



Guide for myBackcheck
ScotDance

Last Update: 08/23/2017

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For New Users

STEP 1: Accessing the website

Go to <https://www.sterlingtalentsolutions.ca/scotdance-canada/> and click on **Start My Check!**



STEP 2: Click either “Register Here” or “Login”

Click either “Register Here” (for renewing SDC Members who has not completed a check through myBackCheck.com between 2015 to 2016 proceed with 3.1) or Login (for individuals with a myBackCheck account and a check was completed between 2015 to 2016 then proceed to step 3.2)

myBackCheck.com
Order • Store • Manage & Share your background check
[myBackCheck.com Registration](#)

Company : ScotDance Canada

Location : Headquarters

Role : Enhanced Police Information Check

New to myBackCheck.com?



Please complete and submit the following form to advance to registration and begin your check.

[Register Here](#)

Already a myBackCheck.com account holder?

If you already have a myBackCheck.com account, please provide the necessary information above and log in below.

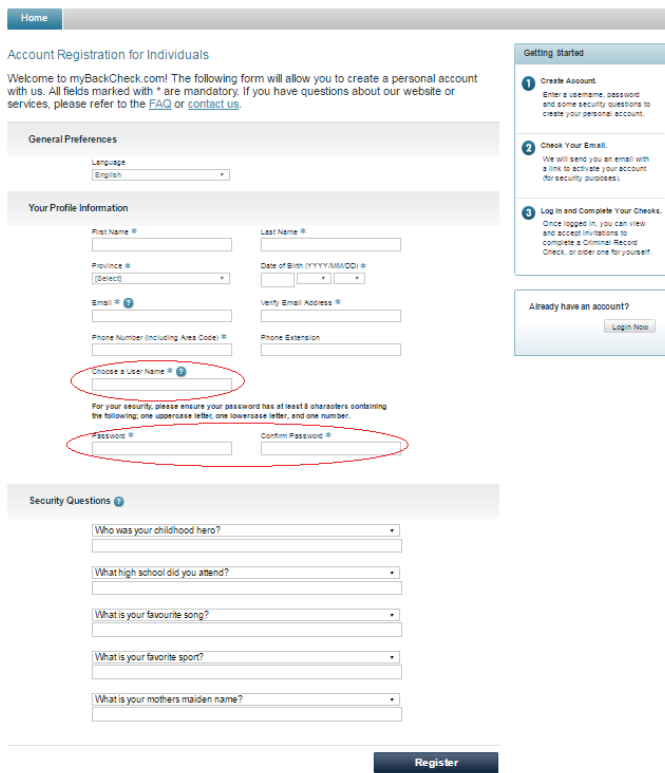
Login (for Account Holders)

User Name	Password
<input type="text"/>	<input type="password"/>
 Trouble logging in?	

[Login](#)

STEP 3.1: For individuals without a myBackCheck account

Fill out the information for your registration. Please ensure to remember your username and password as this will serve as your log in for the future.



Home

Account Registration for Individuals

Welcome to myBackCheck.com! The following form will allow you to create a personal account with us. All fields marked with * are mandatory. If you have questions about our website or services, please refer to the [FAQ](#) or [contact us](#).

General Preferences

Language: English

Your Profile Information

First Name *
Last Name *
Province * (Select)
Date of Birth (YYYY/MM/DD) *
Email *
Verify Email Address *
Phone Number (including Area Code) *
Phone Extension
Choose a Username *
For your security, please ensure your password has at least 8 characters containing the following: one uppercase letter, one lowercase letter, and one number.
Password *
Confirm Password *

Getting started

- 1 Create Account. Enter a username, password and some security questions to create your personal account.
- 2 Check Your Email. We will send you an email with a link to activate your account (for security purposes).
- 3 Log In and Complete Your Checks. Once logged in, you can view and accept invitations to complete a Criminal Record Check, or order one for yourself.

Already have an account?
[Login Now](#)

Security Questions

Who was your childhood hero?
What high school did you attend?
What is your favourite song?
What is your favourite sport?
What is your mothers maiden name?

[Register](#)

Once the registration form is complete, you will receive an email for your account activation. Please go to your email and follow the prompts.

myBackCheck.com

Order - Store - Manage & Share your background check

| About | FAQ | Contact

Home

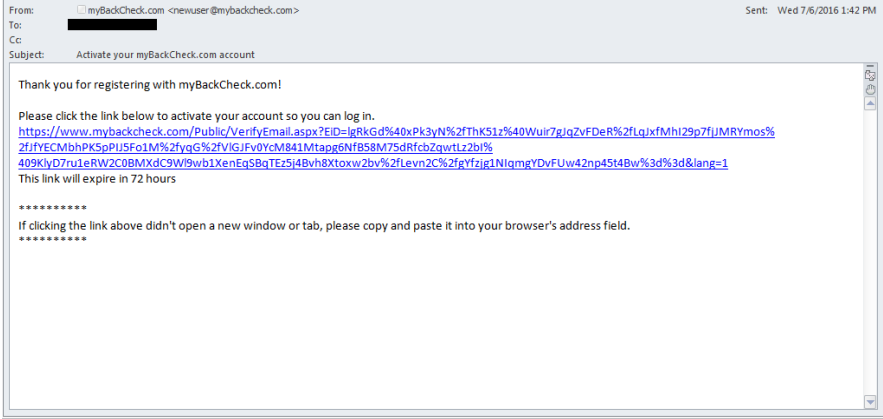
Registration Successful ! Your next step is to activate your account.

Check your inbox for your account activation email.

Please note: You have not yet submitted a request for processing.

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Order - Store - Manage & Share your background check

| About | FAQ | Contact

Home

Your email has been verified and you have successfully opened your personal account.

Please log in and initiate your check.

Log in to your account here. [Trouble logging in?](#)

User Name	Password	Log In
<input type="text"/>	<input type="password"/>	<input type="button" value="Log In"/>

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STEP 3.2: For individuals with a myBackCheck account

Input your log in credentials and click the Login Button.

myBackCheck.com
Order • Store • Manage & Share your background check
myBackCheck.com Registration

Company : ScotDance Canada
Location : Headquarters
Role : Enhanced Police Information Check

New to myBackCheck.com?
Please complete and submit the following form to advance to registration and begin your check.

Register Here

Already a myBackCheck.com account holder?
If you already have a myBackCheck.com account, please provide the necessary information above and log in below.

Login (for Account Holders)

User Name	Password
<input type="text"/>	<input type="password"/>
Trouble logging in?	

Login

NOTE: If you require a password reset or username retrieval, click on the Trouble logging in link under the 'username field'. Enter the e-mail address used to create your account. Follow the instructions in the e-mail provided to either complete your password reset or username retrieval. Afterwards, navigate back to <https://www.sterlingtalentsolutions.ca/scotdance-canada/> to complete your log-in.

myBackCheck.com
Order • Store • Manage & Share your background check

| About | FAQ | Contact

Home

Trouble Logging In?

myBackCheck.com is dedicated to providing you with a secure online environment. Please ensure you have access to your email account, and be prepared to answer the Personal Security Questions you selected when you registered. Enter your email address below and select Reset Password or Retrieve Username to continue.

Reset Password or Retrieve Username

Email

Retrieve Username Reset Password

STEP 4: Log in and check your "Inbox" for new invitations

myBackCheck.com

Order · Store · Manage & Share your background check

Welcome: [REDACTED] | Log out | About | FAQ | Contact | Français

myAccount **Inbox** ¹

- Account Home
- Edit Profile
- Edit Security Questions
- Edit Password
- Purchase History

Welcome [REDACTED]

Last Login 2016-07-15

Please Check your [Inbox](#) for invitations and action items. You have **1** item(s) requiring your attention.

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myAccount **Inbox** ¹

Invitations

Currently Viewing: **All (19)** | [New \(1\)](#)

Click on the organization name below to view the details of your invitation.

FROM	SUBJECT	STATUS	DATE
ScotDance Canada	Enhanced Police Information Check	New	2017-08-23

Enhanced Police Information Check

ScotDance Canada, Headquarters requests you to perform the check(s) listed below in order to comply with their Enhanced Police Information Check requirements. Please click the "Accept & Continue" button at the bottom of the page to proceed with the order.

Required Checks

QTY	SERVICE REQUIRED	DETAILS
1	Canadian Criminal Record Check with Local Police Information	Add to your shopping cart. \$30.00

STEP 5: Enter Billing Information and hit Purchase

myAccount **Inbox** ¹

Purchase myBackCheck.com Service

Review your order and click 'Purchase'

Cardholder Details

First Name * Last Name *

Email Address Phone Number (including Area Code)

Billing Address

Unit # Street Address *

City Province/State

Country Postal/Zip Code

Order Details

Quantity	Service	Price
1	Canadian Criminal Record Check with Local Police Information	\$30.00

Sub Total:

Tax:

Order Total:

All Amounts In CAD

Please have your Visa or Mastercard ready. Payment must be completed within 30 minutes to avoid session timeout.

Purchase

STEP 6: Enter Credit Card details then click "Process Transaction"

Note: We only accept VISA or Master Card credit cards

Mandatory fields marked by *

Item Details				
Description	Product Code	Quantity	Price	Subtotal
Canadian Criminal Record Check	3	1	\$59.00	\$59.00
				GST: \$2.95
				Total (CAD): \$61.95



Customer Details

Customer ID: [Redacted]
 Email Address: [Redacted]
 Note: [Redacted]

Billing Address

First Name: [Redacted]
 Last Name: [Redacted]
 Company: [Redacted]
 Address: [Redacted]
 City: [Redacted]
 Prov/State: [Redacted]
 Country: [Redacted]
 Postal Code: [Redacted]
 Phone: [Redacted]
 Fax: [Redacted]

Payment Details

Transaction Amount: \$61.95 (CAD)  
 Order ID: 620184

Please complete the following details exactly as they appear on your card.
 Do not put spaces or hyphens in the card number.

Cardholder Name*:
 Card Number*:
 Expiry Date (MMYY)*:
 Card Security Code*:

Click "Process Transaction" to charge your card. Only click the button once. Using the "Back", "Refresh" or "Cancel" button after you press the "Process Transaction" button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

STEP 7: Confirmation and proceed to “myaccount”

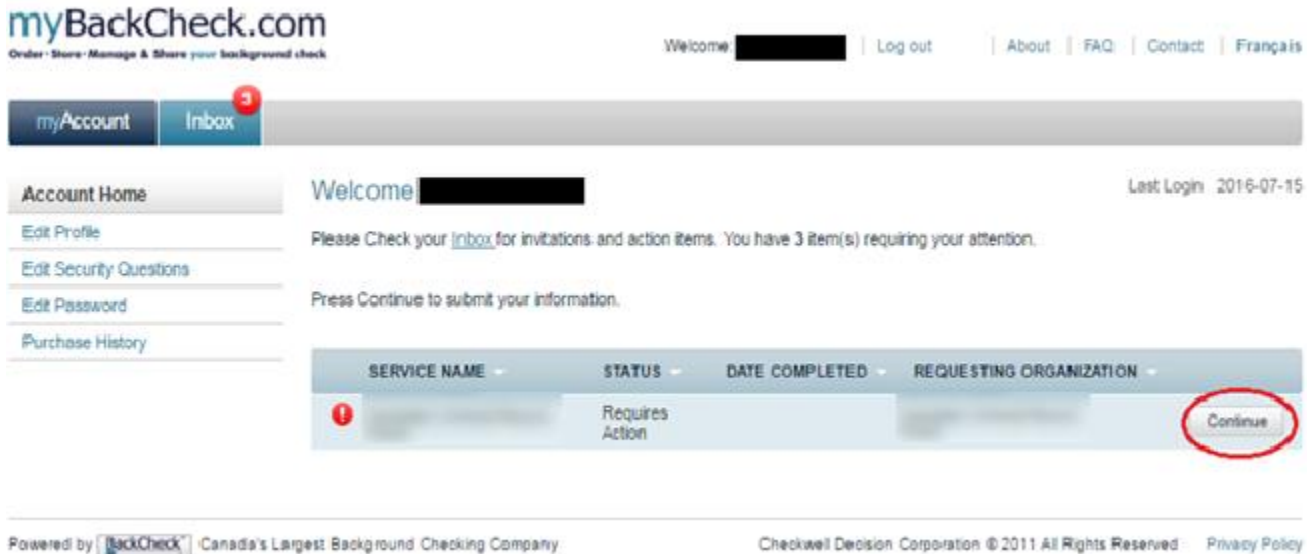
A confirmation for the successful purchase will be seen. You will need to proceed to “myAccount” and click “Continue” to fill out your information online.



Thank you for accepting the Canadian Criminal Record Check invitation from [redacted] Headquarters.

1 Proceed to [myAccount](#) and press the Continue button to complete the online form.

STEP 8: At “myaccount”, click “Continue” to complete information needed from step 1 to 4



Additional Resources

For additional questions about myBackcheck, check out our FAQ section of mybackcheck.com:
http://www.backcheck.net/mybackcheck_self-serve.htm

Contact Us

If you have further questions, please reach out to our myBackcheck team who can help.

- Phone: 1-877-455-6730
- Email: support@mybackcheck.com

Our hours of operation are 9 am to 8 pm EST.