



Clearance Instructions for Westminster Presbyterian Church

Child Welfare History Clearance

Step 1

Accessing Your Account

Access the web page by clicking this link or typing it into your browser

<https://www.compass.state.pa.us/cwis/public/home>

- This clearance can only be requested for free once every 57 months (3 months before it expires). If you request it before that time, there will be a charge - otherwise it is free!
- If you have requested clearances before, login with your previous account. If this is your first time requesting this clearance, click “create individual account”
 - **IMPORTANT – save your log in info! If you are a mandated reporter, this is the account information you will need if you ever had to report an occurrence of child abuse.**

Step 1

- If you know your login information from before, log in and skip to the next step. Otherwise, create individual account.
- If you created a new account, fill in the account information. **Remember, you will need to save your username and password to access your clearances in the next 5 years and/or if you are a mandated reporter.**
- You will be emailed a temporary password. Close the browser window, open a new window and log in with your temporary password. You can use the link/web address from the previous page in these instructions.

Accessing Your Account

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

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 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.

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 Please select a security question

• Answer

• Security Question 2 Please select a security question

• Answer

• Security Question 3 Please select a security question

• Answer

Step 1

Accessing Your Account

- Click individual log in > access my clearances
- If you just created a log in, you will use your temporary password from the email in this step.
- Once you log in with the temporary password, it will prompt you to create your own password. **Remember, you will need to save your username and password to access your clearances in the next 5 years and/or if you are a mandated reporter.**
- You will need to log in with your newly created personal password. If you click the 'close' button, it will redirect you to the log in screen

PA pennsylvania

Keystone Key

Username

Password

LOGIN

Your attempt to log in has failed. Please try again.

Self-service for Citizens

[Forgot Password](#)

[Edit Profile](#)

Self-service for Commonwealth Employees

[Change CWOPA Password or Hint Questions](#)

Step 2

Application Purpose

- Agree to the terms and conditions, click next
- Click continue
- Click Create Clearance Application
- Click Begin
- From the list of application purposes, select the below and fill out the boxes as follows and click next at the bottom of the page.

- 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.**

"Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification " is used interchangeably with "clearance"."

Volunteer Category (required)

Other

Agency Name (required)

Westminster Presbyterian Church

Step 3

- Your application information should pre-load, with exception of gender.
- Scroll down and fill in social security number if desired. It is not required, but can help results to come back faster.
- If you have gone by any other names, including maiden names, select yes and provide that information.
- Add a phone number for contact.
- Be sure the little blue circle is clicked and filled in beside the added information before clicking next.

Personal Information

Do you have any previous names or nicknames that you have used in the past or that you may be known by? (required)



Yes No

Previous Names/Nicknames

Please enter any nicknames or previous names that you have used or may have been known by.

[+](#) ADD PREVIOUS NAMES/NICKNAMES

	First Name	Middle Name	Last Name	Suffix
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EDIT

DELETE

Contact Information

[+](#) ADD CONTACT NUMBER

	Phone Type	Phone Number	Extension
<input checked="" type="radio"/>	Mobile	412-559-1034	

EDIT

DELETE

Step 3

Personal Information

- Fill in your address information.
- Check yes or no if your home address is the same as your mailing address
- When your clearance check is ready to view, you will receive an email to log into to this account and retrieve it digitally. I recommend requesting a physical copy also be mailed to your house, so select 'yes' here.

Certificate Delivery Method

Your clearance certificate will be available from your PA Child Abuse History Clearance Account. You have the ability to save and print your electronic certificate and use it as valid proof of clearance.

Note

The certificate will only be mailed to you if you select Yes below.

Would you also like to have a paper version of the certificate sent to your home or mailing address? (required)

Yes No

Step 4

Residence History

- Fill in all addresses you have lived in since 1975. If you cannot remember all exact details, that is ok! Do your best! Click next

Previous Addresses

Please enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

[+](#) ADD PREVIOUS ADDRESS

Country	Street Address	City	State	Zip Code	County

[EDIT](#) [DELETE](#)

[← PREVIOUS](#) [NEXT →](#)

- Fill in people you have lived with since 1975. Include decedents as well. If you did not enter family members from a specific list (parent/grandparent, etc) , it will ask if you would like to continue. If you have not lived with anyone from those categories since 1975, click continue.

Household Members

Please tell us about everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.

[+](#) ADD HOUSEHOLD MEMBER

Full Name	Relationship To Applicant	Current Age	Gender

[EDIT](#) [DELETE](#)

Step 5

- Review your information, make any needed changes, and click next
- Complete your e-signature as shown
- There is no code for payment as payment is not required for volunteer clearances renewed every 57 months. Click next

Information review

eSignature

To complete your application, please tell us if you have received a volunteer certification free of charge within the previous 57 months.

Have you received a paper or electronic volunteer certification free of charge since 11/05/2015 ? (required)

Yes No

Please eSign below by checking the acknowledgement and entering your first and last name exactly as it appears on the Applicant Information screen.

I hereby affirm that the information entered on this application is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). I have selected Volunteer Having Contact with Children as the purpose for my application and I agree to the following: (required)

- I have not received a background certification free of charge within the previous 57 months;
- The background certification is necessary to satisfy the requirements under Chapter 63 subsection 6344(b);and
- I understand that the certification shall not be valid or used for any other purpose, including employment.

Signature (required)

Application Payment

Did the organization you are volunteering for provide an authorization code for your application? An authorization code is not required to submit your application. (required) [?](#)

Yes No

As a volunteer applicant, your application fee is waived since you have not obtained a volunteer certification free of charge within the previous 57 months.

Step 5

Completion

THANK YOU!

You have completed your application.

In a few days to a week you will receive an email with a personalized link to log back in to your account to retrieve your digital clearance. Please send electronically to Ecklin@westminster-church.org

Or mail to the church to Laura Ecklin's attention

2040 Washington Rd

Pittsburgh, PA 15241

We so appreciate your willingness to volunteer at Westminster and contribute to making it the safest place.