Steps:

Contact Justen Behrens at [justin78@ptd.net](mailto:justin78@ptd.net) to get your code first. Please put Background check in the subject Line.

1.       Log on to:  [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)

2.       At this site create an account

3.       Once your fill out the information it will send you an email with a temporary password

4.       Set up your new password with the instructions in the email

5.       Log on using your id and password

6.       Check Manage your organization

7.       Click add organization

8.       Organization: is Mountain Top Youth Basketball

9.       Check of Recreational as type

10.   Use your address and phone number

11.   Click on Create Abuse Referral

12.   Fill out information and use your code that I sent you.

13.   Sorry for the complications but that is the State of PA for you!!!!