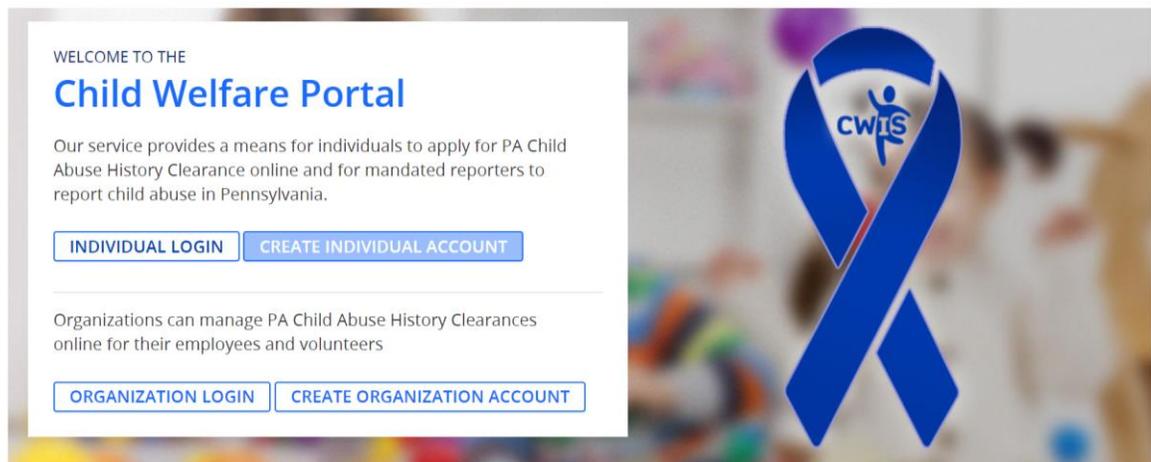


1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on 'Create Individual Account'

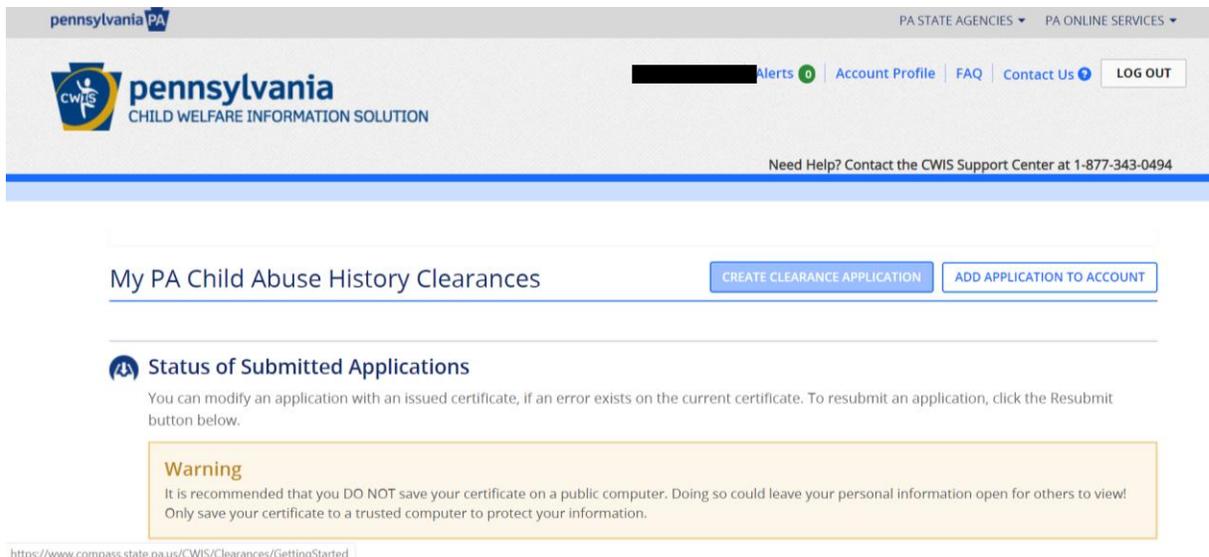


3. Scroll to the bottom of the General Information page and click 'Next'
4. Create a Keystone ID by answering the questions on the Profile Information page. FYI, your Keystone ID is a unique username that you come up with
5. After you will out the information, create and answer the security questions, and answer the final security question, click 'Finish'
6. Check the email you entered for a temporary password
7. You should have gotten an email like the one below with a randomized password for you to enter in when you first log in



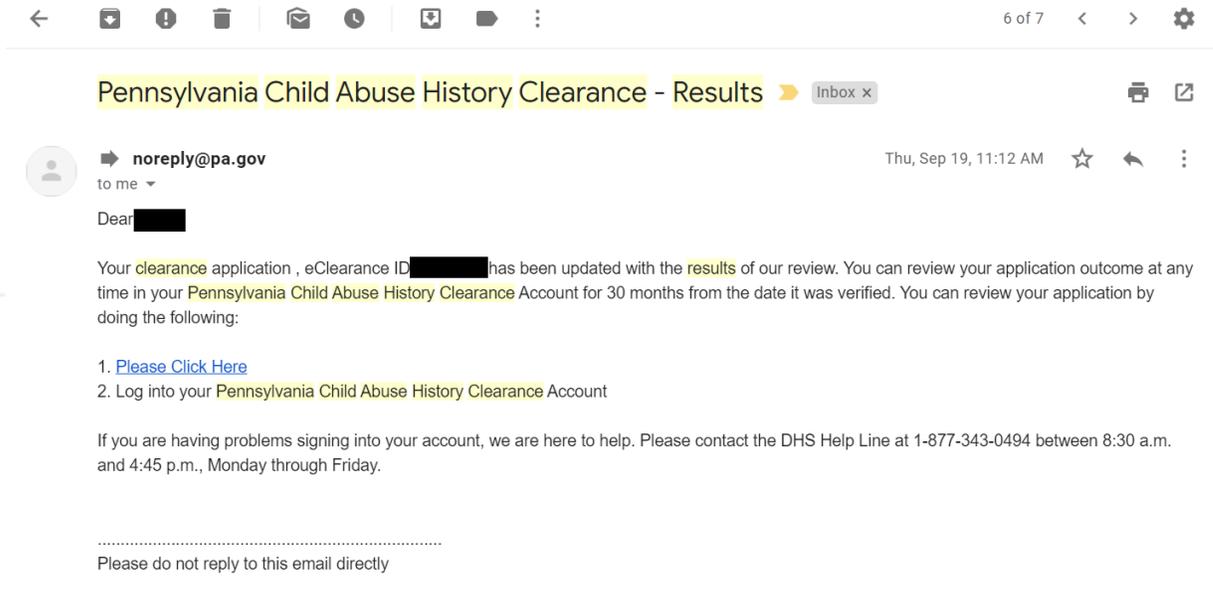
8. Go back to <https://www.compass.state.pa.us/cwis/public/home>
9. Click on 'Individual Login'
10. Click on 'Access My Clearances'
11. Scroll to the bottom of the page and click 'Continue'

12. Log in with your username and your temporary password that was emailed to you
13. Verify your account by answering the security questions you provided or by receiving a security code via email
14. Select 'Private Device' if you are filling this out with your own personal computer or 'Public or Shared Device' if you are using a computer being shared with others
15. Enter in a new password that you will remember for you to log into your account. Make sure your password:
 - Is at least eight characters long.
 - contains at least one number.
 - contains at least one upper case letter.
 - contains at least one lower case letter.
 - contains at least one special character, such as @&*%\$^.
 - does not include any of your user name, your first name, or your last name.
16. Log in with your username and new password
17. Click on the bubble that says I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions
18. Click on 'Create Clearance Application' towards the top of the screen

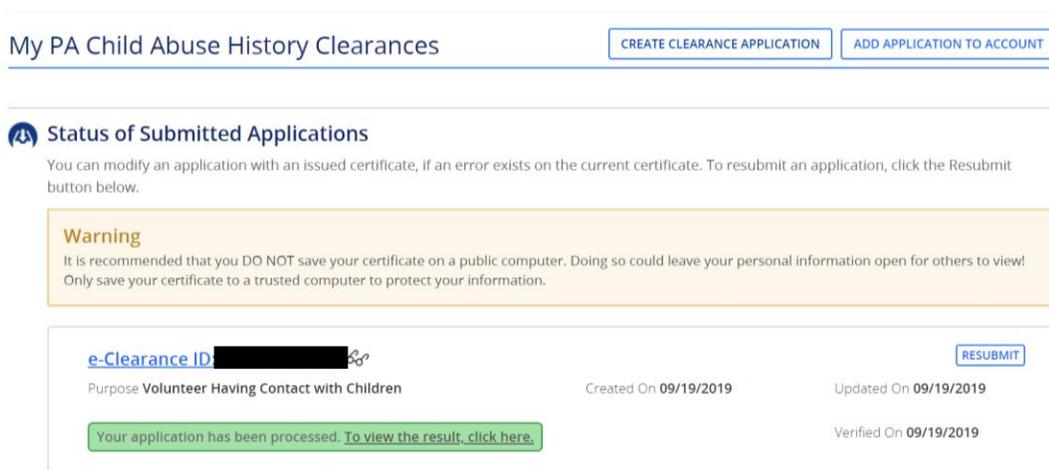


19. Scroll to the bottom of the screen and click 'Begin'
20. On the 'Application Purpose' page, click the bubble that states 'Having Contact with Children'. Under the 'Volunteer Category' dropdown menu, choose 'Other' and for 'Agency Name', type un USTA Middle States. Click 'Next' at the bottom of the screen.
21. On the "Applicant Information" page, enter in your personal information. Note: You don't have to enter in your social security #, however you may receive your results faster if you do.
22. Fill out your current home and mailing address. Click on whether you would like your results mailed to you or not
23. Enter in each previous place you have lived. Note: If you cannot remember the entire address, just enter in as much as you can for each.
24. Enter in the names of the people you have lived with in each place you have lived/ are currently living
25. Review the application summary and make sure that everything is accurate

26. Click the box ensuring that everything you entered is accurate and put your e-signature in the box below it.
27. In the 'Application Payment' page, click no regarding the organization providing an authorization code.
28. Click 'Make a Payment'. Note: if you have not obtained a volunteer certificate within the previous 57 months, your fee is waived.
29. Your results will be emailed to the address that was provided. The results may come back in a few minutes although they can take up to 14 days.
30. The email will look like the screenshot below. Click on the link in the email and log into your account.



31. After you log in, you should have a green bar saying your application has been processed and a link to click to view it.



32. You're all set! Make sure to upload the Child Abuse Document along with the PA State Police and FBI Fingerprint documents to the NCSI Repository by clicking [HERE](#).