

Pennsylvania Child Abuse Clearance

www.compass.state.pa.us/cwis

1. Click on the Child Welfare portal
2. Create individual account
3. Select profile information key
 - Create Keystone ID (write down your ID to keep it handy)
 - A password will be sent to your email
4. Go to the 'Create Account' tab again and select the Child Welfare Portal
5. Select 'Individual Login' tab
6. Hit the 'Access Clearances' tab
7. Enter Login ID and password that was emailed to you
8. Change your password
9. Login again with your new password
10. Accept the terms
11. Create Clearance Application
12. Hit 'Begin' tab
13. Select 'Volunteer' – category is 'Other', agency is 'Church'
14. Select 'Next'
15. Fill in information, select 'Next'
16. Fill in address, select 'Next'
17. Fill out family members, select 'Next'
18. Review your information
19. Select Confirm — no code given
 - E-sign and submit!