

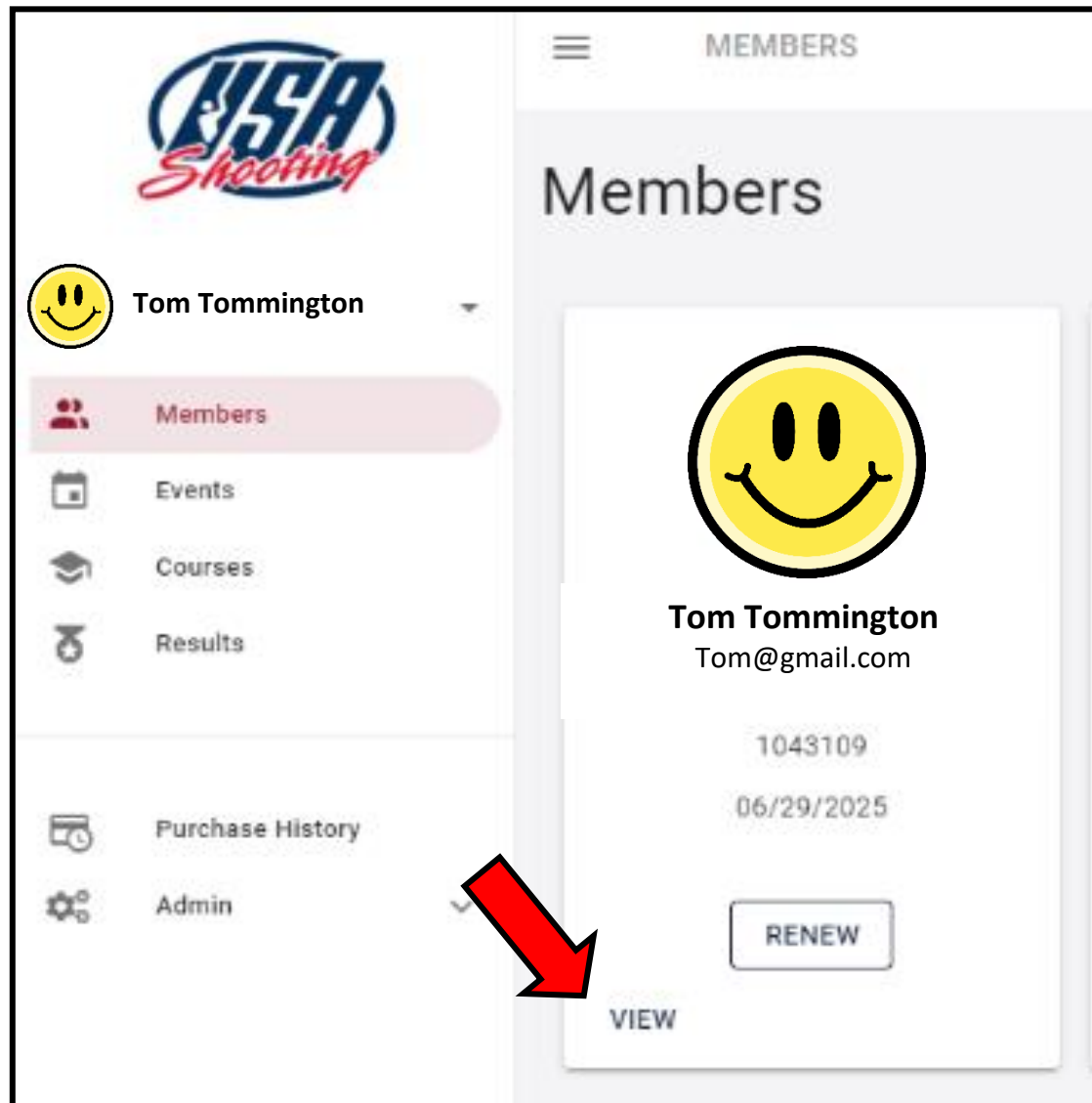


Background Screen: How to complete a background screen through your profile



If you need to take a background screen, you should do so through your membership profile. Follow these instructions to complete your background screen .

1. [Log into your membership profile](#). Click the “View” button on your profile.





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2. Click on “Background Screening”.

The screenshot shows the member profile for Tom Tommington. The left sidebar contains a navigation menu with the following items: Tom Tommington (with a smiley face icon), Account, Members, Quick Search, List (highlighted), Clubs, Events, Courses, Results, and Purchase History. The main content area is titled 'Tom Tommington' and has a sub-header 'MEMBERS / PROFILE'. Below this, there is a 'Background Screening' section with a '+ ADD BACKGROUND SCREENING' button. A table below the button has columns for 'Background Screening', 'Status', 'Valid From', 'Exp Date', and 'Actions'. The table is currently empty, with the text 'No items to show. Added items will appear here.' below it. A red arrow points to the 'Background Screening' menu item in the sidebar.

3. Click on “Add Background Screen.”

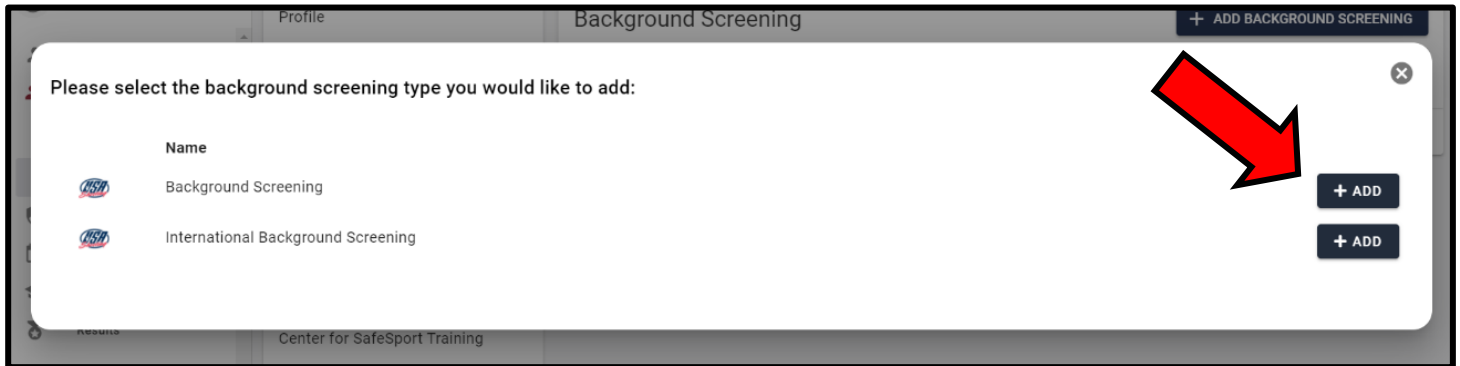
This screenshot is identical to the previous one, showing the member profile for Tom Tommington. In this view, a red arrow points to the '+ ADD BACKGROUND SCREENING' button in the main content area.



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4. Next to the appropriate background screen, click the “Add” button. If you are not a U.S. citizen, choose the International Background Screening option.



5. In the “Background Check Type” box, select the “Background Screening” option. Then click “Next.”





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6. Answer the questions that the system prompts you to answer. Click “Next” through the pages and then click “Add & Checkout” to pay.

Tom T. - Background Screening

Personal Information

Please enter your full legal name as would appear on any official identification (i.e. driving license or passport).

Legal First Name *

Legal Middle Name

Legal Last Name *

Date Of Birth * mm dd yyyy

Email *

Phone Number *

PREV 2/10 NEXT

ADD & CHECKOUT ADD

7. Click on your cart in the top right corner and then click “Checkout” to go through the payment process. Allow 1-2 weeks for your background screen to process. When it’s completed, the result will populate on your profile.

CART

Cart

Item	Quantity	Cost Per Item	Total	Remove
Tom Tommington - Background Check	1	\$150.00	\$150.00	

Total \$150.00

Discount Code APPLY

MAKE DONATION CHECKOUT

Thank you for your membership and support of our shooting sports!