

www.compass.state.pa.us/CWIS/public/home clearances

- click 'create an individual log in'
- click 'next'
- on the next page you must create a 'Keystone ID' it can be anything you want, you will want to write it down. You will need it!!
- This is unique to each individual. Then PA child welfare will email you a temporary password.
- You have to leave the site, then go back into the site and sign in Individual Login. You use your 'keystone ID' and the password they sent.
- The next step is to set-up your on password. Once that is done you can then complete the form.
- Once that is completed you will go back to "individual login" use your 'keystone id' and YOUR password
- Once you have login the next page click 'access my clearances'
- Read that page and at the bottom click continue
- On the next page, again read, and select "I have read, and fully understand...." to continue.
- Click next
- Read the next page and click 'continue'
- Then you must create an application
- Make sure you have past address, from 1975, and you will click on this for application 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:

- When you have complete all your information, the last page before payment is asking if an organization provided you with a code for your application? Click NO
- At this point you will pay the fee. Remember to print receipts and turn into Bonnie for reimbursement