



Online Background Check – Short Instructions

Revised January 2016

- 1) Go to www.mcdowellagency.com* and click on “**Client Log-in**” (in green menu bar at top).
**This website works with all browsers. Try a different browser if the first one doesn't work.*
- 2) Enter your **User ID** and **Password** (both are case sensitive):
USER ID = 4HHHH9 PASSWORD = 4HHHH9
Then click the green “**Login**” button.
- 3) Select the “**request**” tab from menu that stretches across the top of the page.
- 4) Type your full name into the space next to “**Electronic Signature**” AND mark the box next to “**My name entered above signifies my electronic signature.**”
Click on “**Continue**” to proceed.

- 5) Enter the following **Demographic Information**:
 - a) **Last Name**
 - b) **First Name**
 - c) **Current Address**
 - d) **Zip** (City and State will be automatically filled in after entering your zip code)
 - e) **Date of Birth**
 - f) **Social Security Number***

**If you receive a message about a duplicate entry, you already have a background check in the system. However, if this background check was more than 3 years ago, ignore this message. If it was less than 3 years ago, please cancel and log out of the system. Contact your county or regional staff with questions.*

- 6) Scroll down to the “**Additional Information**” section, and enter the following:
 - a) In the “**Reference**” field, enter the name of the county for which you will be a volunteer (which may be different than the county where you live).
For Ottertail County, please indicate East or West, as there are two county offices.
For St. Louis County, please indicate North or South, as there are two county offices.
 - b) If you have been convicted of a crime, list the date, offense, county and state of each incident under “**Special Research Instructions.**”
- 7) Click the “**Continue**” button.
- 8) Under Order Authorization and Submission, click on “Agree and Submit Order.”
- 9) You should see a “Thank You” page confirming your order. You may log out. Thank you!!
(You have the option to print a copy for your records if you like.)

Contact The McDowell Agency, our screening vendor, with any questions about the website:



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