

# How to Access the NCIC Code Manual in CLEAN Portal via JNET

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**The process below ensures you're using the most updated data codes:**

- 1) Using **Internet Explorer**, log into JNET (<https://www.jnet.pa.gov>)
- 2) On the home screen, click the PSP CLEAN PortalXL button
- 3) You should receive a pop-up window to receive a one-time passcode
  - a) click submit
- 4) Once you receive the email, enter the 6-digit code
  - a) click submit
- 5) A "Statement of Liability" page will appear once you've successfully connected to Portal.
  - a) Click "I accept" at the bottom of the page.
- 6) In the Portal screen, across the top menu bar, click on the " ? " (help) icon
- 7) Select NCIC Code Manual
- 8) Search for the appropriate code needed for your entry type
  - a) Hint: Use Ctrl+F to help find what you're looking for