

Directions for Selection.com

For an employee or volunteer who has not yet completed safe environment training:

- 1. Set up an account at <u>https://peoria.cmgconnect.org</u>.
- 2. Complete the "Safe Environment Training" curriculum.
- 3. At the end of the training curriculum, you will be directed to complete a CANTS form and an authorization for a criminal background check through *Selection.com*.
- 4. You will be given an option to self-pay for the criminal background check. The background check costs \$6. If the "Paid by User" option is selected, there is also a \$3 fee for processing your credit card, for a total cost of \$9. If you select the option "Paid by Diocese," your parish or school will be invoiced for the cost of the criminal background check.

Backgrour	nd Check Payment
Welcome to the Arch contributing to the ba	/Diocesan background check processing area. You are now able to help your parish or school by se background check cost. Please consider how this generous contribution can help your location
Thank you for your se	rvice to the Church.
lf you choose to pay f	or the background check, the process is as follows:
1) Enter your backgro	und check information.
2) Provide payment ir	formation.
If choosing to pay for experience any issue	the background check, your background check will be processed upon successful payment. If you s while submitting payment, please contact cmg_support@fuzati.com.
Please note that the t background check an	otal cost that you will be charged for a background check is \$9. This consists of \$6.00 for the d \$3.00 in charges.
Payment Option	
Paid By User	
Paid By Dioceses	

5. Complete the background check authorization form and hit the "Submit Background Check Request" tab. Results of the criminal background check will automatically be uploaded to your account at *CMG Connect*.

Background Check				
	* Please enter your name as listed on your government issued identification			
	I do not have a middle name			
	* First name	* Middle name	* Last name	
	Maiden name			
	* Address 1			
	Address 2			
	* City	* State	* Zipcode	
			\sim	

For an employee or volunteer who has already completed safe environment training:

- 1. Log into your CMG Connect account at https://peoria.cmgconnect.org.
- 2. Scroll down to the "Optional Trainings" area at the bottom of the page.
- 3. Next, click on the arrow to scroll until you see the "For Office Use Only Criminal Background Check." Click on the box labeled "Start" to access the online criminal background check authorization form.
- 4. See the instructions on the previous page for details about the self-pay option.



