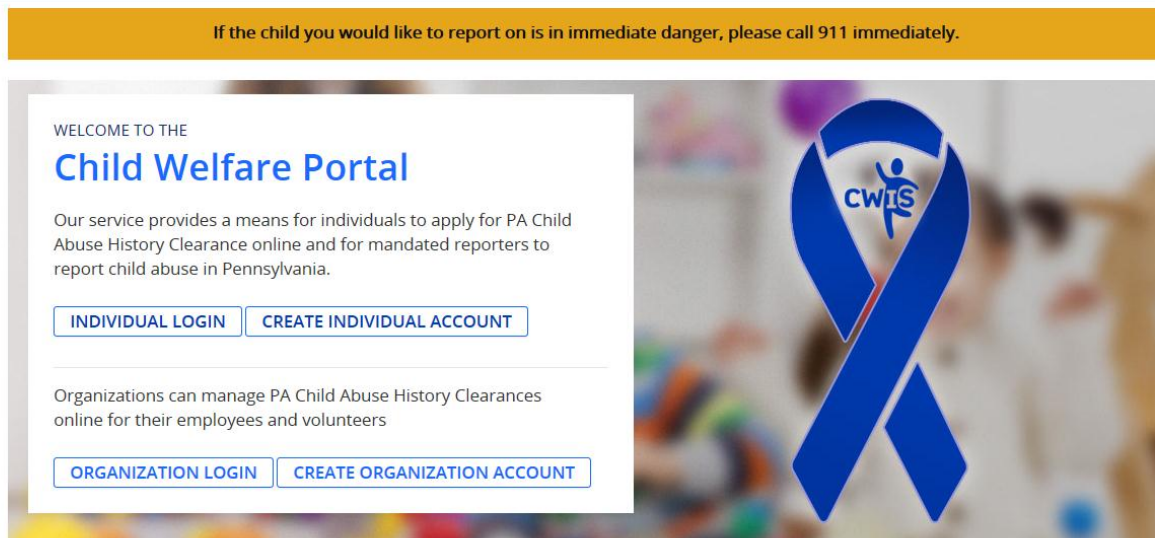
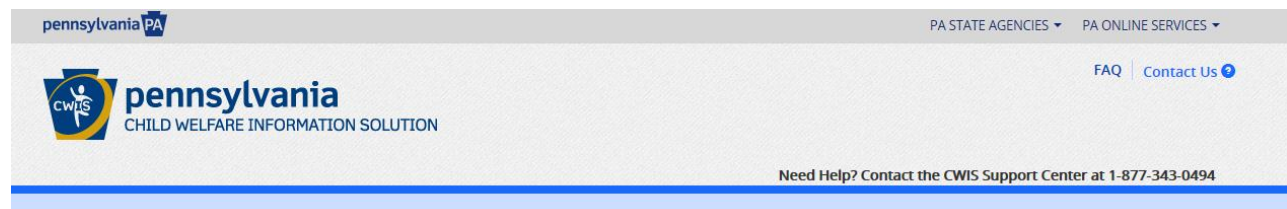


How to do the Online Child Abuse Clearance

Getting Started:

To start the process of creating a new Child Welfare Portal Account, go to:
<https://www.compass.state.pa.us/CWIS/Public/Home>.

Once the Pennsylvania Child Welfare Information Solution home page is displayed, click on the **CREATE INDIVIDUAL ACCOUNT** button.



Clearance Applications

- ▶ Learn About Clearances
Use this link to obtain more information about the PA Child Abuse History Clearance Application Website

Child Abuse Referrals

- ▶ Learn About Child Abuse Referrals
Use this link to obtain more information about the Child Abuse Referral Website

Services and Information

- ▶ Child Protective Services Law
- ▶ Regional Map
- ▶ County Children and Youth Directors

How to do the Online Child Abuse Clearance

Create Keystone ID: General Information

Once the general information is reviewed, click on the **NEXT** button.

The screenshot shows a web form titled "Create Keystone ID: General Information". At the top, there is a progress bar with two steps: "1 General Information" (active) and "2 Profile Information" (disabled). The main content area contains a "Welcome!" message followed by a paragraph explaining the Keystone ID. Below this, there are two sections: "Child Welfare Portal" and "SERS' Online Member Services", each with a brief description of the services. A final paragraph explains that if the user is already signed into any of these programs, they do not need to create a new account. At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

Create Keystone ID: General Information

1 General Information **2 Profile Information**

Welcome!
The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

Child Welfare Portal
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.

SERS' Online Member Services
Members of the State Employees' Retirement System can get statements, run estimates, and more.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password you've already established to access all of these services. Keep in mind that if you change your password or any other profile information in any one of these programs, the changes you make will apply to all programs that use the Keystone ID.
Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

Next **Cancel**

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

- A. Keystone ID (a user name you wish to use for your account – cannot start with a number)
- B. First Name
- C. Last Name
- D. Date of Birth
- E. Email
- F. Confirm Email
- G. Security Question 1
- H. Answer
- I. Security Question 2
- J. Answer
- K. Security Question 3
- L. Answer
- M. Question

How to do the Online Child Abuse Clearance

Create Keystone ID: General Information

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

*Keystone ID	shfn [redacted] (must be 6 to 10 characters)
*First Name	Sh [redacted]
*Last Name	Fin [redacted]
*Date Of Birth	01/01/2015 (MM/DD/YYYY)
*E-mail	shfn [redacted]
*Confirm E-mail	shfn [redacted]

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

Security Question Tips
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.
Answers must be typed exactly the same way, every time. So, if you capitalize "Philadelphia" or if you write "Philadelphia PA" here, you must do so every time you use the question.
Avoid using special characters (!@%&) 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	What city was your spouse born in?
*Answer	Harrisburg
*Security Question 2	What was the name of the hospital where you were born?
*Answer	Hershey
*Security Question 3	What was the name of the street you lived on when you grew up?
*Answer	Charles

For security reasons, please answer the following question.

Question: Christmas Day is what date in December?

*Answer: 25

Back Finish Cancel



Once this information is complete, click on the **Finish** button.

A new window will appear stating that a temporary password has been sent to your email.

PA pennsylvania

Check your e-mail for your temporary password!

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

Please click the Close Window button and login to your application.

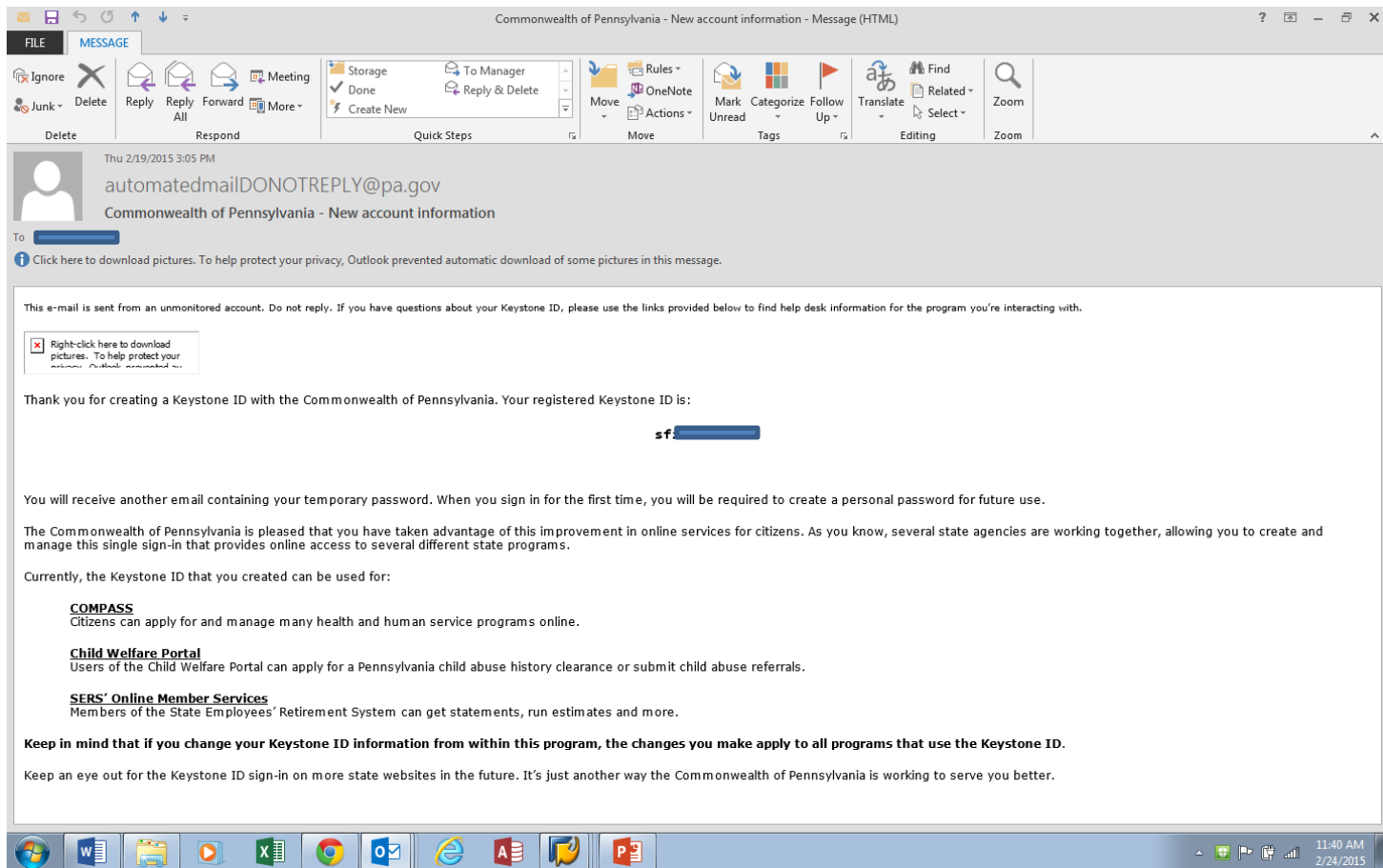
Close Window

Copyright © 2005 - 2014 Commonwealth of Pennsylvania

New Account Information Email

The first email will be titled "Commonwealth of Pennsylvania - New account information" and will have your new **Keystone ID**.

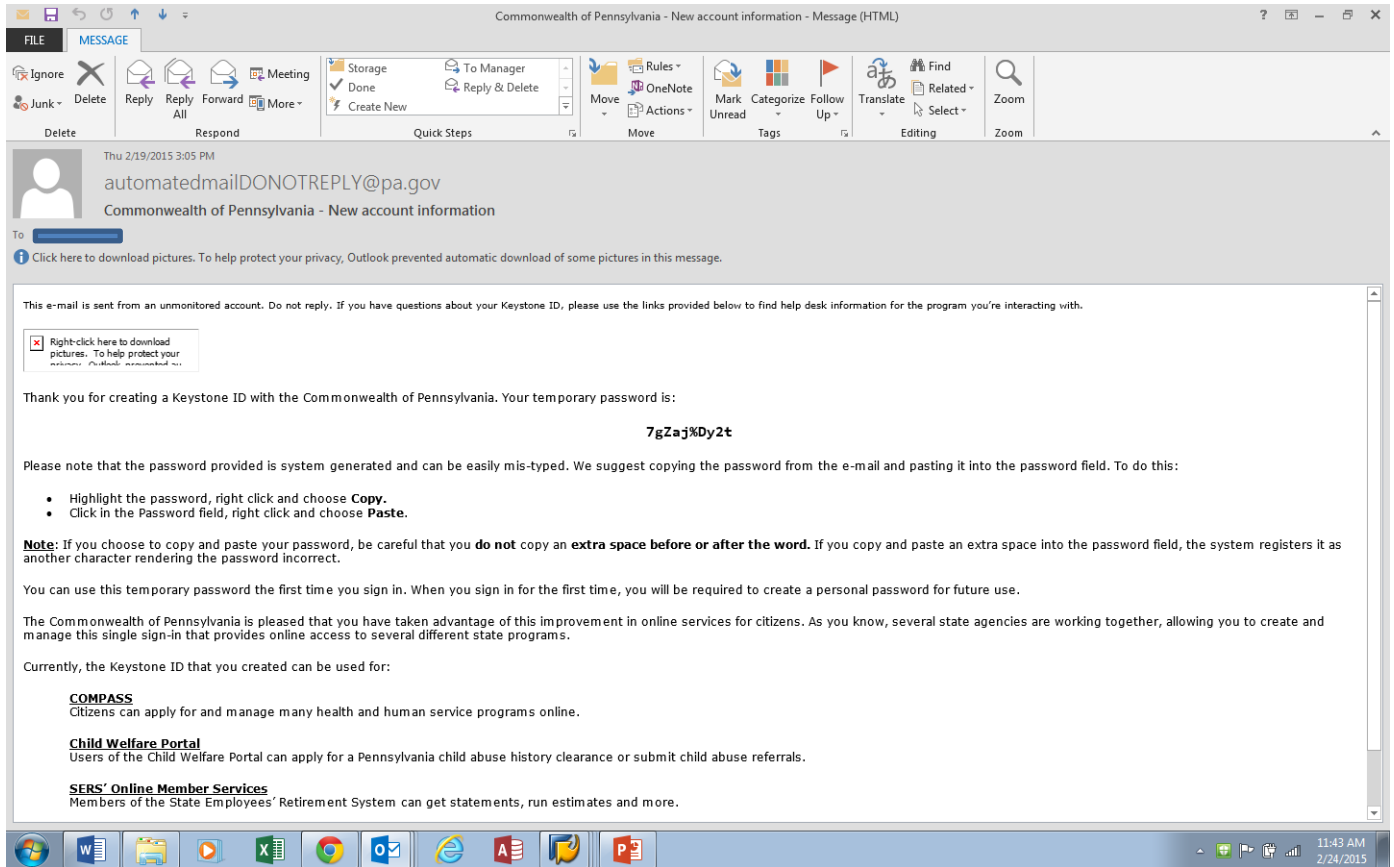
How to do the Online Child Abuse Clearance



How to do the Online Child Abuse Clearance

New Account Information Email

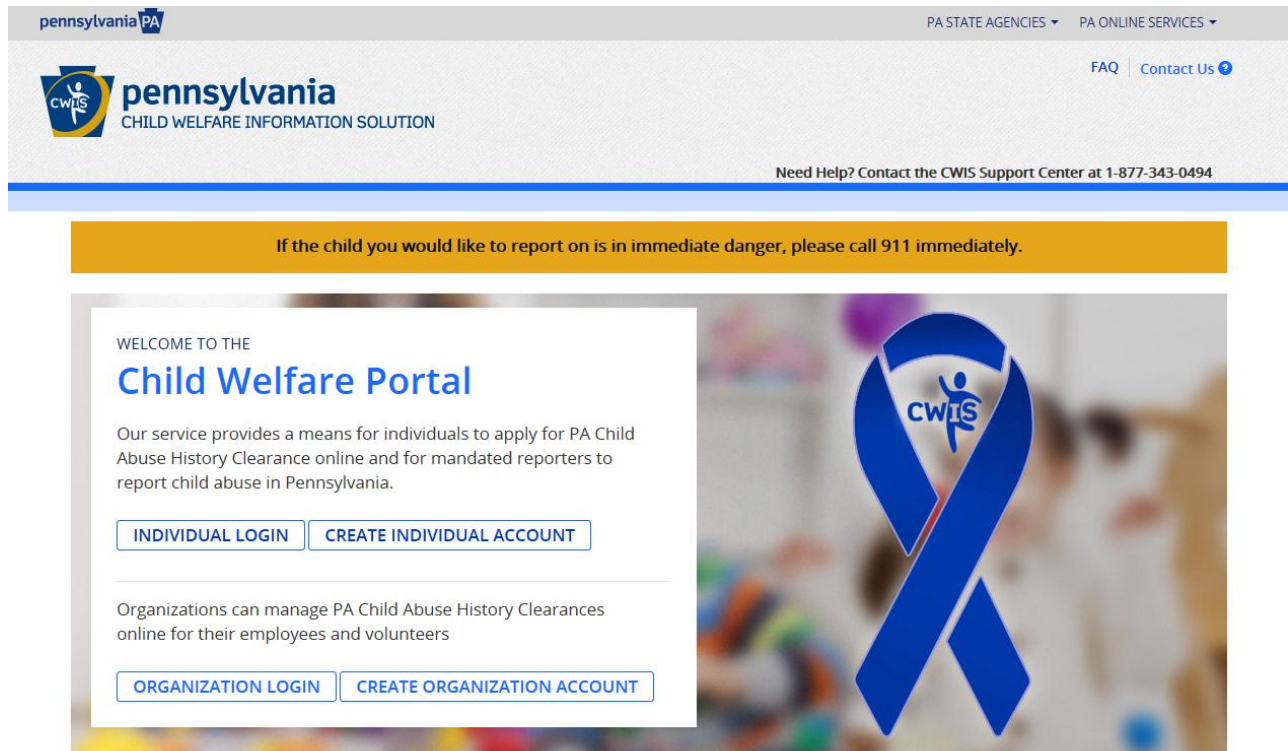
The second email will be titled “Commonwealth of Pennsylvania - New account information” and will have your **temporary password**.



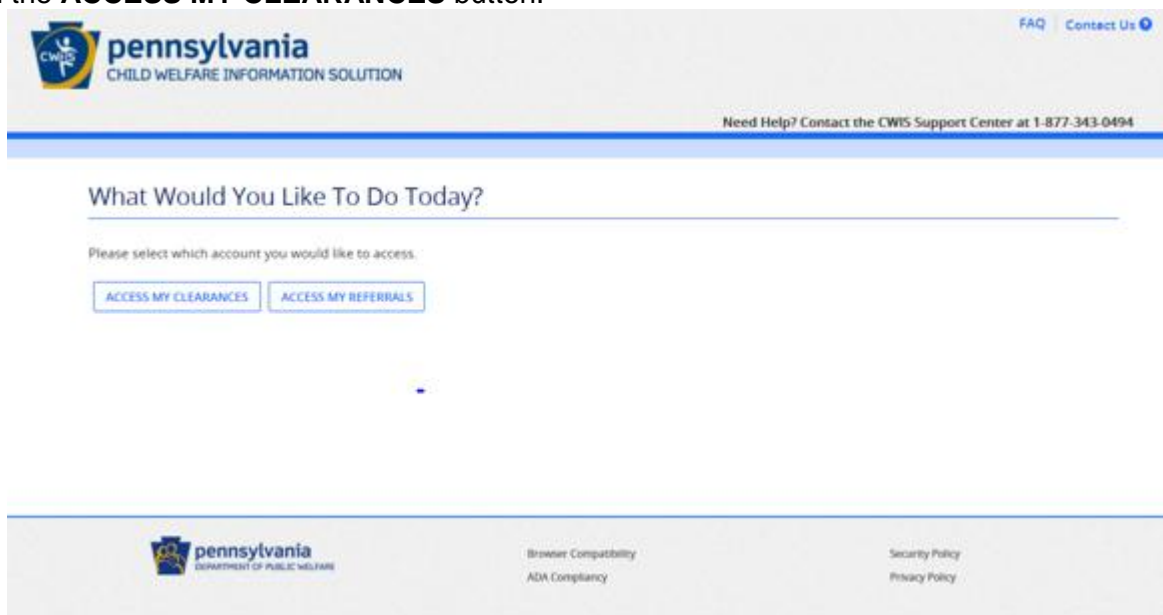
How to do the Online Child Abuse Clearance

Logging into the Child Welfare Portal

Go back to <https://www.compass.state.pa.us/CWIS/Public/Home> and click the **INDIVIDUAL LOGIN** button.



Click on the **ACCESS MY CLEARANCES** button.



A **Disclosure of Personal Information** notice will be displayed. Please read this notice and click on the **CONTINUE >** button.

How to do the Online Child Abuse Clearance

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide central register), 6344 (relating to information relating to prospective child care personnel), 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

WARNING

You are entering a secure government website for the purpose of requesting a **Pennsylvania Child Abuse History Clearance**. By entering this site, you certify that you have read and understand the above guidelines and legislation.

Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

WARNING!

US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM.

Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

CONTINUE ➤

The Keystone Key login screen will be displayed. Please complete the following steps:

1. Key in your Keystone ID.
2. Copy and Paste the temporary password.
3. Click on the **LOGIN** button.

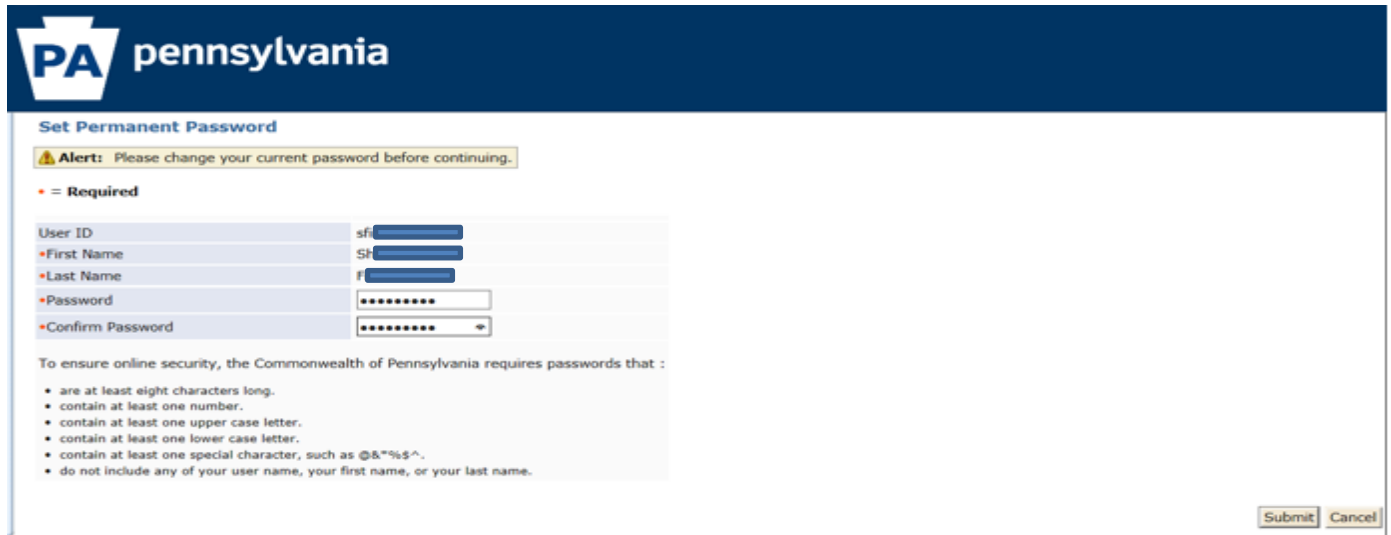
Setting Permanent Password

Your password will be used in combination with your Keystone ID to allow future access to your clearance account. Make sure to remember this information.

To set a permanent password, follow the security requirements. To submit the new password, please complete the following steps:

1. Key in your new password.
2. Key in your new password again.
3. Click on the **Submit** button.

How to do the Online Child Abuse Clearance



The screenshot shows a web form titled "Set Permanent Password" under the Pennsylvania state logo. At the top, an alert box states: "Alert: Please change your current password before continuing." Below this, a section labeled "Required" contains a list of fields: "User ID" (with value "sf"), "First Name" (with value "St"), "Last Name" (with value "F"), "Password" (masked with dots), and "Confirm Password" (masked with dots). Below the fields, a text block explains the password requirements: "To ensure online security, the Commonwealth of Pennsylvania requires passwords that :". This is followed by a bulleted list of rules: at least eight characters long, at least one number, at least one upper case letter, at least one lower case letter, at least one special character (examples: @, &, *, %, \$, ^), and no inclusion of the user's name or last name. At the bottom right of the form are "Submit" and "Cancel" buttons.

A message will appear confirming that a new password has been created.

Congratulations!

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.

Close Window

How to do the Online Child Abuse Clearance

Starting the Child Abuse Clearance Process

Log in to the Child Welfare Portal.

The screenshot shows a web browser window with the URL <https://www.compass.state.pa.us/s>. The page features the Pennsylvania state logo and the text "pennsylvania". The main heading is "Keystone Key". Below this, there are two input fields: one for a username (containing "sfi") and one for a password (displayed as dots). A yellow "LOGIN" button is positioned below the password field. To the right of the login fields, there are two panels. The first panel, titled "Self-service for Citizens", contains links for "Forgot Password" and "Edit Profile". The second panel, titled "Self-service for Commonwealth Employees", contains a link for "Change CWOPA Password or Hint Questions". At the bottom of the page, there is a warning statement: "WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM. Unauthorized access is prohibited by Public Law 99-474 'The Computer Fraud and Abuse Act of 1986'. Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Public Welfare Security and Audits Unit." Below the warning, it says "Copyright © 2014 by the Commonwealth of Pennsylvania. All Rights Reserved." The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:19 PM on 2/24/2015.

The Account Terms and Conditions will be displayed. Once you have reviewed the terms and conditions, select **I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions**, and then click on the **NEXT** button.

How to do the Online Child Abuse Clearance

The screenshot shows a web browser window with the address bar displaying <https://www.compass.state.pa.us/>. The page title is "My Child Welfare Account Terms and Conditions". The main content area includes a thank-you message, a "Terms and Conditions" section, and a list of topics covered by the policy. Below this is a scrollable box titled "Information Collected:" which lists the types of data gathered. At the bottom of the page, there are two radio button options for agreement, a "RETURN TO CHILD WELFARE PORTAL HOME PAGE" button, and a "NEXT" button. The Windows taskbar at the bottom shows various application icons and the system clock indicating 1:47 PM on 2/24/2015.

My Child Welfare Account Terms and Conditions

Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Public Welfare.

Terms and Conditions

This policy addresses the collection, security, access and use of information that may be obtained through "My Child Welfare Account. This policy covers the following topics:

- Information we Collect
- Access and Disclosure
- Security
- Information disclaimer
- Penalty for Misuse

Information Collected:

We collect the following information:

- Demographic, financial and medical information;
- The name of domain; for example, "xcompany.com" if you use a private internet access account, or "yourschool.edu", if you are connecting from a university domain;
- An IP address, a number automatically assigned to your computer when you are using the internet;
- The type of browser and operating system used to access our site;

☐ I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions

☐ I do not accept the My Child Welfare account Terms and Conditions

[RETURN TO CHILD WELFARE PORTAL HOME PAGE](#) [NEXT](#)

How to do the Online Child Abuse Clearance

A Disclosure of Personal Information notice will be displayed. Please read this notice and click on the **CONTINUE >** button.

DISCLOSURE OF PERSONAL INFORMATION

Public Disclosure

As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

Social Security Number Disclosure

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

WARNING

You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation.

US Government System and Department OF Public Welfare System. Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

[CONTINUE >](#)

Click on the **CREATE CLEARANCE APPLICATION** button.

**pennsylvania**
CHILD WELFARE INFORMATION SOLUTION

SFINK123 Alerts 0 Account Profile FAQ Contact Us LOG OUT

Need Help? Contact the CWIS Support Center at 1-877-343-0494

My PA Child Abuse History Clearances

CREATE CLEARANCE APPLICATION

ADD APPLICATION TO ACCOUNT

How to do the Online Child Abuse Clearance

An overview of the process and the information that is needed will be displayed. After reviewing this information, click on the **BEGIN >** button.



Need Help? Contact the CWIS Support Center at 1-877-343-041

Back To My Account

e-Clearance ID: 000000587326

DELETE APPLICATION

SAVE APPLICATION

Part 1

- Application Purpose**
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>

- ☐ Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- ☐ Foster Parent: Applying for purposes of providing foster care.
- ☐ Prospective Adoptive Parent: Applying for the purpose of adoption.
- ☐ Employee of Child Care Services: Applying for the purposes of child-care services in the following (but not limited to): Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or programs that are offered by a school.
- ☐ School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.
- ☐ School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the provisions of the act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949.

Part 1 of the Application

Part 1 of the application will appear with a series of questions that need to be completed that are specific to your personal information.

- **Application Purpose:** School Employee Not Governed by Public School Code.

How to do the Online Child Abuse Clearance

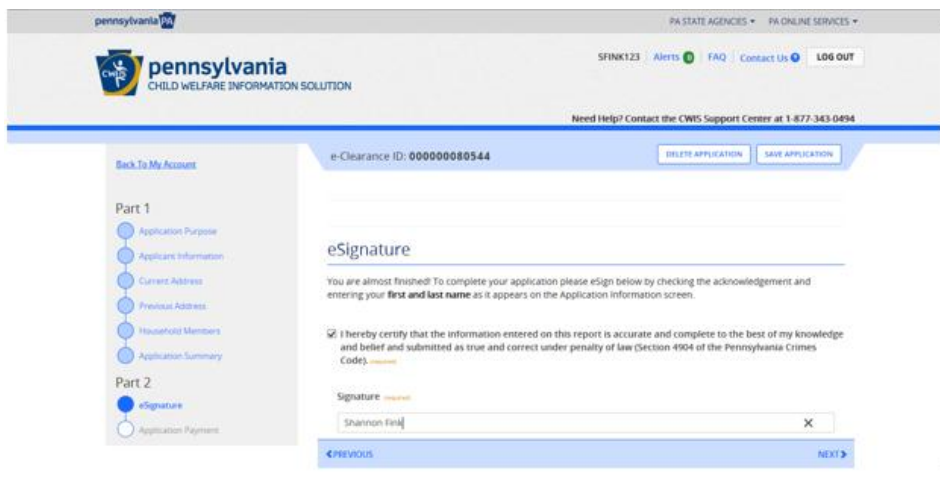
Complete the following, clicking Next through all the screens:

- Applicant information
- Current address (mailing address if applicable)
- SSN is not required, however, it will expedite the clearance, and whether you would like a printed copy of the clearance to be mailed to your current address
- Previous addresses since 1975 – click on “ADD” and a box will pop-up for each address. Please enter as much information as you can recall.
- Household Members since 1975 – click on “ADD” and a box will pop-up for each person. Please enter as much information as you can recall, if someone is deceased, do not enter an age.

Part 2: eSignature

To submit the eSignature, please complete the following steps:

1. Click on the check box next to the acknowledgement description.
2. Key in your First and Last Name.
3. Click on the **NEXT >** button.

The screenshot shows the 'eSignature' screen of the Pennsylvania Child Welfare Information Solution. The header includes the Pennsylvania logo, 'CHILD WELFARE INFORMATION SOLUTION', and navigation links like 'SFINK123', 'Alerts', 'FAQ', 'Contact Us', and 'LOG OUT'. A 'Need Help? Contact the CWS Support Center at 1-877-343-0494' link is also present. The main content area is titled 'eSignature' and contains a checkbox for the acknowledgement, a signature input field with the text 'Shannon First', and 'PREVIOUS' and 'NEXT >' buttons. A sidebar on the left shows the progress of the application, with 'Part 2: eSignature' highlighted.

Part 2: Application Payment

To submit the application payment, please complete the following step:

1. Click on the check box next to **YES** for the question: “Did an organization provide a payment code for your application?”
2. Under the payment code section, key in your specific Payment Code provided by Human Resources.
3. Click on the check box next to the payment code agreement description.
4. Click on the **SUBMIT APPLICATION >** button.

How to do the Online Child Abuse Clearance

Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment**

e-Clearance ID: 000000080544

DELETE APPLICATION SAVE APPLICATION

Application Payment

Did an organization provide a payment code for your application? Yes No

☒ Yes ☐ No

Payment Code _____

Eg., PAY123456789

☐ By entering this payment code, you are agreeing that the organization that provided your payment code will have access to the status and outcome of your clearance application. You will continue to receive application updates and certificates through your PA Child Abuse History Clearance Account, regardless of your answer.

PREVIOUS SUBMIT APPLICATION

Once the application is submitted, a **Submission Confirmation** page will appear with a success notification. For security purposes, please remember to log out when you have completed submission of your application.