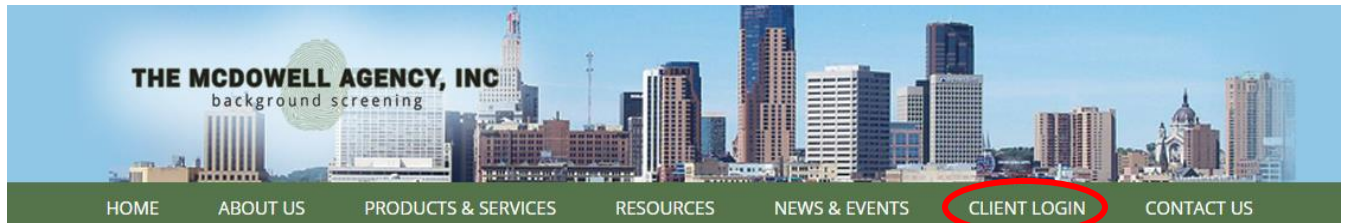




Korean Culture Camp

User Guide



1. Go to www.mcdowellagency.com and select **CLIENT LOGIN** on the top menu.



2. Enter your User ID and Password and click **LOGIN**. They are **case sensitive**.

USER ID: KCCVolunteer

PASSWORD: January2020

*Make sure your Pop-Up Blocker is **turned off**.

This brings you to the main page.


THE MCDOWELL AGENCY, INC

background screening

home Admin **request** results status report logout

Welcome to our website.

Messages and Notifications -

[View Messages](#) 

New Messages (9) / Previously Read (8)

Results Quick-Search -


Last Name

First Name

SSN - -

Reference

Requestor



General Information

Thank you for visiting our recently-enhanced website. At The McDowell Agency, Inc. we are continuing to explore ways to enhance your pre-employment screening experience. As always, please do not hesitate to contact us with any comments and/or questions you may have. For a copy of your Summary of Rights under the Fair Credit Reporting Act please click

[Summary of Rights](#) *updated as of 4/2015*

[Credit Card Security Policy](#) *01/2015*

3. To request a background check to become a volunteer at Korean Culture Camp, select **REQUEST** at the top of the screen. The request option is the only thing you will need to click on this page.

- To view or print a copy of your Summary of Rights under the Fair Credit Reporting Act, click on [Summary of Rights](#). When you are done viewing or printing the Summary of Rights simply click on the “back button” to continue with your background check request.
- You must disable the pop-up blocker on your computer to complete this background check. Instructions on how to disable the pop-up blocker on your computer. Results “pop-up” as a PDF and many computers have a security function which will block these pop-ups. These instructions will show you how to disable the pop-up blocker on your browser.

Select a Package

Welcome to our Custom Request System. Please Select a Package Below to Begin this Order.

VOLUNTEER PACKAGE

The organization may obtain information about you for employment or volunteer purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records, education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by The McDowell Agency, Inc. at Tel: 651-644-3880, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

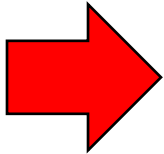
I understand that making false statements, failing to answer any question, or withholding information will cause me to be barred from employment or volunteer participation. All employment/volunteer offers are conditioned upon the passing of a criminal background check. Convictions are not an automatic bar to employment or volunteer service please check with the organization to determine hiring/volunteer criteria.

I hereby consent to your obtaining the above information. I understand to aid in the proper identification of my records personal identifiers as well as other information, is necessary. I understand that I am being provided the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. Section 1681-1681.

California, Minnesota, or Oklahoma Applicants: Please check this box if you would like to receive a copy of a consumer report, if one is obtained by the Company.

Electronic Signature:

Please type in your Full Name above to Authorize this Transaction



4. Type your FULL NAME into the space next to "Electronic Signature."

Mark the box next to "My name entered above signifies my electronic signature."

Click on "continue" to proceed.

Applicant Information Enter Search Request Details

Demographic Information

Last Name: *	First: *	Middle:	Rush:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Current Address	City	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth: * (ex. MM/DD/YYYY)	Social Security #: *	Gender: (M for Male)	
<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	

Fields with a "*" Must be Completed

Alias (AKA) Information >

Additional Information >

Rapid Order >

Continue

5. Type in the following required information

(All mandatory fields are marked with an asterisk *)

- Last Name
- First Name
- Current Address
- Zip (City and State will autofill after entering zip code)
- Date of Birth
- Social Security Number

6. Add any aliases (maiden names, name changes, etc. under **ALIAS (AKA) information**. If no aliases, skip that tab.

Click "Continue" to proceed.

Welcome Volunteer For: TLW248 - KOREAN CULTURE CORPORATION

? Help Cancel

Applicant Information Enter Search Request Details

Demographic Information

Applicant: [REDACTED] SS#: [REDACTED] DOB: [REDACTED] Reference:
Address: , SAINT PAUL, MN 55109

Go To: Social Trace
Other

Criminal Court Searches

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	MN	RAMSEY	Remove

+ Add/Edit Jurisdictions County Lookup

Social Trace

Social Trace has been Requested

National Sex Offender Database

National Sex Offender Database has been Requested

USA CRIMINAL INDEX

USA CRIMINAL INDEX has been Requested

Agree and Submit Order

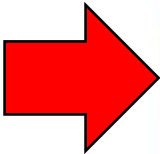
Do Not Agree and Cancel Order

ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process

Fields with a "*" Must be Completed

Return to Top of Page

Screenshot



7. You will be brought you a screen to confirm your details. Confirm that your name, SSN, DOB and Address are correct. Then go to the bottom of the screen and click on **Agree and Submit Order**.

Thank You.

Your request has been submitted for the following:

Name: JOHN DOE

Social Security: XXX-XX-1111

Birthdate: 11/11/1980

Reference: (not provided)

Auto-Generated Order #: 501589

Searches Ordered: Criminal Court | Social Trace | National Sex
Offender Database | USA CRIMINAL INDEX |

 [Click Here to Enter Another Request](#)

...or select one of the navigation buttons above to continue

8. The next screen you see will be a confirmation page. You may choose to print a copy for your records. If you want to enter another background check for another volunteer in your family, simply click on the green arrow towards the bottom. If you are done, click "logout" in the top right corner.