

# Pennsylvania Vanpool Incentive Program

## Applicant Instructions

### Open Application Window

PennDOT Bureau of Public Transportation is accepting applications for the Pennsylvania Vanpool Incentive Program (PVIP) between June 1, 2017 and June 30, 2017. To apply for funding, applicants must create a user account on PennDOT's online SharePoint system.

### How to Apply for PVIP Funding

The PVIP requires all applications to be filed electronically using PennDOT's online SharePoint system at <https://sportal.dot.pa.gov/Inner%20Model/vanpool/SitePages/Home.aspx>. **NOTE:** The SharePoint application must be completed through **Internet Explorer**.

New users and organizations will need to register and should follow the instructions outlined below:

#### **Step 1. Obtain Access to the PennDOT SharePoint System**

Applicants cannot access the PVIP site without a username and password. Register for a user account by following these instructions.

1. Visit this page: <https://www.login.state.pa.us/login/Register.aspx>
2. Fill out the required fields
3. Click the "Register" button at the bottom of the screen.

#### **Step 2. Login to the SharePoint Site**

Once a username and password have been created, applicants can login to the SharePoint system to complete the application.

1. Access the PVIP page at <https://sportal.dot.pa.gov/Inner%20Model/vanpool/SitePages/Home.aspx>
2. You will be directed to a Commonwealth login page. Select "Login to USER & MUSER click here" and login using the login credentials you created in Step1.



Applicants should  
log-in using the  
"Login to User &  
MUSER

3. Enter “**user\yourloginname**” and password you created when registering. You **MUST** enter **user\** before your username (e.g., user\johnsmith).

### **Step 3. Completing the Application**

Upon logging-in to SharePoint, select the “*Create a new Vanpool Application*” option, located under the Vanpool Application header in the middle of the screen. By clicking on the link, the PVIP Application will display as a pop-up screen. Use the top row of tabs, in blue, to navigate between the four (4) application sections:

1. Overview
2. Description
3. Budget
4. Attachments

**WARNING:** *Once an Application has been started, you are unable to save and return at a later time. All progress will be lost if the browser window is closed without submitting. To avoid losing any progress, we highly recommend you review the application in its entirety before entering information. You may print the application at any time using the printer icon at the top of the application.*

Please note that applicants may upload attachments. A list of these attachments and instructions are provided under the Attachments Tab.

### **Step 4. Application Submission**

All applications must be submitted electronically via SharePoint by June 30, 2017 by 11:55 PM. No late submissions will be accepted. Upon submission, applicants will receive a confirmation of submission via e-mail, sent to the e-mail address on file for the username that submitted the application.

## **Questions**

All questions regarding the PVIP or application submission process should be directed to the Vanpool Resource Account at [RA-PDBPTVANPOOL@pa.gov](mailto:RA-PDBPTVANPOOL@pa.gov).