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## VOLUNTEER BACKGROUND CHECK INSTRUCTIONS

### For the Applicant:

1. Log on to <https://abiqua.volunteerportal.net>
2. Review text on the Welcome Page, enter the password: **Apples43!** and click “**Start**”.
3. Enter Personal Information.
  - a. All fields marked with a “\*” are required.
4. Click “**Next**”
5. Review all information to ensure its accuracy before proceeding.
  - a. If you need to make any corrections you can click on the “**Edit**” link or the “**Previous**” button to return to the Personal Information page.
6. Click “**Next**” or “**Complete**” to process your search.
7. The cost of the background check is \$29.90. *There may be additional mandatory court fees assessed by County and range from \$0.90 - \$95.00. For a list of fees, please email [accounting@abiqua.org](mailto:accounting@abiqua.org).*
8. The results are sent to Business Office.

### \*\*\*Please Note the following\*\*\*

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
  - When returning to the site, click on this link on the Welcome Page: “If you are returning to finish a previous search, then click [here](#).”
  - Enter your last name and reference number to resume your previous search.
  - **Please do not submit the search more than one time.** Because each candidate has the same url and password there is the potential for duplicate searches. To avoid this, please tell your candidate that they should never submit the search more than once. If they are not sure if the search was successfully submitted or not, they should either contact you or our Client Services Dept. We (or you) can check the Results Center to see if the candidate has successfully submitted their search or not.