

Instructions for PA West Soccer Background Check System and uploading required clearance documents

- 1) Go to the “Risk Management” Page on the PA West Soccer web site. You’ll find it in the Coach and/or Referee drop down.
- 2) Click the link “**To Access PA West Soccer’s Online Risk Management Portal**” to access the portal in the Affinity online system. This link is available at the top and bottom of the page. It is highlighted in Red.
- 3) Click the link at the top of Risk Management portal landing page. “**To begin REGISTRATION please click here**” is displayed in blue. This link will take you to the Risk Management portal.
- 4) You’re now on the “Login” page. On this page you can only select the upcoming/current season (*ie-Fall 20XX*). You will also enter your user name and password to ‘login’ if you have an account or ‘**create an account**’.
- 5) On “Account Primary Contact” page...click ‘**continue**’.
- 6) On the “Register for Season 20XX” page...click ‘**register as coach/admin**’...
 - a. In the pop-up select ‘**background check**’ and the system will advance automatically
 - b. Pop-up reveals your admin record. Just below your birth date click on the ‘**click to upload photo and documents**’ link.
 - c. You’ll see four (4) icons. The first is for your photo (only upload a photo in this slot). The next three are for clearance documents. Click on each icon, then the ‘**browse your computer**’ button to find the doc and upload it...once all three have been uploaded...scroll to the bottom of the pop-up and click ‘**save**’. *Note: The system automatically uploads the docs at 100% of their size so do not use the resizing tool unless you know your document is too small or too big.*
- 7) You’ll return to the “Register for Season 20XX” page...click ‘**continue**’.
- 8) On the “Accept ELA” page...there is no ELA...click ‘**agree and continue**’.
- 9) On the “Make Payment” page...there is no fee...simply click ‘**No Payment Due, Continue**’ button. This will create your order for a background check so PA West Soccer is aware your documents are ready for review and approval.
- 10) On the “Print Form” page you can print a receipt...and click ‘**Log out and Back to...**’ button.

Do Not Upload The Following Items:

- A copy of a receipt from state police, child abuse, or fingerprinting.
- A coaching license
- An affidavit that is not notarized
- If the scan of your affidavit or FBI clearance is two separate pages...do not upload the first page.

If you upload any of these or there is another problem with your uploaded documents PA West Soccer will contact you with information about the problem. To correct the problem you will need to follow the steps above. You cannot upload the documents from any other login portal.