

ACT 151 - ONLINE



# Pennsylvania Child Welfare Information Solution Portal

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

OR

[keepkidssafe.pa.gov](http://keepkidssafe.pa.gov)

Click Clearances on the left side, then click the CWIS link which appears half-way down the page.

## Child Welfare Portal home page <https://www.compass.state.pa.us/cwis/public/home>



Click 'Create a New Account'

**Pennsylvania Child Abuse History Clearance Form (CV-133)**

The Pennsylvania Child Abuse History Clearance can be completed through online submission OR by mailing in a paper application. Online submission is a much quicker process and is highly recommended, where possible.

Directions for on-line submission (you will be required to pay the fee by credit card):

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

Select "Create New Account"

Select "Next" at the bottom right of the page

Complete the Keystone ID Registration

Check your e-mail for Keystone ID and password confirmation (2 separate e-mails)

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

Select "LOGIN"

Select "Access My Clearances"

Scroll to the bottom and select "Continue"

Use your Keystone ID and temporary password to login.

Upon initial login, you will be required to change your password.

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

Login using Keystone ID and new password.

Review and Accept "Terms and Conditions" and select "Next"

Select "Continue" at the bottom right of the page.

Select "Create Clearance Application"

Select "Begin" at the bottom right of the page.

Application Purpose: Select "Volunteer" or "Regular Contact with Child"

Complete application information screens and select "Next" at bottom right of each page.

Review Application Summary and select "Next"

Certify application and provide e-signature (first and last name only, no middle names or suffixes).

Enter credit card payment information for \$30.00 and select "Pay Now"

Select "Finalize and Submit Application"

You will see an "Application Confirmation" screen

You will receive an e-mail confirming successful submission of your application.

Notification of Clearance results will be e-mailed to you within 14 days, or you may log in at any time to check the status of your application: <https://www.compass.state.pa.us/cwis/public/home>

## Summary of Steps

- Register & Create Account
  - Change Temporary Password
  - Log into Child Welfare Portal (CWP)
  - Complete Child Abuse Clearance Application
- As a registered user on the CWP you can:
- Submit the On-Line Child Abuse Clearance Application
  - Check clearance application status
  - Register your Organization
  - Make a Report of Suspected Child Abuse

# CWP home page

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



This time, click 'LOGIN'.

# CWP Keystone ID Log-in page



Use Temporary Password sent to your email.

# CWP change password page



# CWP Password Change Confirmation page



# Submitting a new clearance application



Click 'Begin' at the bottom right of the page.

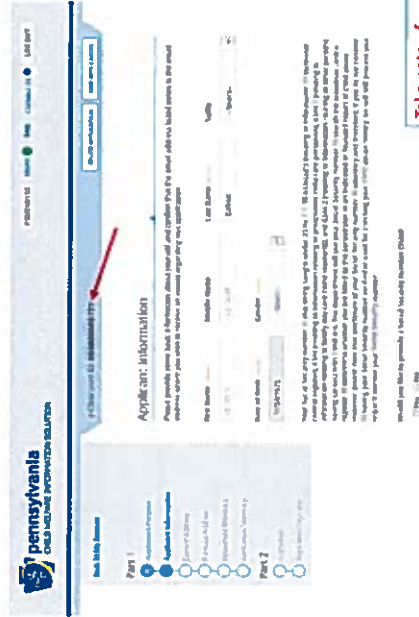
# Purpose of Clearance



There is no longer a requirement for "Volunteers" to submit processed State Police & FBI checks: PA DHS web site

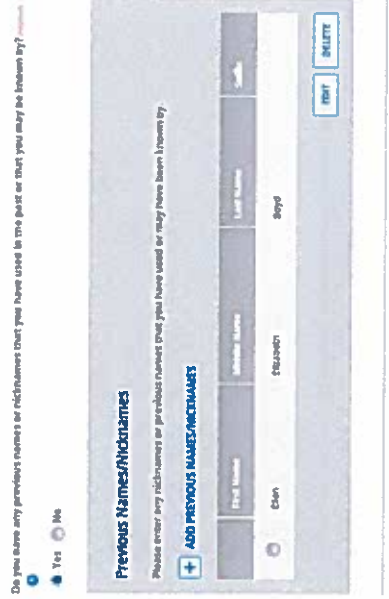
Select the appropriate category (e.g., Volunteer, School Employee, Child Care Service Employee) and click 'Next' at the bottom right of the page.

# Applicant Information



Take note of your e-Clearance ID.

# Applicant Information Cont'd



For example, maiden name

# Save your Application



Clicking 'Save Application' allows you to return to the portal at a later time to complete it. It's also just a good idea to save it as you go!

# Incomplete Application



When you log back in to the Portal, click 'Continue' to complete your application.

# Household Members



Click 'Add Household Member' as many times as needed, then click 'Next' at the bottom of the page.

# Application Summary



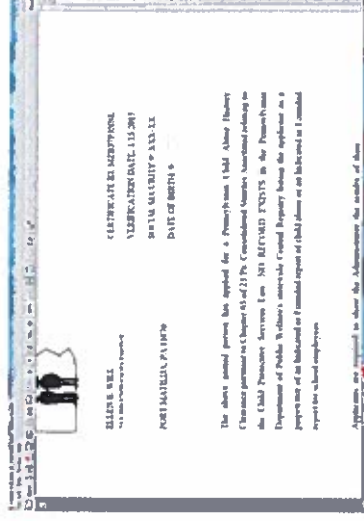
This page is a review of the information you entered. Please check each section for errors. Once you have reviewed everything, click 'Next' at the bottom of the page.



## View and Save Your Clearance



## Your Clearance!



Print and save your clearance!

## Ready to try on your own?!

Pennsylvania Child Welfare Information Solution Portal

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

OR  
<https://state.pa.gov> click Clearances on the left side, then click the CWIS link

- Click the link above to:
- Create a Keystone ID Account
  - Submit a PA Child Abuse Clearance On-Line
  - Report Suspected Child Abuse