Background Information

Cheerful Clown Alley #166 is following the lead of entertainment organizations in implementing a criminal background screening program on members. In June of 2016, Cheerful Clown Alley #166 voted to implement a voluntary criminal background screening program. A background screening is to be conducted annually by members.

The vendor selected to conduct background screening for 2016 and 2017 is <u>TC LogiQ, Inc.</u>

Members may choose to skip or view a demo on how the online application process works on the URL: https://www.tclogiqcom/presentation (Please open this link under Internet Explorer and give it several minutes to upload before playing. You <u>must</u> have the QuickTime program on your computer system to play this presentation.) If you choose to skip the presentation, continue to the "Process" and follow the instructions, it is user friendly.

Process

1. An individual subject to screening must go **<u>online</u> to TC LogiQ, Inc.** website link (below) to initiate and pay for a CCA#166 Background Screen. **Be sure and have your CCA#166 membership number available when completing your online form.** Please note that you must use Internet Explorer (version 6.0 or higher) when initiating your background screening. There will be a link that the members click on and this link will take the Applicant to a greeting page that outlines a few instructions for the Applicant before he/she begin the process.

   Next, the Applicant will click on the link:

   www.tclogiq.com/chca

   Upon clicking on the link, the Applicant will be directed to the next page where he/she will be asked if he/she is a renewing applicant or requesting his/her screening for the first time as a new applicant. Please select new applicant. Then, you will be directed to create a username and password with three question and answers associated with your log-in information. This is the first step out of five steps (hereinafter the steps will be referred to as "Screen").

1) **Screen 1** - The Applicant will create a username and password, and input his/her email address. After the Applicant clicks on the save and continue button an email will be generated to the Applicant and the email will include his/her username and password in case the Applicant is unable to complete the screening application for some reason. Then, he/she can log back-in and return to the screen where he/she left-off.

2) **Screen 2** - On the second screen the Applicant will be directed to CCA#166 Screening Application. The Applicant will be asked to provide the following information:

Legal First Name	Email Address
Preferred First Name	School Name
Middle Name	CCA#166 ID#
Last Name	Birth Date
Suffix	U.S. Citizen (Yes/No)
Maiden Name	Gender
Street Address	Height
City, State, Zip Code	Eye Color
Home Phone Number	Race
Cell Phone Number	Counties/States/Countries lived in since age of 18

The Applicant will also be asked to disclose any previous arrests or convictions. In addition, the Applicant will receive another automatic email notification from TC logiQ, Inc. In this email, the Applicant's username and password will be displayed again so that he/she can check the status of the background screening through TC logiQ, Inc. website. The email will also describe the process and other related information about the background screening.

3) **Screen 3** - On the third screen, the Applicant will be asked to verify the accuracy of the information that he/she inputted on the previous screen shot. If the information was inputted incorrectly, then, the Applicant can edit this information by clicking on the "make change button" located at the bottom on the screen.

4) **Screen 4** - After the Applicant clicks on the continue button to initiate the background screening he/she will be directed to a thank you page.

If a member is uncomfortable with submitting their credit card information over the internet (Members can purchase a prepared Visa card from a local vendor if he/she feels more comfortable.) In addition, there is a manual screening process that has been established for this purpose. However, there will be an additional cost involved with this manual screening process.

If any members have any questions and are experience any problems completing the online form, please do not hesitate contacting any of the CCA#166 Board of Directors for assistance. Members may also contact TC LogiQ, Inc. Toll-Free 877-825-6447 Customer Service ext. 703 and/or Technical Support ext. 704.