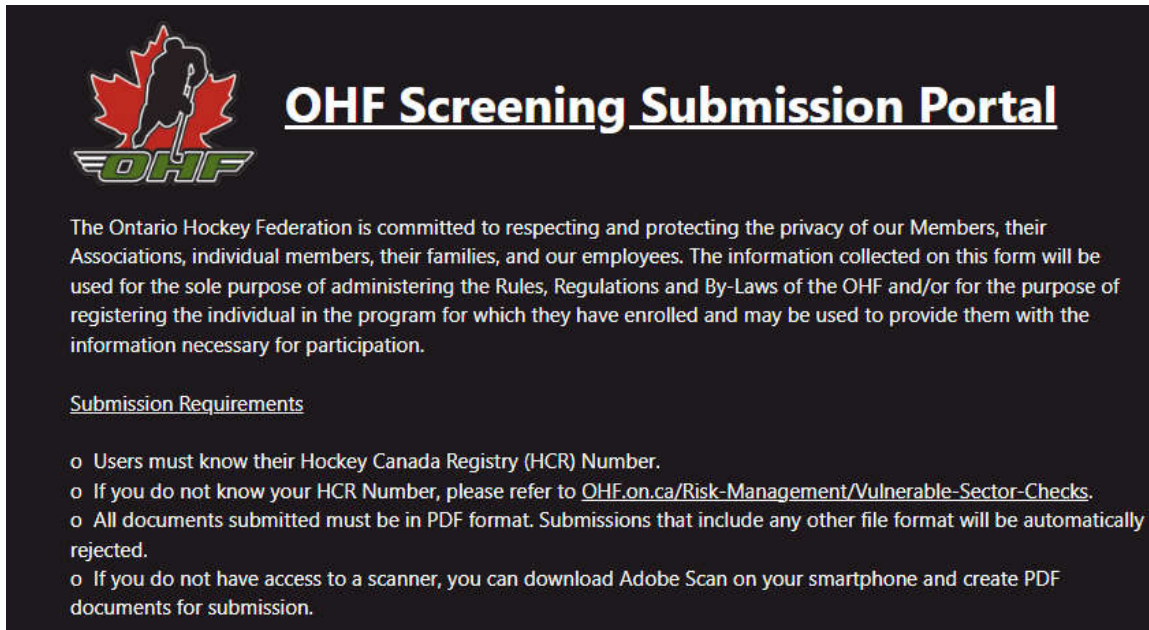



# OHF Screening Submission Process

Please ensure you read through all the instructions prior to filling out the form.



 **OHF Screening Submission Portal**

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Members, their Associations, individual members, their families, and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By-Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

Submission Requirements

- o Users must know their Hockey Canada Registry (HCR) Number.
- o If you do not know your HCR Number, please refer to [OHF.on.ca/Risk-Management/Vulnerable-Sector-Checks](https://ohf.on.ca/Risk-Management/Vulnerable-Sector-Checks).
- o All documents submitted must be in PDF format. Submissions that include any other file format will be automatically rejected.
- o If you do not have access to a scanner, you can download Adobe Scan on your smartphone and create PDF documents for submission.

Step 1: Fill out the form with your First Name, Last Name, Birthday, Contact Email Address, and HCR number. Confirm if you are an On-Ice Official/Referee.

- **Please ensure you read the instructions for the next steps carefully.**
- **Document upload must have the same first name and last name that you provided in the form.**
- **Once you click on the upload link, it will open a new window.**
- **Once you have completed the upload, return to the previous window.**



Click on link that takes you to a separate page.

7. Upload Document \*

In accordance with OHF Screening Policy, please submit the mandatory document(s), from one of the bullets, required to complete your screening.

- o PDF of the Vulnerable Sector Check OR
- o PDF of the Receipt of Vulnerable Sector Check

Please click the link below to upload the PDF document(s):

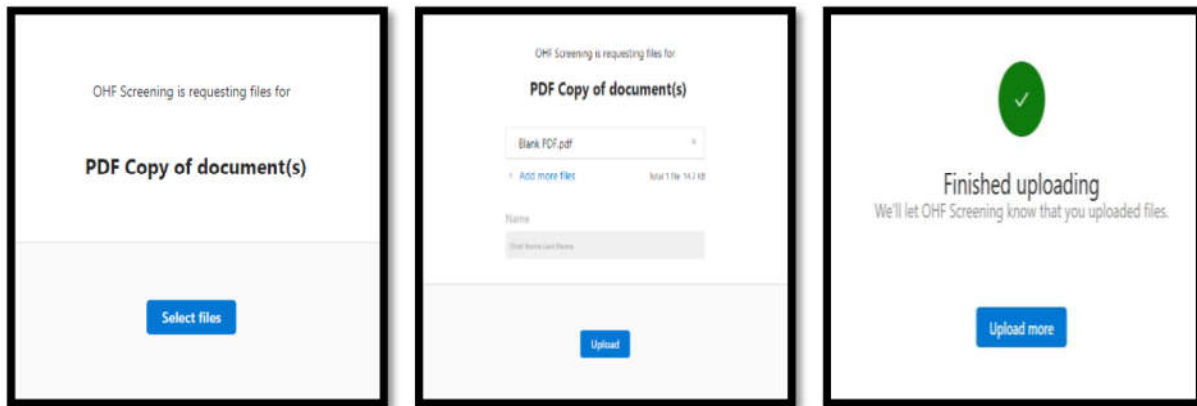
[https://ontariohockeyfederation-my.sharepoint.com/:f/g/personal/screening\\_ohf\\_on\\_ca/EgfAtaPtRWdAkftm7wKJ76YBWhAxXLVlc-RiQyCDm61Pgq](https://ontariohockeyfederation-my.sharepoint.com/:f/g/personal/screening_ohf_on_ca/EgfAtaPtRWdAkftm7wKJ76YBWhAxXLVlc-RiQyCDm61Pgq)

During document upload you must ensure the FIRST NAME and LAST NAME are an EXACT MATCH to your responses to Question 1 & 2. Also avoid using special characters when naming your document.

Note: The link opens a new tab. After successfully uploading your documents, please return to this tab to finish the screening submission.

Step 2: Click on the link to upload your PDF documents. Either:

- PDF of the Vulnerable Sector Check
- PDF of the Receipt of the Vulnerable Sector Check



Once “Finished uploading” is complete, close the window.

Step 3: Choose which file you uploaded

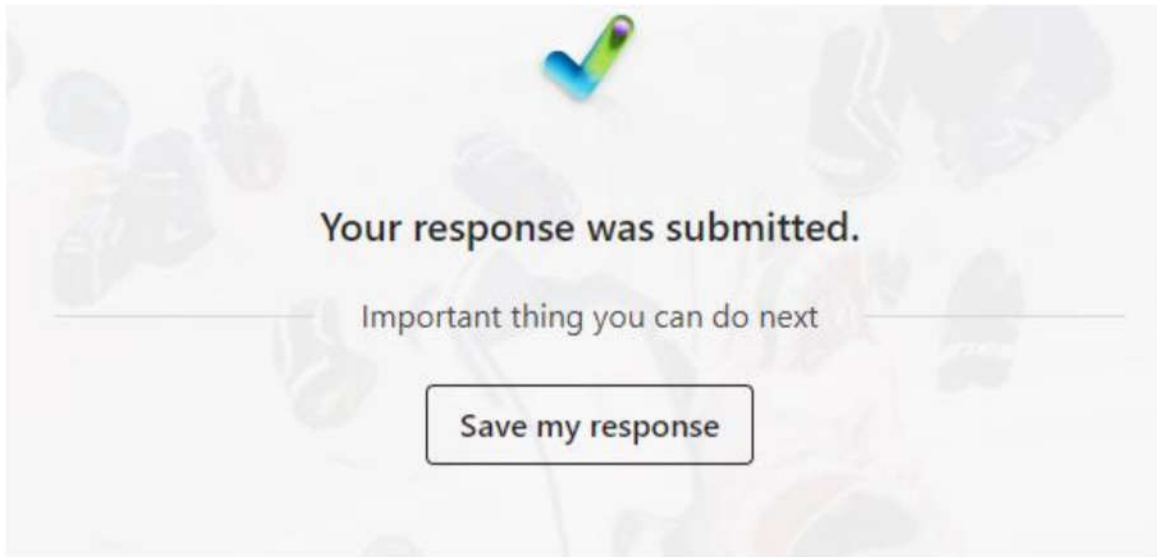
- PDF of the Vulnerable Sector Check
- PDF of the Receipt of the Vulnerable Sector Check

Click Next

The screenshot shows a selection screen with two radio button options. The first option, 'PDF copy of Vulnerable Sector Check', is selected with a filled radio button. The second option, 'PDF copy of Receipt of Vulnerable Sector Check', is unselected with an empty radio button. Below the options is a black 'Next' button. At the bottom, there is a footer that says 'Never give out your password. [Report abuse](#)'. The background of the form is a faded illustration of a person's face and some documents.

Indicate what you  
uploaded and hit next

Step 4: Complete the Declaration Section and then click Submit



This does not mean you're approved.  
You will receive an email that states:

Thank you for your screening submission to the OHF. Your application will be reviewed by a Record Check Inspector in order of receipt. Once reviewed, a final decision will be added to your HCR profile.  
To check the status of your application please [CLICK HERE](#) and log into your Spordle account.  
Sincerely,  
OHF Screening Submission Portal

OR

The Ontario Hockey Federation has reviewed the relevant information pertaining to the person(s) stated above. **Your application does not qualify for review as your failed to upload one or more documents in PDF format..**  
Please resubmit your application through the OHF Screening Submission Portal – [CLICK HERE](#).  
Should you not have access to a scanner you can download Adobe Scan on your smartphone and create PDF documents for submission.  
We appreciate your understanding.  
OHF Screening Submission Portal