Account Type

Basic Information

Upload Clearances

Electronic Signature

Complete

Upload Clearances

Please upload your current clearances. The clearances will be stored electronically for your organization.

FBI Check

Upload Certificate :

Browse...

No file selected.

Add More

☐ I have this clearance, will upload later.
☐ I do not have this clearance.

PA State Police Criminal

Upload Certificate :

Browse...

No file selected.

Add More

☐ I have this clearance, will upload later.
☐ I do not have this clearance.

Child Abuse Clearance

Upload Certificate :

Browse...

No file selected.

Add More

☐ I have this clearance, will upload later.
☐ I do not have this clearance.

Any questions please contact service@backgroundmanager.com

Next

7. Complete the *Electronic Signature* page by entering your first and last name and accepting the terms and conditions. Click “[Next](#)”.

Background
Manager.com

 Send Us a Message
 877-643-0047

Start Background Check

Account Log In

Get Started!

Account Type

Basic Information

Upload Clearances

Electronic Signature

Complete

Electronic Signature

DISCLOSURE STATEMENT
APPLICATION FOR EMPLOYMENT, INCLUDING PROVISIONAL EMPLOYMENT
Required by the Child Protective Service Law

23 Pa. C.S. Section 6344 (relating to employees having contact with children; adoptive and foster parents)

I swear/affirm that, if being hired on a provisional basis, I have applied for certification through ChildLine, the Pennsylvania State Police, and the Federal Bureau of Investigation and am submitting a copy of the appropriate completed request forms to the employer, administrator, supervisor or other person responsible for employment decisions. I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from employment as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that certifications obtained for employment purposes may be used to apply for employment, serve as an employee, apply to volunteer and serve as a volunteer.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

First Name:

Last Name:

☐ **Accept Terms & Conditions, etc.** [Read Terms & Conditions](#)

Next

8. Once you complete the electronic signature, you will see the *Thank you for using background manager* page. You will receive an e-mail with your Background Manager account login and password information. Once you sign into your account, you will be able to see/edit your account details, check when clearances have been passed or are still pending, and upload your concussion certificate.
9. If you need to complete your concussion training, go to <https://www.train.org/cdctrain/course/1089818/details>

If you have already completed your concussion training and have obtained your certificate, you will need to login into your Background Manager account in order to upload it into the system. Go into <http://www.backgroundmanager.com/> and click “[Account Log In](#)”, located on the right top side of the home page.

The screenshot shows the Background Manager website. The top navigation bar includes the logo, a 'Send Us a Message' link with the phone number 877-643-0047, and buttons for 'Start Background Check' and 'Account Log In'. The main banner features the text 'Fast, Reliable, Affordable and Secure. The Leader in Administration of Background Checks.' Below this are two large buttons: 'Start Your Background Check' and 'Request More Information'. The lower section shows the 'Organization Dashboard' for a 'Demo Organization'. It includes a search bar, filters for 'Category' (ALL) and 'Per Page' (25), and an 'Export CSV' button. A table lists members with their names, categories, and various clearance status checkboxes (PA State Police Criminal, Child Abuse Clearance, FBI Check, etc.).

10. Click “[Manage Certificates](#)” in your account dashboard.

The screenshot shows the 'Account Dashboard' for a user named 'Begona Jayo'. The dashboard has a left sidebar with links: 'Account Details', 'Manage Clearances', 'Manage Certificates', and 'My Organizations'. The main content area has a green banner stating 'Child Welfare Code: No assigned'. Below this is the 'Personal Information' section, which shows the 'Account Type' as 'Employee' and includes an 'Edit' link.

11. Click on “**Browse**” and select your concussion certificate on your computer. Click “**Upload**”.

Background
Manager.com

Hello, Begona Jayo

Log Out

Upload Certificates

Certification Name	Status
Concussion Testing	Browse... No file selected.

Upload

Cancel