



*Propelling Nonprofits  
Empowering Volunteers*

# Volunteer User Guide

*In Partnership with*  
**POINTS  
OF LIGHT**

The logo for Points of Light, consisting of a cluster of small, multi-colored dots (blue, green, yellow, and red) arranged in a roughly circular pattern.

## Let's get started!

**Partners in Education Toledo** has asked that you submit a Background Check through Verified Volunteers. All you'll need is access to the internet, and your credit card, if you wish to contribute to this cost. The process is pretty easy, but don't worry, we'll walk you through it. Please follow this step by step guide to Get Verified.

### Topic 1: Registration

You will be navigated to the account creation page and asked to create a User ID and password. Simply follow the instructions to complete your registration.

#### Get Started with Verified Volunteers

We take security seriously and want to create a safe environment for you to share your personal information.

**Already have an account? [Click here to login](#)**

- Set up security questions now
- By checking this box, I accept and agree to comply with the [Client Terms of Service](#) or [Verified Volunteer Terms of Service](#), and the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

Submit 

Once you've logged in, select [Get Verified](#) to start your order.

## Propelling Nonprofits Empowering Volunteers

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Welcome to Verified Volunteers!  
Your account is now active.

Click "Get Verified" below to order your own background check.


[Get Verified](#) 

## Topic 2: Placing your Order

There are 4 easy steps to placing your order:

**Step 1 of 4** – Your e-invite has already identified the Level of Background Screen that Partners in Education Toledo requires for you to volunteer. All you need to do is fill out the information about yourself and then select **Save & Continue**.

**Special Olympics Northern California and Nevada requires you to have a background check to volunteer**



A **V2** Advanced Criminal Locator Check will be conducted on you. [Learn More](#)

\* denotes required information

**Your Given Name** [Learn More](#)

**Your Middle Name**

I don't have a middle name

**Your Surname** [Learn More](#)

**Your Suffix**

**Your Date of Birth**


February ▼

4 ▼

1991 ▼

[Step 1 of 4](#)

This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.



**WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE**

[Learn More](#)

**Step 2 of 4** – Please input your current address and tell us how long you've lived there before selecting **Save & Continue**

**Your Current Address**




California ▼

United States ▼


**How long have you lived at this address?**

Back

▶ Save & Continue

[Step 2 of 4](#)

Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.



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[Learn More](#)

**Step 3 of 4** – We need you to give us permission to run your background check. Please carefully review the agreements by scrolling through & clicking the acknowledgement of receipt checkboxes below. You'll also be asked to provide your name to consent to the use of electronic means to sign this form. Once you are done, select **Save & Continue**.

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. Special Olympics Northern California and Nevada is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

**Step 3 of 4**

You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

[Print Consent and Rights](#)

 WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE  
[Learn More](#)

**Consent to Use of Electronic Records and Signatures**

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your volunteer application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- California, Massachusetts, Minnesota, New Jersey and Oklahoma Volunteers Only: Check the box to the left if you would like a free copy of your background report from Verified Volunteers. Please note that you can access your completed report at any time through your Profile.
- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." ⚠️
- I have read the Disclosure Regarding Volunteer Background Report provided by Verified Volunteers and this Authorization to Obtain Volunteer Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1860 option 1, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making a volunteer decision involving me at any time after receipt of this authorization and throughout my volunteerism, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. ⚠️
- I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents. ⚠️

**Your Given Name**

**Your Surname**

[Back](#)

[▶ Save & Continue](#)



**Step 4 of 4** – Please carefully review your order and select the highlighted checkbox once you’re sure all the information about you is correct. Select **Go Back & Edit** to change your information. Once you have confirmed your order, select whether you would like to purchase a **Volunteer Fast Pass** and then select **Continue to Payment** to enter your payment info.

**Confirm your personal information is correct**

Name: Cary Smith	DOB: 1/1/1911
SSN: 111-11-1111	Phone: 9705555555
Gender: Male	Email: TheAdvocates@VerifiedVolunteers.com

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The Information above is correct. [Learn More](#) **Go Back & Edit**

**Sign up for the Volunteer Fast-Pass**

**Yes!** I would like to purchase the Fast-Pass for \$3.99.

No thank you.

[What's a Fast-Pass?](#)

[Who can I share my Fast-Pass with?](#)

**Your Background Check Order # 324954** [Questions](#)

Item	Source Fee	Price
Level 2: Advanced Criminal History Record Locator Search		\$10.00
Government Watch List Search (OFAC)		Included
50 State DOJ Registered Sex Offender Search		Included
CONTRA COSTA, CA County Criminal Search		Included
Total cost of Background Check		\$10.00
Amount Paid by Special Olympics Northern California and Nevada		(\$0.00)
Tax		\$0.00
Amount paid by me		\$10.00

**Continue to Payment**

**Step 4 of 4**

Last step! Please review your personal information carefully and then provide payment information as necessary.

WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE

[Learn More](#)

After you submit your payment information, look out for a confirmation email. We’ll also send you an email when your background check is complete so you can view or print it.