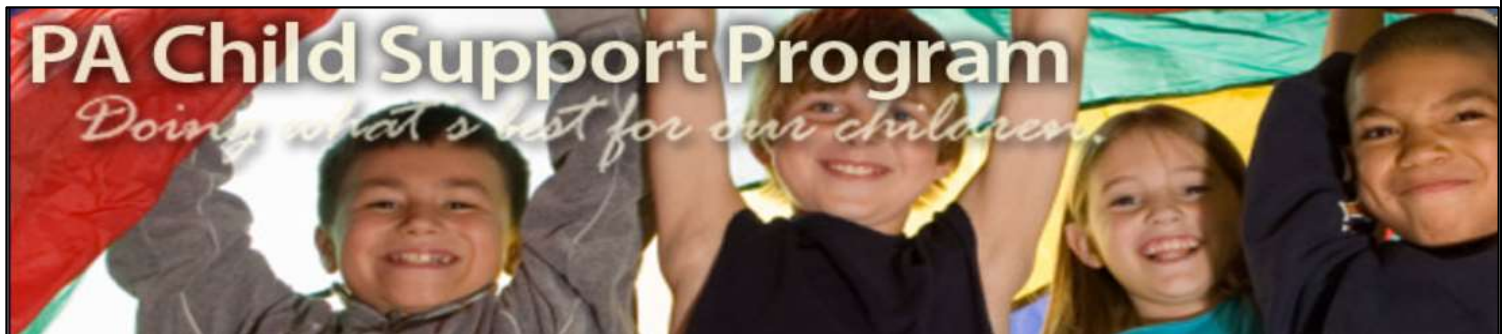


Child Support Website Online Registration Guide for Employers and Attorneys



Employer and Attorney Access to the Child Support Website

The Pennsylvania child support program has redesigned the Child Support Website's attorney and employer login system. The website's login system is now integrated with the Commonwealth's Keystone ID program, which centralizes login services across several PA websites.

This redesign significantly changes how employers and attorneys register with and log in to the Child Support Website. Each business or attorney's office will create an account that is associated with their office by their FEIN. Your office's account is no longer restricted to a single user. You will have the ability to set up multiple website users for your office's account, including a 'delegated administrator' user responsible for approving new users for your organization.

This guide will provide you with instructions for creating a new employer or attorney account, linking existing accounts to a Keystone ID account, and managing users associated with your account. Please email ra-paces@pa.gov if you have any questions about the new system.

The screenshot shows the 'Child Support Business Partner Registration: General Information' page. At the top is the Pennsylvania state logo and the title. Below the title is a progress bar with seven steps: 1. General Information (active), 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 has a 'Welcome!' heading followed by a paragraph explaining the Commonwealth's efforts to improve online services. Below this is a section titled 'What is CSWS Business Partner Registration?' which explains that this registration allows users to create a Business Partner ID (B-) for accessing various state agency sites. Another section, 'Already have a Business Partner ID (B-)?', states that if a user already has a B-, they do not need to create another one and can simply click a link to use their existing ID and password to login. At the bottom right, there are two buttons: 'NEXT' and 'CANCEL'.

PA pennsylvania

Child Support 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.

What is CSWS 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.

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.

Requesting Child Support access with your existing Business Partner ID (B-)? Click [HERE](#)

NEXT CANCEL

Child Support Website Online Registration Guide for Employers and Attorneys

Table of Contents

<i>Employer and Attorney Access to the Child Support Website</i>	2
<i>Registering a New Organization</i>	4
Registering a New Organization	4
<i>Child Support User Registration</i>	7
Registering a Delegated Administrator (DA)	5
Registering a New Business Partner ID as a Delegated Administrator	5
Registering a Current Business Partner ID as a Delegated Administrator	6
Registering a User	6
Register a New Child Support User	7
Register as a Child Support User with a Current Business Partner ID	8

Registering a New Organization

In order to register a new **Child Support Business Partner account**, you will need your organization's Federal Employer Identification Number (FEIN) and an active email address. Attorneys who do not have an FEIN may use their SSN.

Registering a New Organization

1. From your internet browser, navigate to: <https://www.humanservices.state.pa.us/csws/>
2. Click on the applicable Employer or Attorney tab on the homepage.



3. Select the Register button.
4. On the **Child Support Business Partner Registration: General Information** screen, click Next.
5. Enter your contact information on the User Profile Information Screen and click Next. **Note:** If setting up a new organization, the information you enter here will be linked to the new Organization.
6. On the Organization Information page, enter the organization's Name and Tax ID (also known as FEIN). **Note:** If you are a self-employed attorney, you may enter your SSN in place of an FEIN and register yourself as an organization. Then click Next.

• Organization Name

New Organization

• Organization Tax ID

876546165

Organization Registration Status:

Not Registered

7. If the Status displays as Not Registered, click on the Register CSWS Organization button. **Note:** If you enter your organization's FEIN and find that your Organization is already registered, you can begin registering users.

Can't find your organization? If your organization registration status is "Not Registered", please click the 'Register Organization' button below to register your organization. Please note: the CSWS 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 CSWS Organization](#)

8. During Organization registration process, enter the organization's information on the Organization Profile page. Make sure you enter as much detail as possible. **Note:** If you are a self-employed attorney, you may enter your SSN in place of an FEIN, and register yourself as the organization.
9. On the Data Release Agreement page, review the Data Release Agreement then click Accept if you accept the terms and conditions. Enter your full name to e-Sign and click Finish.
10. Your request will be sent to the Bureau of Child Support Enforcement for review. You will receive an email when the request is processed.

Child Support User Registration

Registering a Delegated Administrator (DA)

Once you receive a confirmation email that your organization has been approved by the Bureau of Child Support Enforcement (BCSE), you must choose an administrator from your organization to be a Delegated Administrator (DA). These individuals will have the ability to approve or reject additional users within your organization and manage your organization location. Each registered organization may have up to four DAs at one time. Current users under an organization can request to be “promoted” to DA.

Registering a New Business Partner ID as a Delegated Administrator

1. From your internet browser, navigate to: <https://www.humanservices.state.pa.us/cswws/>
2. Click on the applicable Employer or Attorney tab on the homepage.



3. Select the Register button.
4. On the **Child Support Business Partner Registration: General Information** screen, click Next.
5. Enter your information on the User Profile Information page and click Next.
6. On the Organization Information page, enter the organization's Name and Tax ID (also known as FEIN). Then click Next.
7. On the Organization Role screen, select “I am an Administrative Business Partner user (Delegated Administrator)” to become a Delegated Administrator.
8. Enter a brief explanation on the Application Details screen for why you are requesting the access and click Next.
9. On the User Release Agreement page, read the User Confidentiality Agreement and Management Directive, and select that you have read and understand the entire agreement. Enter your Full Name in the box to e-Sign, then click Next.
10. Select and answer the security questions on the Security Questions page. Then select Finish.

IMPORTANT:

- **Be sure to write down your password and keep it in a safe place**
 - **Take note of your hint questions and answers**
11. Your information will be sent to the Bureau of Child Support Enforcement for review. Once your request is approved you will receive an email with your Business Partner ID. You can now log in to the Child Support Website. You will use the password you set up during the registration process. **Note:** To ensure you receive this confirmation email please add automatedmaildonotreply@pa.gov to your safe senders list. If you need assistance, please contact ra-pacses@pa.gov.

Registering a Current Business Partner ID as a Delegated Administrator

1. From your internet browser, navigate to: <https://www.humanservices.state.pa.us/csww/>
2. Click on the applicable Employer or Attorney tab on the homepage.



3. Select the Register button.
4. On the **Child Support Business Partner Registration: General Information** screen, if you have a current Business Partner (B-) account with the organization you are attempting to get Child Support access under, click “Requesting Child Support access with your existing Business Partner ID (B-)? Click HERE”.
5. Log in to your Business Partner account.
6. On the “Request Child Support Business Partner User Access: Profile” screen, review your contact information and update accordingly, and enter your organization’s FEIN. Select the Organization you are registering under and enter a brief explanation for why you need DA access. Once this is completed click Next.
7. On the User Agreement page, read the User Confidentiality Agreement, select that you have read and understand the entire agreement and enter your Full Name in the box to e-Sign, then click Finish.
8. Your information will be sent to the Bureau of Child Support Enforcement for review. Once your request is approved you will receive an email informing you that you have access. You will use your existing Business Partner ID and password to log in to the Child Support Website.

Registering a User

Once a Delegated Administrator (DA) has been registered, and they receive an approval email with their Business Partner ID, users may register. An individual who is registered as a DA will have all of the same access as an individual registering as a user (plus DA access) and does not need to register again as a user. Each registered organization may have an unlimited number of users.

Note: Only one authorized business partner account will be granted access to the Child Support Website to represent the registered Employer or Attorney. Organization may have multiple users, but the PACSES Attorney ID and Employer ID can only be assigned to one registered user.

Note: Each User ID is required to have a unique email address. If there is an individual in your organization who is trying to register and is stopped at the User Profile screen because their email already exists, they must go back to the General Information screen in registration and click “Requesting Child Support access with your existing Business Partner ID (B-)? Click HERE.” They will then be required to log in to add Child Support access to their existing account. Access may only be added to the same User ID if access is being requested under the FEIN that the existing Business Partner ID is already associated with.

Register a New Child Support User

1. From your internet browser, navigate to: <https://www.humanservices.state.pa.us/csww/>
2. Click on the applicable Employer or Attorney tab on the homepage.



3. Select the Register button.
4. On the **Child Support Business Partner Registration: General Information** screen, click Next.
5. Enter your information on the User Profile Information page and select Next.
6. On the Organization Information page, enter the organization's Name and Tax ID (also known as FEIN). Then click Next.
7. Select the location you would like to register under and click Next.
8. On the Organization Role screen, select "Business Partner user" to become a Business Partner user.
9. Enter a Brief Explanation on the Application Details screen for why you are requesting the access and select Next.
10. On the User Release Agreement page, read the User Confidentiality Agreement and Management Directive, and select that you have read and understand the entire agreement. Enter your Full Name in the box to e-Sign, then click Next.
11. Select and answer security questions on the Security Questions page. Then select Finish.

IMPORTANT:

- **Be sure to write down your password and keep it in a safe place**
 - **Take note of your hint questions and answers**
12. Your information will be sent to your organization's Delegated Administrator(s) for review. Once your request is approved you will receive an email with your Business Partner ID. You will use the password you set up during the registration process. Please note: To ensure you receive this confirmation email please add automatedmaildonotreply@pa.gov to your safe senders list. If you need assistance, please contact rapaces@pa.gov.

Register as a Child Support User with a Current Business Partner ID

1. From your internet browser, navigate to: <https://www.humanservices.state.pa.us/csws/>
2. Click on the applicable Employer or Attorney tab on the homepage.



3. Select the Register button.
4. On the **Child Support Business Partner Registration: General Information** screen, if you have a current Business Partner (B-) account with the organization you are attempting to get Child Support access under, click “Requesting Child Support access with your existing Business Partner ID (B-)? Click HERE”.
5. Log in to your Business Partner account.
6. On the “Request Child Support Business Partner User Access: Profile” screen, review your contact information and update accordingly, and enter your organization’s FEIN. Select the Organization you are registering under, and enter a brief explanation for why you need access. Once this is completed click Next.
7. On the User Agreement page, read the User Confidentiality Agreement, select that you have read and understand the entire agreement and enter your Full Name in the box to e-Sign, then click Finish.
8. Your information will be sent to your organization’s DA(s) for review (or to the Department of Human Services if you are a DA). Once your request is approved you will receive an email informing you that you have access. You will use your existing Business Partner ID and password to log in to CSWS. Please note: To ensure you receive this confirmation email please add automatedmaildonotreply@pa.gov to your safe senders list. If you need assistance, please contact ra-pacses@pa.gov.