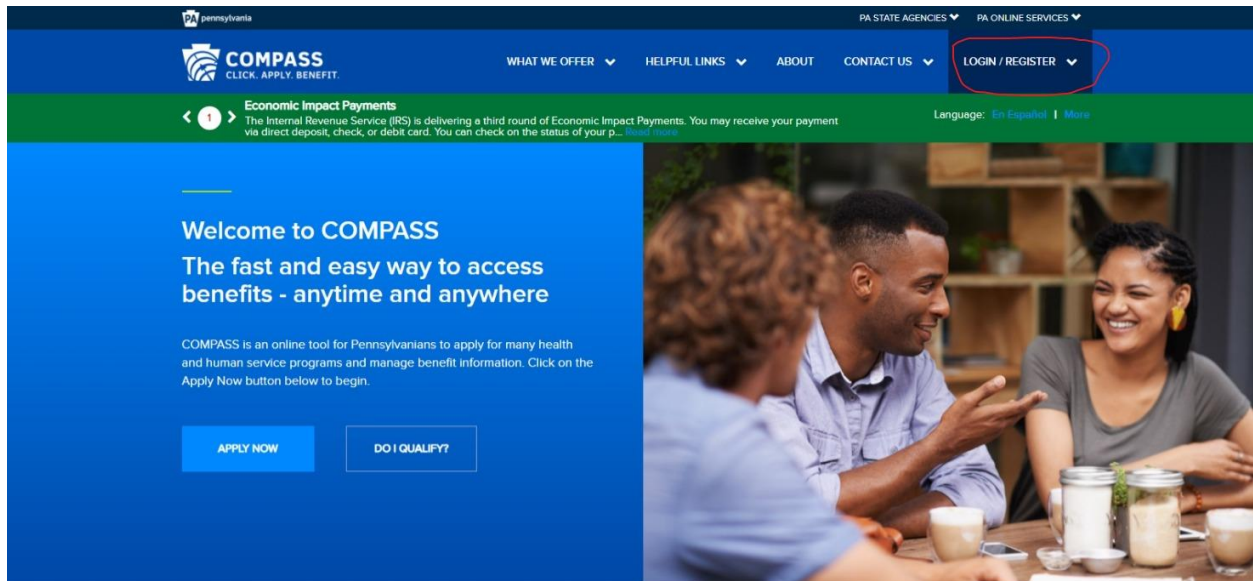







# ERAP Benefit Search Instructions

1. From the COMPASS home page select login from the upper right-hand corner.





 <h3>Renew Your Benefits</h3> <p>Log in to your My COMPASS Account to renew your benefits. If you do not have a My COMPASS Account, click on the link below.</p> <p><a href="#">Renew Now</a></p>	 <h3>Finish Your Application</h3> <p>Log in to your My COMPASS Account to finish an application you stopped and saved. If you do not have a My COMPASS Account, click on the link below.</p> <p><a href="#">Continue</a></p>	 <h3>Free Summer Meals for Children</h3> <p>The Summer Food Service Program offers free, nutritious meals to children 18 years and younger during the summer when school is not in session. Program locations open and close throughout the summer based on community need. There is NO enrollment and NO cost to participate.</p> <p><a href="#">Learn More</a></p>	 <h3>Emergency Rental Assistance Program</h3> <p>Start your application.</p> <p><a href="#">Get Started</a></p>
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## Get the myCOMPASS PA App Today!

Access your benefits from anywhere, at any time. Review what benefits you receive, check the status of submitted applications, upload documents, submit your Semi-Annual Reporting (SAR), and report changes directly from your phone.

Your Benefits, Made Easier



## 2. Select the Service Provider Login.

The screenshot shows the COMPASS HHS Home website. The navigation bar includes the COMPASS logo, the tagline "CLICK. APPLY. BENEFIT.", and menu items: WHAT WE OFFER, HELPFUL LINKS, ABOUT, CONTACT US, and LOGIN / REGISTER. The main content area is divided into two columns. The left column contains sections for "Community Partners", "Service Providers", and "Emergency Rental Assistance Program". The "Service Providers" section is highlighted with a red rectangular box. The right column contains the "Individuals & Families" section, which lists various services available to users with a My COMPASS Account, such as applying for benefits, renewing benefits, and checking application status. A "Login / Register" link is visible at the bottom of the "Service Providers" section.

## 3. Enter b-user login credentials.

The screenshot shows the "Keystone Key" login page. At the top, the PA pennsylvania logo is displayed. The page is titled "Keystone Key" and features a login form with fields for "Username:" and "Password:". Below the password field is a yellow "LOGIN" button. To the right of the login form, there are two sections of self-service options. The first section, "Self-service for Business Partners", includes links for "Forgot User ID", "Forgot Password", and "Edit Profile". The second section, "Self-service for Commonwealth Employees", includes a link for "Change CWOPA Password or Hint Questions". At the bottom of the page, there is a warning about unauthorized access and a copyright notice for 2015 by the Commonwealth of Pennsylvania.

#### 4. Perform Benefit Search

Enter up to five individuals per search. Use the “Reset” button to perform another search for up to five persons as needed. Please remember to log out after completing searches.

The screenshot displays a web form titled "SSN Search" with a dark blue header. The form contains five identical sections, each for an individual, labeled "Individual 1" through "Individual 5". Each section includes five input fields: "First Name:", "Middle Initial:", "Last Name:", "Date of Birth:", and "Last 4 digits of SSN:". The "Date of Birth" field has a calendar icon. Below the form are two buttons: a green "Search" button and a grey "Reset" button.

ERAP agencies may use “Yes” results from the COMPASS Benefit Search page to establish categorical income eligibility provided that the applicant has signed an authorization for release of information. A “Yes” indicator for benefits is sufficient verification that the Department of Human Services has established income eligibility at an income limit below the 80 percent area median income after January 1, 2020.