



The USHL will require that all team staff members and billets complete league required documentation online via our USHL Staff Privit account. The USHL staff member and billet profile you create this season can be accessed and updated in future years. Take the time to complete all the information as thoroughly as possible. Please reference the instructions below that will guide you to create an online profile and complete any league required documentation. *(It's recommended you complete registration from a PC, Laptop or Tablet)*

PRIVIT Support: 1-844- 234-4357 Mon - Fri 8:00 AM - 5:00 PM (ET) or contact our [Help Center](#)

Before creating or updating your USHL profile it is recommended you have the following information on hand:

- USA Hockey ID #

Step 1: Start by clicking on this link ushlstaff.e-ppe.com or entering it into your browser (NOTE no www.)

New Staff or Billets - Click REGISTRATION to create an account with Privit. Make sure you select your role as **USHL Staff or Billet**.

- Note: If you have already been added as a staff member into the USHL player Privit account, select Log In and use the same email and password.
- You will need to verify your email address and primary phone number when registering
- After verifying your information, click on the blue the [Home](#) tab. This will direct you towards the [Home](#) page.

Step 2: From the [Home](#) page, click on the blue tab beside **GENERAL INFORMATION**. From the drop-down list select the role with your USHL team, then click the blue Submit tab. You'll be taken back to the [Home](#) page.

Step 3: From the [Home](#) page, select the blue Update tab beside **JOINED TEAMS**. Simply check the box beside the team, then click the blue Done tab and you'll be taken back to the [Home](#) page.

Step 4: From the [Home](#) page, select the blue tab beside **PERSONAL DETAILS**. You will be taken to Section Answer the fields with a red asterisk. Click Save & Exit when finished. *Back on the Home page make sure the Personal Details is showing 100% complete.*

Step 5: Based on your role within the organization, refer to the directions below based on the required forms that need to be submitted and signed within your USHL Staff/Billet profile.

Director/Alt. Director/President - From your [Home](#) page, click on the blue tabs beside the following forms below that will appear on your Home screen. You will be required to submit and electronically sign the following forms:

- Background Screening ([USHL Staff e-signature required](#))
- Staff Social Media Policy ([USHL Staff e-signature required](#))
- Staff Team Compliance ([USHL Staff e-signature required](#))
- Club Personnel Code of Conduct ([USHL Staff e-signature required](#))
- Acknowledgement of Compliance ([USHL Staff e-signature required](#))
- USHL Rules and Regulations ([USHL Staff e-signature required](#))
- Safe Sport ([USHL Staff e-signature required](#))

Creating an E-Signature – When you go to submit the first document, the system will prompt you to create an electronic signature (e-signature). You can use the cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the [Home](#) page. After you've created your e-signature you can apply it to all the required forms.

After all the forms have been submitted and electronically signed, on the Home page under each form, there will be a green check mark indicating [Signed by USHL Staff or Billet](#).



Important:** After the required e-signatures have been applied to the necessary forms and all the forms have been uploaded, the **Completion Status** bar will turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member within the organization will update the “Pending” or “Needs Update” **Clearance Status** after your player’s profile has been cleared.

Hockey Operations Staff - From your [Home](#) page, click on the blue tabs beside the following forms below that will appear on your Home screen. You will be required to submit and electronically sign the following forms:

- Background Screening ([USHL Staff e-signature required](#))
- Staff Social Media Policy ([USHL Staff e-signature required](#))
- Staff Team Compliance ([USHL Staff e-signature required](#))
- USHL Concussion Policy([USHL Staff e-signature required](#))
- Club Personnel Code of Conduct ([USHL Staff e-signature required](#))
- Acknowledgement of Compliance ([USHL Staff e-signature required](#))
- USHL Rules and Regulations ([USHL Staff e-signature required](#))
- Safe Sport ([USHL Staff e-signature required](#))

Creating an E-Signature – When you go to submit the first document, the system will prompt you to create an electronic signature (e-signature). You can **use the** cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the [Home](#) page. After you've created your e-signature you can apply it to all the required forms.

After all the forms have been submitted and electronically signed, on the Home page under each form, there will be a green check mark indicating [Signed by USHL Staff or Billet](#).



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Business Staff - From your [Home](#) page, click on the blue tabs beside the following forms below that will appear on your Home screen. You will be required to submit and electronically sign the following forms:

- Background Screening ([USHL Staff e-signature required](#))
- Staff Social Media Policy ([USHL Staff e-signature required](#))
- USHL Concussion Policy([USHL Staff e-signature required](#))
- Club Personnel Code of Conduct ([USHL Staff e-signature required](#))
- Safe Sport ([USHL Staff e-signature required](#))

Creating an E-Signature – When you go to submit the first document, the system will prompt you to create an electronic signature (e-signature). You can use the cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the [Home](#) page. After you've created your e-signature you can apply it to all the required forms.

After all the forms have been submitted and electronically signed, on the Home page under each form, there will be a green check mark indicating *Signed by USHL Staff or Billet*.



Important:** After the required e-signatures have been applied to the necessary forms and all the forms have been uploaded, the **Completion Status** bar will turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member within the organization will update the “Pending” or “Needs Update” **Clearance Status** after your player’s profile has been cleared.

Billets- From your [Home](#) page, click on the blue tabs beside the following forms below that will appear on your Home screen. You will be required to submit and electronically sign the following forms:

- Background Screening ([Billet e-signature required](#))
- USHL Concussion Policy ([Billet Staff e-signature required](#))
- Safe Sport ([Billet e-signature required](#))

Creating an E-Signature – When you go to submit the first document, the system will prompt you to create an electronic signature (e-signature). You can **use the** cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the [Home](#) page. After you've created your e-signature you can apply it to all the required forms.

After all the forms have been submitted and electronically signed, on the Home page under each form, there will be a green check mark indicating *Signed by USHL Staff or Billet*.



Important:** After the required e-signatures have been applied to the necessary forms and all the forms have been uploaded, the **Completion Status** bar will turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member within the organization will update the “Pending” or “Needs Update” **Clearance Status** after your player’s profile has been cleared.