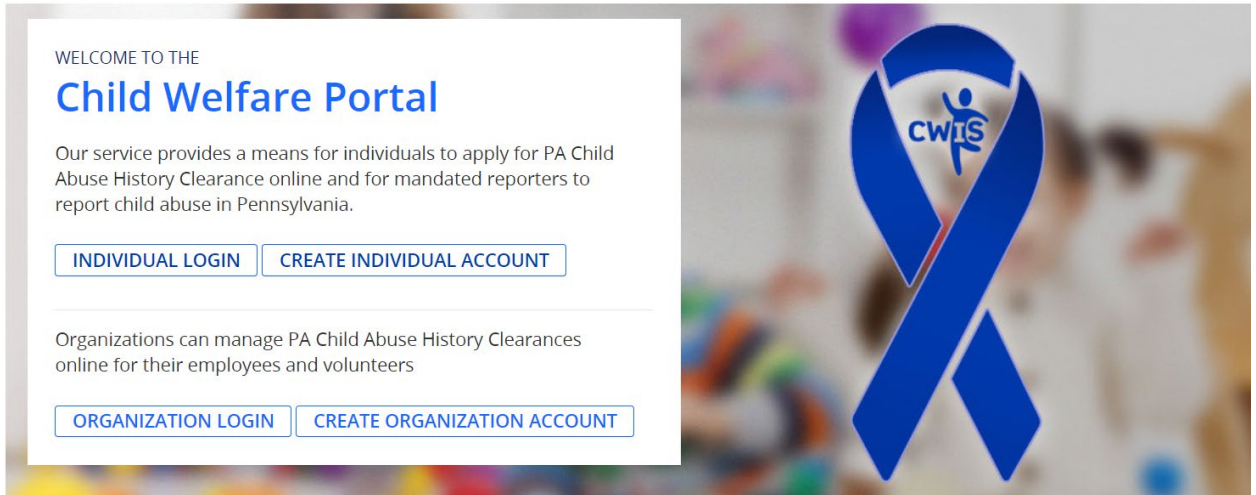


***Pennsylvania**

Please have the employee go to the website below and complete PA Child Abuse History Clearance online.


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


1. The employee will need to create an individual account.



2. The employee will need to read General Information and then click next.

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.

Disaster Training Registration
The Disaster Training Registration allows Individuals to search for and attend courses related to disaster situations.


COMPASS
COMPASS is an online application for Pennsylvanians to apply for many health and human service programs.

Child Support
Clients can apply for support services and view information about their support cases on the Child Support Website.



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**

- The employee will need to complete Profile Information and then click finish.



Create Keystone ID: Profile Information

1  General Information 2  Profile Information

• = Required

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
- Answer
- Security Question 2
- Answer
- Security Question 3
- Answer

For security reasons, please answer the following question.

Question Stomach, toe or knee: which is above the waist?

- Answer

BACK **FINISH** **CANCEL**

- After this employee will need to log in and complete the process. There is a \$13.00 fee.
- Please make sure to email us at CCACentralRegistry@azdes.gov with the individuals name, tracking number of the original request and the day it was completed to avoid receiving 14-day closure letter.

6. Once you receive the results from Pennsylvania you will need to forward the results to DES, via email to CCACentralRegistry@azdes.gov.