

**\*\*\* ALL COACHES AND ASSISTANT COACHES PLEASE DO THIS IMMEDIATELY SO WE CAN SUBMIT YOUR TEAM TO MYSA... THANK-YOU!!**

### **North Metro Soccer Online Background Check Directions**

1. Go to [www.mcdowellagency.com](http://www.mcdowellagency.com)
2. Select client log-in at the top right of the page
3. Enter user id – MYSNMT and password MYSNMT, click log-in
4. Select request on gray menu bar
5. MYSA Volunteer should be checked, if it is not please check it
6. Enter your full name in the electronic signature box and check the box underneath to signify electronic signature - press continue
7. Enter in your information, boxes with \* and \*\* are required fields, the requester field towards the bottom of the page should be filled out – it should have MYSNMT in it. When finished filling out information, click continue.
8. Under Criminal Court Searches, hit the add/edit jurisdiction button
9. Under search type pick felony and misdemeanor, under state pick MN and under county/jurisdiction pick Statewide (at the bottom of the drop-down menu)
10. Repeat step number 9 except under the county/jurisdiction menu pick Anoka, and hit add searches to order
11. Social Trace, National Sex Offender and USA Criminal Index should have messages that say they have been requested
12. Click on agree and submit order

Thank-you for filling out the on-line background check for the safety of our children.