STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS CRIMINAL BACKGROUND CHECK PORTAL INSTRUCTIONS ACADEMIC YEARLONG PROGRAM HOST FAMILY

This form provides instructions on how to access and complete the CBC form required by States' 4-H International Exchange Programs. If you did not receive this document from your State Coordinator, please contact them and confirm whether or not you should proceed filling out the form at the link provided.

For the Applicant:

1. Log on to https://states4hexchangeayp.volunteerportal.net
2. Review text on the Welcome Page, enter the password: **AYPhosting** and click **"Agree and Consent"**.
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.

Please Note the following

- ***ONLY SUBMIT ONE Criminal Background Check. If you aren't sure if it submitted, please contact your State Coordinator to confirm***.
- 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.
    o When returning to the site, click on the link on the Welcome Page: "If you are returning to finish a previous search, then click here."
    o Enter your last name and reference number to resume your previous search.

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