



Sterling Backcheck

Guide for myBackcheck - ScotDance

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September 2021



CONTENTS

FOR NEW USERS ----- 3

STEP 1: Accessing the Website

STEP 2: Click either “Register Here” or “Login”

STEP 3: Individual’s Account

- For Individuals without a myBackCheck Account
- For Individuals with a myBackCheck Account

STEP 4: Login and Click your “Inbox”

STEP 5: Enter Billing Information and Click “Purchase”

STEP 6: Enter Credit Card Details, then Click “Process Transaction”

STEP 7: Confirmation and Proceed to “myAccount”

STEP 8: At “myAccount”, click “Continue” to complete Steps 1 to 4 of the Online Forms

ADDITIONAL RESOURCES ----- 10

CONTACT US ----- 10

For New Users

STEP 1: Accessing the Website

Go to <https://pages.sterlingbackcheck.ca/landing-pages/s/scotdance-canada/> and click on "Start My Check!".



STEP 2: Click either "Register Here" or "Login"

Click either "Register Here" for members who have NOT registered for a police check with Sterling Talent Solutions. For renewing members WITH a Sterling Talent Solutions account, proceed to step 3.2 and click 'Login'.

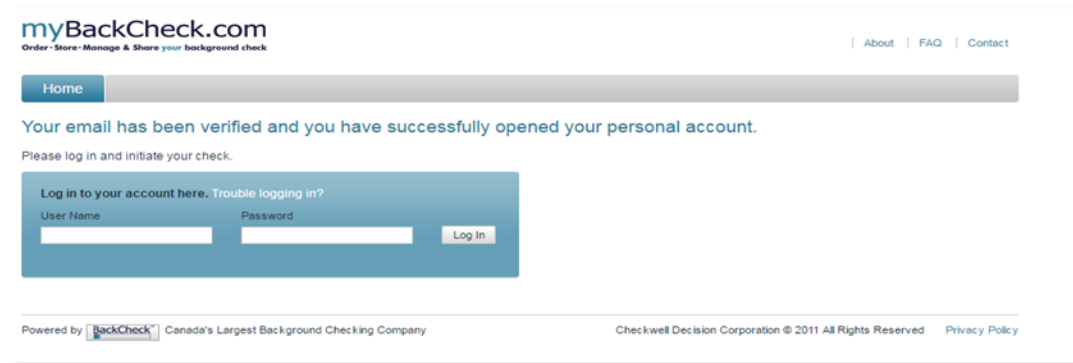
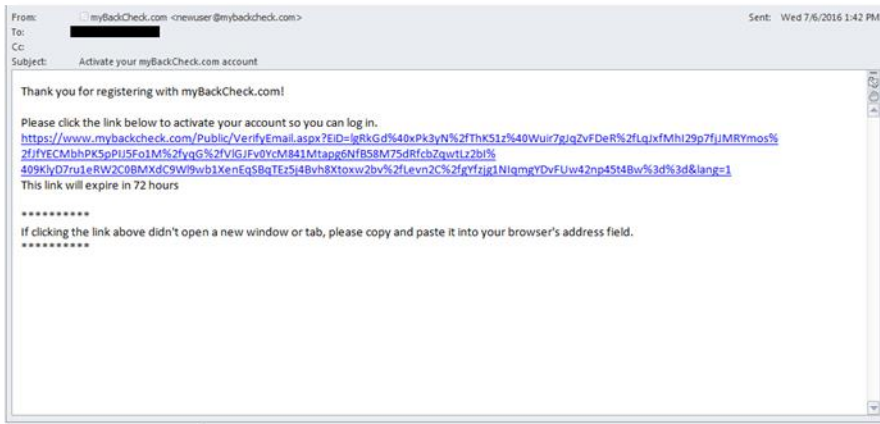
Please type slowly making sure each field populates with your response before moving onto the next field.

STEP 3: Individual's Account

3.1 For Individuals without a myBackCheck Account

Fill out the information for registration. Please ensure to remember your username and password as this will serve as your log in credentials.

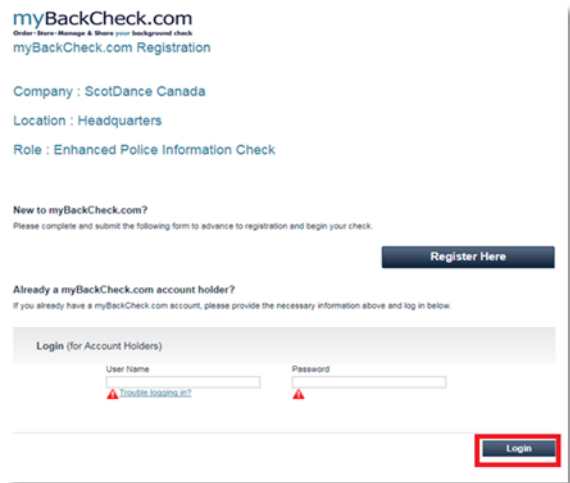
Once the registration form is complete, you will receive an email for your account activation. Please go to your email and follow the prompts.



Note:
 Make sure you are logged into ScotDance Canada's landing page when activating your account after registering. Always log in as an individual and not an 'organization'. If the payment page is showing a higher amount than \$25 plus taxes, then you have not logged into ScotDance Canada's landing page.

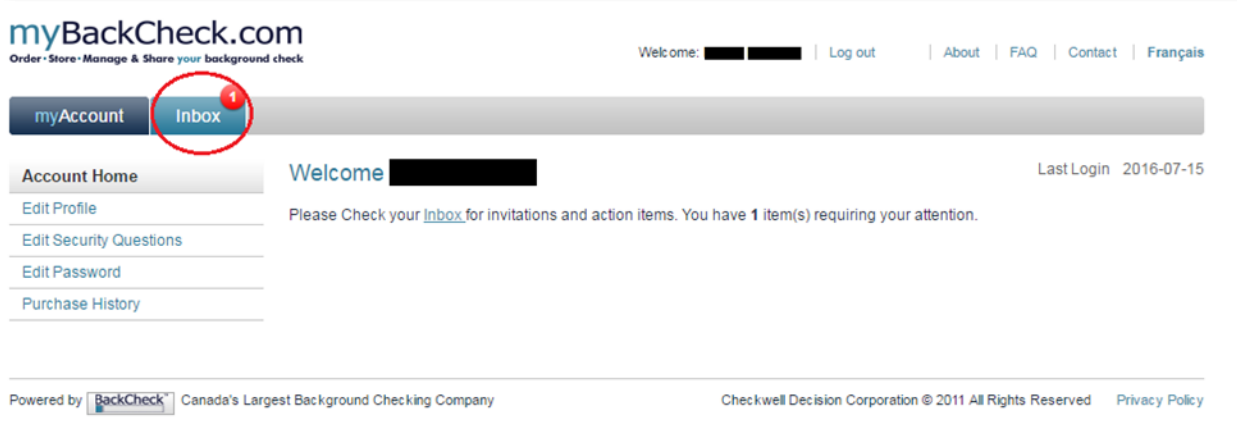
3.2 For Individuals with a myBackCheck Account

Input your log in credentials and click the "Login" Button.



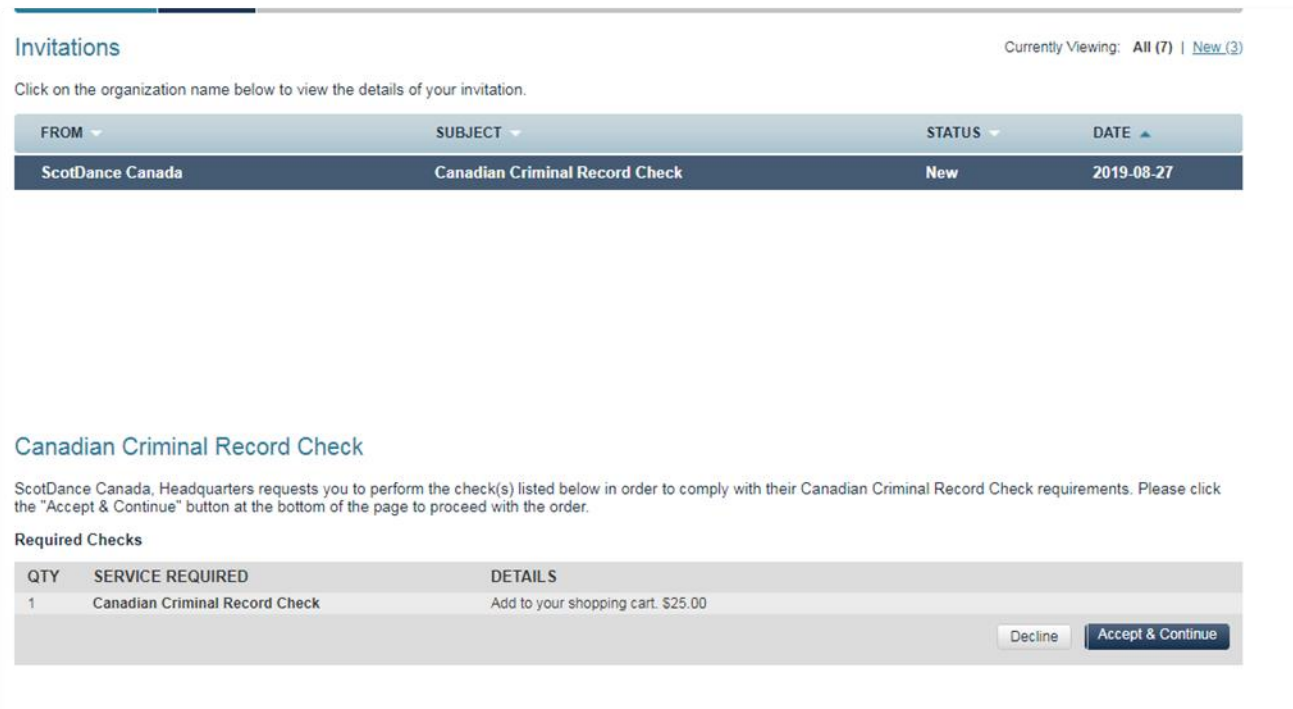
STEP 4: Log in and Click on your "Inbox"

You may have to reset your password should you have forgotten the password last used. After resetting your password, log in again and click on your "Inbox" and there should be an invitation to complete a new Police check.



You may see an invitation to complete a renewal police check. Select the invitation, then click on "Accept & Continue" button.

If you do not see an invitation after clicking your "Inbox", DOUBLE click the line showing the most current police check completed from the history, then on the next screen click "Accept & Continue" button.



Note:

If you do not see \$25.00 auto-populated in this field, you will need to go back to SDC's Landing page, logging in as an INDIVIDUAL (on the left side of the screen). Do NOT log in as an 'organization' (right side).

STEP 5: Enter Billing Information and hit Purchase
To proceed, enter your billing information.

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

Welcome: [Redacted] | [Log out](#) | [About](#) | [FAQ](#) | [C](#)

[myAccount](#) | [Inbox](#) ³

Purchase myBackCheck.com Service
Review your order and click 'Purchase'

Cardholder Details

First Name * Last Name *

Email Address Phone Number (including Area Code)

Billing Address

Unit # Street Address *

City Province/State

Country Postal/Zip Code

Order Details

Quantity	Service	Price
1	Canadian Criminal Record Check	\$25.00

Sub Total: \$25.00
Tax: \$3.25
Order Total: \$28.25
All Amounts In CAD

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

STEP 6: Enter Credit Card Details then Click “Process Transaction”

Note: We only accept VISA or Master Card credit cards.

Mandatory fields marked by *

Item Details

Description	Product Code	Quantity	Price	Subtotal
Canadian Criminal Record Check	3	1	\$25.00	\$25.00
				HST: \$3.25
				Total (CAD): \$28.25

Customer Details

Customer ID:

Email Address:

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:

Postal Code:

Phone:

Fax:

Payment Details

Transaction Amount: \$28.25 (CAD)



Order ID:

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*:

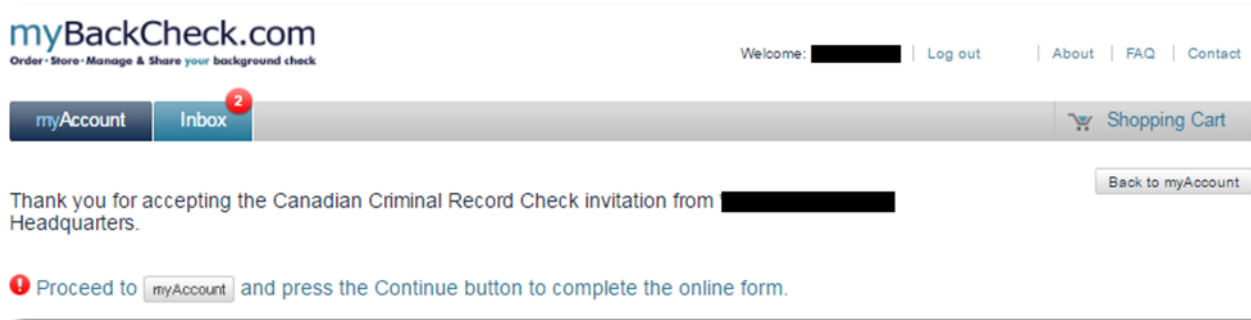
Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

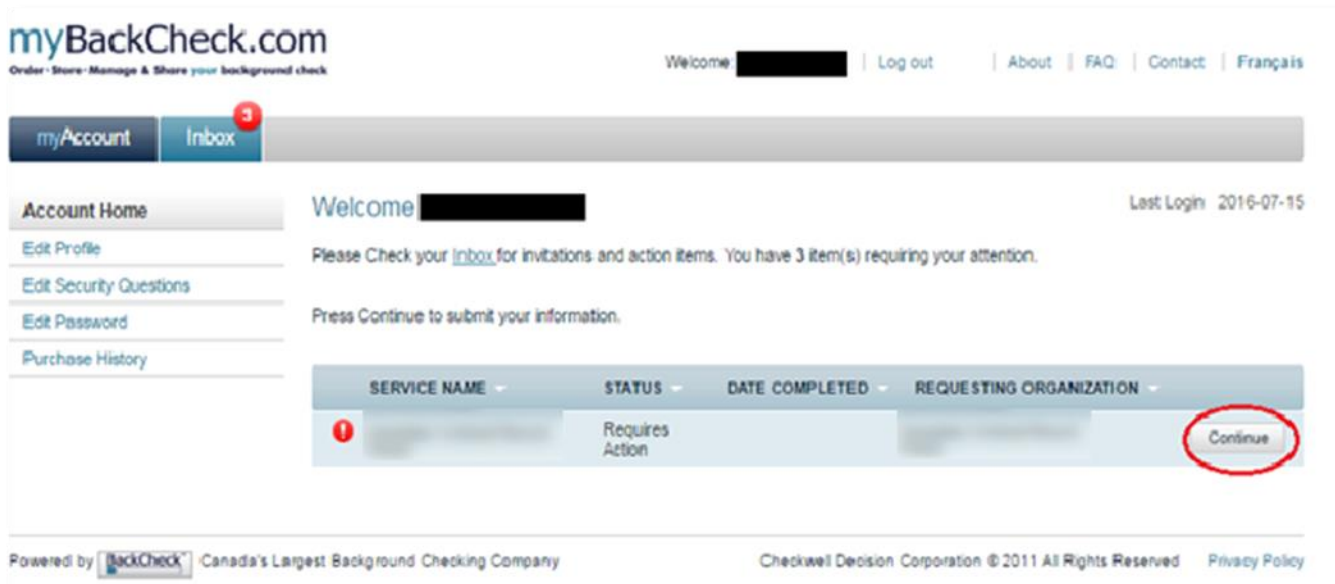
STEP 7: Confirmation and Proceed to “myAccount”

A confirmation for a successful purchase will be seen. You will need to proceed to “myAccount” and click “Continue” to fill out your information online.



STEP 8: At “myAccount”, click “Continue” to Complete Information Needed from Steps 1 to 4

Please fill out all the required information. Once your identity has been verified, we can complete the check within 24 hours and will be automatically shared to the organization.



STEP 9: Delivery of Results:

myBackCheck.com

Welcome | Log out | About | FAQ | Contact

Account Order **Back**

Canadian Criminal Record Check Results

Issued: 2012-04-26

Identify information provided by the individual

Legal Name: _____
 Middle Name(s): _____
 Date of Birth: _____
 Other Name(s) Used: _____

Details provided by our police partners

Result	Comments
Not Clear	Can. Criminal Record Check

DISCLOSURE CONFIRMED: Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a possible match to a registered criminal record. Positive identification that a criminal record does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Criminal Record Disclosure as entered by the individual

Offence	Theft Under \$1000
Date	2000 May
Location	Vancouver, BC
Penalty/Disposition	Community Service
Offence	Auto Theft
Date	2001 Jan
Location	Calgary, AB
Penalty/Disposition	Jailline

Printable Version

Share This Check!

Type the name of the organization in the box below:

Select your role with the organization:

I hereby grant and acknowledge my selected organization to have access to view results of my checks.

Send a personal message (optional):

Share Check!

Can't find your organization? Click here to create a new one.
 If you cannot find the organization you want to share your check with, include their ID: myBackCheck.com

Sharing History

Organization / Location	Role	Shared Date
100 Crash Test, Headquarters	Employee Check	2012-04-26

Printed On: | Social Down

Powered by **BackCheck** Canada's Largest Background Checking Company | Checkmate Decision Corporation © 2011 All Rights Reserved | Privacy Policy

Note:
 Do NOT click the “share” button as this does not go to your provincial membership registrar.
 Make a copy of your results page and mail to your provincial registrar with your membership documents.

Additional Resources

For additional questions about myBackcheck, check out our FAQ section of mybackcheck.com:
http://www.backcheck.net/mybackcheck_self-serve.htm

Contact Us

If you have further questions, please reach out to our myBackcheck team who can help.

- Phone: 1-877-455-6730
- Email: support@mybackcheck.com

Our hours of operation are from 8AM am to 8PM EST.