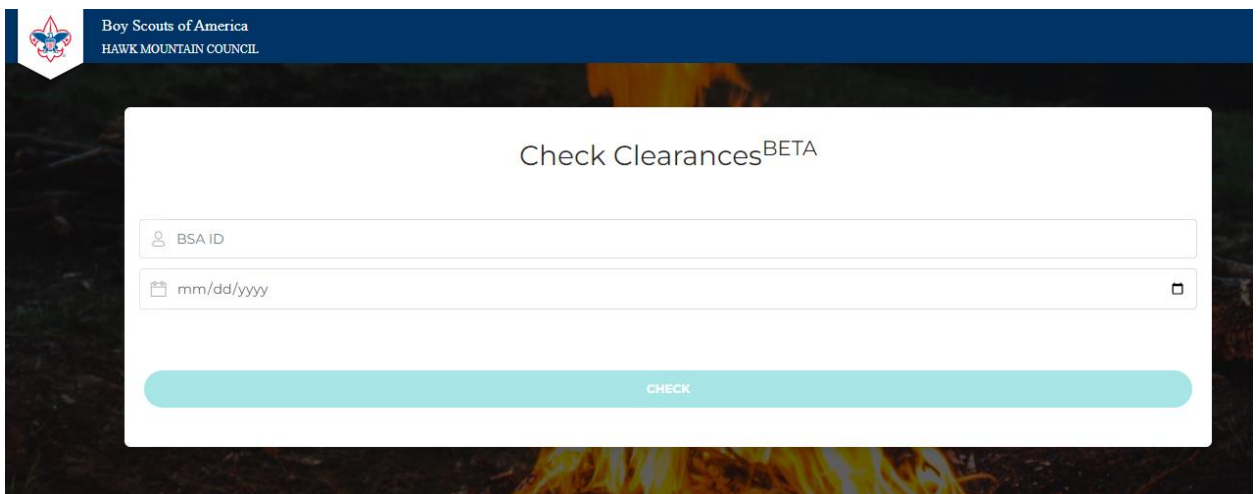


# Directions for Accessing the PA Clearance Portal

This system only works if you are already registered with the Hawk Mountain Council BSA. If you are registering for the first time, all clearances and documents need to be emailed to [heather.rothermel@scouting.org](mailto:heather.rothermel@scouting.org) or turned in to the council service center.

1. Using a web browser, type [hmcbsa.act15pa.com](http://hmcbsa.act15pa.com) into the address bar.
2. Once on the site, you will need your BSA ID number and date of birth. Your ID number is on your BSA ID card and/or in your profile at [my.scouting.org](http://my.scouting.org). Once entered, click the green “check” Button.



Boy Scouts of America  
HAWK MOUNTAIN COUNCIL

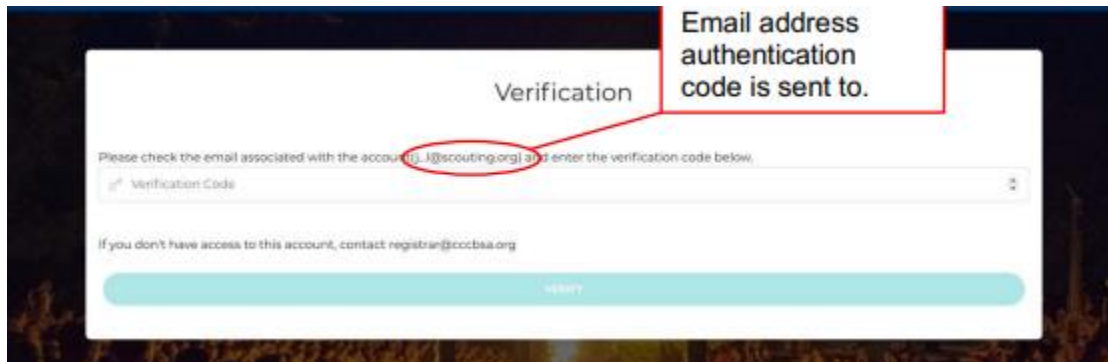
Check Clearances<sup>BETA</sup>

BSA ID

mm/dd/yyyy

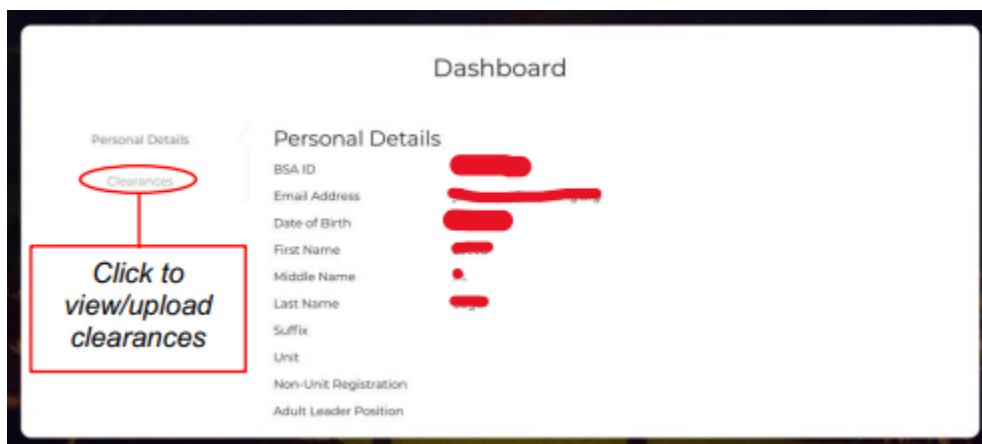
CHECK

3. Once you click the “check” button, and authentication email will be sent to the email address on file. You will need to have access to that email account to enter the system. If you do not have access, please email [heather.rothermel@scouting.org](mailto:heather.rothermel@scouting.org).

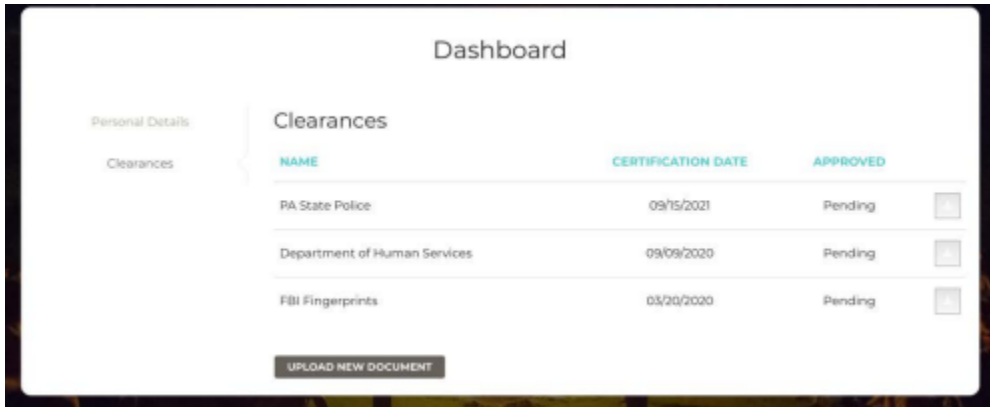


You will receive a system automated email that provides an authentication code for access into the system. This is a single use code and will only work once and is valid for 10 minutes.

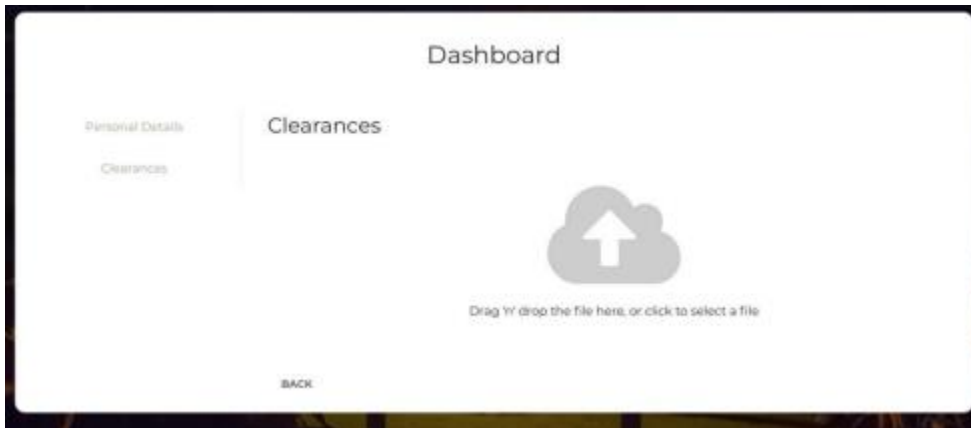
4. Once logged in, you will be directed to the dashboard which will show your current contact information and registrations. To access your clearances, select the “Clearances” tab on the left.



5. Once in the clearance tab, you will see your clearances currently on file. You will see the certification date and whether they are approved or pending. All clearances are reviewed individually so they will remain in the pending status until processed. To upload a new clearance, select (upload new document) button.



6. Select the file from your computer.



- Once you choose a file, you will be asked to choose which clearance it is and what the certificate date is. This date is located on each clearance. If you are uploading a waiver, use the date it is signed.

Dashboard

Personal Details

Clearances

IMG\_0212.PNG

Type: - Select Type -

Certification Date: 09/30/2021

BACK

NEXT

- Once you have filled out the two required fields, click next and confirm. The system will then take you back to the clearance page and you can either upload more clearances or to exit, close the tab. Once your clearances are approved, you will receive a confirmation email.

Dashboard

Personal Details

Clearances

IMG\_0212.PNG

Type: PA State Police

Certification Date: 09/30/2021

BACK

CONFIRM