

## Instructions for myBackCheck for Canadians

1. Visit <http://backcheck.ca/rotarydistrict7040/> and select a Role (Enhanced Police Information Check).
2. You will need to register for a myBackCheck account and create a username and password.
2. Once registered, you will receive a confirmation of registration e-mail from myBackCheck.com. Open it and click on the web link to activate your myBackCheck.com account.
3. Type in your username and password to log in. Once logged in click on the 'Inbox' tab at the top of the page to find your Invitation.
4. Click on the Rotary District 7040 Invitation, which will allow you to click 'Accept and Continue' to move forward with your check.
5. Continue with the steps and pay online by credit card
6. After the purchase is complete, click on "my Account" and then click 'Continue' to proceed with the criminal record check.
7. Enter your identity information.
8. Disclose any criminal records. These details will be used by the police department to verify any potential record you may have, so remember to be as accurate as possible.
9. Review the Term and Conditions.
10. Verify your ID online, or if you do not pass the ID online process, print the Canada Post ID Verification Form and take it to your nearest participating Canada Post location to have your IDs verified and submitted to myBackCheck.com. No money needs to be given to the Canada Post representative as this payment is included in the initial fee through the myBackCheck.com site.

That's it! Results of your check will be processed and the results released within one business day. Your results will be shared with Rotary District 7040 at the same time that they are released to you.