

myBackCheck - Applicant Guide

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New User – Steps to Registering for a personal myBackCheck account

To ensure you are registering for a new myBackCheck account affiliated with your check for the **Ministry of SaskBuilds and Procurement** you will need to access the **Register Here** button through the following landing page:

<https://pages.sterlingbackcheck.ca/landing-pages/s/saskbuilds-procurement/>

1. Select **Start My Check!**



Sterling Backcheck Global Background Screening Partner for Ministry of SaskBuilds and Procurement

To begin, please click on the "Start my check" button below, register for an account and follow the on-screen prompts.

Start My Check!

 This page uses https protocol and is secure.

About Sterling Backcheck

Sterling Backcheck helps more than 20,000 customers across the globe hire and retain the best people. From small local businesses to Fortune 100 and FTSE 100 companies, we deliver over 20 million background checks annually with confidence, efficiency and compliance. Our customers leverage our services to protect their brands, assets and employees around the world. Visit www.sterlingbackcheck.ca for more info.

2. Click on **Register Here** button to create a new account. If you already have an account, please move to the “Already a myBackCheck.com account holder?” section to log in with your existing username and password – your new invitation will be in your Inbox.
Before clicking on **Register Here**, please enter the **Your Company Name** or the contractor you are working under.

myBackCheck.com
Order • Store • Manage & Share your background check
myBackCheck.com Registration

Company :

Location :

Role :

New to myBackCheck.com?

Please complete and submit the following form to advance to registration and begin your check.

Step 1 - Enter Required Information

Your Company Name



Register Here

Already a myBackCheck.com account holder?

If you already have a myBackCheck.com account, please provide the necessary information above and log in below.

Login (for Account Holders)

User Name

[Trouble logging in?](#)

Password

Login

3. After clicking on Register Here, you will be directed to the myBackCheck.com [Account Registration for Individuals](#) page. Enter in all required information, marked with an asterisk (*) and then click on **Register** at the bottom of the page.

myBackCheck.com
Order - Store - Manage & Share your background check

Welcome: | Log out | About | FAQ | Contact | Français

myAccount | Inbox

Account Registration for Individuals

Welcome to myBackCheck.com! The following form will allow you to create a personal account with us. All fields marked with * are mandatory. If you have questions about our website or services, please refer to the [FAQ](#) or [contact us](#).

Getting Started

- 1 Create Account.**
Enter a username, password and some security questions to create your personal account.
- 2 Check Your Email.**
We will send you an email with a link to activate your account (for security purposes).
- 3 Log in and Complete Your Checks.**
Once logged in, you can view and accept invitations to complete a Criminal Record Check, or order one for yourself.

Already have an account?
[Login Now](#)

General Preferences

Language
English

Your Profile Information

First Name *
Last Name *

Province *
[Select]

Date of Birth (YYYY/MM/DD) *
[] [] []

Email *
Verify Email Address *

Phone Number (including Area Code) *
Phone Extension

Choose a User Name *

For your security, please ensure your password has at least 8 characters with 1 upper case letter, 1 lower case letter, 1 number, 1 special character and no repeating characters.

Password *
Re-enter Password *

Security Questions

Who was your childhood hero? *
What high school did you attend? *
What is your favourite song? *
What is your favorite sport? *
What is your mothers maiden name? *

Register

4. Upon registering successfully, an email will be sent to the email you provided. Click on the link provided in this email to activate your account and a new page will open for you to log in.



Thank you for registering with myBackCheck.com!

Please click the link below to activate your account so you can log in.

<https://www.mybackcheck.com/Public/VerifyEmail.aspx?EID=njhOcN7pIS%2fbyKF6gXiPmjf2RVH0%40gwpTmfavYbh81cAT76aDwyAgyk6kkPBmbgYnRcvkm6bdp1HejokoUJEVUKhS1cytWeuNBbaZBEjGpRFBxVlrRbhotV9yWaZOL1OFPI%2fU4c8J57bONQab2ws9fSym5r8oBrp086qllcjtFM%3d&lang=1>

This link will expire in 72 hours

If clicking the link above didn't open a new window or tab, please copy and paste it into your browser's address field.

myBackCheck.com
Order - Store - Manage & Share your background check

Home

Your email has been verified and you have successfully opened your personal account.

Please log in and initiate your check.

Log in to your account here. [Trouble logging in?](#)

User Name

Password

Log In

The activation link will expire in 72 hrs. Should you fail to activate your account, you do not need to return to the landing page. Please go to www.mybackcheck.com and enter your username and password and a link will appear to resend your verification email.

For Individuals

Share your results where you work or volunteer... [Read more](#)

[Start your background check now!](#)

Already have an account? Log in here. [Trouble logging in?](#)

User Name Password

UserName Log In

Email has not yet been verified. [Resend verification email](#)

5. Once your account has been successfully activated you will be presented with the option to log into your myBackCheck account, accept the invitation in your account, and complete the online steps outlined below.

Completing your background check

1. Once successfully logged in, click on the **Inbox** tab (note: you should have a notification 1 unread message). Next, click on the message bar from **Ministry of SaskBuilds and Procurement**.

myBackCheck.com
Order · Store · Manage & Share your background check

Welcome: | Log out | About | FAQ | Contact | Français

myAccount | **Inbox** ¹

Account Home
Edit Profile
Edit Security Questions
Edit Password
Purchase History

Welcome Last Login 2019-07-04

Please Check your [inbox](#) for invitations and action items. You have **1** item(s) requiring your attention.

Invitations

Currently Viewing: **All (1)** | [New \(1\)](#)

Click on the organization name below to view the details of your invitation.

2

| FROM | SUBJECT | STATUS | DATE |
|----------------------|-----------------------|--------|------------|
| BackCheck Sales Demo | Criminal Record Check | New | 2019-07-04 |

2. Click on Accept & Continue to complete payment

Criminal Record Check

requests you to perform the check(s) listed below in order to comply with their Criminal Record Check requirements. Please click the "Accept & Continue" button at the bottom of the page to proceed with the order.

Required Checks

| QTY | SERVICE REQUIRED | DETAILS |
|-----|--------------------------------|-------------------------------|
| 1 | Canadian Criminal Record Check | Add to your shopping cart. \$ |

- Fill in all required (*) information and then select **Purchase** at the bottom of the page. Note: Only Visa and Mastercard are accepted (prepaid credit cards are not accepted).

Purchase myBackCheck.com Service

Review your order and click 'Purchase'

Cardholder Details

| | |
|--|---|
| First Name *  | Last Name *  |
| <input type="text"/> | <input type="text"/> |
| Email Address | Phone Number (Including Area Code) |
| <input type="text"/> | <input type="text"/> |

Billing Address

| | |
|-------------------------------------|----------------------|
| Unit # | Street Address * |
| <input type="text"/> | <input type="text"/> |
| City | Province/State |
| <input type="text"/> | <input type="text"/> |
| Country | Postal/Zip Code |
| <input type="text" value="Canada"/> | <input type="text"/> |

Order Details

| Quantity | Service | Price |
|----------|--------------------------------|-------------------------|
| 1 | Canadian Criminal Record Check | \$ <input type="text"/> |

Sub Total: \$
Tax: 
Order Total: \$

All Amounts In CAD

Please have your Visa or Mastercard ready. Payment must be completed within 30 minutes to avoid session timeout.



4. Enter in your credit card details and select **Process Transaction**

Mandatory fields marked by *

Item Details

| Description | Product Code | Quantity | Price | Subtotal |
|--------------------------------|--------------|----------|-------|-----------------|
| Canadian Criminal Record Check | 3 | 1 | \$ | \$ |
| | | | | GST: \$ |
| | | | | Total (CAD): \$ |

Customer Details

Customer ID:
Email Address:
Note:

Billing Address

First Name:
Last Name:
Company:
Address:
City:
Prov/State:
Country: Canada
Postal Code:
Phone:
Fax:

Payment Details

Transaction Amount: \$ (CAD)
Order ID: 1200912



Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.

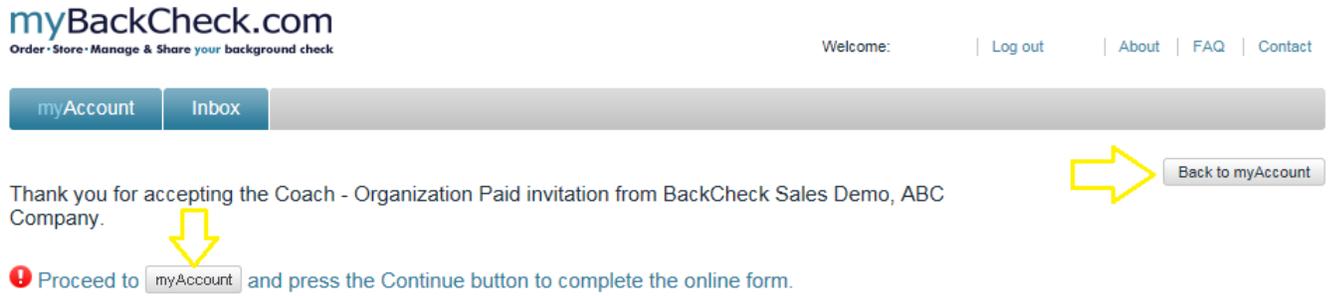
Cardholder Name*:
Card Number*:
Expiry Date (MMYY)*:
Card Security Code*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

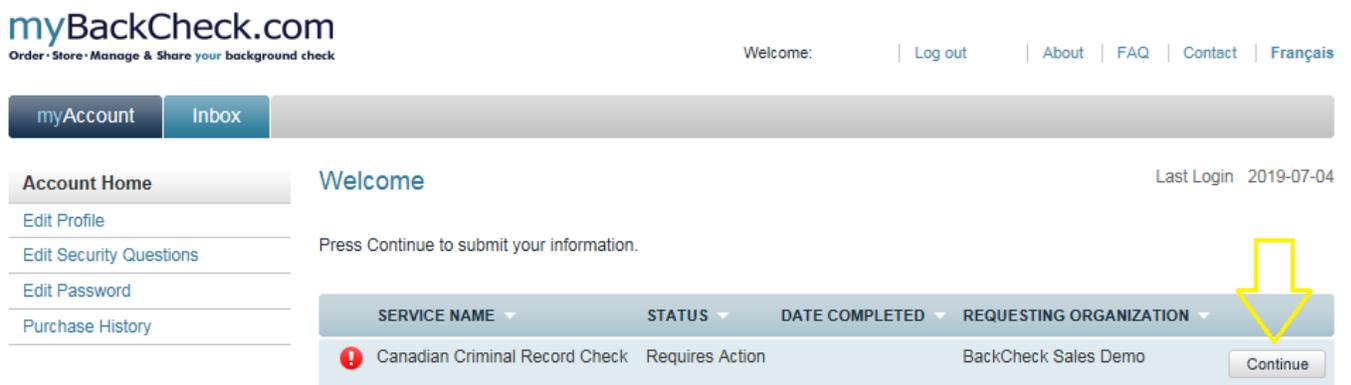
Cancel Transaction

5. A confirmation of a successful purchase will appear. Click on **Back to myAccount** or the **myAccount** tab to begin steps for your background check.



The screenshot shows the myBackCheck.com website. At the top left is the logo and tagline "Order • Store • Manage & Share your background check". On the top right, there are links for "Welcome:", "Log out", "About", "FAQ", and "Contact". Below the logo is a navigation bar with "myAccount" and "Inbox" tabs. The main content area displays a thank-you message: "Thank you for accepting the Coach - Organization Paid invitation from BackCheck Sales Demo, ABC Company." Below this message is a red exclamation mark icon followed by the text "Proceed to myAccount and press the Continue button to complete the online form." A yellow arrow points to the "myAccount" button. Another yellow arrow points to a "Back to myAccount" button located in the top right corner of the main content area.

6. An invitation to process your check will appear on this page, select **Continue** to begin filling out the four online steps.



The screenshot shows the myBackCheck.com account dashboard. At the top left is the logo and tagline "Order • Store • Manage & Share your background check". On the top right, there are links for "Welcome:", "Log out", "About", "FAQ", "Contact", and "Français". Below the logo is a navigation bar with "myAccount" and "Inbox" tabs. On the left side, there is a sidebar menu with "Account Home" (highlighted), "Edit Profile", "Edit Security Questions", "Edit Password", and "Purchase History". The main content area is titled "Welcome" and includes the text "Press Continue to submit your information." and "Last Login 2019-07-04". Below this is a table with the following columns: "SERVICE NAME", "STATUS", "DATE COMPLETED", and "REQUESTING ORGANIZATION". The table contains one row: "Canadian Criminal Record Check", "Requires Action", and "BackCheck Sales Demo". A red exclamation mark icon is in the first column of this row. A yellow arrow points to a "Continue" button in the last column of this row.

| SERVICE NAME | STATUS | DATE COMPLETED | REQUESTING ORGANIZATION |
|--------------------------------|-----------------|----------------|-------------------------|
| Canadian Criminal Record Check | Requires Action | | BackCheck Sales Demo |

7. Fill in all required information (marked with an *) and at the bottom of each page click on **Save & Continue** until all four online steps have been completed. The following pages contain examples of each form you should be completing; please skip ahead to the end of this document for more information on the **Verify Your Identity** section.

myAccount

Inbox

Canadian Criminal Record Check

[Back to myAccount](#)

Step 1 - Enter Your Identity Information

To fulfill the requirements for a Canadian Criminal Record Check, you must provide the necessary personal information below.

Identity and Contact Details

First Name *

Middle Name(s)

Last Name *

Maiden Name(s)

Aliases and Other Names

If applicable, list all aliases or additional names below. If you have multiple entries, please use commas to separate the information (ex. Katherine, Kathy).

First Name(s)

Middle Name(s)

Last Name(s)

* I do not have any maiden names, aliases or additional names other than those listed above. Any legal names used prior to a legal name change are also listed in the information above.

Personal Information

Gender: *

Female Male

Eye Colour *

Height: ft. in. *

Birth Information

Date of Birth (YYYY / MM / DD) *

Country of Birth *

City of Birth *

Province/State of Birth *

Confirming Your Details

1 Enter Your Identity Information

2 Disclosure of Criminal Records

3 Review and Consent

4 Verify Your Identity

Residence Information

| | |
|----------------------|----------------------|
| Apartment Number | Street Address * |
| <input type="text"/> | <input type="text"/> |
| City * | Province * |
| <input type="text"/> | Alberta ▼ |
| Country * | Postal Code * |
| Canada ▼ | <input type="text"/> |

Previous Residence Information

Please submit information for any Canadian address where you have resided in the past 5 years by clicking "+Add Address" after each entry.

| | |
|---------------------------|---------------------------|
| Previous Apartment Number | Previous Street Address * |
| <input type="text"/> | <input type="text"/> |
| Previous City * | Previous Province * |
| <input type="text"/> | [Select] ▼ |
| Previous Country * | Previous Postal Code * |
| Canada ▼ | <input type="text"/> |

Optional Personal Information

Providing your SIN number is optional but useful in locating and verifying your file with TransUnion. Please note that myBackCheck.com does not retain this information after your check is completed.

Social Insurance Number



Canadian Criminal Record Check

[Back to myAccount](#)

Step 2 - Disclosure of Criminal Records

If you have any Canadian criminal convictions to disclose, please provide them below. Otherwise, click the checkbox at the bottom of the page and proceed to Step 3.

Previous Convictions

If you have any existing adult Canadian criminal or federal convictions for which you have not received a pardon/record suspension please provide ALL details below. By entering no details you are indicating that you have never been convicted of an adult criminal offence for which you have not received a pardon/record suspension.

Click [here](#) for additional information about Declaration of Criminal Records and what should be disclosed.

| | |
|---|----------------------|
| Approx. Conviction Date YYYY/MM | Convicted Offence |
| <input type="text"/> <input type="text"/> | <input type="text"/> |

| | |
|------------------------|---|
| Location of Conviction | Penalty/Disposition Received |
| <input type="text"/> | <input type="text"/> <input type="button" value="Add"/> |

* By checking this box, I understand that failing to provide a complete and accurate disclosure may lead to additional fees and/or fingerprinting at my local police agency or an accredited fingerprinting company should my complete conviction history be required.



Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

Step 3 - Review and Consent

Please confirm that the information that you have provided is accurate

Details

- Name:
- Other Name(s) Used: none provided
- Gender:
- Eye colour:
- Height:
- Born:

Residence

•

Previous Residences

•

Consent and Terms of Use

View as PDF

This request is made in compliance with the applicable federal, provincial or municipal public sector privacy legislation in the province in which I am residing which allows a public body or municipality to disclose my personal information to me or my agent upon my request.

1. myBackCheck.com Terms of Service and Consent:

GENERAL

This agreement is between Checkwell Decision Corporation ("myBackCheck.com") and you ("the User"), and governs the terms and conditions for the use of the myBackCheck.com service ("the Service"). This Consent and Terms of Use document constitutes the entire understanding between the User and myBackCheck.com regarding your use of the Service. myBackCheck.com reserves the right to change these terms from time to time.

SERVICE

All myBackCheck.com services are owned and operated by Checkwell Decision Corporation.

The myBackCheck.com Criminal Record Check, Local Police Information, and Vulnerable Sector Search services act as an interface for police-conducted searches of records and other information held within the Canadian Police Information Centre (CPIC) and other police data sources. The CPIC database is managed by the Royal Canadian Mounted

* I agree to the Consent and Terms of Use outlined above.

I furthermore acknowledge that any failure to provide complete and accurate information may disqualify me from placement with the requesting organization (if applicable).

Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

Do Not Save, Back to Step 2

Save & Continue to Step 4



Step 4 - Verify Your Identity

Identity verification is mandatory for all Criminal Record Checks in Canada. Please read all the information below carefully before proceeding.

myBackCheck.com is proud to offer TransUnion Authentication - verify your identity online through a few simple multiple-choice questions that only YOU should be able to answer. These questions are based on the type of information typically found in a consumer credit bureau report. Your responses will automatically be compared to the information contained in your personal credit bureau file with TransUnion, an external credit reporting agency. If your responses match, we will confidently verify your identity. This process also protects you against identity theft.

Please keep in mind:

- This is not a credit check and will not affect your credit rating in any way.
- Only you are able to view your questions. myBackCheck.com and TransUnion do not view or log the automatically generated questions or any of your responses.
- Don't worry if you aren't able to verify your identity online, many individuals can't for a variety of reasons. Should you be unable to confirm your identity online alternative convenient options will be presented.

Provide consent below and click "Continue to Identity Challenge Questions" to complete ID verification online.



Confirming Your Details

- 1 Enter Your Identity Information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

I understand that continuing to the next page implies consent to TransUnion Authentication, which includes accessing information held in my personal consumer credit file for the purpose of identity verification.

[Back to Step 3](#)[Continue to Identity Challenge Questions](#)

Verify Your Identity using Electronic ID Verification

A series of multiple-choice questions will be asked to validate your identity. Should you fail to answer these questions correctly, the following page will appear allowing you **Try Again** or follow an alternate ID verification method listed in the *Your Option(s)* boxes;

*If selecting an alternate method, please be sure you read the instructions carefully before downloading the forms and review the types of Acceptable pieces of ID on the right-hand side of the screen.

myAccount Inbox

[Back to myAccount](#)

The results of the exam were inconclusive.
What can you do now?

Try Online ID Verification Again
If you wish to revise the information you provided, attempt the process again by clicking the Try again button. Note that providing your Social Insurance Number can improve TransUnion's ability to locate your file.

[Try Again](#)

OR

Continue with In-Person ID Verification:

Your Option(s):

Canada Post - Physical Identity Verification

To have your ID verified by Canada Post, please follow these simple steps:

1. Click on the **Download Form** button below and then save the document. You will need to take the barcode to Canada Post either using your smart phone or by printing the pdf form.
2. **Two pieces of ID and Proof of Residence** must be presented at Canada Post:
 - One piece of ID must be government-issued photo ID
 - The second piece of ID must display your full name
 - Proof of Residence must contain your current address
 - See page 1 of the form for acceptable ID and Proof of Residence options
3. The Canada Post retail clerk will scan the barcode on this form and then verify your IDs. Verification of your identity will then be sent to us electronically.

To find the nearest postal outlet, go to [Canada Post - Find a Post Office](#). Before going to the Canada Post location, we recommend calling them to confirm that they are able to process your Physical Identity Verification.

[Download Form](#)

The Requesting Organization
Download and print the Hiring Manager/Organization Contact ID Verification form and bring it to the organization requesting the check along with two pieces of ID. One must be government-issued photo ID; the second ID must display your full name.

They will verify and photocopy your ID and fax the completed form to myBackCheck.com to proceed with your check.

[Download Form](#)

Confirming Your Details

- 1 Enter Your Identity information
- 2 Disclosure of Criminal Records
- 3 Review and Consent
- 4 Verify Your Identity

Acceptable pieces of ID

- Provincial Driver's License
- Foreign Driver's License
- Canadian Passport
- Foreign Passport
- Provincial ID Card
- Canadian Citizenship Card
- Canadian Permanent Resident Card
- Certificate of Indian Status

Should you have any questions, please email support@mybackcheck.com.

Should you require further assistance, please do not hesitate to reach out to our myBackCheck.com applicant support team at support@mybackcheck.com or toll-free at 1-877-455-6730.