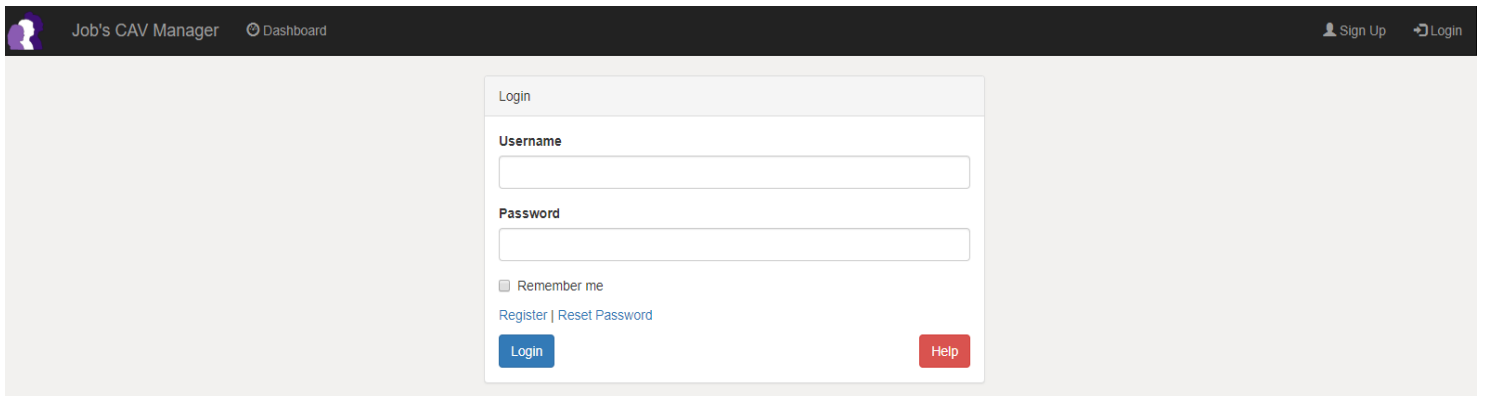


CAV First Time Renewal Instructions

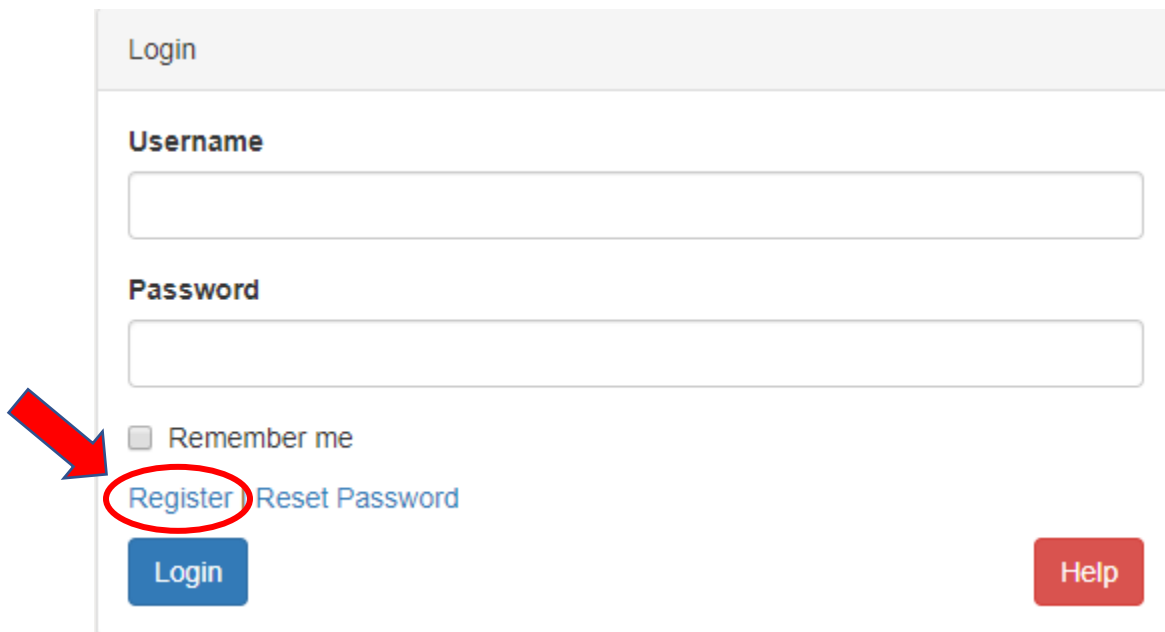
If you are renewing your CAV status online for the first time, please follow the instructions below to complete your renewal. Please remember that CAV Renewals will only be accepted as early as 90 day prior to your expiration date.

- ▽ Follow the link to the CAV Manager from the JDI website or simply go to cav.jdint.org. The screen should look like the image below.



The screenshot shows the 'Job's CAV Manager' website interface. At the top, there is a navigation bar with 'Job's CAV Manager' and 'Dashboard' on the left, and 'Sign Up' and 'Login' on the right. The main content area features a 'Login' form with the following elements: a 'Username' input field, a 'Password' input field, a 'Remember me' checkbox, and links for 'Register' and 'Reset Password'. There are two buttons at the bottom: a blue 'Login' button and a red 'Help' button.

- ▽ To create an account, click on **Register**.



This is a close-up view of the login form. A red arrow points to the 'Register' link, which is circled in red. The form includes a 'Username' input field, a 'Password' input field, a 'Remember me' checkbox, and links for 'Register' and 'Reset Password'. There are two buttons at the bottom: a blue 'Login' button and a red 'Help' button.

- ▽ One the **Add User** page, you will create your own username and password. For your username, choose something easy to remember (your email address is highly recommended!)
 - Please be sure to write down your username so you remember it next year.

Add User

Username

Email

Password

Password Confirm

First Name

Last Name

Accept TOS conditions?

[Terms and Conditions](#)

[Submit](#)

- ▽ After entering your information and clicking **Submit**, you will receive a validation email. Follow the link from your email to do that.
- ▽ Once you have validated your account, you are ready to login and start filling out your profile.
 - Troubleshooting hint: If you receive an error telling you “Your username cannot be saved,” try logging in with the username and password you created. If that does not work, contact the **Supreme Office** for assistance.

- ▽ Login to your CAV online account on the login screen

Login

Username

Password

Remember me

[Register](#) | [Reset Password](#)

- ▽ Once logged in, you will be taken to the **Setup Profile** page
 - Click **Submit** once you have entered all your information

Setup Profile

CAV Number

Training Date

Training Location

Maiden Name (if applicable)

Sex male female

Date of Birth

2019 ▼ | October ▼ | 23 ▼

Place of Birth

Address

City


State Code (NE, IA, CO, etc.)

Zipcode

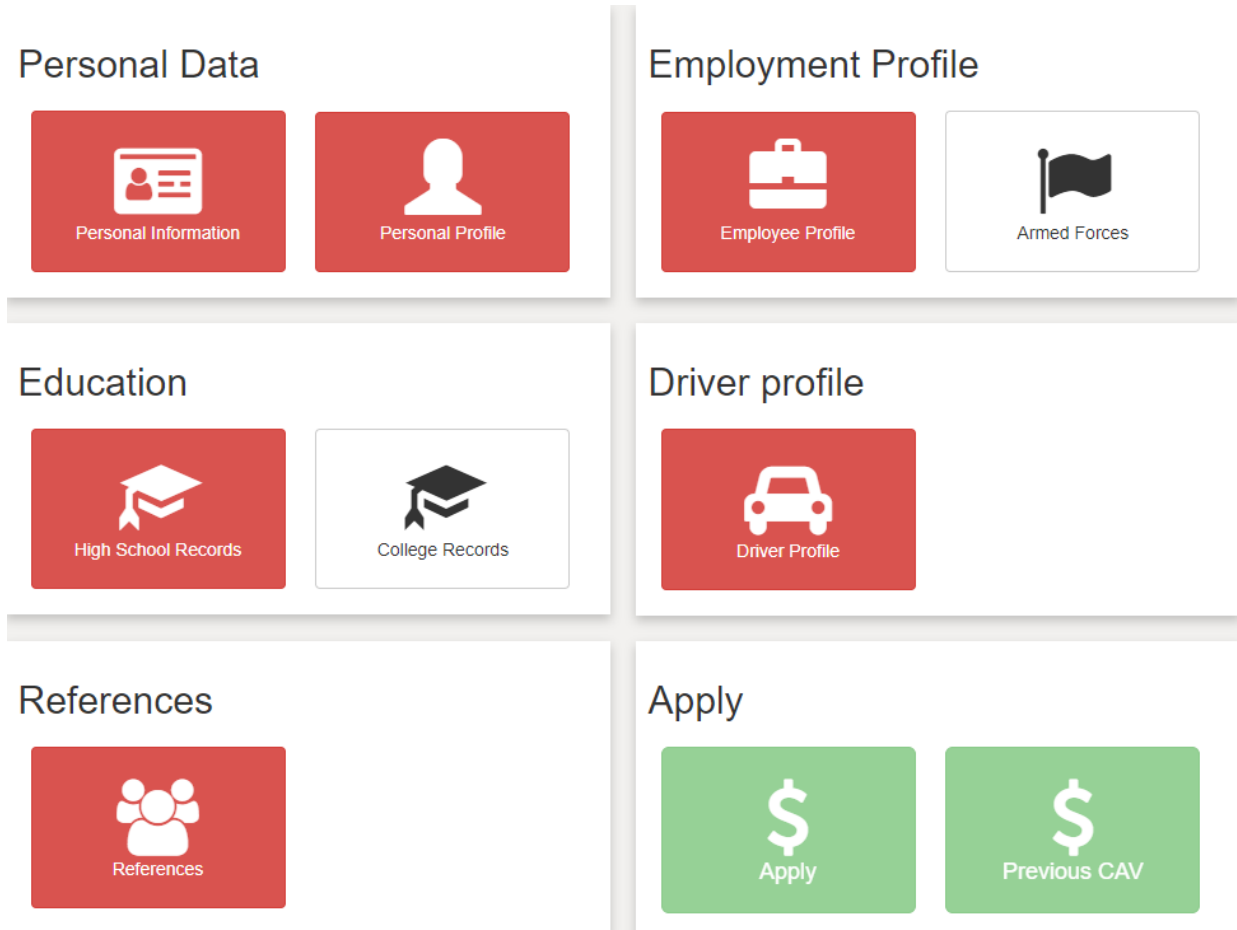
Home Phone

Daytime Phone

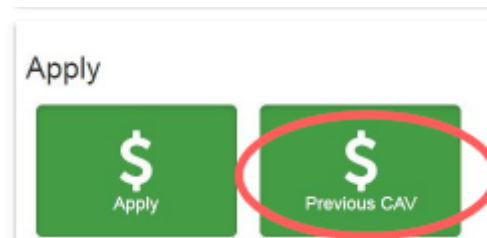
Previous CAV Yes No



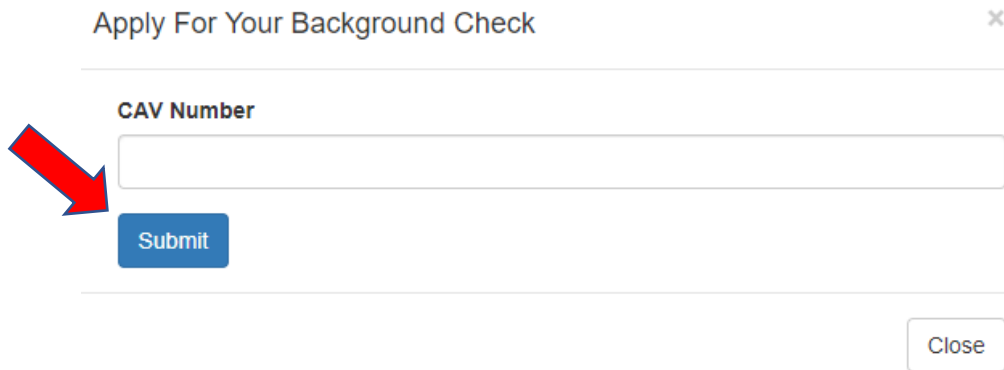
- ▽ Once logged in, you will be taken to your **Dashboard** where all of your data boxes should be highlighted red.



- ▽ You will need to fill out **ALL** of your information (like an application) until all of the boxes are highlighted in green
 - Please note that if you do not have Armed Forces Service or College Records, you do not need to put any information in those sections.
- ▽ Once all of your boxes are green, click the **Previous CAV** button located in the bottom right-hand corner of the **User Dashboard**.



- ∇ A box will pop up asking for your **CAV Number**. Type it in and click **Submit**.



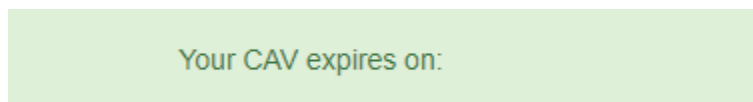
Apply For Your Background Check ×

CAV Number

Submit

Close

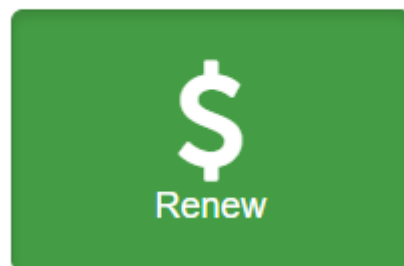
- ∇ After you submit your **CAV Number**, the system will import your expiration date. Once it does, a green bar will show up at the top of the **User Dashboard** with the expiration date.



- ****If a red bar that reads “Expiration Could Not Be Imported” comes up instead, please contact the **Supreme Office** (402-592-7987 or sgc@iojd.org) to have the error corrected.

- ∇ Now that your expiration date is in the system, the **Renewal** box will show up at the bottom of the **User Dashboard**. Click on it to submit your renewal and payment.

Renew



- ∇ A **Renewal Form** box will pop up. Confirm that your information is up-to-date before entering your name in the box **Name of person(s) renewing**.
- ∇ Click **Add to Cart** to submit your payment.

Renewal Form

Confirm that your information is up-to-date before you pay.

If your name or email has changed, click here:

[Change Name](#)

If your address has changed, click here:

[Update Profile](#)

Country

United States/Canada \$22.00 USD ▾

Name of person(s) renewing:

[Add to Cart](#)



- ∇ Once you have submitted your payment, your **CAV Renewal** is complete! The Supreme Office will process your renewal and an approval email with an electronic copy of your CAV card will be sent to you.

****Important note for CAVs in Pennsylvania and Washington.** Please submit your DMV/Driving Record Release forms via email to the **Supreme Office** (sgc@iojd.org). The forms can be found at jobsdaughtersinternational.org under **Youth Protection – CAV Forms**

****Queensland CAVs – please submit a copy of your blue card**

**Job's Daughters International
Supreme Guardian Council**

Your Name Here

Is a Certified Adult Volunteer

CAV # Expires

Renewals are due 30 days Prior to expiration