

Entering the Portal

1. Using **INTERNET EXPLORER** or **GOOGLE CHROME** as your web browser, visit <https://www.ezycheck.net/cciezyapp>
 - a. *MAC Users:* Use **SAFARI** and please note that you may have to ‘scroll’ on the page to find particular ‘buttons’ for ordering purposes
2. Log-in to the website with the following secure details:
 - a. Username: **safealliance**
 - b. Password: **volunteer**
 - c. Authorisation Code: **healing**
3. Click “**CONTINUE**” to enter the site
4. Once you have entered the system, read the agreement and click “**Agree**”
 - a. You will then be taken to the “**CREATE PROFILE**” page – **FIELDS IN BLUE REQUIRED**
5. Fill in the appropriate information on the electronic order form
 - a. **Include street address**, enter DL number and state additionally
6. When you have entered all the appropriate information, please click “**CONTINUE**”

IMPORTANT ENTRY NOTES

- *When entering the SSN, just enter the number **directly** since the system will move you **automatically***
- *Once the last number is entered, the system will “blank screen” as the number is propagated*
- *When entering the DOB, **DO NOT** enter “-” or “/”*
- *You must enter a **ZERO** in front of any month or day that is a single digit number*
 - *Example: May 5, 1985 enter as **050585***
- *Lastly, when you enter the ZIP, the system will automatically propagate the state*
- *You will need to enter the city and street address*

7. Review the **FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE**
 - a. This is the release form that is required by the **Fair Credit Reporting Act of 2002**
8. Make sure that all of your information is correct and select “**I AGREE**” and click “**SUBMIT**” at the bottom of the page
9. ***If you select I DISAGREE, your order will be erased from the system and you will not have a background check on file for your council***
10. If you “agree”, your order will be automatically submitted
11. If submitted correctly, you will then be brought to the **THANK YOU FOR YOUR ORDER** page
12. You will be given an opportunity to help **Safe Alliance** by covering the cost of the background check
 - a. Individually, the cost is **MINIMAL**, but collectively, the cost is **GREAT**
 - b. Every little bit helps. If you choose to pay, please click the **PAY NOW** button and help **Safe Alliance** continue serving survivors of sexual violence, domestic violence, and child abuse

If you have any problems, log-out immediately and contact the following organization administrator:

Tenille Banner
Director of Volunteer Relations
704.367.2706 | tenille.banner@safealliance.org