

## Selection.com Background Check Instructions

1. Log into Virtus.org
2. Go to the Toolbox Tab
3. On the left hand side, Click Selection.com Background Check
4. Click Begin Background Check
5. Click Enter Background Check information
6. Click "I Agree"
7. Enter your personal information
8. Enter Credit Card information or Fasttrax Token (Click Validate Token, after entering the code)
9. Click Next on the Bottom Right hand corner
10. Review your information
  - a. You are able to request a copy of your background check via e-mail.
  - b. You may also print your receipt
11. Enter or Submit your information

There is a \$25 one-time fee for the background check. You may want to check with the organization that you volunteer for to see if they are willing to cover this fee.