

# Running Background Checks through Trusted Employees:

**Step One:** All coaches, volunteers, and staff must complete their Risk Management Application. The application can be found at [www.vysa.com](http://www.vysa.com).

**Step Two:** Using the template enter your participants' information into the spreadsheet. Remember that you now have two packages to pick from, 1 or 2.

- Package 1: National Criminal Database Search \$3.35
  - Nationwide Criminal Super Search (650+million records)
  - Nationwide Sex Offender Registry Search
  - SSN Verification/Identity Theft Search

Please remember that SSN Verification confirms that the SSN has been issued and the person is not dead. It does not check the individual against the SSN

- Package 2: National Criminal File Only \$1.85
  - Nationwide Criminal Super Search (650+million records)
  - Nationwide Sex Offender Registry

**Step Five:** You will need to log into Trusted Employees at [www.trustedemployees.com/login.cfm](http://www.trustedemployees.com/login.cfm). You will have received your User ID and Password from Trusted Employees via email.

**Step Six:** Under the "Start New Tasks" bar you will select "Upload New Orders from Excel".

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Virginia Youth Soccer Association (VYSA)  
07/31/2015 03:14 PM Logout

Trusted Employees

Home Tasks Results Reporting Account Resources Support

Reporting Overview — Virginia Youth Soccer Association (VYSA)

PENDING REPORTS 0

COMPLETED REPORTS SINCE 4/30/14 4

UNVIEWED REPORTS 0

Start New Tasks

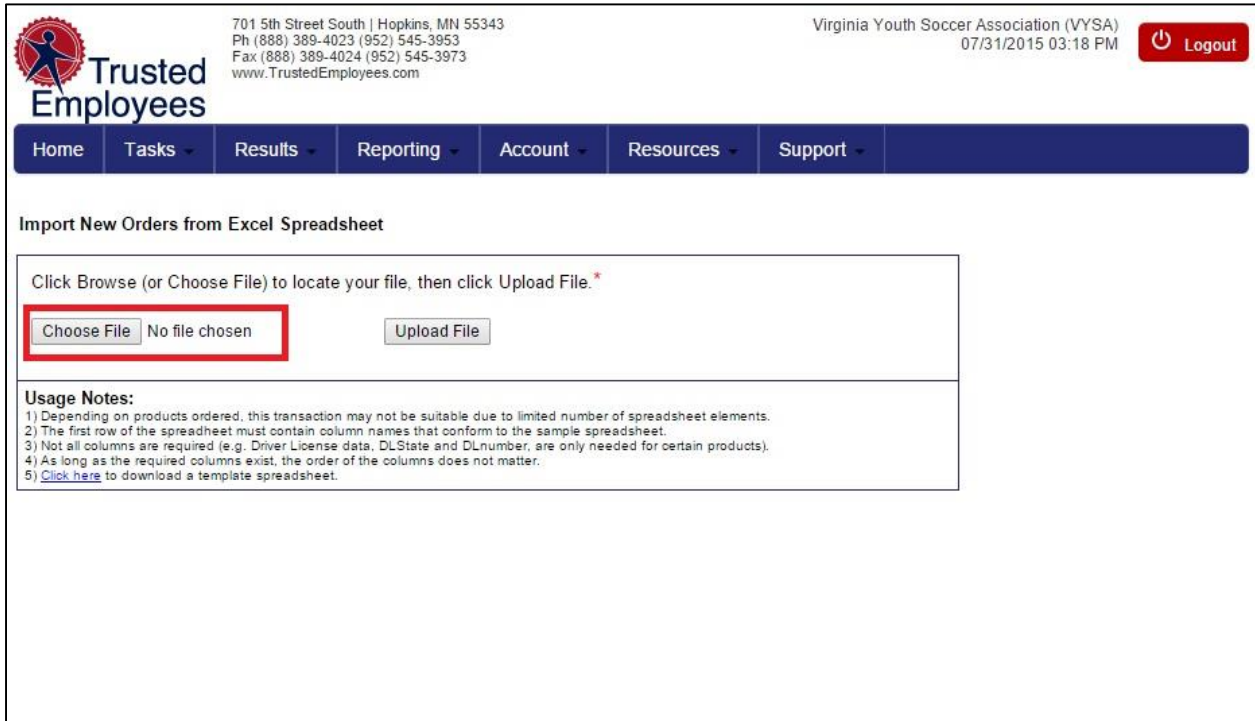
New Report Order Entry Invite Applicant to Apply Online Invite Applicant Management Upload and Send Document Upload New Orders from Excel

Results Activities

Pending / Completed Results Saved For Later Reports Search for Applicant Billing Statements and Invoices Management Reports

Applicant Demographics

**Step Seven:** Click “Choose File” and select your spreadsheet that you downloaded from the GNS/YLUSA Database.



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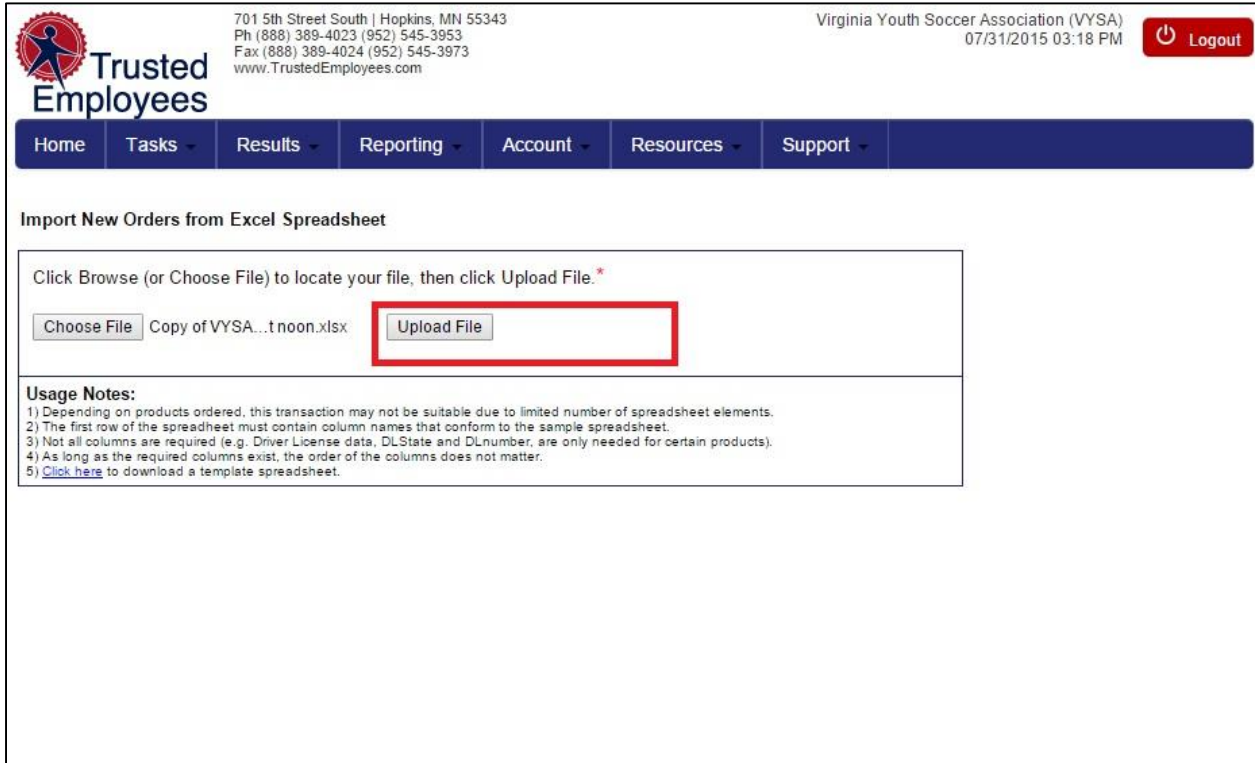
### Import New Orders from Excel Spreadsheet

Click Browse (or Choose File) to locate your file, then click Upload File.\*

**Choose File** No file chosen **Upload File**

**Usage Notes:**  
1) Depending on products ordered, this transaction may not be suitable due to limited number of spreadsheet elements.  
2) The first row of the spreadsheet must contain column names that conform to the sample spreadsheet.  
3) Not all columns are required (e.g. Driver License data, DLState and DLnumber, are only needed for certain products).  
4) As long as the required columns exist, the order of the columns does not matter.  
5) [Click here](#) to download a template spreadsheet.

**Step Eight:** Click “Upload File”



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### Import New Orders from Excel Spreadsheet

Click Browse (or Choose File) to locate your file, then click Upload File.\*

**Choose File** Copy of VYSA...t noon.xlsx **Upload File**

**Usage Notes:**  
1) Depending on products ordered, this transaction may not be suitable due to limited number of spreadsheet elements.  
2) The first row of the spreadsheet must contain column names that conform to the sample spreadsheet.  
3) Not all columns are required (e.g. Driver License data, DLState and DLnumber, are only needed for certain products).  
4) As long as the required columns exist, the order of the columns does not matter.  
5) [Click here](#) to download a template spreadsheet.

**Step Nine:** Click “Select All” and then “Continue”

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**Import New Orders from Excel Spreadsheet**

**Applicant Selection**  
Multiple applicants were found in spreadsheet template.  
Choose the applicant(s) you wish to import now.

Select All	Last Name	First Name	SSN	DOB	Reason(s) import not permitted.
<input type="checkbox"/>	EDWARDS	DENISE			
<input type="checkbox"/>	KLUMPP	KAREN			
<input type="checkbox"/>	GARZONE	CARMEN			
<input type="checkbox"/>	GRAHAM	MELISSA			

Continue

Total Spreadsheet rows = 4, Error rows = 0, Rows eligible for selection = 4

**Step Ten:** Trusted Employees will let you know that all names have been selected and you are now done with the process.

Be sure to come back to the page within the next day or so to check on your background checks. Click “Unviewed Reports” to look at the reports that you’ve run.

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08/03/2015 08:58 AM Logout

Home Tasks Results Reporting Account Resources Support

Reporting Overview — Virginia Youth Soccer Association

<b>PENDING REPORTS</b> 0	<b>COMPLETED REPORTS SINCE</b> 5/3/14 8	<b>UNVIEWED REPORTS</b> 3
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Start New Tasks

- New Report Order Entry
- Invite Applicant to Apply Online
- Invite Applicant Management
- Upload and Send Document
- Upload New Orders from Excel

Results Activities


- Pending / Completed Results
- Saved For Later Reports
- Search for Applicant
- Billing Statements and Invoices
- Management Reports
- Applicant Demographics

**Step Eleven:** In this screen you have the ability to make your “Hiring Decision” on the people that you’ve run your background checks on. Click on the “Choose” drop down and select your preference.



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Virginia Youth Soccer Association  
08/04/2015 08:28 AM



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**Pending Reports**

NO PENDING REPORTS

**Completed Reports**

Reports marked **New** were finished after your previous signon or since yesterday. For archived and reports older than 05/04/2014 use Search to access those reports. To archive a file, check the box next to the applicant(s) name and click Archive Selected Reports at the bottom. To archive all files on the page, check Select All. Displaying 1 to 8 of 8 Records. Page: 1

Select All	Applicant	Start	Finish	Reference	Printer Friendly	Questions?	Select Score Results	Hiring Decision (click to reset)
<input type="checkbox"/>	New - <a href="#">GRAHAM, MELISSA</a>	07/31/15 03:26 PM	08/03/15 07:51 AM		<a href="#">Print</a>	<a href="#">Contact Us</a>	<a href="#">Approval</a>	<a href="#">Approved</a>
<input type="checkbox"/>	New - <a href="#">GARZONE, CARMEN</a>	07/31/15 03:26 PM	08/03/15 07:51 AM		<a href="#">Print</a>	<a href="#">Contact Us</a>	<a href="#">Approval</a>	<a href="#">Approved</a>
<input type="checkbox"/>	New - <a href="#">KLUMPP, KAREN</a>	07/31/15 03:26 PM	08/03/15 07:51 AM		<a href="#">Print</a>	<a href="#">Contact Us</a>	<a href="#">Approval</a>	<div style="border: 2px solid red; padding: 2px;">           Choose ▼            Choose            Approved            Wait            Denied            Cancelled         </div>
<input type="checkbox"/>	<a href="#">EDWARDS, DENISE</a>	07/31/15 03:26 PM	07/31/15 03:53 PM		<a href="#">Print</a>	<a href="#">Contact Us</a>	<a href="#">Approval</a>	Choose ▼
<input type="checkbox"/>	<a href="#">POTTER, HARRY</a>	07/09/15 04:02 PM	07/09/15 04:13 PM	YOUTH SOCCER	<a href="#">Print</a>	<a href="#">Contact Us</a>	<a href="#">Approval</a>	Choose ▼
<input type="checkbox"/>	<a href="#">SKYWALKER, LUKE</a>	07/09/15 03:57 PM	07/16/15 04:05 PM	YOUTH SOCCER	<a href="#">Print</a>	<a href="#">Contact Us</a>	<a href="#">Management Approval</a>	Choose ▼
<input type="checkbox"/>	<a href="#">FLINSTONE, WILMA</a>	07/09/15 03:50 PM	07/09/15 04:08 PM	YOUTH SOCCER	<a href="#">Print</a>	<a href="#">Contact Us</a>	<a href="#">Management Approval</a>	<a href="#">Denied</a>

**Step Twelve:** Archiving Reports - The Pending/Completed page will have a checkbox next to each applicant’s name. To archive a file, check the box next to the applicant(s) name and click Archive Selected Reports at the bottom. To archive all files on the page, check Select All.

Select All ▲ [Applicant](#)

[New - WILLIAMSON, JENNIFER](#)

[New - WILLIS, MADISON](#)

[New - WRAY, DANIEL](#)

[New - ZEITOUNI, SALIM](#)

Archive Selected Reports

After clicking Archive Selected Reports, a confirmation page appears. To archive these reports click Archive Reports. You can also print this page and it will only print the list (not the navigation or button).

**Archiving Reports - 08/04/2015 11:34 AM**

Please confirm these are the files to archive by clicking the Archive Reports button at the bottom of the page.

<a href="#">▲ Applicant</a>	<a href="#">Start</a>	<a href="#">Finish</a>	<a href="#">Reference</a>	<a href="#">SelectScore Results</a>	<a href="#">Hiring Decision</a>
<a href="#">WILLIAMSON, JENNIFER</a>	08/03/15 01:59 PM	08/04/15 09:39 AM	VOLUNTEER	Approval	
<a href="#">WILLIS, MADISON</a>	08/04/15 10:09 AM	08/04/15 10:42 AM	VOLUNTEER	Approval	
<a href="#">WRAY, DANIEL</a>	08/03/15 01:59 PM	08/04/15 09:43 AM	VOLUNTEER	Approval	
<a href="#">ZEITOUNI, SALIM</a>	08/03/15 01:59 PM	08/04/15 09:42 AM	VOLUNTEER	Approval	

Once you've confirmed archiving the files, you are brought back to Pending/Completed and those files will no longer be listed. To locate an archived file, use the Search function.