



CWIS Business Partner User Guide

Revised July 30, 2015

Background

The instructions in this document provide guidance to external organizations using CWIS to generate payment codes or fee-waived codes for child abuse history certifications. These business partners (BPs) can be agencies that are purchasing codes for employees or other non-volunteer purposes or fee-waived codes for tracking volunteers.

Organizations will have two types of users: business partner administrators (BP Admins) or non-administrator users (BP Users).

This document provides instructions on how to do the following:

- **Register a Business Partner Organization**
- **Register as a Business Partner Administrator/User**
- **Approve CWIS Access for Business Partner User** (for subsequent users from the organization who register with CWIS in order to generate payment codes)
- **Generate Payment or Fee-Waived Codes** (for child abuse certifications)

Register a Business Partner Organization

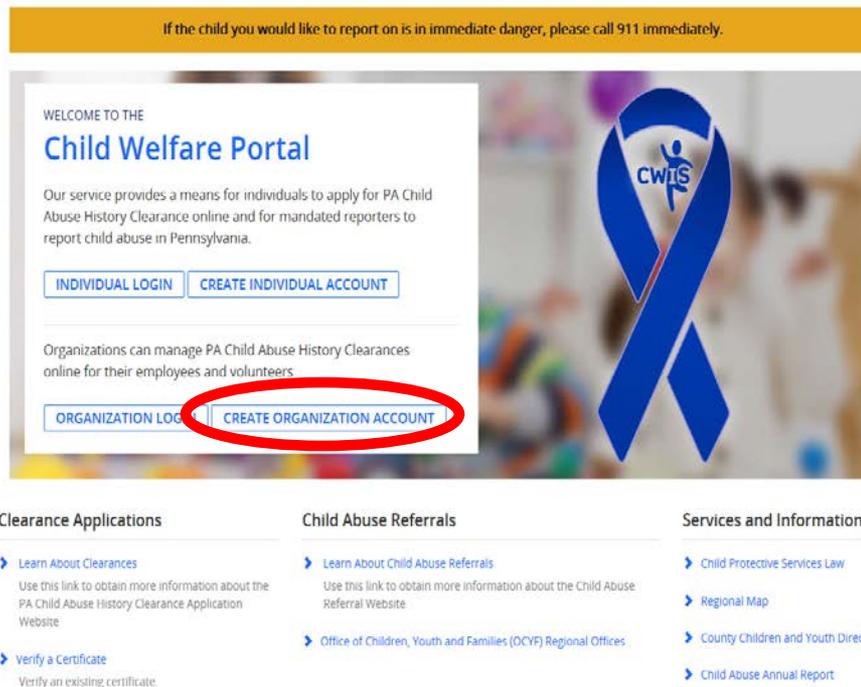
Scenario:

A user from an organization needs to register their organization with the Department of Human Services (DHS) in order to issue payment codes to employees or fee-waived codes to volunteers. The organization has not previously registered with DHS.

Register a Business Partner Organization: Step 1

- Navigate to the **CWIS Child Welfare Portal**
OR
- Navigate to the following web address:
 - <https://www.compass.state.pa.us/cwis>
- Click the **CREATE ORGANIZATION ACCOUNT** link.

If the child you would like to report on is in immediate danger, please call 911 immediately.



WELCOME TO THE
Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

[ORGANIZATION LOGIN](#) [CREATE ORGANIZATION ACCOUNT](#)

Clearance Applications

- ▶ [Learn About Clearances](#)
Use this link to obtain more information about the PA Child Abuse History Clearance Application Website
- ▶ [Verify a Certificate](#)
Verify an existing certificate.

Child Abuse Referrals

- ▶ [Learn About Child Abuse Referrals](#)
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Services and Information

- ▶ [Child Protective Services Law](#)
- ▶ [Regional Map](#)
- ▶ [County Children and Youth Directory](#)
- ▶ [Child Abuse Annual Report](#)

Register a Business Partner Organization: Step 2

- On the **General Information** screen, click **NEXT**.

The screenshot shows a web browser window with the URL <https://www.hhsapps.state.pa.us/iam/im/businesspartnerspub/ca12/index.jsp?task.tag=EBUserSelfRegistration&>. The page header includes the Pennsylvania logo and the text "pennsylvania". The main heading is "Enterprise Business Partner Registration: General Information". Below this is a progress bar with seven steps: 1. General Information (highlighted), 2. User Profile Information, 3. Organization Information, 4. Organization Role, 5. Application Details, 6. User Release Agreement, and 7. Security Questions. The main content area contains a "Welcome!" message, a paragraph explaining the purpose of the Business Partner ID (B-), a section titled "What is Enterprise Business Partner Registration?" with a detailed description, and a link for existing users: "Already have a Business Partner ID (B-)? If you have already created a Business Partner ID (B-), you do not need to create another one. Simply click the link below and use the Business Partner ID and Password you have already created to login." Below this is a link: "Requesting the Child Welfare Portal access with your existing Business Partner ID (B-)? Click [HERE](#)". At the bottom right, there are two buttons: "NEXT" (circled in red) and "CANCEL".

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Register a Business Partner Organization: Step 3

- On the **User Profile Information** screen, complete the required fields, then click **NEXT**.

Enterprise Business Partner Registration: User Profile Information

1 General Information 2 User Profile Information 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

• = Required

User Profile Information

• First Name

• Last Name

• Email address
Enter your Organization 'Email Address', maximum of 50 characters.

• Confirm Email Address

• Phone Number

Secondary Phone Number

For additional security, the Commonwealth of Pennsylvania requires that your 'Password' meet these requirements:
At least eight (8) characters
Contain one number
Contain one upper-case letter
Contain one lower-case letter
Contain one special character, such as !, @, \$, %, ^, etc.
Does not contain your user name, first or last name
Please note that the password you select here will be used for login, once your request is approved

• Password

• Confirm Password

What is the Business Partner ID? Your Business Partner ID will be system-generated based on the user profile information you provide. Once you are approved, you will receive an e-mail containing your Business Partner ID (B-) that will be used for future login.

BACK **NEXT** CANCEL

Register a Business Partner Organization: Step 4

- On the **Organization Information** screen, enter the **Organization Tax ID** and **Organization Name**.
- The screen will refresh. **“Not Registered”** will display in the **Organization Registration Status** field. (Note: This scenario assumes this organization is new to DHS; if you see **“Registered”** appear, confirm that the tax ID used belongs to your organization and then move to the **“Register as a Business Partner Administrator/User”** following scenario.)
- Click the **REGISTER ORGANIZATION** button.

Commonwealth of PA - K: X
Pennsylvania Department of Public Welfare [US] | https://www.hhsapps.state.pa.us/iam/im/businesspartnerspub/ca12/index.jsp?facesViewId=/app/page/profile/profile

Enterprise Business Partner Registration: Organization Information

Error: [Organization Information: Organization Registration Status] Your Organization doesn't exist in our system. Please click the button below to register a new organization.

1 General Information 2 User Profile Information 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

Required

To create a new Business Partner ID, please provide the following information about your Organization:
Enter your 9-digit Organization Tax ID/Federal Employer Identification Number (FEIN) with no spaces or dashes (-) and your registered Organization Name. Please contact your Finance or HR Department Tax/Federal Employer Identification Number (FEIN).
Why is this information needed? We are asking for the Organization Tax ID and Organization Name so we can assign users to the appropriate organization in our system. After being assigned to the appropriate organization, users are given access to different tasks associated with the organization.

Organization Name
test

Organization Tax ID
456327890

Organization Registration Status:
Not Registered

Can't find your organization? If your organization registration status is "Not Registered" or your organization location is not listed in the options, please click the "Register Organization" button below to register your organization. Please note: the Enterprise Business Partner Registration process will end when you leave to register your organization. You will need to re-visit this process to create your Business Partner ID.

Register Organization

BACK NEXT CANCEL

Register a Business Partner Organization: Step 5

- On the **Enterprise Business Partner Organization Profile** screen, complete the required information. Note that the **Organization Tax ID** is your organization's tax ID or federal employer identification number (FEIN), then click **NEXT**.

PA pennsylvania

Enterprise Create Organization: Organization Profile

1 Organization Profile 2 Data Release Agreement

Required

Please provide the following information about your organization:

- Organization Name
[test]

Enter your 9-digit Organization Tax ID/Federal Employer Identification Number (FEIN) with no spaces or dashes (-). It should not be less than 9-digits. For more information, contact your Finance or HR Department for Tax ID/FEIN.

- Organization Tax ID
[256327890]

- Organization description
[]

- Street Address 1
[]

Street Address 2
[]

- City
[]

- State
[Pennsylvania]

- Zip Code
[]

Contact Person Information

- First Name
[test]

- Last Name
[test]

- Email Address
[test@gmail.com]
Enter your Organization "Email Address", maximum of 50 characters.

- Primary Phone
[201-773-6543]

Brief Explanation

- Brief Explanation
[]

Please provide a brief explanation describing why you need to register this organization. If registration is required due to the nature of your job, please provide an overview of your job along with the tasks and duties you need to complete through the use of this application. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.
(Maximum Characters: 300)

For security reasons, please answer the following question:

Question
[]

Answer
[]

NEXT CANCEL

Register a Business Partner Organization: Step 6

- On the **Data Release Agreement** screen, read the agreement and select the radio button starting with “I have read and accept...”, and enter the full name (first last) in the **Full Name** field (*exactly* the same as on the previous screen), then click **FINISH**.

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks.

DATA RELEASE AGREEMENT

I.
PARTIES
This Agreement is made between the Commonwealth of Pennsylvania

Before submitting the Organization Registration Request, you must provide an e-Signature.

What is an e-Signature? e-Signatures can be defined as any electronic process of signifying your approval, typically done by typing your name in a specific field as a digital signature.

Certification and Authorization for e-Signature

I certify to the best of my knowledge that I understand my rights and responsibilities.
I certify that all information in this application is true and correct under penalty of perjury.

Data Release Agreement I have read and accept all the terms and conditions of this agreement
 Do not accept the terms and conditions of this agreement

I understand that by entering my name in the field below, this acts as my legal signature. I accept the terms and conditions of the Data Release Agreement above.

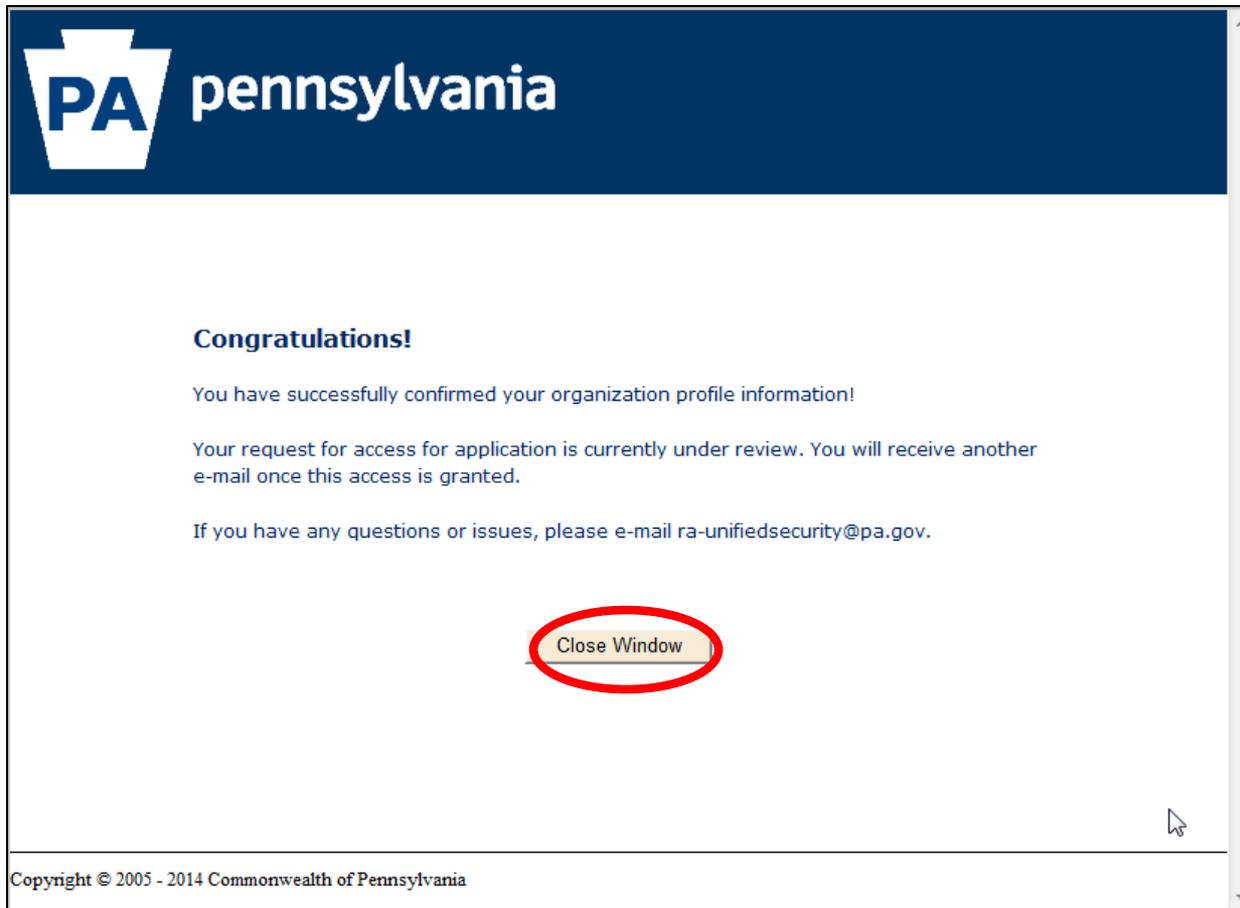
Full Name

Your 'Full Name' must be identical in all the future 'Name' fields and be in the format (e.g. John Doe).

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Register a Business Partner Organization: Step 7

- On the **Congratulations!** screen, click the **CLOSE WINDOW** button.



Register a Business Partner Organization: Next Steps

- An email acknowledging the request will be sent to the user email provided in the Register Organization scenario steps.
- Once approved, an approval email will be sent to the user email used in the registration.
- You (or someone else) will now have to self register as a business partner administrator (see the following scenario).

SCENARIO COMPLETE

Register as a BP Admin/User

Scenario:

The organization is already registered with the Department of Human Services. A user from the organization desires to register as a business partner administrator or a business partner user (non-administrator).

Register as a BP Admin/User: Step 1

- Navigate to the **CWIS Child Welfare Portal**
OR
- Enter the following URL in your browser:
<https://www.compass.state.pa.us/cwis>
- Click the **CREATE ORGANIZATION ACCOUNT** link.

If the child you would like to report on is in immediate danger, please call 911 immediately.

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Register as a BP Admin/User: Step 2

- On the **General Information** screen, click **NEXT**.

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Enterprise Business Partner Registration: General Information

1 **General Information** 2 **User Profile Information** 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to Business Partners. Several state agencies are working together to establish a single Business Partner ID (B-) to access multiple state agency sites as a way of simplifying your experience. If you have not registered for a Business Partner ID (B-) before and wish to **create a new account**, please click the **'Next'** button below.

Already have a Business Partner ID (B-)? If you have already created a Business Partner ID (B-), you do not need to create another one. Simply click the link below and use the Business Partner ID and Password you have already created during login.

What is Enterprise Business Partner Registration? This registration allows you to create a Business Partner ID (B-) that you will use to complete management tasks affiliated with your specific position. Once you have completed tasks, they will be escalated accordingly in order to receive approval.

[Existing Business Partner ID - CLICK HERE](#)

Next Cancel

Register as a BP Admin/User: Step 3

- On the **User Profile Information** screen, complete the required fields, then click **NEXT**.

PA pennsylvania

Enterprise Business Partner Registration: User Profile Information

1 **General Information** 2 **User Profile Information** 3 **Organization Information** 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

• = Required

User Profile Information

• First Name

• Last Name

• Email address Enter your Organization 'Email Address', maximum of 50 characters.

• Confirm Email Address

• Phone Number (XXX-XX-XXXX)

Secondary Phone Number (XXX-XXX-XXXX)

For additional security, the Commonwealth of Pennsylvania requires that your 'Password' meet these requirements:
At least eight (8) characters
Contain one number
Contain one upper-case letter
Contain one lower-case letter
Contain one special character, such as !, @, \$, %, ^, etc.
Does not contain your user name, first or last name

Please note that the password you select here will be used for login, once your request is approved

• Password

• Confirm Password

What is my Business Partner ID? Your Business Partner ID will be system-generated based on the user profile information you provide. Once you are approved, you will receive an email containing your Business Partner ID (B-) that will be used for future login.

Back **Next** Cancel

Register as a BP Admin/User: Step 4

- On the **Organization Information** screen, enter the required fields, then click **NEXT**. (Note: your organization must be registered with DHS or you will not be able to proceed.)

PA pennsylvania

Enterprise Business Partner Registration: Organization Information

1 **General Information** 2 **User Profile Information** 3 **Organization Information** 4 **Organization Role** 5 **Application Details** 6 **User Release Agreement** 7 **Security Questions**

• = Required

To create a new Business Partner ID, please provide the following information about your organization:

Enter your 9-digit Organization Tax ID/Federal Employer Identification Number (FEIN) with no spaces or dashes (-) and your registered Organization Name. Please contact your Finance or HR Department Tax/Federal Employer Identification Number (FEIN).
Why is this information needed? We are asking for the Organization Tax ID and Organization Name so we can assign users to the appropriate organization in the system. After being assigned to the appropriate organization, users are given access to different tasks associated with their organization.

• Organization Tax ID
• Organization Name
Organization Registration Status:

Don't know if your organization is registered? If you do not know whether your organization has been registered, enter your Organization Tax ID/Federal Employer Identification Number (FEIN) and Organization Name. Your organization has not been registered in the case that you have been prompted with an 'Error' message. In order to register your organization, please click the 'Register Organization' button below.

Register Organization

Back Next Cancel

Register as a BP Admin/User: Step 5

- On the **Organization Role** screen, click the appropriate radio button for the role you want and then click **NEXT**. (Note: if you are the first user to register for an organization, you will be required to register as an administrator. Subsequent requests may select either option.)

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Enterprise Business Partner Registration: Organization Role

1 General Information 2 User Profile Information 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

• = Required

Administrative Business Partner user?

What is an Administrative Business Partner user? An Administrative Business Partner user is the user responsible for approving non-Administrative Business Partners user registrations and managing user accounts within the organization. The self-registration of an Administrative Business Partner user need to be approved by the Department of Human Services. An organization is allowed to have four Administrative Business Partner users.

Tell us about your role in your organization:

Organization Role I am an Administrative Business Partner user
 I am a non-Administrative Business Partner user

Back **Next** Cancel

Register as a BP Admin/User: Step 6

- On the **Application Details** screen, enter a justification for your request for payment codes in the **Brief explanation** field: please be sure to specify either payment-waived or prepaid, then click **NEXT**. (Note: By law, only a very limited group of organizations (e.g., Big Brothers/Big Sisters, rape crisis centers, etc.) will be given the ability to issue payment-waived codes. The predominant majority of organizations will **ONLY** be able to issue prepaid codes to their members.)

The screenshot shows the 'Enterprise Business Partner Registration: Application Details' screen. At the top, there is a navigation bar with seven steps: 1. General Information, 2. User Profile Information, 3. Organization Information, 4. Organization Role, 5. Application Details (highlighted with a yellow background), 6. User Release Agreement, and 7. Security Questions. Below the navigation bar, there is a legend indicating that a red dot means 'Required'. The main section is titled 'Application Details' and contains a text area for a 'Brief explanation'. The text area is highlighted with a red circle and contains the text 'CWIS Testing'. At the bottom right of the form, there are three buttons: 'Back', 'Next' (highlighted with a red circle), and 'Cancel'.

Register as a BP Admin/User: Step 7

- On the **User Release Agreement** screen, read the agreement and select the “**I have read and understand...**” radio button. (Note: If you do not select this radio button, you will not be granted access).
- Enter the full name (First Last) in the **Full name** field.
- Click **NEXT**.

Enterprise Business Partner Registration: User Release Agreement

1 General Information 2 User Profile Information 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

* = Required

Below is the Commonwealth of Pennsylvania's User Release Agreement (Management Directive). You must read and accept the terms and conditions of this agreement.

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks.

Governor's Office

Subject: Commonwealth of Pennsylvania Information Technology Acceptable Use Policy	Number: 205.34 Amended
Date:	By Direction of: <i>Kelly Anneell Logan</i>

Before submitting the Enterprise Business Partner Registration, you must provide an e-Signature.

What is an e-Signature? e-Signatures can be defined as any electronic process of signifying your approval, typically done by typing your name in a special field as a digital signature.

Certification and Authorization of e-Signature

I certify, to the best of my abilities, that I understand my rights and responsibilities.
I certify that all information in this Enterprise Business Partner Registration is true and correct under penalty of perjury.

*User Release Agreement I have read and understood this entire agreement and agree to abide by it
 I do not accept the terms and conditions of this agreement

I agree that by entering my name, this acts as my legal signature and that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms stated.

*Full name
(Full Name should be identical to user profile and should be in specified format (firstname lastname))

Back Next Cancel

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Register as a BP Admin/User: Step 8

- On the **Security Questions** screen, select three unique questions and answers. (Note: Be sure to pick answers that you will easily remember-- you will need to remember these answers if you need to retrieve your user ID or reset/unlock your password. You must reset your password every 120 days or it will expire.)
- Click **FINISH**.

PA pennsylvania

Enterprise Business Partner Registration: Security Questions

1 General Information 2 User Profile Information 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 **Security Questions**

• = Required

Security Hint Questions and Answers

Select the Security Questions from the drop down menus below. These Security Questions are used in the event that you forget your password. Please remember that answers **must** be entered the same way as you enter them below in future Login attempts.

Tips for Security Questions:
-Avoid using special characters (!, @, #, %, ^, etc.)
-Be careful in using capitalization as the answer must be identical (e.g., Philadelphia ≠ philadelphia)
-Choose questions that you can answer easily

• Security Questions 1 Please select a security question
• Answer 1
• Security Question 2 Please select a security question
• Answer 2
• Security Question 3 Please select a security question
• Answer 3

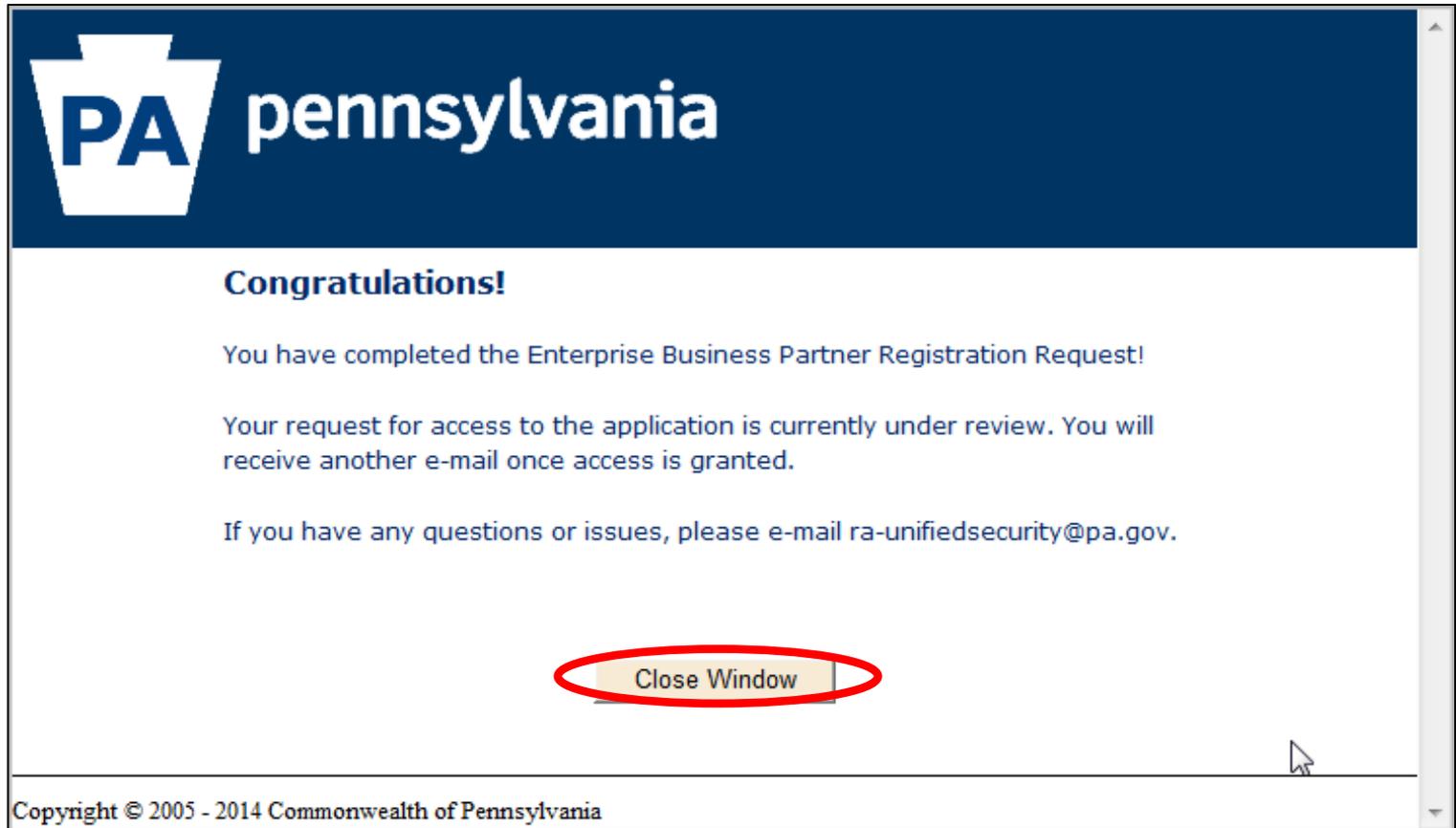
For security reasons, please answer the following question:

Question: what color is a ripe banana?
Answer

Back Finish Cancel

Register as a BP Admin/User: Step 9

- On the **Congratulations** screen, click **CLOSE WINDOW**.



Register as a BP Admin/User: Next Steps

- You will receive an automated email notifying you that the Commonwealth has received your email request.
 - The first user from your organization to register will be the business partner administrator (BP Admin). The approval of that request will be processed by OCYF.
 - Subsequent requests for administrative access will be processed by OCYF
 - Subsequent requests for non-administrative access will be approved by your organization's BP Admin(s).
- Once the request is approved, you will receive an auto-generated email notifying you of your b-dash user ID. It will be in the format (*b-abcde*). This is the ID you will need to use to login to the CWIS *Organization login* link in order to generate, assign and view payment codes.

SCENARIO COMPLETE

Approve CWIS Access for BP User

Scenario:

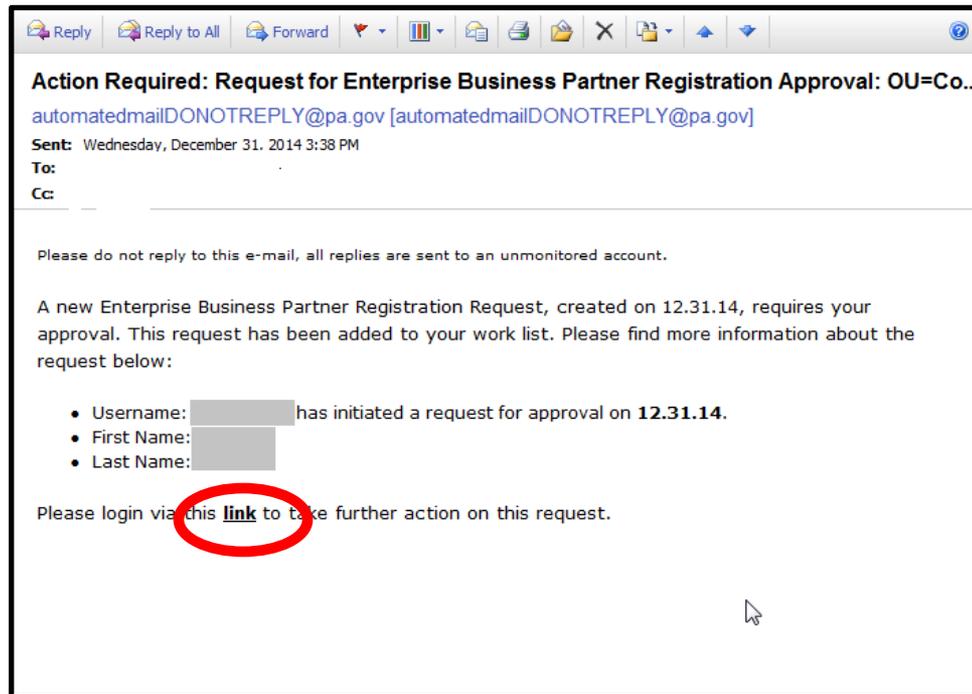
The organization business partner administrator needs to approve the CWIS access request received from a user (non-administrative) within their organization who has just registered via the Organization Account Access link on the Child Welfare portal.

Approve CWIS Access for BP User: Step 1

Once the user requests CWIS access, you (the business partner administrator) will receive an email notification.

- Open the email. You will see the name of user who requested CWIS access.
- Click the **link** in the email
- OR
- Navigate to the following web address:

<https://www.hhsapps.state.pa.us/iam/im/businesspartners/ca12/index.jsp>



Approve CWIS Access for BP User: Step 2

- On the **Keystone Key** screen, login to the security application with your BP Admin b-dash user ID and password.



Keystone Key

Username:

Password:

LOGIN

(Business Partner LoginID starting with "b-")

[Forgot Userid?](#) [Forgot / Change Password](#)

Approve CWIS Access for BP User: Step 3

- If there are any open requests for you to process, the **Work List** screen on the **Business Partner Management** tab will display with the request(s).
(Note: in the example here, a user has submitted a CWIS access request)
- Click the request hyperlink (circled below) to open it.

PA pennsylvania

Logged in as: [redacted] (Logout)

Business Partner Management Manage My Profile

Work List

Status	Name	Last Updated On	Initiated By	Workflow Level
○	Approval - User [redacted] registering for "CWIS Worker Portal" in Organization "CountyofYo3050"	12/31/14 3:38 PM	[redacted]	Event Level Workflow

Manage My Profile

Change Email Change Password Change Security Questions

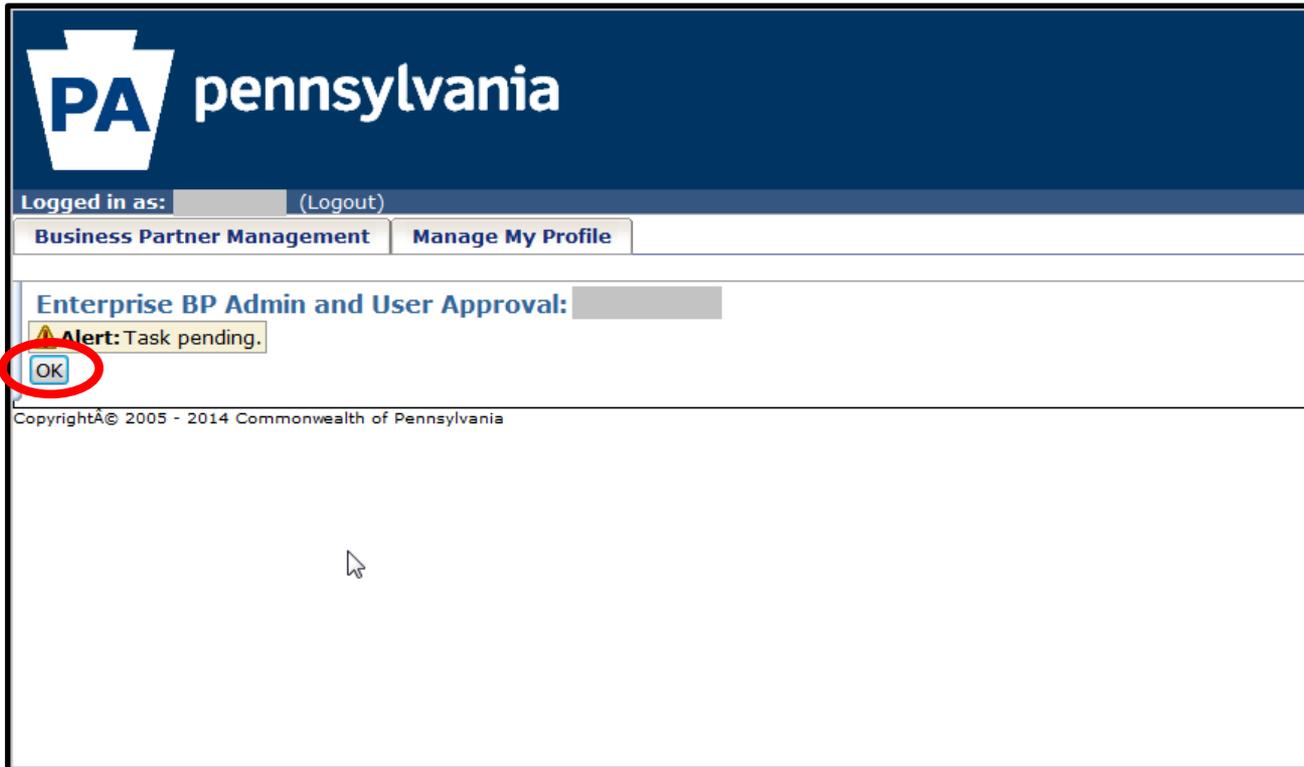
Approve CWIS Access for BP User: Step 4

- On the **Enterprise BP Admin and User Approval** screen, scroll down to the bottom of the screen and click the **APPROVE** button.

The screenshot displays the Pennsylvania Enterprise BP Admin and User Approval interface. The top navigation bar includes the PA logo and the text 'pennsylvania'. Below this, there is a 'Logged in as:' section with a '(Logout)' link, and two tabs: 'Business Partner Management' and 'Manage My Profile'. The main content area is titled 'Enterprise BP Admin and User Approval:'. The interface is divided into several sections: 'Rationale' with a dropdown menu showing 'CWIS', 'Provided access' with 'Application Role Assigned: CWIS County Worker', and 'Comments Section' with a note '(User will see content if request is rejected)' and a text input field. At the bottom of the main content area, there are four buttons: 'Approve', 'Reject', 'Reserve Item', and 'Close'. A red circle highlights the 'Approve' button. A callout box at the bottom of the image provides a magnified view of these four buttons, with the 'Approve' button circled in red.

Approve CWIS Access for BP User: Step 5

- On the **Enterprise BP Admin and User Approval** screen, a task pending alert displays.
- Click **OK** to continue.



The screenshot displays the Pennsylvania Department of Human Services interface. At the top left is the PA logo and the word "pennsylvania". Below this is a navigation bar with "Business Partner Management" and "Manage My Profile" tabs. The main content area shows the title "Enterprise BP Admin and User Approval:" followed by a greyed-out field. A yellow warning icon precedes the text "Alert: Task pending." Below the alert is a blue "OK" button, which is circled in red. At the bottom left of the page, the copyright notice "Copyright © 2005 - 2014 Commonwealth of Pennsylvania" is visible. A mouse cursor is positioned in the lower center of the page.

Approve CWIS Access for BP User: Next Steps

- New b-dash users will receive an email with their new b-dash user ID
- Existing b-dash users will receive an email notifying them of their new access.

SCENARIO COMPLETE

Generate Payment or Fee-Waived Codes

Scenario:

An organization's business partner administrator (BP Admin) or non-administrative user (BP User) needs to login to CWIS to create codes for their organization, or assign codes, or view certification results of assigned codes.

Generate Payment Codes: Step 1

- On the **CWIS Child Welfare Portal** (<https://www.compass.state.pa.us/cwis>), click the **Organization Login** link.
- **Note:** this link is **ONLY** used to:
 - Register an organization or individual to be able to generate codes
 - Generate payment or fee-waived codes
 - View generated codes and results

The **Organization Login** link is **ONLY** for:
1) Registering organizations or users; 2) Generating codes, or 3) Assigning / viewing codes and results.

If the child you would like to report on is in immediate danger, please call 911 immediately.

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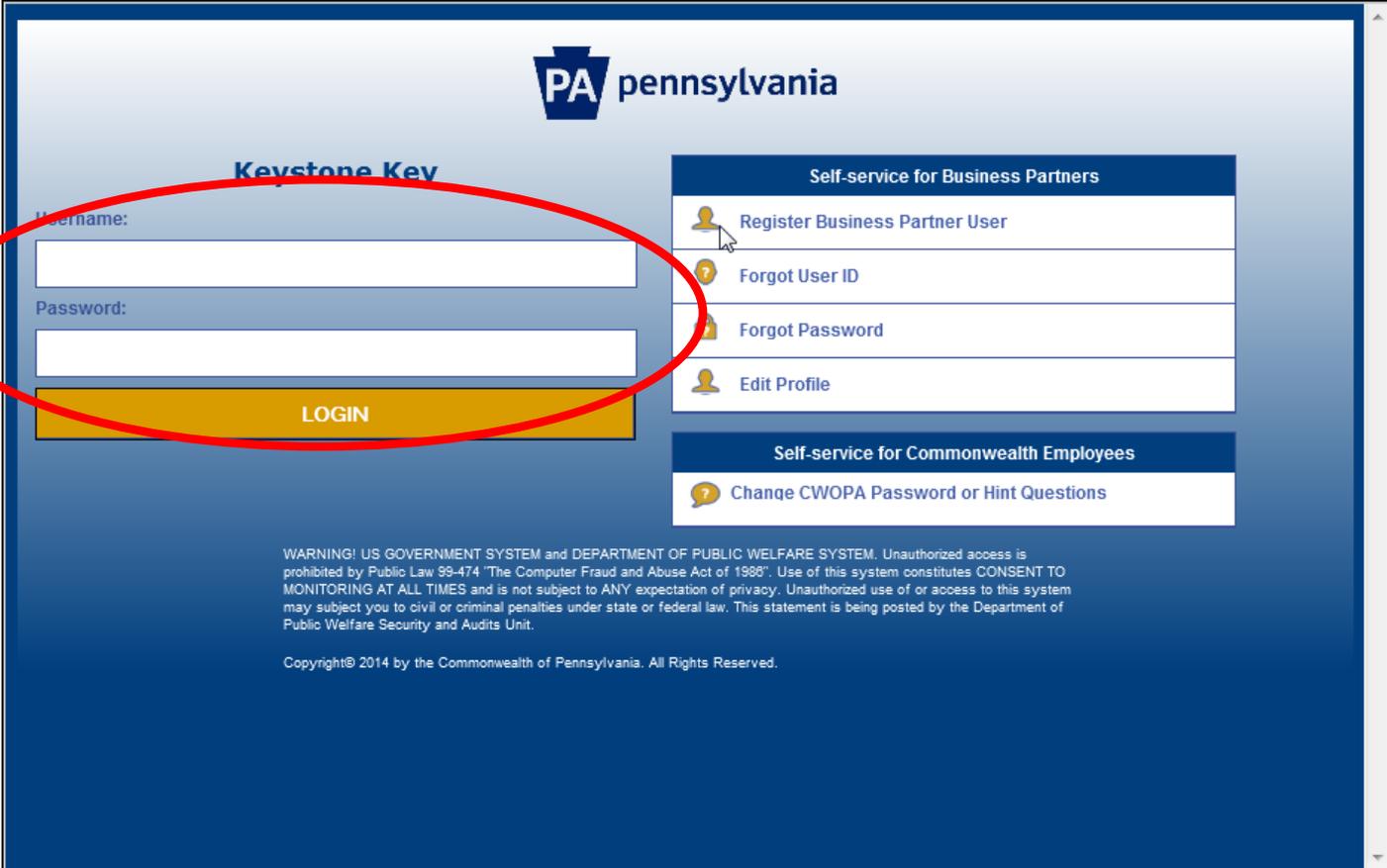
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Generate Payment Codes: Step 2

- On the **Keystone Key** screen, enter your b-user ID, password, and click **LOGIN**.



The screenshot shows the 'Keystone Key' login interface. At the top, there is the Pennsylvania logo and the text 'pennsylvania'. Below this, the title 'Keystone Key' is displayed. The login section includes a 'Username:' label, a text input field, a 'Password:' label, another text input field, and a yellow 'LOGIN' button. A red oval highlights the username and password fields and the login button. To the right of the login fields is a 'Self-service for Business Partners' menu with options: 'Register Business Partner User', 'Forgot User ID', 'Forgot Password', and 'Edit Profile'. Below this is a 'Self-service for Commonwealth Employees' menu with the option 'Change CWOPA Password or Hint Questions'. At the bottom of the screen, there is a warning message and a copyright notice.

PA pennsylvania

Keystone Key

Username:

Password:

LOGIN

Self-service for Business Partners

- Register Business Partner User
- Forgot User ID
- Forgot Password
- Edit Profile

Self-service for Commonwealth Employees

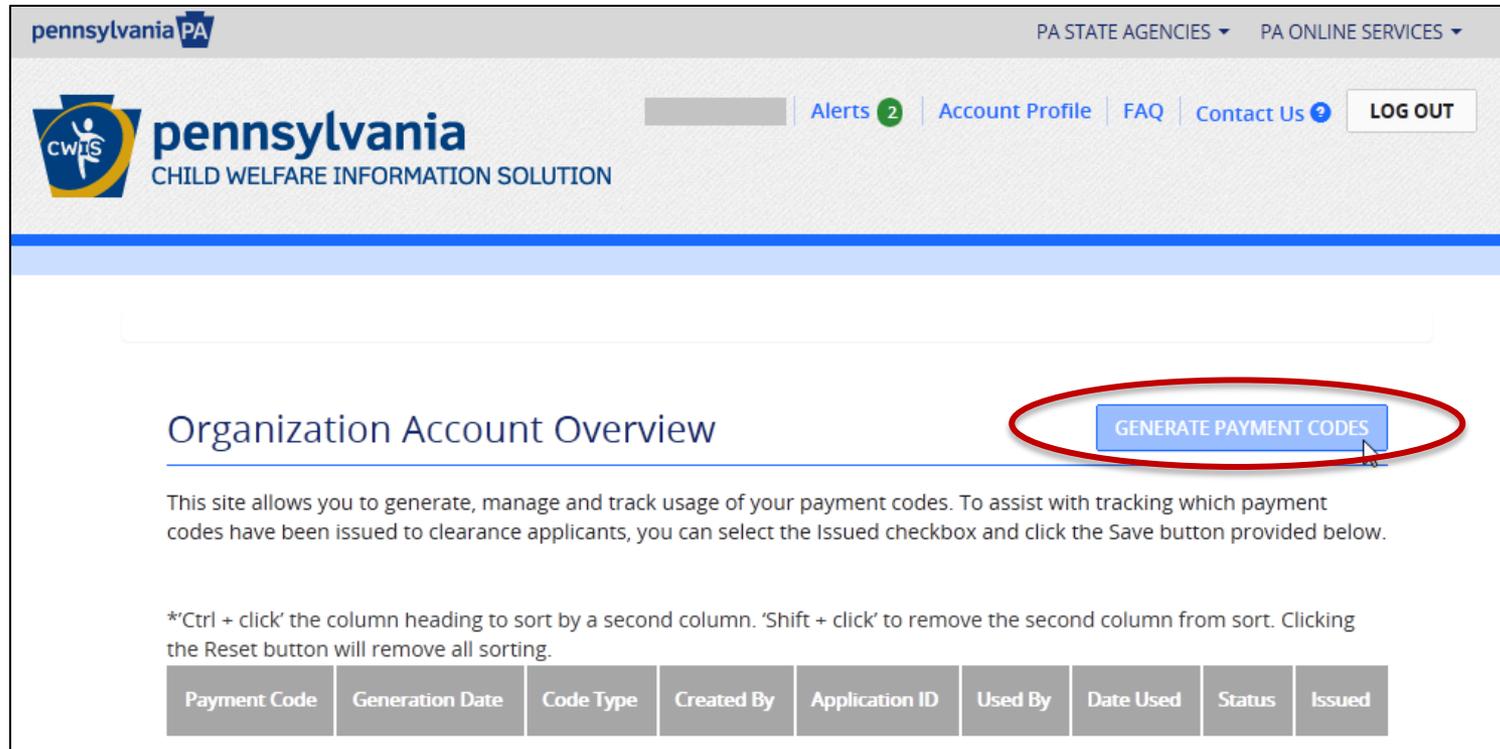
- Change CWOPA Password or Hint Questions

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1988". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Public Welfare Security and Audits Unit.

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Generate Payment Codes: Step 3

- From the **Organization Account Overview** screen, you will see available payment codes, to whom they have been assigned, and the certification result.
- To generate payment or fee-waived codes, click the **GENERATE PAYMENT CODES** button.



The screenshot shows the Pennsylvania CWIS portal interface. At the top, there is a navigation bar with the Pennsylvania logo and 'PA STATE AGENCIES' and 'PA ONLINE SERVICES' dropdown menus. Below this is a user profile section with a search bar, 'Alerts 2', 'Account Profile', 'FAQ', 'Contact Us', and a 'LOG OUT' button. The main content area is titled 'Organization Account Overview' and contains a blue button labeled 'GENERATE PAYMENT CODES' which is circled in red. Below the button is a paragraph of text: 'This site allows you to generate, manage and track usage of your payment codes. To assist with tracking which payment codes have been issued to clearance applicants, you can select the Issued checkbox and click the Save button provided below.' A note below that reads: '*Ctrl + click' the column heading to sort by a second column. 'Shift + click' to remove the second column from sort. Clicking the Reset button will remove all sorting.' At the bottom, there is a table with the following headers: Payment Code, Generation Date, Code Type, Created By, Application ID, Used By, Date Used, Status, and Issued.

Generate Payment Codes: Step 4

- On the **Generate Payment Codes** screen, select the type of codes to generate and enter the number of codes to generate. (Note: Fee-waived codes may only be generated for the purpose of volunteers)
- Click **GENERATE PAYMENT CODES**

Generate Payment Codes

What Type of Payment Codes would you like to generate? (required) ?

Fee-Waived Prepaid

How many codes would you like to create? Each code is equivalent to one Pennsylvania Child Abuse History Clearance Application.
(required)

5

[RETURN TO ACCOUNT OVERVIEW](#) [GENERATE PAYMENT CODES](#)

Generate Payment Codes: Step 5

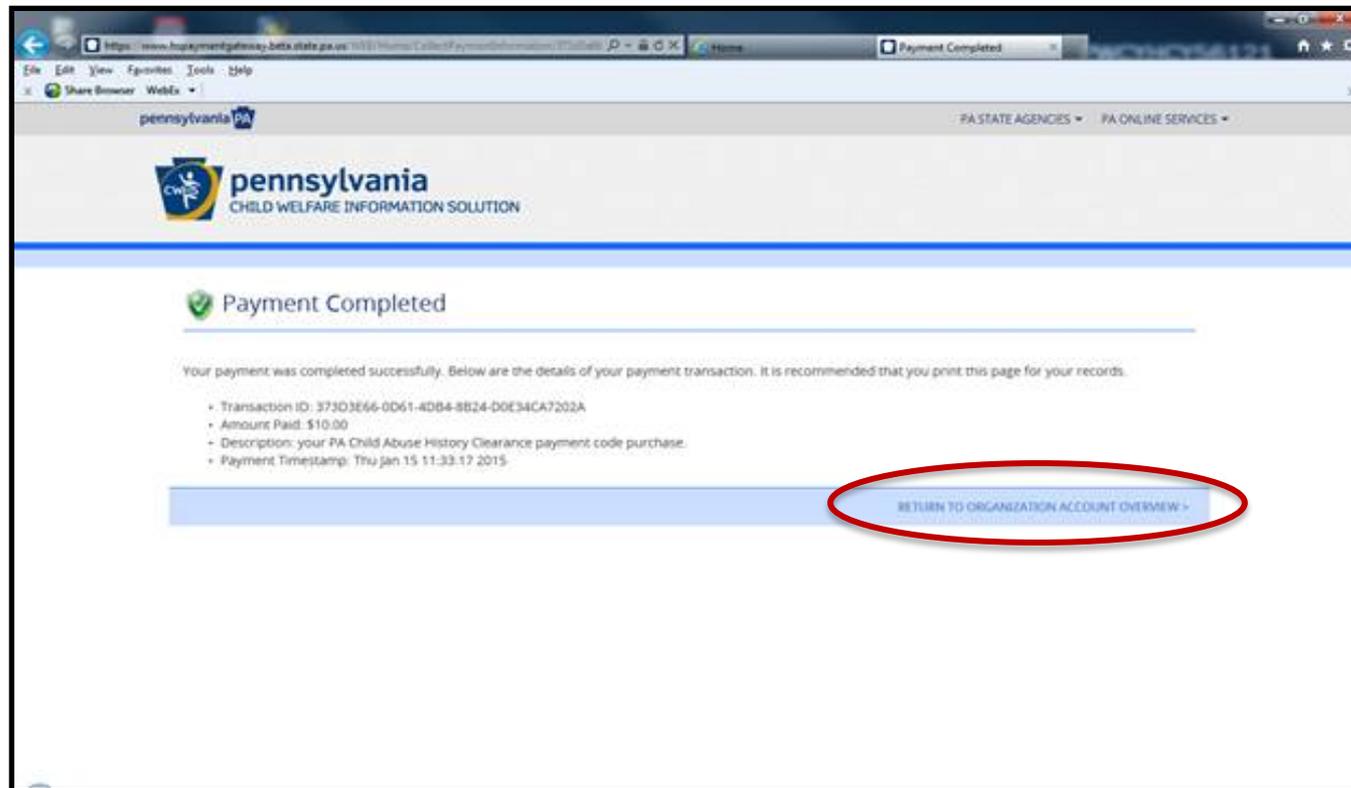
- Click the “*Continue to use this website...*” link (will only appear for prepaid codes)
- On the **Make a Payment** screen, complete the required information and click **PAY NOW**.
- Complete any remaining payment processing steps, such as printing the generated receipt (not shown).

The screenshot displays a web browser interface. On the left, a security warning is shown with a red shield icon containing a white 'X'. The text reads: "There is a problem with this website's security certificate. The security certificate presented by this website was not issued by a trusted certificate authority. Security certificate problems may indicate an attempt to fool you or intercept your data. We recommend that you close this webpage and do not continue to this website." Below this, there are three options: "Click here to close this webpage." (with a green checkmark), "Continue to this website (not recommended)." (with a red 'X' and circled in red), and "More information" (with a blue question mark icon).

On the right, the "Make a Payment" form is visible. The title is "Make a Payment". Below the title, it states: "You are about to complete a payment of \$1,000.00 for your PA Child Abuse History Clearance payment code purchase." The instruction says: "Please provide the information below to generate payment codes." The form fields include: "Name on Credit/Debit Card" (text input), "Credit/Debit Card Number" (text input with logos for VISA, MasterCard, American Express, and DISCOVER below it), "Credit/Debit Card Expiration Month" (dropdown menu showing "01 - January"), "Credit/Debit Card Expiration Year" (dropdown menu showing "2015"), "Credit/Debit Card Verification Code" (text input with images of American Express and Visa/MasterCard/Discover cards below it, showing "4 Digit Verification Number" and "3 Digit Verification Number" respectively), "Credit/Debit Card Billing Street Address" (text input), and "Credit/Debit Card Billing Zip Code" (text input). At the bottom of the form, there are two buttons: "< PREVIOUS" and "PAY NOW" (circled in red).

Generate Payment Codes: Step 6

- Be sure to click the **RETURN TO ORGANIZATION ACCOUNT OVERVIEW** button—this is the actual confirmation that CWIS uses to generate your payment codes once you return from the payment screens. (*Note: This option is only for prepaid codes.*)



Generate Payment Codes: Step 7

- Upon returning to the **Organization Account Overview** screen, you will see a success result displaying the payment codes, generation date, code type, and the name of the person who created them.

Success.
Your request has been processed Successfully.

Organization Account Overview

[GENERATE PAYMENT CODES](#)

This site allows you to generate, manage and track usage of your payment codes. To assist with tracking which payment codes have been issued to clearance applicants, you can select the Issued checkbox and click the Save button provided below.

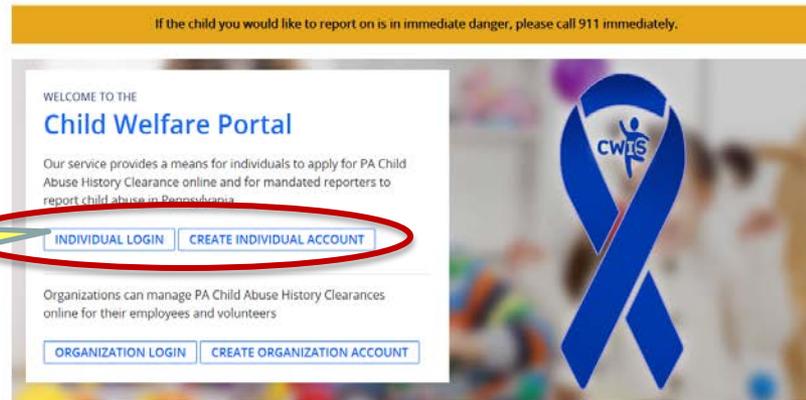
Ctrl + click the column heading to sort by a second column. *Shift + click* to remove the second column from sort. Clicking the Reset button will remove all sorting.

Payment Code	Generation Date	Code Type	Created By	Application ID	Used By	Date Used	Status	Issued
[REDACTED]	1/8/2015	Fee-Wavied	[REDACTED]					<input type="checkbox"/>
[REDACTED]	1/8/2015	Fee-Wavied	[REDACTED]					<input type="checkbox"/>
[REDACTED]	1/8/2015	Fee-Wavied	[REDACTED]					<input type="checkbox"/>
[REDACTED]	1/8/2015	Fee-Wavied	[REDACTED]					<input type="checkbox"/>

Generate Payment Codes: Next Steps

- The purpose of generating payment codes is so that employees or other non-volunteers can use them to pay for a child abuse certification. Fee-waived codes may be used to provide access to organizations to track volunteer certifications.
- To submit a clearance request using a code, an individual must first register for an individual account on the **CWIS Child Welfare Portal** by clicking the **CREATE A NEW ACCOUNT** button at the following link:
(<https://www.compass.state.pa.us/cwis>)
- Once they are registered, they will need to return to this page and click the **LOGIN** button to continue creating a child abuse certification request.

The individual must create a new account and then login here to submit child abuse certification requests.



Clearance Applications

- ▶ [Learn About Clearances](#)
Use this link to obtain more information about the PA Child Abuse History Clearance Application Website.
- ▶ [Verify a Certificate](#)
Verify an existing certificate.

Child Abuse Referrals

- ▶ [Learn About Child Abuse Referrals](#)
Use this link to obtain more information about the Child Abuse Referral Website.
- ▶ [Office of Children, Youth and Families \(OCYF\) Regional Offices](#)

Services and Information

- ▶ [Child Protective Services Law](#)
- ▶ [Regional Map](#)
- ▶ [County Children and Youth Directory](#)
- ▶ [Child Abuse Annual Report](#)

Generate Payment Codes: Next Steps (Continued)

- Once a code is used, you will be able to see who used the payment or fee-waived code, the date used, and the status of the certification application. Once the status changes to “Completed”, you will be able to click upon it to see the result by clicking on the hyperlink in the **Status** column.

Completed certifications will be able to be viewed here via a hyperlink (this certification request still needs to be processed).

Organization Account Overview

This site allows you to generate, manage and track usage of your payment codes. To assist with tracking which payment codes are used by clearance applicants, you can select the Issued checkbox and click the Save button provided below.

*Ctrl + click' the column heading to sort by a second column. 'Shift + click' to remove the second column from sort. sorting.

Payment Code	Generation Date	Code Type	Created By	Application ID	Used By	Date Used	Status	Issued
[REDACTED]	1/8/2015	Fee-Waived	[REDACTED]	5752893	[REDACTED]	1/8/2015	Under Review	<input checked="" type="checkbox"/>
[REDACTED]	1/8/2015	Fee-Waived	[REDACTED]					<input type="checkbox"/>

SCENARIO COMPLETE



pennsylvania
DEPARTMENT OF HUMAN SERVICES