

**If you received an email from Client Services@bib.com letting you know your Secured ID card will be expiring soon please follow the steps below.....**

1. The email should state the following:

"To continue to be recognized as a volunteer with an approved background check, you should visit your organization's Secure Volunteer [website](#) and submit a new application"

Click on the website link and a page will open up that will have Rock Brook Church name and logo at the top of the page.

2. Click on the button located toward the bottom of the page that says I want to volunteer.

3. This website will then take you through the background application process. Just read and fill in the blanks as needed.

4. Once you get to the last page of the application under the "Please enter the volunteer details" section located at the bottom of the page, you need to enter in the following:

Where will you volunteer - click on the arrow and choose Rock Brook Church

Reason for volunteering - click on the arrow and choose other, then type in the box asking for a reason for your volunteering - RBfK

5. Then click the button at the bottom of the page that says I am done with the step. Continue to read and follow the instructions until you are done.

6. Once you have submitted your application, you will receive an email confirmation letting you know your background check has been submitted. You will also receive another email once you have been approved. **YOU DO NOT NEED TO DO ANYTHING WITH THESE EMAILS.**

7. Once you receive your new Secure ID cards please give them to Pastor Don or Susie Hostetler.

**8. YOU WILL NOT BE CHARGED FOR THIS BACKGROUND CHECK!**