

Uploading an RNC or RCMP Background Check in Sportlomo

For members who already have a valid police background check and need to submit it to the NLVA.

1. Log in to Sportlomo

Open your Sportlomo account and go to your main account/home page.

2. Open Credentials

Locate your **Member Card** and click **Credentials**.

3. Select Upload Credential

Click the **Upload Credential** button at the top of the Credentials section.

4. Choose the credential type

In the **Type** field, select **Background Check**.

5. Choose the background check

In **Credential Name**, select **Current Background Check**. **Do not select Trustii Background Check** if you are uploading an RNC or RCMP check you already have.

6. Enter the check details

Complete the requested information. Enter the police provider (RNC or RCMP) and the applicable issue/start and expiry dates shown on your check, where requested.

7. Attach your document

Choose the file containing your background check and upload it. A clear **PDF or image** of the complete document is recommended.

8. Save

Review the information, then click **Save**. Your background check will be submitted for review/approval. You can return to **Credentials** to view its status.

IMPORTANT: If you want to complete a new online background check through Trustii, that is a different process. Select **Trustii Background Check** instead and follow the Trustii verification instructions.