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

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

1) Using **Internet Explorer**, log into JNET ([https://www.jnet.pa.gov](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