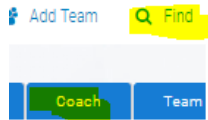


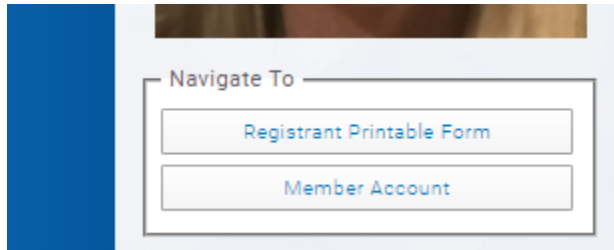
ID Verification

This is used for the CORI Verification Process. Please refer to the, "Risk Manager Procedure" document for instructions on steps you need to take prior to checking the ID Verification box.

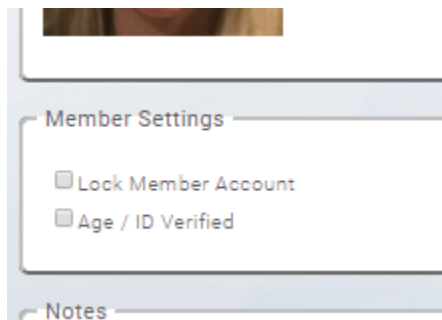
1. Log into your organization's administrative website.
2. Click on the light green, "Find" button.



3. Click on the blue, "Coach" tab
4. Scroll down to the bottom of page to see all registered adults.
5. Click on the name of the adult you would like to check as ID verified.
6. Under the adult's photo you will see, "**Member Account**", click on it.



7. Once in the adult's account under their photo you will see the box for Age/ ID Verified (this is used for the CORI Acknowledgement Form verification process).



8. Check the Age/ID Verified box after you have verified all necessary information (see Administrator help guide), then shred the adult's CORI Acknowledgement form along with their government ID.
9. Once the Age/ID Verified box is checked, note that you have ID verified the adult by adding the word Verified and then your name and the date that you verified the registration information.

