# Complete the New Application Process:

Login to CELS:

1. From the CELS home page, click **LOGIN TO INDIVIDUAL ACCOUNT**.

2. Enter your login credentials on the **Keystone Key** screen and click **LOGIN**.

1. Click the **NEW APPLICATION** button.
2. Read the *What to Expect* information. Click the **Next** button.
3. Complete the **General Questions** screen. Click the **Next** button.
4. Complete the Applicant Demographic Information screen. Include all names used since 1975, including maiden names. Click the **Next** button.
5. Complete the **Applicant Address Information** screen. Enter both current and previous addresses lived, since 1975. Click the **Next** button.
6. Complete the **Applicant Contact Information** with the applicant’s current phone number(s) and email address. Click the **Next** button.
7. Complete the **Applicant Household Member Information** screen. List everyone the applicant has lived with, at any time, from 1975 to the present. Include the applicant's parent(s), grandparent(s), or legal guardian(s) that raised them, even when they resided with that individual from 1975 or prior. Click the **Next** button.
8. Complete the **Child Care Provider Information** screen:
	1. In the **Attention** field, provide the name of the individual at the child care facility who should receive the CEL.
	2. In the **Provider Name** field, provide the name of the child care facility that the CEL should be mailed to.
	3. Click the **Next** button.
9. Thoroughly review the **Application Summary** for all responses. Click the **Next** button.
10. Complete the **Consent/Release of Information** screen:
	1. The applicant must provide consent for **each** clearance to proceed.
	2. Click the information accuracy attestation checkbox and provide the required eSignature.
	3. Click the **Next** button.
11. If you have a Payment Code, complete the Payment Information (Payment Code) steps below. Otherwise, go to Step **15**.
	1. Click **Yes** for the “*Do you have a Provider Payment Code for this application*” question.
	2. Enter the Payment Code in the **Payment Code** text box.
	3. Click the **Acknowledgement** checkbox, which confirms that “the Applicant is agreeing that the Child Care Provider that provided your code will have access to the status and outcome of the CEL.”
12. Click the **Payment Code Consent** check box.
13. Click **Submit**.
14. The **Submission Confirmation** screen displays. Review the Submission Confirmation message. Go to Step 16
15. Click **No** for the “*Do you have a Provider Payment Code for this application*” question, then click **Submit**
	1. Complete the payment information fields on the **Credit Card Payment** screen.
	2. Note that the payment screen only allows **two** attempts to complete, or you will be required to submit a paper application!
	3. Click **Pay with Your Credit Card** to submit the payment.
	4. Review the **Submission Confirmation** message.
	5. Click **Return to Your Account Dashboard**
16. Watch your listed email for a CELS confirmation notification.
17. After your application is processed, watch for an additional email notification to log into your account to view the result.

**For further assistance on *Applicant*-*Create a New Application,* please refer to the Chatbot on the CELS Site,** [**www.pelican.state.pa.us/cels**](http://www.pelican.state.pa.us/cels)**.**