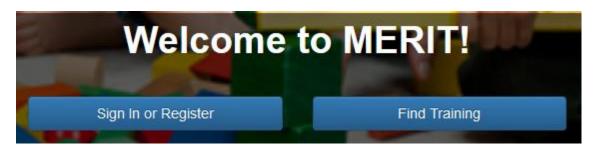
## (DCYF) Department of Children, Youth, and Families Portable Background Check (PBC) RENEWAL INSTRUCTIONS

Go to this website: <a href="https://apps.dcyf.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fmerit">https://apps.dcyf.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fmerit</a>



## **Renewing Your DCYF Portable Background Check**

Click on "Sign In or Register"

Choose "Sign In" and enter your Username (usually your email address) and your password. (if you do not remember one or both, contact Bonnie Thane at bhoover@oesd114.org and she will take the necessary steps to help you retrieve your login credentials-please be aware that this may delay the process up to 2-weeks).

Click on the "My Applications" tab at the top.

Click on "Portable Background Check Application".

Choose "Licensed Child Care Center" and then choose "Employee/Household Member" and click on "Next".

Now enter "Applicant Information" and click on "Next".

Now enter "Applicant Address"—NOTE—you must have a total of 5 consecutive years of addresses to continue onto the next screen.

Now enter "Background Information" (answer the questions) and click on "Next".

Now "Review & Submit" (checkmark all the boxes).

Now checkmark the box that says "I have read and understand the reporting responsibilities".

Now sign it electronically & indicate where the form was signed (name of city or county) and click "Submit".

Let your supervisor know you have completed the PBC renewal process.

For help, email is the quickest MERIT@dcyf.wa.gov or you may call 1-866-482-4325.