

NEW THIS SEASON | 2024-25

How to Submit your **Vulnerable Sector Check (VSC)**

VSCs are no longer submitted through RAMP.

Before you begin, you will need either:

- Your **actual VSC document** (in PDF file format), or
- A **receipt from your local police station** showing that you have submitted a request for your VSC (in PDF file format)

STEP #1

Find your HCR number:

1. Log in to the [Hockey Canada registry website](#) or create a new account if you don't have one already.
2. Click the **Members** link from the left navigation. If you aren't listed as a member, add yourself as a new member.
3. Your HCR number will be listed under your name.

To reference your HCR number quickly, **leave this browser tab open** and move onto the next steps...

The screenshot shows the 'spordle Account' interface. On the left is a navigation menu with 'Dashboard', 'Members', 'Calendar', and 'Settings'. The main content area is titled 'Members' and shows a list of members. A member profile is highlighted, showing a circular profile picture with the initials 'LL'. A red callout bubble points to this profile picture with the text 'CLICK YOUR INITIALS'. Below the profile picture, the member's name is partially obscured by a grey box, with a red callout bubble pointing to it that says 'YOUR NAME'. Underneath the name, the member's HCR number is displayed as '#1400000', with a red callout bubble pointing to it that says 'YOUR HCR NUMBER'. Below the HCR number, there is a red button that says 'Missing Background Check'. At the bottom of the page, there are tabs for 'General', 'Contacts', 'Documents', and 'Qualifications'.

STEP #2

Submit your VSC document:

1. Log in to the [Screening Submission Portal](#). Create a new account if you don't have one already.
2. From the 'OHF Screening Submission Portal' section click **Register Now**.
3. Click the **Register Now** button beside your name.
4. If prompted to do so, update any 'required' information, but ignore the 'optional' information.
5. Click **Register**.
6. Select the '**Skip the registration selection**' option then click **Next**.
7. Add a quantity of **1** to the 'OHF Screening Policy' then click **Next**.
8. Click **Complete**.
9. Click **Checkout**.
10. Click **Next**.
11. Select the box next to "I have read and accept the terms and conditions" then click **Next**.
12. Click **Complete**.
13. From the confirmation page, click **OHF Screening Submission Portal**.
14. Complete the form:
 - a. When you get to step #7, click the link below 'Please click the link below to upload the PDF document(s).'
 - b. Click **Select Files**.
 - c. Find your VSC or your VSC receipt.
 - d. Enter your **first and last names**.
 - e. Click **Upload**.
15. When you see the upload confirmation, close this browser tab.

16. Return to the browser tab for the **OHF Screening Submission Portal**. This tab should already be open.

17. Select the type of document you just uploaded:

- a. **PDF copy of Vulnerable Sector Check**, or
- b. **PDF copy of Receipt of Vulnerable Sector Check**

18. Click **Next**.

19. Complete the form and click **Submit**.