

## Processing Your Background Check


We apologize that you are having issues processing our request for a background check. We hope that this document can help.

**Step 1** – You will receive and email from Jessica Johnson at Aldersgate that will have the title: “Aldersgate Volunteer Background Check”. Open the email. You will find some information in the contents of the email and at the bottom you will find a hyper-link that looks similar to this

[Click this link to continue](#)

**Step 2** – click on that hyperlink in the email.

You should be taken to a screen that has the following information.

<p>Test Test,</p> <p>As a part of our volunteer process, you must successfully complete a background check. In order to make this process quick and easy, Aldersgate UMC requires that you complete the following request. By providing this information electronically it can be safely and securely transmitted to our background check vendor instantly. This enhanced process can remove days of waiting from the overall process. Please remember to do the following:</p> <ol style="list-style-type: none"><li>1) Complete all fields</li><li>2) Use your legal name and information and add any maiden or previous names to the additional names section</li><li>3) Review your answers for accuracy and spelling</li><li>4) Prepare for payment with a credit card. The cost is approximately \$12</li><li>5) If you have any questions or special circumstances you should call our office at 256-883-9062 before submitting this request.</li></ol> <p>Thank You,</p> <p>Aldersgate UMC</p> <p style="text-align: right;"></p>
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**Step 3** - click on the green continue button. This will take you to a screen entitled: “Authorization to Conduct Electronic Transaction”. Read these disclaimers and if you agree to the terms check the box that looks like the image below.

**ELECTRONIC CONSENT** : \*  I agree to conduct this transaction electronically.

**Step 4** - Scroll to the bottom of the page and click the green continue button. You should see a screen that is entitled “Disclosure of Procurement of Consumer Report”.

**Step 5** – Agree to the discloser statement by entering your initials in the box that looks like the image below.

**Enter your initials here :\***

**Step 6** – Click on the green continue button. This will take you to a screen entitled “Authorization for Release of Information”. Read the disclaimers and if you agree complete the boxes that look like the images below.

**Sign here.:**\*

**Enter your date of birth to confirm your identity :\***

**\*\*note – date will need to be enter in the following format - 01/01/2001\*\***

**Step 7** – Click on the green continue button. This will take you to a screen entitled “Summary of Rights”. Read the disclaimers and click on the green continue button.

**Step 8** – This screen is disclosures for individual states, none of which pertain to Alabama. However, if within the last 7 – 10 years you have live in one of these states you may want to read these terms as well. Scroll down and click on the green continue button.

**Step 9** – You should see a screen that looks like the image below. If you want a copy of the disclaimers you just read hit print, otherwise hit the green submit button.

**Print & Submit Completed Consent**

If you would like a copy of the completed consent for your records click the print button below. You can click on the submit button to submit your consent and continue the process.

Print

Submit

**Step 10** – You should now see a screen that says “Profile”. Complete the information requested. Notice that you may click a button to receive a copy of this report. We recommend you do that for your records.

**Step 11** – After you have completed the profile information, click the green order button on the right side of the screen. This screen will ask for payment to process your order. Enter requested information and process the order.

If you continue to have issues or do not see the screens outlined here, please contact ESS at 866-859-0143.