

APPLICATION INSTRUCTIONS

At the dotGrants login screen – enter your *username* and *password*; then hit *login*. Also, please note that the information contained within this instructional guide are test examples that do not contain accurate information. This information is just a guide for you to follow when submitting your organizations information.

IntelliGrants - Microsoft Internet Explorer provided by PENNDOT

https://www.dotgrants.state.pa.us/egrants/Login.aspx?APPTHEME=PADOT

File Edit View Favorites Tools Help

IntelliGrants

dotGrants
pennsylvania

Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

NEW PASSWORD/SECURITY UPGRADE

Coming Tuesday November 22 2011. Click [here](#) for more information

Help:
All help-related information is listed at [dotGrants Home](#).

Read Me First:
Before you access this system you should first [review the system requirements](#).

Additional guides for downloading:

- [New User Registration Guide](#)
- [New User Activating Guide for Authorized Officials](#)

Frequently Asked Login Questions:

My account has been locked out, how do I contact the System Administrator?
You will receive this message if you enter the wrong password after three attempts. Please ignore the error message and try logging in after 30 minutes with the correct login credentials. If you still need assistance, send an email to: dotGrantsAdmin@state.pa.us.

When I try to login it tells me- "Your account's email has not been confirmed. Please confirm your email address via the E-mail Confirmation email sent to you when you registered your account". I did not get the email confirmation. Should I start over and register again?
There are a number of users who have registered in dotGrants multiple times. Only one account is activated by the Bureau administrator. Please make sure you are using the correct username that was entered when you registered in dotGrants. If you are unsure of the correct username or may have registered multiple times with multiple usernames, please send an email with your name, grant/program, organization/municipality to: dotGrantsAdmin@state.pa.us.

When I log in, it says my password has expired? What should I do?
In dotGrants, passwords expire every 60 days. After you log in, you will be taken to the Contact Information screen with text at the top in a grey box stating your password has expired. Enter in a new password in the Password and Confirm Password text boxes. Click SAVE. A confirmation box will appear at the top of the page. Click the Main Menu link at the top left to go to the home page.

I am trying to have my password sent to me using the Forgot Password? link on the home page, but I am having trouble.
It is important that you use the correct username and email address that was entered when you registered. If you do not remember or you are using the correct information and it still doesn't work, please send an email with your name and organization/municipality to: dotGrantsAdmin@state.pa.us.

I received the new password after clicking the Forgot Password? link, but once I log in, it takes me to my Contact Information screen and won't let me go further?
After you receive the password and log in to dotGrants, the system requires you to change that temporary password to a new password. Enter in a new password in the Password and Confirm Password text boxes. Click SAVE. A grey confirmation box will appear at the top of the page. Click the Main Menu link at the top left to go to the home page.

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start

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Trusted sites 100% 2:18 PM

Then you will need to go to the appropriate application and select the newly created application listed for your organization.

MY DOCUMENTS

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

Show

My Active Documents

- BRF 2012 RTAP Application
 - BRF-CB-2012-
 - BRF-RTAP-2012-
 - Create New BRF 2012 RTAP Application

After clicking on your application, it will now ask you to Agree to the terms and conditions. Hit "I agree".

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User: [Logout](#)

*****Please be advised, you must agree to the terms and below to continue:

The dotGrants system shall be used solely for authorized government grant related business purposes. Users are advised that their user ID and password information are assigned to them individually and cannot be transferred to, shared with, or used by any third party without the express written permission of PennDOT. Any unauthorized use of dotGrants will result in appropriate action by PennDOT including the loss of access privileges and the imposition of disciplinary measures.

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Upon acceptance you will need to select the *Act/Line Item Page*.

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Main Menu

BRF Application: Status: Application in Progress
User: Role: Authorized Official [Logout](#)

INFORMATION

Organization:
BRF Application: BRF-RTAP-2012-753911-00003
Status: Application in Progress

STATUS MANAGEMENT

Next Possible Statuses:
Application submitted

FORMS

- ACT/Line Item Page
- Applicant Information Section
- Project Type Section
- Project Location Section
- Project Detail Section
- Carloading Information Section
- Employment Information Section
- Financial Information Section
- Annual Preventative Maintenance Program Section
- Applicant Certification Section

Enter the information within the required fields; then save and return to the BRF Application Menu.

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BRF Application: Status: Application in Progress
User: Role: Authorized Official
[Logout](#)

Main Menu > Actions > BRF Application Menu >

SAVE DELETE VIEW PDF

ACT/LINE ITEM PAGE

Organization Name:

DotGrants Application #: BRF-RTAP-2012-753911-00003
PA Vendor #:

Federal ID #:

Please enter the information below:

Act Number: *

Year: *

Page:

Line:

SAVE DELETE VIEW PDF

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Upon hovering over the *BRF Application Menu*, you can choose the next menu item *Applicant Information Section* or simply click back to the *BRF Application Menu*.

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BRF Application: Status: Application in Progress
User: Role: Authorized Official
[Logout](#)

Main Menu > Actions > BRF Application Menu >

SAVE DELETE

ACT/LINE ITEM PAGE

Organization Name:

DotGrants Application #:

PA Vendor #:

Federal ID #:

- ACT/Line Item Page
- Applicant Information Section
- Project Type Section
- Project Location Section
- Project Detail Section
- Carloading Information Section
- Employment Information Section
- Financial Information Section
- Annual Preventative Maintenance Program Section
- Applicant Certification Section

Below I have listed the pages that you will need to complete in order to submit your application. Please note that all the pages have required items that will need to be completed in order for you to successfully save your changes and submit your application.

- ACT/Line Item Page
- Application Information Section
- Project Type Section
- Project Location Section
- Project Detail Section
- Carloading Information Section
- Employment Information Section
- Financial Information Section
- Annual Preventative Maintenance Program Section
- Applicant Certification Section

Within each page listed above, you will need to complete all the required information and save the page. After all the forms have been completed, then change the status to *Application Submitted* and hit the "Change Status" button.

The screenshot displays the dotGrants Pennsylvania PA web application interface. At the top left is the dotGrants logo with "pennsylvania PA" below it. At the top right, user information is shown: "BRF Application: Status: Application in Progress", "User: Authorized Official", and a "Logout" link. Below the header is a navigation menu with "Main Menu" and "Proposal Menu". The main content area is divided into two columns. The left column contains an "INFORMATION" section with "Organization:" and "BRF Application:" fields, and a "STATUS" field showing "Application in Progress". Below this is an "ADD NOTE" button and a "STATUS MANAGEMENT" section with "Next Possible Statuses:" and a dropdown menu currently set to "Application submitted". A blue arrow points to this dropdown. Below the dropdown is a "CHANGE STATUS" button. The right column contains a "FORMS" section with a list of links: "ACT/Line Item Page", "Applicant Information Section", "Project Type Section", "Project Location Section", "Project Detail Section", "Carloading Information Section", "Employment Information Section", "Financial Information Section", "Annual Preventative Maintenance Program Section", and "Applicant Certification Section".