



Volunteer User Guide

Let's get started!

ACE Mentor has asked that you submit a background check through **Sterling Volunteers**. All you'll need is access to the internet, and your credit card, if you wish to contribute to this cost. The process is very easy, but don't worry, we'll walk you through it. Please follow this step by step guide to Get Verified.

Topic 1: Registration

You will be navigated to the account creation page and asked to create a User ID and password. Simply follow the instructions to complete your registration.

Register and Start Your Order

Please create an account by filling in the fields below.

Already have an account? [Click here to login](#)

This field is required.

This field is required.

[Username & Password Requirements](#)

- Set up security questions now
- By checking this box, I accept and agree to comply with the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.


Submit

Topic 2: Placing your Order

There are 4 easy steps to placing your order:

Step 1 of 4 – Your e-invite has already identified the Level of Background Screen that ACE Mentor requires for you to volunteer. All you need to do is fill out the information about yourself and then select **Save & Continue**.

ACE Mentor Program requires you to have a background check.



A **√3 Complete Criminal Locator Check** will be conducted on you.
[Learn More](#)
 Cost of Background Check: \$30.50
ACE Mentor Program Will Pay: \$30.50

In areas where administrative courts charge Sterling Volunteers fees for access to information, the fees will be passed along and the amount will be reflected in the total cost during Step 4 of the order process.

Step 1 of 4
 This short process should take you 2-3 minutes to enter your information and get your order submitted.



WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE
[Learn more >](#)

* denotes required information



Below, you will be asked to enter your name. When doing so, please make sure to:

- Enter your first, middle, and last name **separately**
- Enter your current legal name only. Nicknames or shortened names may cause errors and delays when processing your background check.

YOUR FIRST NAME [Learn More](#)

YOUR MIDDLE NAME

I don't have a middle name

YOUR LAST NAME [Learn More](#)

Your Suffix

YOUR DATE OF BIRTH

YOUR SOCIAL SECURITY NUMBER 



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GENDER

CONTACT INFORMATION

Other Names Used (alias, maiden name, etc.) [+ Add Alias](#)

CONTINUE

Step 2 of 4 – Please input your current address and tell us how long you’ve lived there before selecting **Save & Continue**

Begin Your Background Check

Your Current Address

How long have you lived at this address?

Other Places You Have Lived

(within the last seven years)

[+ Add Address](#)

Step 2 of 4

Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.



Step 3 of 4 – We need you to give us permission to run your background check. Please carefully review the agreements by scrolling through & clicking the acknowledgement of receipt checkboxes below. You'll also be asked to provide your name to consent to the use of electronic means to sign this form. Once you are done, select **Save & Continue**.

Begin Your Background Check

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. ACE Mentor Program is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

Step 3 of 4

You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

 [Print Consent and Rights](#)



Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- ➔
 I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." and "Security Freeze Notice"
- ➔
 I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Sterling Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report. By my signature below, I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, 855-326-1860, Option 3, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteerism/non-employee position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Sterling Volunteers and/or the organization itself, and authorize Sterling Volunteers to provide such information to the organization. I agree that a facsimile("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.
- ➔
 I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.

Your First Name

Your Last Name

Step 4 of 4 – Please carefully review your order and select the highlighted checkbox once you’re sure all the information about you is correct. If not, select *Go Back & Edit* to change your information. Once you have confirmed your order, select whether you would like to purchase a *Volunteer Fast Pass* and then select *Continue to Payment* to enter your payment info. Or select **Submit**

Begin Your Background Check

Confirm your personal information is correct

Name: PamTest W TestTest DOB: 8/6/1988
 SSN: 123-21-1233 Phone: (800) 943-2589
 Gender: Female Email: pam.sutton@sterlingvolunteers.com

Step 4 of 4

Last step! Please review your personal information carefully and then provide payment information as necessary.



The information above is correct. [Learn More](#)

[Go Back & Edit](#)



Help ACE Mentor Program Pay for your Volunteer Background Check

The cost to ACE Mentor Program for your volunteer background check is \$32.35. If you are able to help defray the cost to the agency at this time, please consider a contribution.

And, by the way, any cost paid by you may be tax deductible! Please check with your tax advisor.

- I will pay \$ to cover ACE Mentor Program's cost of the order.
- Not at this time

Sign up for the Fast-Pass

- Yes!** I would like to purchase the Fast-Pass for \$3.99.
- No thank you.

[What's a Fast-Pass?](#)

[Show Order Detail](#)

[Questions](#)

Your Background Check Order # 2946475

Level 3: Complete Criminal History Record Locator Search

Price \$30.50
 Source Fees \$1.85

ORDER SUMMARY

Total cost of Background Check \$32.35
 Amount Paid by ACE Mentor Program (\$32.35)
 Donation \$0.00

Sub-Total \$0.00
 Tax \$0.00

Amount paid by me \$0.00

Submit Order

After you submit your payment information, look out for a confirmation email. We'll also send you an email when your background check is complete so you can view or print it.