



Instructions for PA Child Abuse Clearance Online

1. Go to <https://www.compass.state.pa.us/cwis>
2. If you do not already have an account through the Compass Website, click on "CREATE INDIVIDUAL ACCOUNT"
3. Follow the prompts to create your own personal Keystone ID and fill in the information it requests, including the security questions. Keep this information on hand and in a file for yourself as you will most likely need a copy of this clearance wherever you are employed in the future.
4. Click "FINISH".
5. You should then be sent an email with a "temporary password" within a few minutes at the email address you provided.
6. Go back to the login page (<https://www.compass.state.pa.us/cwis>) and click on "LOGIN" using the Keystone ID you chose and the temporary password given to you in the email.
7. It will then prompt you to create a new password. Follow their instructions for how to choose your password.
8. Once you are logged into the system, follow the prompts for completing a PA Child Abuse Clearance. You will mark the choice "Employment with a significant likelihood of regular contact with children".
9. Continue to follow the prompts on each screen. The site will walk you through step-by-step. Be prepared as they will ask you for every address you have ever lived at and every person you have ever lived with.
10. Once you have walked through and completed each section online, they will ask if you have a payment code. This will be used as payment. You **DO NOT** need to use your own credit/debit card.
 - a. **Use the unique payment code that was sent to you via email.**
11. If you use the payment code, PMBC will then have access to view your clearance through our business account. They should notify you via email when your clearance is complete.

Once received, please upload the certificate to your PMBC Account.