



REGISTERASA



HOW TO TAKE A BACKGROUND CHECK

Version 1.04 Rev 2015.01

www.RegisterASA.com

2015 Season

HOW TO TAKE A BACKGROUND CHECK

The process of taking a background check is determined by the rules in your local association. If you are unclear on the background check rules in your local area please click [here](#) to search your local ASA contact directory.

HOW TO TAKE A BACKGROUND CHECK

Make sure you have “Team Administrator”, “Coach”, or “Umpire” selected in the dropdown box. If it is not appearing, please click the profile link and save the appropriate roles in your “Personal Info”.

Select Background Check tab and click on purchase button.

HomePlate Grids Tournament ASA Orders/Invoices Profile FAQ Submit Help Ticket Log Out

Welcome Back, **Team Administrator** !
Your Member ID is: 900

Important Updates: There are no new Update Messages. [Click here](#) to view older update messages.

Role Information
New to the 2015 season, Team Administrators must clear the ASA's background check. Please check with your association for specific instructions.
[View Teams](#) [Add Team](#)

Local Contact Information
Questions? Contact your local association.
Name:
Association:
Phone:
Email:

Verify Address
Is your shipping address correct?
Mailing Address
2801 NE 50th St
Oklahoma City, OK 73111
Or update address [Here](#)

Background Check ACE Certification Registration Status

Background Checks
Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Certification.
If you need to take your ACE certification test click on the ACE Certifications tab to purchase ACE with a background check to receive a discount on your purchase.

Background Check Status:

Background Check Purchase
In order to participate in the 2014 season, or become ACE Certified, you must first purchase and pass a background check.
[Purchase](#)

Background Check Status
Status: There is no record of a purchase for your Background Check. Please see the Purchase Status located to the left for more information.

ACE Certification
You currently cannot start ACE Certification until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.
[Click here](#) to go to the ACE Certification tab.

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formation

default message.

Local Contact Information

Questions? Contact your local association.

Verify Address

Is your shipping address

Mailing Address

2801 NE 50th St

Purchase Check

You are in the process of purchasing a **background check only**. If you need to take the ACE Certification test, please click on the 'ACE w/ Background' button below.

****NOTE**** The ACE option includes a background check that is covered by the certification fee. Refunds are not given after the background check has been initiated.

Otherwise, click the 'Background Only' button to continue with your purchase.

ACE w/ Background Background Only

Background Checks

updated info on background checks here. You'll be able to see this year's background check status, shipping info

to take your ACE certification test click on the ACE Certifications tab to purchase ACE with a background discount on your purchase.

Background Check Status:

Background Check Purchase Background Check Status ACE Certification

Make sure you are needing a background check only. If you are needing to do an ACE certification then select the ACE w/ Background button

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Please print this page for your records.

Please verify that the information displayed below is accurate and then provide your Drivers License Number to submit your background check. The drivers license number may help expedite a background check if an issue arises. Other information that will be sent to our background check provider is your complete name and address and date of birth as listed below.

Date of Birth:	5/20/1977	Drivers License#:	846582148
First Name:	Jean	Address1:	2801 NE 50th St
Suffix:		City:	Oklahoma City
Middle Name:		State:	OK
Last Name:	Poole	ZIP:	73111

This option will send a copy of your background check report to the address listed above.

Would you like to receive a copy of your background check report directly from LexisNexis?

Amount to Charge:	\$\$00
Payment Method:	Visa ▾
Credit Card Number:	<input type="text"/>
CC Security Code:	<input type="text"/> (Three digit number on back of card)
Card Expiration Month:	--Select One ▾
Card Expiration Year:	--Select One ▾
Terms:	<input checked="" type="checkbox"/> By checking this box, you agree to the conditions set forth in the Amateur Softball Association's Consent Form. Click here to read the full text of the consent form.

Fill out all information boxes including payment information. Checkmark the consent box after reading the consent form then click the Submit Payment & Start Background Check Button.

Submit Payment & Start Background Check

Cancel

HOW TO TAKE A BACKGROUND CHECK

To check the status of a Background Check login and view the Background Check Status under the Background Check tab.

Background Check | ACE Certification | Registration Status | Admin Items | My Teams | My Leagues | My Umpires

Background Checks

Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Certification.

If you need to take your ACE certification test click on the ACE Certifications tab to purchase ACE with a background check to receive a discount on your purchase.

Background Check Status:

Background Check Purchase You have already purchased a season. Please check the status of your Background Check to the right of this message. Already Paid	Background Check Status Status: Your Background Check has Cleared and is valid through 12/31/2014 . You are now eligible to start your ACE Certification for the 2013 season. Invoice: 125537	ACE Certification You are now eligible to proceed to the ACE Certification Section if you have not already done so. Click here to go to the ACE Certification tab.
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