BACKGROUND CHECK INSTRUCTIONS

Because of our work with families and with youth, we request you complete a background check as part of your volunteer application. The cost is approximately **$34** depending on where you have lived. If this creates a financial burden, please let us know as we have some scholarships available.

Log on to: https://trm.volunteerportal.net/

1. Review text on the Welcome Page, enter the password: **Matt25:35** and click **"I Agree."**
2. Enter Personal Information.
   a. All fields marked with a **"*"** are required.
   b. Click **"Next."**
   c. Review all information to ensure its accuracy before proceeding.
3. If you need to make any corrections you can click on the **"Edit"** link or the **"Previous"** button to return to the Personal Information page.
4. Click **"Next."**
5. Enter payment information and click **"Save."** Review payment information and click **"Submit"** to process.

Please Note the following:

● If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return. ● If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.

● When returning to the site, click on this link on the Welcome Page: "If you are returning to finish a previous search, then click here."

● Enter your last name and reference number to resume your previous search.