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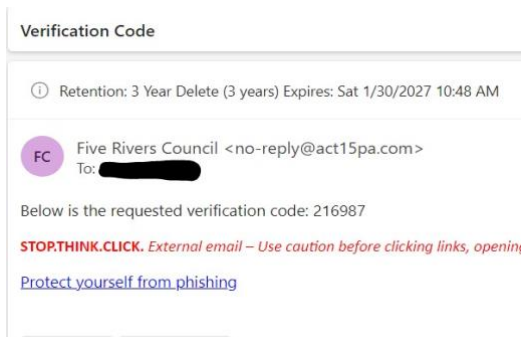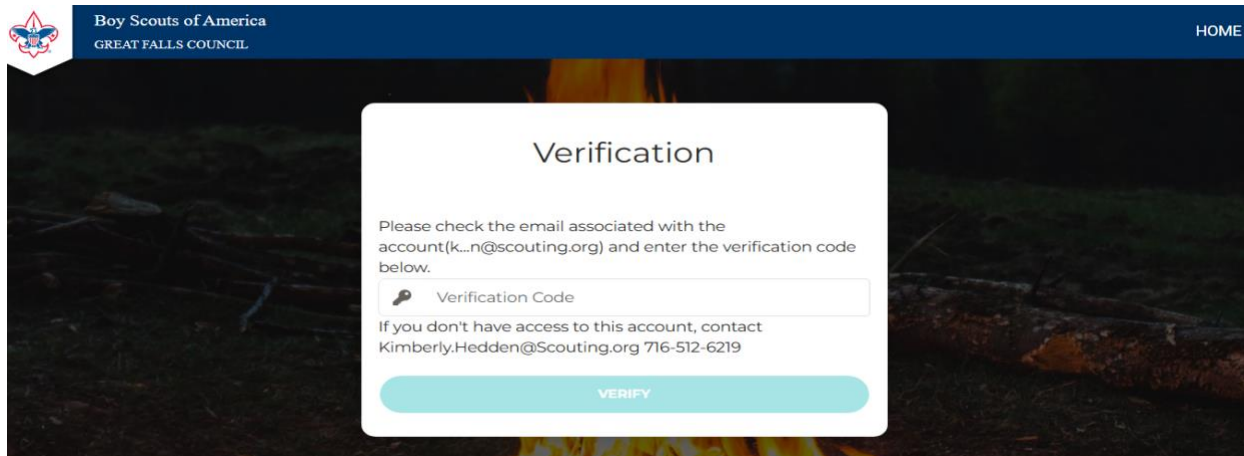# Directions and FAQ for accessing the GFCBSA Clearance Portal

Updated January 5, 2026

This system will only work if you are already registered with the Great Falls Council, SA. If you are registering for the first time, all clearances and paperwork will need to be turned into the District Executive, Paula Umber or the registrar at the Elmira service center.

1. Using a web browser, type: gfcbsa.act15pa.com into your address bar.
2. Once on the site, you will need your BSA ID number and Date of Birth. Your BSA ID number can be found on your membership card or in your profile at my.scouting.org. Once entered, click the green "check" button.
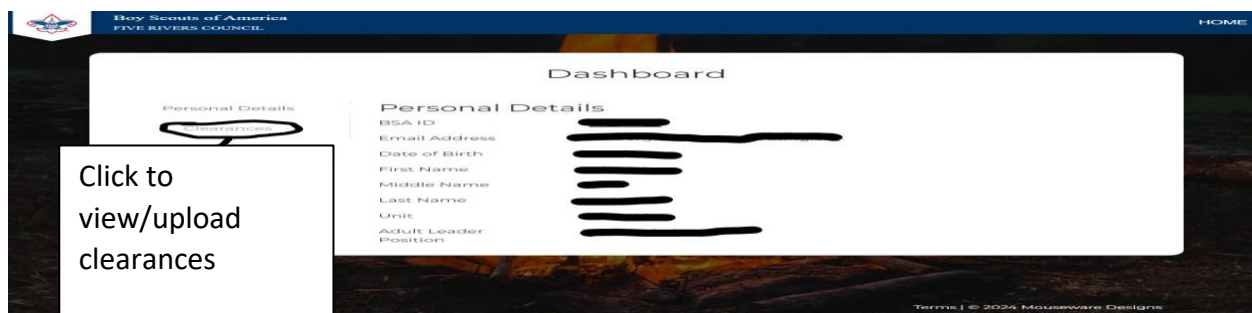

3. Once you click the "check" button, an authentication email will be sent to your email address on file at my.scouting.org. This is displayed on the top text of the page. You will need to have access to that email account to enter the system. If you do not have access, please email kimberly.hedden@scouting.org to update your records.

Scouting America
Great Falls Council

Boy Scouts of America
GREAT FALLS COUNCIL

HOME

Verification

Please check the email associated with the account(k...n@scouting.org) and enter the verification code below.

🔑 Verification Code

If you don't have access to this account, contact Kimberly.Hedden@Scouting.org 716-512-6219

VERIFY

Verification Code

ⓘ Retention: 3 Year Delete (3 years) Expires: Sat 1/30/2027 10:48 AM

FC Five Rivers Council <no-reply@act15pa.com>
To:

Below is the requested verification code: 216987

STOP.THINK.CLICK. *External email – Use caution before clicking links, opening*

Protect yourself from phishing

You will receive a system automated email that provides an authentication code for access into system. Note this is single use code and will only work once and is valid for 10-minutes. If you do not receive an email check which address the system sent to. (see above) If incorrect, email kimberly.hedden@scouting.org with update.

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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 of the screen.

Boy Scouts of America
FIVE RIVERS COUNCIL

HOME

Dashboard

Personal Details

Clearances

Click to view/upload clearances

Personal Details
BSA ID
Email Address
Date of Birth
First Name
Middle Name
Last Name
Unit
Adult Leader Position

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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.
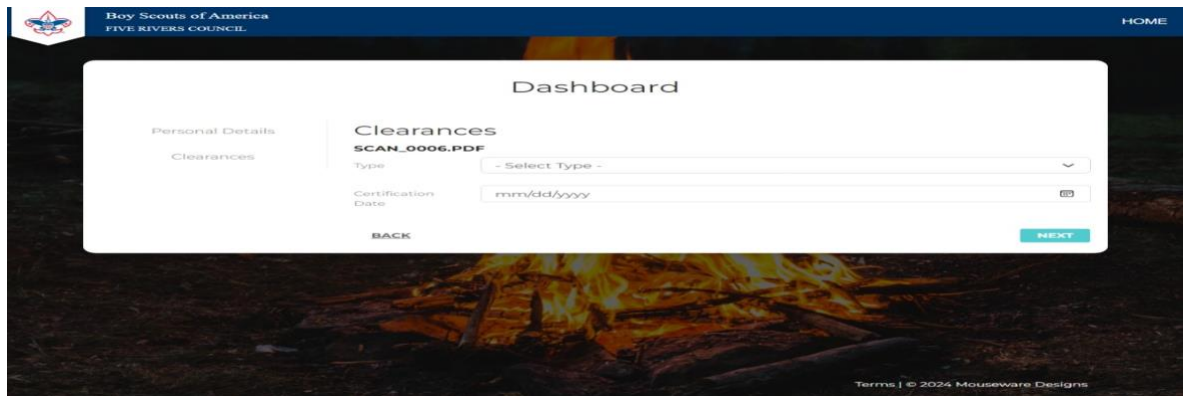
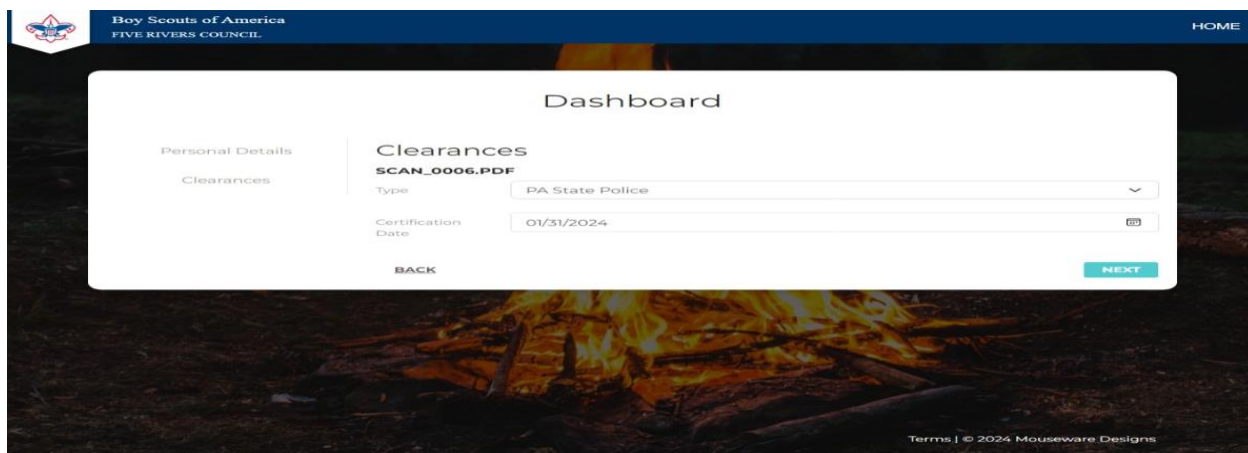To upload a new clearance, select "Upload New Document" button.
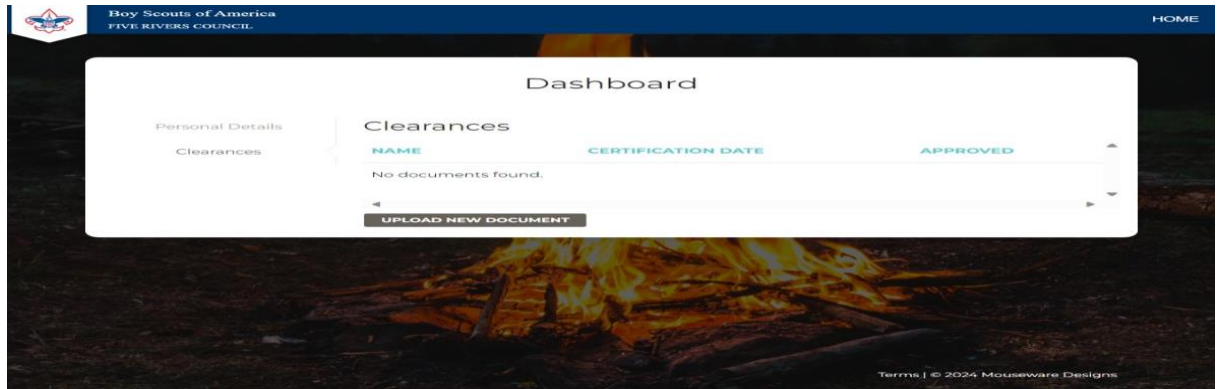
6. Select the file from your computer.

PDF, JPG, PNG
Image needs to be
legible.
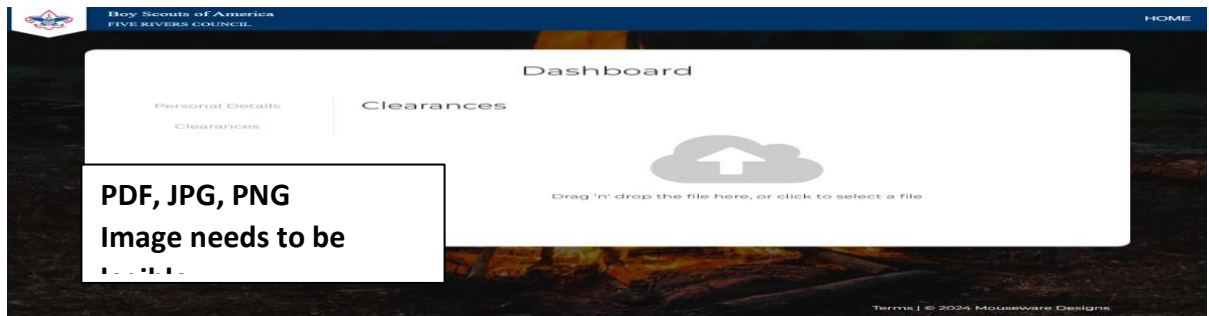
7. Once you choose a file, you will be asked to choose which clearance it is and what the certificate date is. This date is on each clearance. If you are uploading a Disclaimer Statement for Volunteers, use the date it was signed.

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

Frequently Asked Questions

Q: How quickly will clearances be approved?

A: Clearances are typically reviewed within two business days.

Q: Why does the system need to email me an authentication code?

A: This is to protect your personal information; the code is a second step of authentication so someone cannot access your account.

Q: How will I know when my clearances are expiring?

A: You will receive an email 30, 60, 90 days before your clearances expire. This is why it is important for your my.scouting.org account to have your current email address.

Q: Can I download a copy of what I uploaded?

A: Yes, once uploaded, you will be able to log back in and download the original files.

Q: If my email address on file can no longer be accessed, how can I update it?

A: Email kimberly.hedden@scouting.org with your new address.

Q: What types of files can be uploaded?

A: PDF, JPG, PNG. Please make sure the image is clear and legible.

Q: My clearance(s) was emailed to me. How do I upload it?

A: Take a photo/screen shot of the document on your phone. Then login to the system using directions above and upload from your device. Should you not have access, you can always give a copy to your District Executive or mail a copy to the council service center (244 W. Water St., Suite 10, Elmira, NY 14901).

Q: Why does the file I uploaded say pending?

A: All files are reviewed manually for accuracy.

Q: What if my file is rejected?

A: You will receive an email with why your file was rejected and how to resolve it.

Q: What web browsers are supported for use?

A: Google Chrome and Safari.

Q: What happens if I do not update expired clearances with the Council?

A: The Council will suspend you as a volunteer and will not be allowed to work with Scouts or attend Council events until they are updated.