



PA CHILD ABUSE HISTORY CLEARANCE - ACT 151 (ONLINE INSTRUCTIONS)

- Using Web Browser - Navigate to <https://www.compass.state.pa.us/cwis/public/home>
- CLICK **“CREATE INDIVIDUAL ACCOUNT”**
 - Review the General Information and CLICK **“NEXT”**
- Create a new Keystone ID – Enter the information requested. You must include an email address. Create your own memorable ID that is 6 to 10 characters long for the first box.
- CLICK **“FINISH”**
- Close the browser and Check your email for a Message with your temporary password
- Go back to <https://www.compass.state.pa.us/cwis/public/home>
- CLICK **“INDIVIDUAL LOGIN”**
- CLICK **“ACCESS MY CLEARANCES”**
- Scroll Down and CLICK **“CONTINUE”**
- Enter the Keystone ID you created and the Temporary Password that was emailed to you
- CLICK **“LOGIN”**
- Change your password and CLICK **“SUBMIT”**
- Be sure you are still logged in. If not Login with new password and continue
- Agree to the My Child Welfare Account Terms and Conditions and CLICK **“NEXT”**
- Read Learn More and CLICK **“CONTINUE”**
- CLICK **“CREATE CLEARANCE APPLICATION”**
- Scroll Down and CLICK **“BEGIN”**
- CHECK - Volunteer Having Contact with Children
 - Volunteer Category = OTHER
 - Agency Name = BRIDGEVILLE ATHLETIC ASSOCIATION
- CLICK **“NEXT”**
- Complete Applicant Information (Note: SSN is NOT Required) and CLICK **“NEXT”**
- Complete Current Address and CLICK **“NEXT”**
- Complete Previous Addresses since 1975 and CLICK **“NEXT”**
- Complete Household Members and CLICK **“NEXT”**
- Review Application Summary and CLICK **“NEXT”**
- Complete eSignature and CLICK **“NEXT”**
- Application Payment - CHECK “NO” and CLICK **“SUBMIT APPLICATION”**
- You will receive an email clearance notification within 14 days
- CLICK **“LOGOUT”**
- Following email notice, Print two copies (One for your Records and one for the BAA)
 - Submit one copy to:

Wendi Duffill
649 Gregg Avenue
Bridgeville, PA 15017
Phone: (412) 221-1995
Email: wduffill@bridgevilleball.com

PA CHILD ABUSE CLEARANCE MUST BE SENT TO BAA BY MARCH 11th, 2017