

## **myBackCheck – Enhanced Criminal Record Check**

### **Sport Manitoba: Volunteer/Coach/Employee Instructions**

- The Enhanced Criminal Record Check is \$25 and paid by either organization or candidate
- Log onto the Sport Manitoba /myBackCheck landing page:

<http://www.backcheck.ca/sportmanitoba/>

- Select your PSO from the first drop down menu
- Select the Enhanced Criminal Record Check (E-PIC) from the second drop down menu
- Press “Start my check”
- If you have not used myBackCheck previously, you will need to sign up for an account
- Once you have set up your myBackCheck account, select the “Inbox” tab
- Select the invitation from your PSO
- Select “Accept & Continue”
  - Please enter your credit card information now (if check is to be applicant paid). Then select the “myAccount” button
- Once on the myAccount page, press Continue and enter your personal information
- Complete the criminal record check information, answer the Identity Verification questions, and then hit Submit
- Within 24 hours (next business day) the results to your check will be available to both yourself and the sponsoring organization
- Click on the “Share” button to share your background check with another PSO if you are involved with more than one. There is no cost to share the check with multiple organizations. Sharing is free!

If you have questions while completing your check you may contact our myBackCheck Support Team and they will be pleased to assist you!

Toll-Free: 1.877.455.6730