# How to Complete a Child Abuse Clearance Online for Volunteering at the Lebanon Bible Fellowship Church (updated 2/8/2019)

Please note that this process is only valid for UNPAID volunteers at the Lebanon Bible Fellowship Church. Steps may be different for paid employees, or for other organizations.

*(Note, if you already have a Keystone ID and password, begin at Step #7)*

1. Go to: https://www.compass.state.pa.us/cwis/public/home and click on the link in the white box that says 'Create Individual Account'.   It will take you to a window that looks like the screenshot below. Click 'Next'
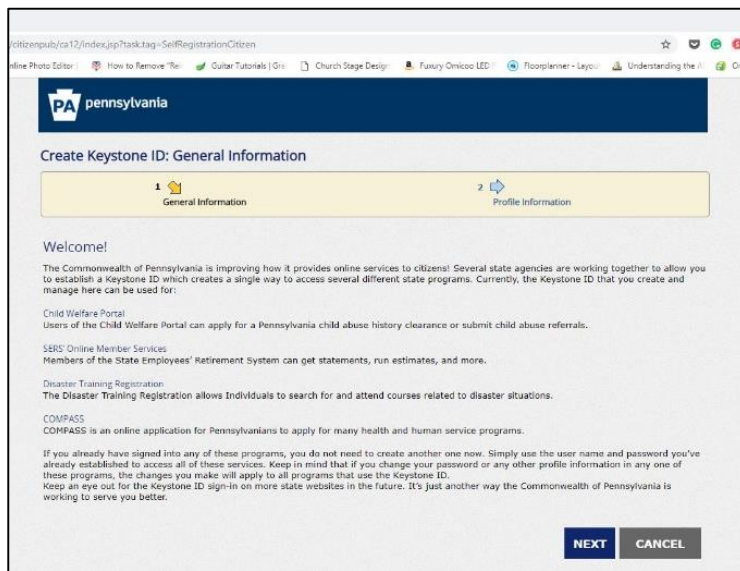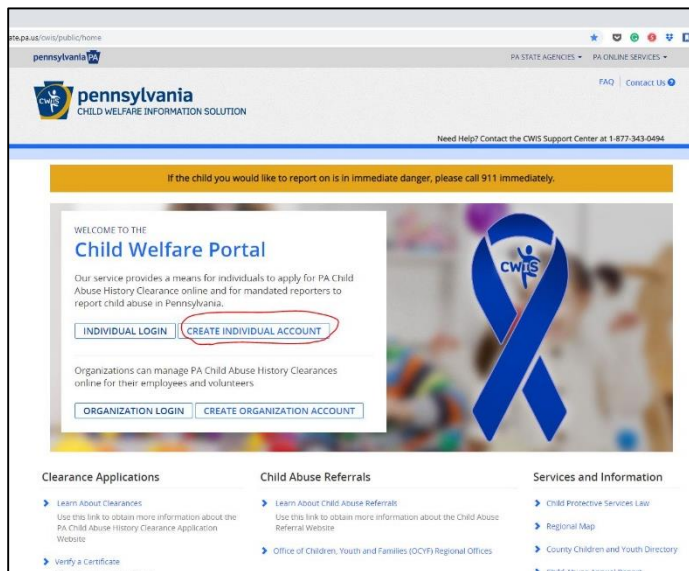

2. On the next page, fill in all of your profile information to create a new account. You will need an email address to complete this process online. The 'Keystone ID' is a username that you create so you can access your own results at your convenience.

3. Once you complete the form, an email will be sent to you with a temporary password. You must check your email to continue the process.

4. Your email will include a temporary password. You will use this only once to log in, and then you will be asked to change it.
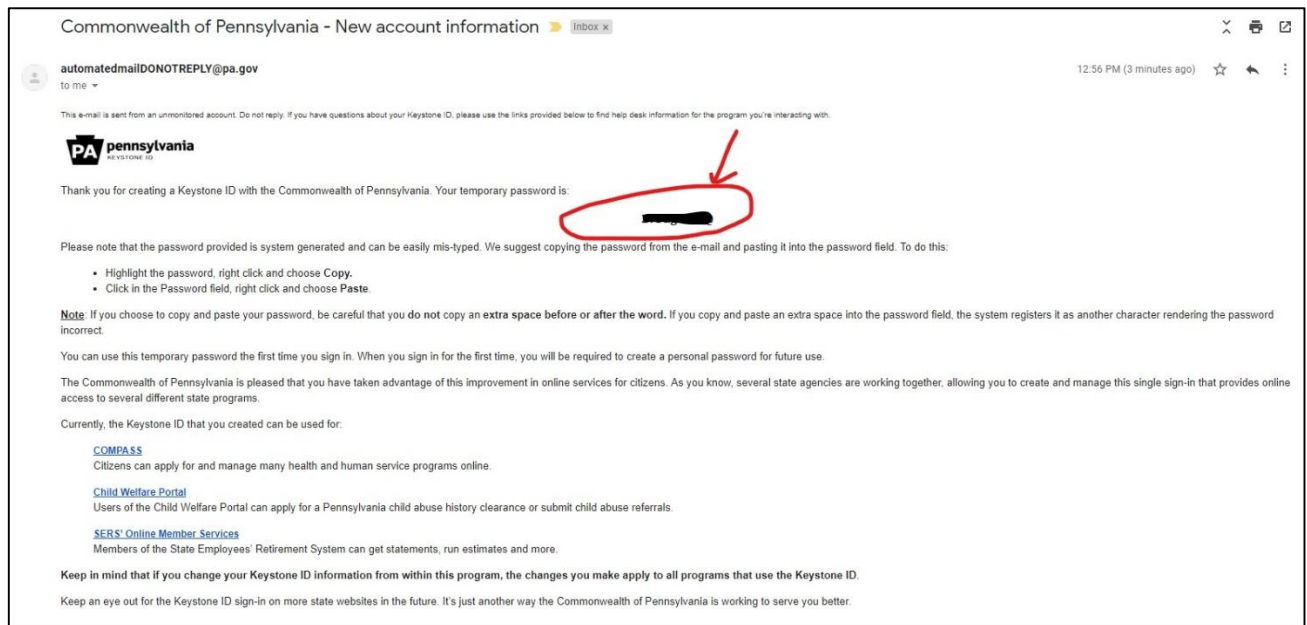
5. Now, in a new browser window (keeping your email open), go back to https://www.compass.state.pa.us/cwis/public/home. Click on the button labeled, 'Individual Login'. Choose 'Access My Clearances'. On the next page, which says 'Learn More / About This Website / Disclosure of Personal Information', click 'Continue'.
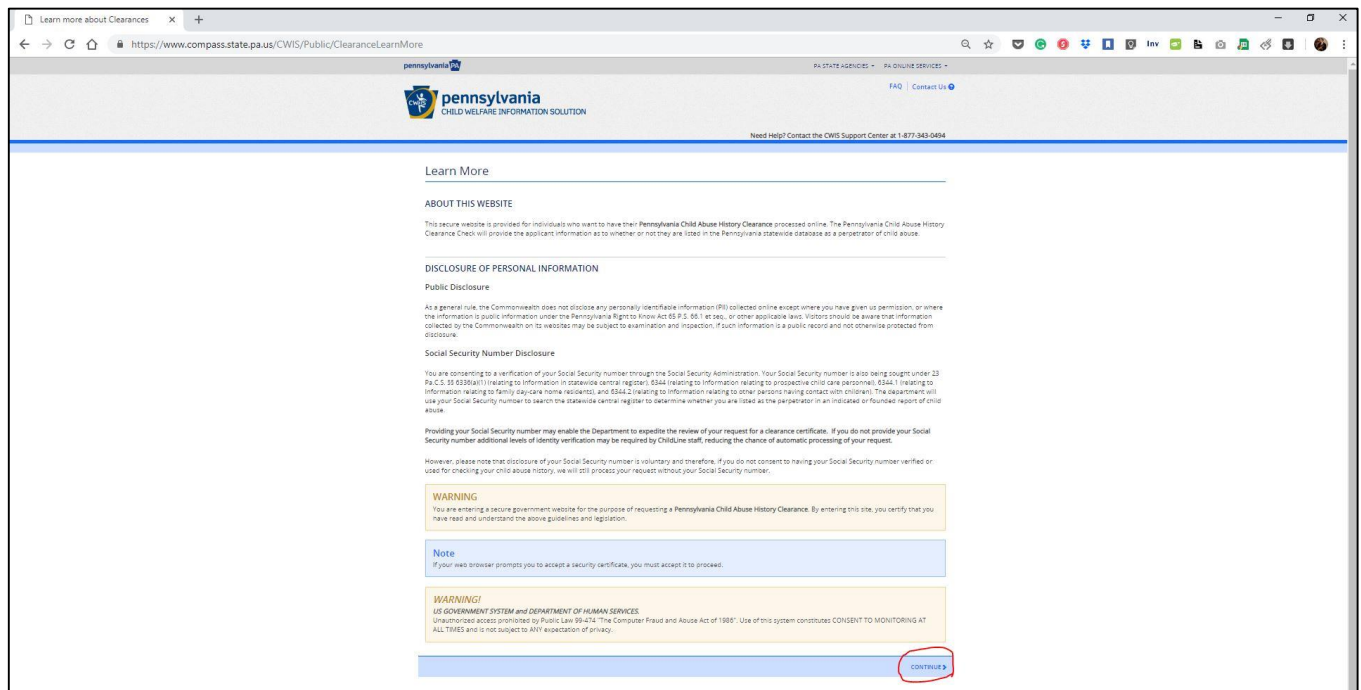
Log in with your newly created username (aka, Keystone ID) and temporary password. (You may be asked to verify your identity either with a security code or by using your recently created security questions. Choose one of those methods and follow the instructions.) Then, on the next page, select if you are using a Private or Public/Shared device.

6. You will be taken to this page, in which you will be asked to set your own password. This will replace the temporary password that was sent to you via email. **Be sure to write this new password down (as well as your Keystone ID), and keep it safe. You will need it a few years from now, whenever you need to renew your clearances.**

7. (Now that you have a Keystone ID and password), go to: https://www.compass.state.pa.us/cwis/public/home. Choose, 'Individual Login', then 'Access My Clearances', then when you get to the 'Learn More' page, click 'Continue'. Log in with your Keystone ID and password. (You may be asked to agree to new Terms & Conditions before proceeding). On the next page, click 'Create Clearance Application'.

8. This will take you to a page called, 'Getting Started'. Scroll to the bottom, and click 'Begin.'

9. On the "Application Purpose" page, you are a "Volunteer Having Contact with Children". Your Volunteer Category is "Other" and your Agency Name is "Lebanon Bible Fellowship Church". Complete the page with these values and hit the "Next >" button on the bottom right.

10. You will then come to the "Application Information" page. Enter all the information you are asked to provide. We recommend that you enter your Social Security Number, even though it is not required, because entering it will (in most cases) cause your clearance to be completed much more quickly.

11. Add any previous names/nicknames (if applicable), and also a contact phone number. Then click 'Next'.

12. On the "Previous Addresses" page, enter all your addresses you lived at since 1975. Enter as much as you can remember. Then click 'Next'.

13. One the "Household Members" page, enter the information of everyone that lived with you since 1975. Again, enter as much as you can remember.

14. Review all the data you entered on the "Application Summary" page.

15. On the 'eSignature' page, it will ask you if 'you have received a paper or electronic volunteer certification free of charge since [a certain date].' What this is really asking is if you have received a code from the church or another organization, at some point in the past, since the date specified, to complete a previous PA Child Abuse check for no fee.   For many individuals in our church, the answer will be 'no'. Check the appropriate box, then check the 'I hereby affirm…' box, then type your name in the 'Signature' box, and click 'Next'.

16. On the "Application Payment" page, it asks "Did an organization provide a payment code for your application?" You will answer 'yes' if you recently received a unique code from the church, that waives the fee of the is background check.   Next, enter the Unique Code given to you by the church. Check the box that says, "By entering this code…". Then click the "Submit Application>" button.

17. You will be taken to the "Submission Confirmation" page. Once the State processes the application, they will email you and the church with the result. You can click the "Log Out" button at the bottom of the page.

18. **Your Child Abuse Clearance application is complete!**   Please note that it may take a few days or weeks for the result to be sent to you. If you used a code provided by the church in step #16, you do not need to send your clearance result to the church; the church will be able to access your clearance result online, once it is finished.

Please speak to Pastor David Brandt if you have any questions.