

# PNAHA/Acxiom Screening Instructions

---

Here are the instructions to initiate the background check,

- 1- Go to <http://www.choaref.org>
- 2- Click on PNAHA
- 3- Click on screening
- 4- Click on Acxiom website
- 5- Enter partner code USAH1155 and click on "I am a new user"
- 6- Enter the following information and then follow the instructions

Business Name: **PNAHA**  
Contact Name: **PNAHA Screening Administrator**  
Address 1: **6803 W. Arrowhead**  
Address 2:  
City: **Kennewick**  
State: **WA**  
Zip: **99336**

Company ID: **PNAHA01**  
Phone: **5097351758**  
Fax: **[Leave Blank]**  
email: [pnahascreen@charter.net](mailto:pnahascreen@charter.net)  
Re-enter Email: [pnahascreen@charter.net](mailto:pnahascreen@charter.net)

## Very Important!!!

After you log in, you will be asked to agree to 4 separated waivers. After you agree to all of them, you should come to a page that looks like this:



**PACIFIC NORTHWEST AMATEUR HOCKEY ASSOC :  
CONTRACTORS  
PNAHA**

[Update my profile »](#) [Sample Release »](#)

**BACKGROUNDS requested**

[Background Report »](#)

[Order a](#)

Make sure you click on the **Order a Background Report** link and initiate the process! This is where you will be asked for your name, address and SS#. If you don't complete this step, you have **NOT** applied for a screening!

The process should take about 5 minutes and it will cost you \$22.58 to check out.