

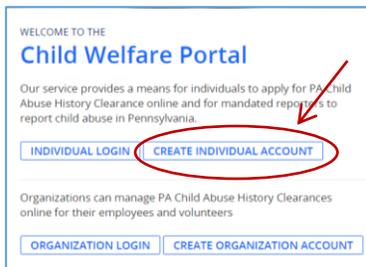
OBTAINING YOUR PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION (ACT 33)

You will need the following information to obtain this clearance. You may want to gather it before continuing:

- Addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc. since 1975
- Any previous names you have used or have been known by
- You will need to provide a credit/debit card information for a \$13.00 application fee

FOR CLERGY AND PAID STAFF

Go to www.compass.state.pa.us/cwis/public/home and select “Create Individual Account” and then “Next” (If you created an account previously, select “Individual Login”)



WELCOME TO THE
Child Welfare Portal

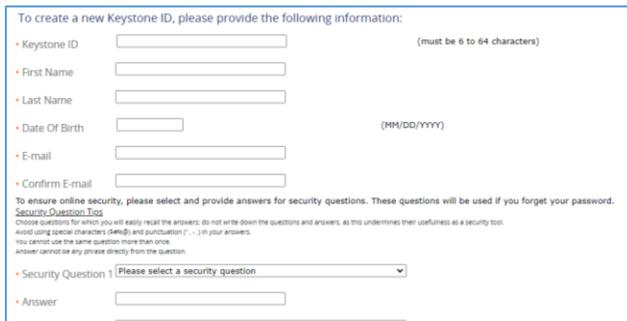
Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#) | [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

[ORGANIZATION LOGIN](#) | [CREATE ORGANIZATION ACCOUNT](#)

Create an Individual Account. In doing so, you will create your own Keystone ID, a unique ID of 6 to 64 characters. This ID will be what you will use to login to your account in the future.



To create a new Keystone ID, please provide the following information:

- Keystone ID (must be 6 to 64 characters)
- First Name
- Last Name
- Date Of Birth (MM/DD/YYYY)
- E-mail
- Confirm E-mail

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.

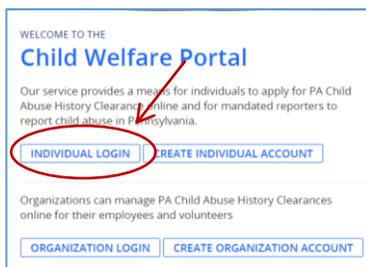
Security Question Tip
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Avoid using special characters, emojis and punctuation (!, ~) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

- Security Question 1 Please select a security question
- Answer

After completing this online form, click “Finish”

You will receive 2 emails from automatedmailDONOTREPLY@pa.gov verifying your Keystone ID and with a temporary password.

Return to www.compass.state.pa.us/cwis/public/home and select “Individual Login” and then select “Access My Clearances.” At the bottom of the page, click “Continue”



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What Would You Like To Do Today?

Please select which account you would like to access.

[ACCESS MY CLEARANCES](#) | [ACCESS MY REFERRALS](#)

Login using your Keystone ID and temporary password (if you copy/paste the temporary password in the email you received, be sure to copy only the password and not any “blanks” before or after the password) and click “login”



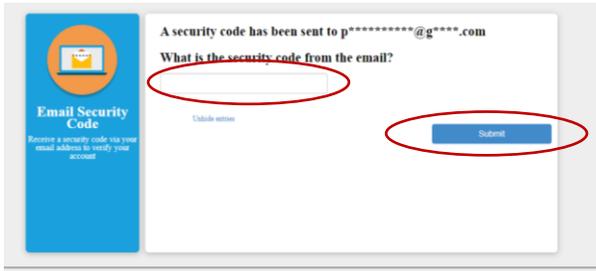
The image shows a login form titled "Keystone Key". It has two input fields: "Username" and "Password". Below the fields is a yellow "LOGIN" button.

You will now be asked to verify your account. Click the “Start” button under the Email Security Code option.



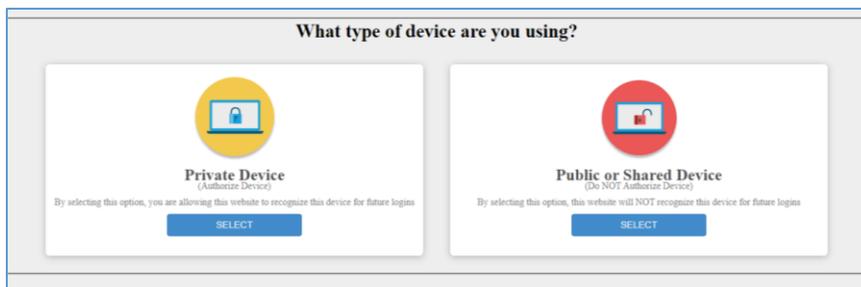
The image shows a screen titled "Email Security Code" with a sub-header "Receive a security code via email address to verify your account". There is a blue "START" button circled in red.

You will receive an email with a security code
Enter the code and click the “Submit” button



The image shows a form titled "Email Security Code" with a sub-header "Receive a security code via email address to verify your account". It displays a message: "A security code has been sent to p*****@g****.com". Below the message is a text input field for the security code, circled in red, and a blue "Submit" button, also circled in red.

Select which type of device (Private or Public) you are using.



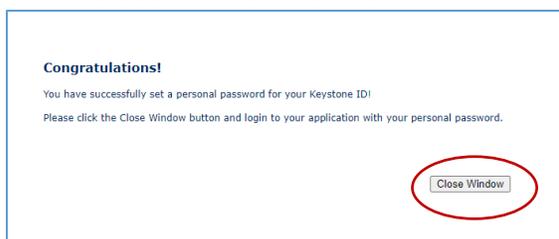
The image shows a screen titled "What type of device are you using?". It has two options: "Private Device (Authorize Device)" and "Public or Shared Device (Do NOT Authorize Device)". Each option has a "SELECT" button.

Create your new password using the guidelines on the screen and click the “Submit” button



The image shows a form titled "Set Permanent Password". It has an alert: "Alert: Please change your current password before continuing." Below the alert are fields for "User ID", "First Name", "Last Name", "Password", and "Confirm Password". The "Password" field is circled in red. There are "SUBMIT" and "CANCEL" buttons at the bottom right.

Click the “Close Window” button



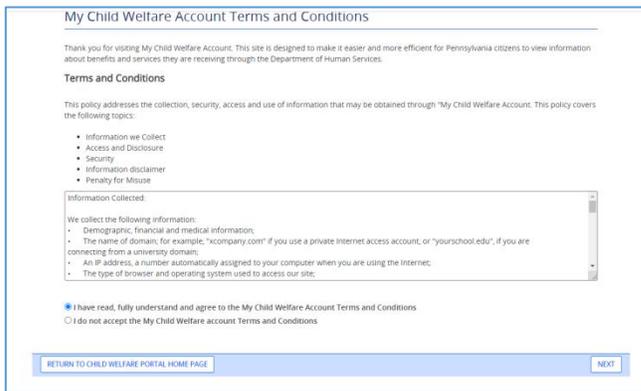
The image shows a message titled "Congratulations!". It says: "You have successfully set a personal password for your Keystone ID! Please click the Close Window button and login to your application with your personal password." There is a "Close Window" button circled in red.

Login using your Keystone ID (username) and your newly created personal password



The image shows a login form titled "Keystone Key". It has two input fields: "Username" and "Password". Below the fields is a yellow button labeled "LOGIN".

You are finally ready to apply for your Child Abuse Clearance. After you have read the terms and conditions, click on the “I have read, , fully understand and agree to the My Child Welfare Account Terms and Conditions” and click “Next”



The image shows a page titled "My Child Welfare Account Terms and Conditions". It contains a list of topics: Information we Collect, Access and Disclosure, Security, Information disclaimer, and Penalty for Misuse. Below this is a section titled "Information Collected" with a list of items: Demographic, financial and medical information; The name of domain; An IP address; and The type of browser and operating system. At the bottom, there are two radio buttons: "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions" (which is selected) and "I do not accept the My Child Welfare account Terms and Conditions". There are also "RETURN TO CHILD WELFARE PORTAL HOME PAGE" and "NEXT" buttons.

After reading about the DISCLOSURE OF PERSONAL INFORMATION and the WARNING, click the “Continue” button at the bottom right of the window

Click “Create Clearance Application”



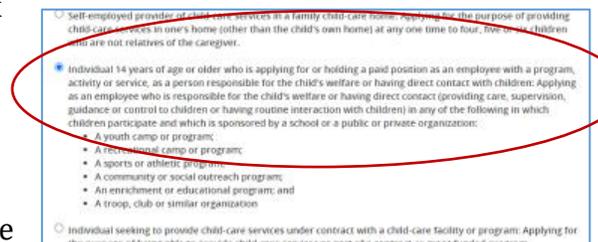
The image shows a page titled "My PA Child Abuse History Clearances". It has two buttons: "CREATE CLEARANCE APPLICATION" and "ADD APPLICATION TO ACCOUNT". The "CREATE CLEARANCE APPLICATION" button is circled in red.

Read the Getting Started page, and if you haven’t already done so gather the information you will need:

- Addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc. since 1975
- Any previous names you have used or have been known by
- You will need credit/debit card information for a \$13.00 application fee

Once you have gathered the information you need, click on “Begin” in the bottom right hand of the screen

Scroll down to the middle of the options and select “Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program...” and click on “Next” in the bottom right of the screen



The image shows a list of options for child abuse clearance. The second option is selected: "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having routine interaction with children in any of the following in which children participate and which is sponsored by a school or a public or private organization: A youth camp or program; A recreational camp or program; A sports or athletic program; A community or social outreach program; An enrichment or educational program; and A troop, club or similar organization".

Complete the next set of screens with your personal information, Social Security number, email address, phone number, current address, all previous addresses since 1975, and names of all household members with whom you've shared a residence since 1975, even if they are deceased.

Pay the fee using a credit or debit card to complete your application.

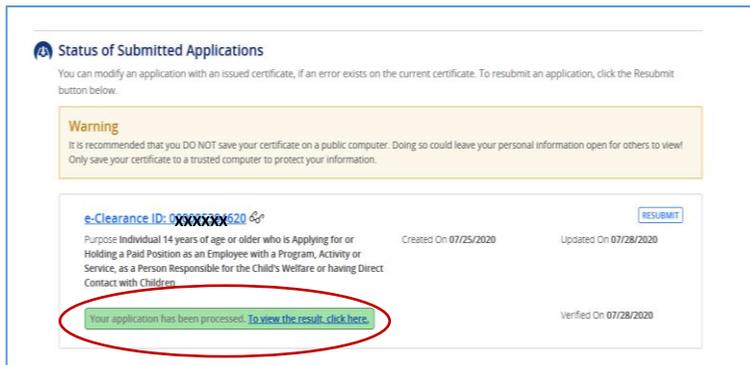
You will receive an email in a couple of days letting you know your account has been updated with the results.

Login to your account using the link in the email

Once again you will select "Individual Login"—"Access My Clearances"—"Continue" before you get to the login screen. Enter your Username and Password and login. Click "To view the result, click here" in the green box



The image shows a login form titled "Keystone Key". It has two input fields: "Username" and "Password". Below the fields is a yellow "LOGIN" button.



The image shows a screenshot of the "Status of Submitted Applications" page. It includes a warning box, a "RESUBMIT" button, and a table of application details. A green box highlights the text "To view the result, click here." in the table.

e-Clearance ID: 00000000000000000000	Created On 07/25/2020	Updated On 07/28/2020
Purpose Individual 14 years of age or older who is Applying for or Holding a Paid Position as an Employee with a Program, Activity or Service, as a Person Responsible for the Child's Welfare or having Direct Contact with Children		Verified On 07/28/2020
Your application has been processed. To view the result, click here.		

The results will download either to your download folder or on the screen, depending on how your browser is setup. If downloaded, access your download folder and open the .pdf with the clearance. Print the clearance for your files. Your clearance also needs to be given to your church(es) and for clergy, your District Office, either via mail, email or hand carry.