



Welcome to the Privit Profile for the CJFL,

To gain medical clearance status at the beginning of every season, players are required to submit medical history, insurance information, and acknowledge league consent forms prior to participation. Below are instructions on how to register your profile online and complete all the required information. Take the time to thoroughly complete all your medical information as you will continue to update your profile in future years as a player. It is recommended that you **complete all your registration** from a computer or laptop. *(Complete all the information on your Home screen until the completion status bar turns from orange to green and indicates SUBMISSION COMPLETE)*

Contact Privit Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#) if you have any questions during registration.

Before you start, make sure you have the following information on hand:

- Email Address and Password (if you previously created an account)
- Personal Medical and Family History
- Primary Health Insurance (Provincial Health Card # with version code)

Follow all 7 Step below:

GET STARTED: click on this website cjfl.privitprofile.ca or enter it into your browser (Note: there is no www.)

- 1. Returning Players** – Click LOG IN and use the same email address and password from last season.

New Players - Click REGISTRATION to create an account with Privit. Make sure you select your role as Player. *(Note: If you participated on a Football Canada, Football Alberta, or an Ontario Football Alliance team that completed Privit you can use the same Log In email address and password.)*

- 2.** From the [Home](#) page, scroll down to the UPDATE tab beside **JOINED TEAMS** and check the box beside the team you participate on, click DONE
- 3.** From the [Home](#) page, click the START or UPDATE tab beside **PERSONAL DETAILS**. Complete or update any required information. (Section 2 Primary Insurance, select “Provincial Health Card #) Once all 4 sections are complete click SAVE & EXIT. From the [Home](#) page, **make sure it is indicating 100% complete in order to access the E-PPE questionnaire.**

4. From the [Home](#) page, click the START or UPDATE tab beside the **E-PPE QUESTIONNAIRE**. Update or provide your medical history information. Complete all 12 sections then SAVE & EXIT. **Make sure it is indicating 100% complete on the Home page.** *Returning student athletes, make sure to update any medical information that may have changed since the beginning of last season.

IMPORTANT: For a section to be 100% complete you need to answer all questions marked with a **red asterisk*** and check the box at the bottom that states “I have thoroughly read all questions on this page and answered them to the best of my knowledge.*”

5. From the [Home](#) page, click the blue tab beside the **CJFL CODE OF CONDUCT**. Consent to the required information, click SUBMIT. Then click the blue SIGN tab.

Returning Players – Your e-signature will appear. Attest then click SIGN DOCUMENT. Click DONE to return to the [Home](#) page. On the Home page under this form, there will be a green check mark indicating *Signed by Player*. If you didn’t create an e-signature last season, refer to the instructions below for *New Student Athletes*.

New Student Players - A new message will appear, click the blue tab “Create New 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. On the [Home](#) page underneath or beside the form click on SIGN and a new screen will open with your e- signature. Attest then click SIGN DOCUMENT. Click DONE to return to the [Home](#) page. On the Home page under this form, there will be a green check mark indicating *Signed by Player*.

6. From the [Home](#) page, click the blue tab beside **CONCUSSION EDUCATION & POLICIES**. Review all the required information. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, there will be a green check mark indicating *Signed by Player*.
7. From the [Home](#) page, click the blue SIGN tab beside **SIGN DOCUMENTS**. A new page will open with a list of reports. Underneath *Privit Profile Medical History Summary* select the blue highlighted *Player click here to sign*. Apply your e-signature to the document. Click DONE to return to the Home page.



Important:** Once the required e-signatures have been applied to the necessary forms, the document will become available for the appropriate staff member for review and approval. The **Completion Status** bar should 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 they’ve reviewed your documentation.