

Steps to Obtain Child Abuse History Clearance online

1. Go to <http://www.compass.state.pa.us/cwis>
2. Click on "Create Individual Account"
 - a. Click "Next"
3. Fill in form to create Keystone ID (this will be your username so write it down)
 - a. Click "Finish"
4. Go to your email to get the temporary password (you can copy this for paste)
5. Repeat step 1, and select "Individual Login"
 - a. Click "Access My Clearances"
 - b. Click "Continue" at the bottom of the page
6. "Set Permanent Password" – create your new password and write it down
 - a. Click "Submit"
7. Repeat step 5 to log back into Compass
8. Accept the Account Terms and Conditions
 - a. Click "Next" at bottom of Terms & Conditions page
 - b. Click "Continue" at bottom of Learn More page
9. Click "Create Clearance Application"
 - a. Information you will need:
 - i) Addresses where you have previously lived
 - ii) Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
 - iii) Any previous names you have used or have been known by

****If you are applying for a clearance for volunteer purposes, you will not be required to pay a clearance application fee**
 - b. Click "Begin" at bottom of the page
10. Application Purpose page
 - a. Select Volunteer
 - b. For Volunteer Category, select Other
 - c. Type in "Pequea Valley Youth Baseball"
 - d. Click "Next" at bottom of the page
11. Complete Application Information
12. Complete Current Address and Certificate Delivery Method
13. Complete Previous Address
14. Complete Household Members
15. Review Application Summary for correct information
16. Complete by adding eSignature (first and last name only)
17. Application Payment
 - a. Select "No" (there is no code to provide with your application)
 - b. Click "Submit Application"

You are finished! Review **Next Steps** and log out.

Once your application has been processed you will receive an email letting you know to log in and view the result.