



pennsylvania

DEPARTMENT OF TRANSPORTATION

Becoming an ePermitting Business Partner

Registration and Security

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Becoming a PennDOT ePermitting Business Partner

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Becoming a PennDOT ePermitting Business Partner

Introduction to EPS Security

If your organization is an ECMS Business Partner, your organization's Security Administrator completed the actions identified in the last row of the four color table shown below (page 5). The Security Administrator can add or edit user's access to the ePermitting system (EPS).

PennDOT's ePermitting software is a separate system for applying for PennDOT highway occupancy permits and managing them during the review and approval process. The ePermitting software relies upon the Engineering and Construction Management System's (ECMS) security module for controlling user identification and passwords for ePermitting software. This guide provides step-by-step instructions for creating an ePermitting System Administrator User (ADMIN ID & Password) through ECMS and for the System Administrator to create ePermitting User ID's and passwords.

ePermitting Registration

There are several ways to register for an **ePermitting** User ID:

- **Single-User ePermitting ID (Express Login)**
Designed for single users who do not work with Highway Occupancy Permits, Express Login allows you to create an account quickly. There are limitations such as not being able to obtain a billing account or receive invoices.
- **ECMS Business Partners**
 - If you are 1) a business seeking to become an ECMS business partner to use **ePermitting** and other software or services on a regular basis, or 2) a Municipality or County Planning Commission interested in receiving electronic notifications of particular driveway application review activity within their jurisdictions, there is a two-part registration process – a paper registration agreement and an electronic registration form. A Security Administrator will be assigned to manage the employees' access and privileges.
 - Existing ECMS business partners that conduct regular business with the Commonwealth have assigned Business Partner IDs. An assigned Security Administrator in the company has the authority to create multiple user accounts. The Security Administrator can create a user Login ID for you or add **ePermitting** privileges to your existing Login ID.
- **ePermitting Business Partners**
Companies with multiple employees who will use only **ePermitting** can apply for an ePermitting business partner ID. A Security Administrator will be assigned to manage the employees' access and privileges.

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Single-User ePermitting ID (Express Login)

Express Login provides a fast way to create a new ePermitting user account. It is recommended for small companies and individuals who do not work with Highway Occupancy Permits frequently. Express Login creates a single-user account that enables you to apply for a permit online, review the application status, and receive correspondence by email. NOTE: A billing account cannot be created for permit or inspection fee invoicing with this type of login.

Existing business partners in the Engineering and Construction Management System (ECMS) should not use Express Login. If your company is already an ECMS business partner, contact your Security Administrator for a logon ID within your Business Partner account.

Creating a Single-User ePermitting Login ID

To create a new ePermitting Business Partner ID and password, simply complete the contact information and create a Login ID and Password.

1. Click the link on the introduction page for Express Login. The Create New User Account screen displays. You must complete the information fields marked with flags to create your account. Click the fields or press Tab to enter the required information.
2. Enter the name of the business owner who is applying for a Business Partner ID. Do not enter the name of another person.
3. A User ID is a unique identifier that enables you to access ePermitting. Type a User ID with up to 15 letters or numerals. Do not use spaces or punctuation. If the User ID you enter already exists, you will be prompted to create a different ID.
4. Type and retype your password in the fields. Passwords must contain at least one numeral and one letter. They must be six characters long or more.
5. For your security, an encrypted string of letters and numerals is displayed to verify your entry. Type the characters as they appear in the encryption window below the field. If the letters are too blurred to recognize, click Reload Image to view a different set of letters.
6. After you have completed the required fields, click the "Create Account" button in the upper toolbar. The system will prompt you if information is missing or the fields are entered incorrectly.
7. EPS confirms that you have created a new account successfully. Two emails are sent to the email address you supplied. The first confirms your User ID. The second confirms your password. To begin using ePermitting immediately, click the link. The Login screen displays.

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ECMS Business Partner

If your organization is not an ECMS Business Partner, registration process includes a paper registration agreement and an electronic registration form. In addition to being able to use other software or services, by registering as an ECMS Business Partner, Municipalities and Planning Commissions can take advantage of: 1) viewing all ePermitting driveway applications submitted to PennDOT, through all stages of review, issuance, and post issuance and 2) setting-up and maintaining a profile unique to each municipality and planning commission so PennDOT can provide electronic notifications of particular driveway application review activity within their jurisdictions.

Use the following links to learn how to register as an ECMS Business Partner and gain access to EPS:

- [How to Register as a Business Partner](http://www.dotdom2.state.pa.us) (http://www.dotdom2.state.pa.us)
- [BPID Registration](https://www.dot14.state.pa.us/EPS/home/home.jsp) - Tutorial for Municipalities & Planning Commissions (LGP) (https://www.dot14.state.pa.us/EPS/home/home.jsp)

If your organization is already a PennDOT ECMS Business Partner, your organization already has an assigned Security Administrator. The Security Administrator can add or edit a user's access to EPS. Use the following links to learn how:

- Applying for ePermitting Access
- Creating a User ID and Password
- Logging on as an ePermitting User for the First Time
- Administration Maintenance

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Applying for ePermitting Access

If your organization is an ECMS Business Partner, the Security Administrator can add or edit user's access to EPS.

1. Click this link
<http://www.dot14.state.pa.us/EPS/home/manageBPRegistration.jsp>,
or copy it to a web browser to access the ePermitting registration information page.
2. Read the How to Apply instructions for the ECMS Business Partner Account Type.
3. Click the request letter link. The request letter sample opens.
4. Copy the letter into your company letterhead and provide all the highlighted information.
5. Print the letter and have it signed by an authorized representative.
6. Email the letter to: RA-pdECMDSecurity@pa.gov.

Note: You should receive a response from PennDOT within three business days that will indicate you now have EPS access.

Account Type	Recommended For	User ID Set-up	How to Apply
ECMS Business Partner Businesses with an active ECMS (Engineering Construction and Management System) Business Partner ID (BP ID).	Businesses that currently do other business with the commonwealth and have a BP ID number, such as utilities, construction companies and engineering firms. Multiple employees in your company can be assigned individual user IDs.	A Security Administrator at your company is responsible for managing individual user IDs and privileges. Ask your Security Administrator to register you as an ePermitting user.	Letter If your Security Administrator does not already have access to the ePermitting System Security roles they may e-mail a scanned request letter (on company letterhead with signature) to RA-pdECMDSecurity@pa.gov to add ePermitting roles to your company's existing access to online Software and Services.
ePermitting Business Partner Businesses that wish to create a business partner account with multiple users only to access ePermitting.	Businesses that apply for or work with highway occupancy permits on a regular basis, such as developers, retail chains and engineering firms. Multiple employees in your company can be assigned individual user IDs.	A new BP ID for "ePermitting only" will be created for you. You must assign a Security Administrator at your company to manage individual user IDs and privileges.	Form Request Complete the ePermitting Business Partner form and e-mail the form to RA-pdECMDSecurity@pa.gov after the account is created, a new BP ID will be assigned and your Security Administrator can add users.
Single User ePermitting ID Businesses and individuals who apply for a single or occasional permit. This streamlined process is specifically designed for infrequent applicants.	One-time or occasional users, such as small business owners, private engineering firms or homeowners.	A single ePermitting user ID will be created for your use.	Express Login Currently the Express Login is not available.
New ECMS Business Partner Businesses that wish to apply for a new ECMS Business Partner ID for ePermitting and other services.	A business seeking to become an ECMS business partner to use ePermitting and other software or services on a regular basis. Multiple employees in your company can be assigned individual user IDs.	A Security Administrator will be assigned to manage individual user IDs and privileges.	ECMS Registration Register for a Business Partner ID online at Business Partner Registration .

Company Letterhead *Sample*

October 13, 2011

Ms. Barbara Gower
Pennsylvania Department of Transportation
Engineering and Computing Management Division
Bureau of Design, P.O. Box 3662
Harrisburg, PA 17105-3662

RE: **Existing ECMS Business Partner.**
Registered as ECMS Business Partner Type
Business Partner ID: 000000
PID: XX-000000XX

Dear Ms. Gower:

Existing ECMS Business Partner: company name is requesting that the Firm's business partner relationship type be modified to include E-permitting in addition to the Firm's current listing as a **ECMS Business Partner Type** in ECMS.

Please contact _____ at _____ with any questions regarding this matter.

Very Truly Yours,

President or
Owner or
Partner

Becoming a PennDOT ePermitting Business Partner

ePermitting Business Partner

If your organization is not an ECMS Business Partner, use the following links to learn how to complete the steps that are required in order to become an ePermitting user:

- Applying for ePermitting Security Administrator Access
- Setting up an Administrator Account
- Creating a User ID and Password
- Logging on as an ePermitting User for the First Time
- Administration Maintenance

Applying for ePermitting Security Administrator Access

1. Click this link
<https://www.dot14.state.pa.us/EPS/home/manageBPRegistration.jsp>
or copy it to a web browser to access the ePermitting registration information page.
2. Read the How to Apply instructions for the ePermitting Business Partner Account Type.
3. Click the ePermitting Business Partner form link. The application form opens.

Account Type	Recommended For	User Id Set-up	How to Apply
ECMS Business Partner Businesses with an active ECMS (Engineering Construction and Management System) Business Partner ID (BP ID).	Businesses that currently do other business with the commonwealth and have a BP ID number, such as utilities, construction companies and engineering firms. Multiple employees in your company can be assigned individual user IDs.	A Security Administrator at your company is responsible for managing individual user IDs and privileges. Ask your Security Administrator to register you as an ePermitting user.	Letter If your Security Administrator does not already have access to the ePermitting System Security roles they may e-mail a scanned request letter (on company letterhead with signature) to RA-pdECMDSecurity@pa.gov to add ePermitting roles to your company's existing access to online Software and Services.
ePermitting Business Partner Businesses that wish to create a business partner account with multiple users only to access ePermitting.	Businesses that apply for or work with highway occupancy permits on a regular basis, such as developers, retail chains and engineering firms. Multiple employees in your company can be assigned individual user IDs.	A new BP ID for "ePermitting only" will be created for you. You must assign a Security Administrator at your company to manage individual user IDs and privileges.	Form Request Complete the ePermitting Business Partner form and e-mail the form to RA-pdECMDSecurity@pa.gov . After the account is created, a new BP ID will be assigned and your Security Administrator can add users.
Single User ePermitting ID Businesses and individuals who apply for a single or occasional permit. This streamlined process is specifically designed for infrequent applicants.	One-time or occasional users, such as small business owners, private engineering firms or homeowners.	A single ePermitting user ID will be created for your use.	Express Login Currently the Express Login is not available.
New ECMS Business Partner Businesses that wish to apply for a new ECMS Business Partner ID for ePermitting and other services.	A business seeking to become an ECMS Business Partner to use ePermitting and other software or services on a regular basis. Multiple employees in your company can be assigned individual user IDs.	A Security Administrator will be assigned to manage individual user IDs and privileges.	ECMS Registration Register for a Business Partner ID online at Business Partner Registration .

4. Complete the form and check the ePermitting Business Partner Security Administrator check box.
5. Print the form and have it signed by an authorized representative.
6. Email the completed form to: RA-pdECMDSecurity@pa.gov

Note: You should receive a response from PennDOT within three business days that will include your User ID and password as Security Administrator. Incomplete forms may cause a delay in receiving your Security Administrator ID and password. The two most common are not having a signed form and missing Federal ID information.

Request for ECMS Business Partner Log In Credentials E-Permitting ONLY

NOTE: Please provide complete information. Incomplete applications will delay processing of business partner credentials.

Company Name	Date Submitted:
Applicant Last Name	Applicant First Name
Applicant Signature	
Applicant Title	Business Phone:
Business Address	Federal ID Number
City, State, Zip Code	
Applicant E-Mail Address:	

Check here	Role Requested
<input type="checkbox"/>	E-Permitting Business Partner SECURITY ADMINISTRATOR

This role has the ability to create users for their organization and grant one or more of the following two roles.

<input type="checkbox"/>	Applicant (Applicant, Co-Applicant, Engineering Firm)
<input type="checkbox"/>	Business Partner Read-Only

PLEASE E-MAIL COMPLETED APPLICATION TO:
RA-pdECMDSecurity@pa.gov

ECMD Use Only:
Entered By: _____
Entered Date: _____

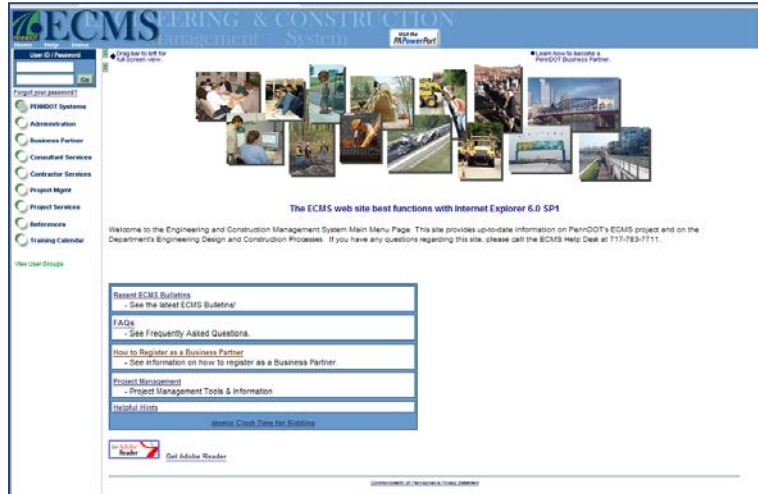
Version 2: October 31, 2011

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Setting up an Administrator Account

After receiving an email with administrator information, the administrator must create an administrator account for himself before setting up other users in the organization.

1. Click this link <http://www.dotdom2.state.pa.us/>, or copy it to a web browser to access the ECMS Login page.
2. Enter your User ID and Password.
3. Click GO. A popup displays requesting that a Security Question and Answer be created.
4. Enter a security question and answer.
5. Click OK. A prompt for you to change your Administration ID password displays.



Note: Passwords must be at least 6 characters and must contain at least one numeral. Passwords are case sensitive.

6. Enter a new password and reenter it to confirm.
7. Click Submit. A message with an OK button displays.
8. Click the OK button to complete administration setup.

Note: In addition to the ADMIN ID, you will need to create a User ID for yourself. This can be done without logging off of the system. Follow instructions for Creating a User ID and Password.

Creating a User ID and Password

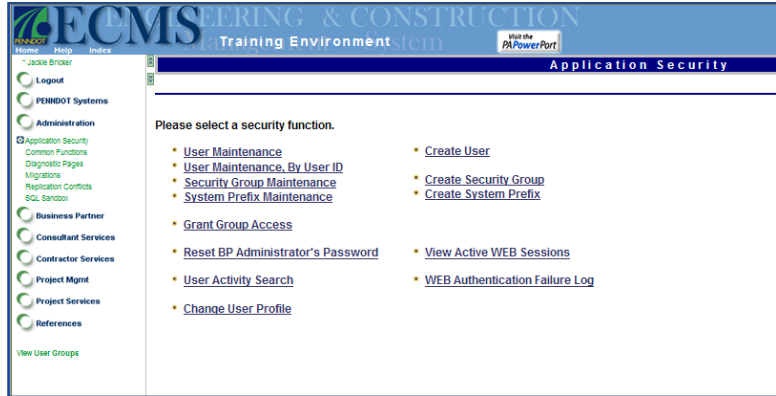
The EPS Security Administrator can create User IDs for members of the organization who need access to ePermitting. The Administrator should also create one for him or herself. The Security Administration ID and Password should only be used to add and maintain organization users. For all other transactions, log in with the normal User ID and Password.

1. Click this link <http://www.dotdom2.state.pa.us/>, or copy it to a web browser to access the ECMS Login page.
2. Log in using your Administrator User ID and Password.
3. Select the "Administration" menu button.



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4. Select "Application Security." The Application Security screen displays.
5. Select "Create User." The PennDOT User Maintenance screen displays
6. Enter all required user information.

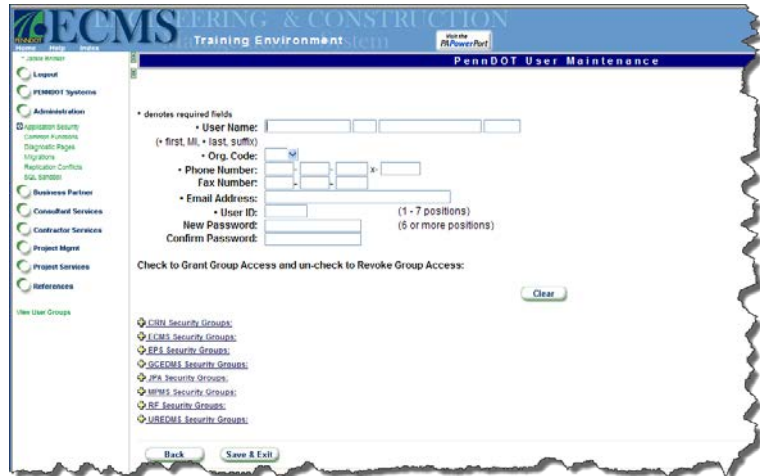


Note: The user name needs to be 8 or more characters. You may use the same user name as your ADMIN ID without the dash in the middle.

You may use the same password for your own User ID and your ADMIN ID.

The rules for the password are the same as when you created a new password for your ADMIN ID.

7. Under Security Groups, click the plus (+) sign before EPS Security Groups (ePermitting System Business Partner). The security group expands to show all user access options.
8. Check each role that the user should have.



- Applicant role can create, modify and submit applications in ePermitting.
- Read Only role can view applications in ePermitting.
- Security Administrator role can create users and change passwords. (As a Security Administrator, select both Applicant and Security Administrator roles)

9. Click the Save & Exit button when finished. The user who was setup will receive an email with their login information.

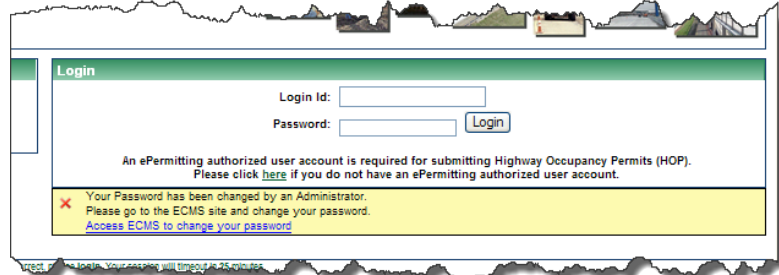


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Logging on as an ePermitting User for the First Time

Once your ePermitting User ID has been created, the first attempt to log in to EPS will result in a prompt to change the assigned password. After this is accomplished, you will be able to log in to EPS.

1. Open the ePermitting login page.
2. Enter your User ID and Password.
3. Click Login. A prompt to change your password displays.
4. Click the Access ECMS link. The ECMS change Profile Information screen displays.
5. Enter your current password, then enter and verify a new password.



- Note:** Passwords must be at least 6 characters long and must contain at least one numeral. Passwords are case sensitive.
6. Click the Submit button when finished. A prompt displays with verification that the change was successful.
 7. Click the PennDOT Systems button and select the EPS quick link to open the EPS login page.

Administration Maintenance

A Security Administrator can create, edit and delete the security settings for EPS users.

1. Log in with the Security Administrator User ID and password.
2. Click the Administration link. Then click Application Security. The Application Security screen displays.
3. Select the User Maintenance function. The Registered Users screen displays a list of users you created.
4. Click the user name that requires a change. The Business Partner User Maintenance screen displays.
5. Click the button for the action that you require: Back, Edit, Change Password, or Delete.
 - Back: Takes you back to the previous screen.
 - Edit: Displays the information for the user you selected, in editable format.
 - Change Password: Prompts you to enter and verify a new password and sends an email notification to the appropriate user.
 - Delete: Removes the user's security rights and their name from ECMS.
6. Take the necessary action then click Save & Exit. The ECMS login screen displays.