

GOTR Self-Registration provided by: Unique Background Solutions

“Placing an Order”

1. Using INTERNET EXPLORER as your web browser, visit <https://data.ezycheck.net/gotrvolunteer> . (MAC user may 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 secure username **gotrnwilvol** and password **volunteer**. Log-in credentials will be given to you by your GOTR Contact. Enter the “AUTHORIZATION CODE” **fogotr123** and click “CONTINUE” to enter the site. (This should also be given to you by your GOTR Contact.)
3. Once you have logged into the system, please read the agreement and click “Agree”. You will be taken to the ‘CREATE PROFILE’ page.
4. You are now on the “CREATE PROFILE” page. Fill in the appropriate information on the electronic order form. **ALL FIELDS IN BLUE ARE REQUIRED. Please include the street address.** *No other information is required on this page.* When you have entered all the appropriate information, please click “CONTINUE”.

NOTE: When entering the SSN, just enter the number directly. The system will tab you to the next text box automatically. Once the last number is entered, the system will “blank screen” as the number is propagated. When entering the DOB, no need to place “-“ 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 in the Zip Code, the system will automatically propagate the state. You will need to enter the city and street address.

5. Select the **GOTR Screening Special Package– AIM2COPS**. Once you have selected this package, please click on “CONTINUE”. (It will be the only package to select)
6. Review the FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE. This is the release form that is required by the Fair Credit Reporting Act of 2002. Make sure that all of your information is correct and select “I AGREE” and click “SUBMIT” at the bottom of the page.

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.

7. If you “agree”, your order will be automatically submitted.
8. If submitted correctly, you will then be brought to the THANK YOU FOR YOUR ORDER page.

You may now log out. If you have any problems, please log-out immediately and contact your GOTR contact.