

## DCW Self Registration Quick Reference Guide

The instructions in this document provide guidance to Direct Care Workers (DCW) who need to register for a Unique ID. In order to register for a Unique ID, DCWs must either create a Keystone Key account or be able to login to an existing Keystone Key account. This guide covers instructions for creating a Keystone Key account and registering for a Unique ID.

1. Open your internet browser and go to: <https://www.humanservices.state.pa.us/dcw>
2. Click **Register**.
3. You will be directed to a new page. If you already have a Keystone Key account, login by entering your username and password and continue to step 11. If you do not already have a Keystone Key account, you will need to create one.
4. To create a Keystone Key account, click **Register Citizen User**.
5. You will be directed to a new page. Click **NEXT**.
6. You will be directed to a new page.
  - a. Fill out the information and security questions as indicated.
  - b. Click **FINISH**.
7. You will be directed to a new page that reads “Check your e-mail for your temporary password!” Check your e-mail. You will receive 2 e-mails from [automatedmailDONOTREPLY@pa.gov](mailto:automatedmailDONOTREPLY@pa.gov).
  - a. The first e-mail confirms the Keystone ID you created.
  - b. The second e-mail provides you a temporary password.
8. Go back to <https://www.humanservices.state.pa.us/dcw>, click **Register**, and login using the Keystone ID you just created and the temporary password that you received via email.
9. After you login, you will be prompted to create a permanent password.
  - a. Create a permanent password.
  - b. Click **SUBMIT**.
10. Click **Close Window** and you should be redirected to the Keystone login page.
  - a. Enter your Keystone ID and the permanent password you just created into the username and password fields.
  - b. Click **LOGIN**.
11. You will be directed to the Unique ID registration page.
  - a. Complete the required fields
  - b. Click **Register**
12. A pop-up will appear that reads, “Confirmation of Unique ID.” Print or write down this information.

If you encounter an error on the Unique ID registration page that reads, **“Something is incorrect. Please review all fields for corrections and resubmit,”** this indicates that the information you’ve submitted could not be validated. Contact the OLTL Provider Inquiry Line by phone at 1-800-932-0939 Option 2.

Once you receive your Unique ID, contact Tempus’s Enrollment team by phone at 1-844-983-6787 or by email at [PAEnrollment@tempusunlimited.org](mailto:PAEnrollment@tempusunlimited.org) for further assistance with the enrollment process.