

River Valley Riders Volunteer Background Check Instructions



THE MCDOWELL AGENCY, INC.
INVESTIGATION & PRE-EMPLOYMENT SCREENING

- 1) River Valley Riders' policy requires that **volunteers age 18 years and over** have a Background Check every three years. RVR contracts with the McDowell Agency to run these checks. (Email bgc@rivervalleyriders.org if you would like a copy of the Policy)
- 2) The RVR Administrative Coordinator (Gail Olsen) will submit your name and email address to the McDowell Agency.
- 3) You will receive an email from bgc@rivervalleyriders.org which will contain the link to begin the process.
- 4) On the left side of the screen, you see the list of 7 steps: 1. Login Page; 2. Signature Confirmation; 3. Disclosure; 4. Consent; 5. Summary of Rights; 6. Notices; 7. Application
- 5) The term "Electronic Signature" means to TYPE in your name. Sections 2-6 are notices and disclaimers for your information to read and acknowledge you read them. You will see a line at the end of each section for you to so acknowledge. Section 2 asks, "Do you agree to conduct...". Click the box, then fill in your name, the date and the last 4 numbers of your Social Security number. Click Submit and Next. Sections 3-6 state "By checking this box...". Check the box, fill in your signature on each section, then click Submit and Next.
- 6) Section 7 is where you enter your information for McDowell to run the background check. Full Name, Address, Phone numbers, Email address, Former names (e.g. maiden name), Birth Date and Social Security number. **NOTE: No one** at River Valley Riders will see your Social Security Number. River Valley Riders only notes that you have completed the background check. Your report stays on the secure McDowell site.
- 7) Fill in the last Signature box and submit.
- 8) You will then see a "Thank You" page confirming your order.

Thank you!

Questions: Leave a message on the RVR line 651-439-2558 or email bgc@rivervalleyriders.org