

URMS BUSINESS PARTNER PROFILE SET-UP

OCTOBER 2020

URMS: SETTING THE BUSINESS PARTNER SECURITY PROFILE



This document provides the steps to complete the security profile for Business Partners for first time.

By following the steps listed in the document Business Partners will be able to:

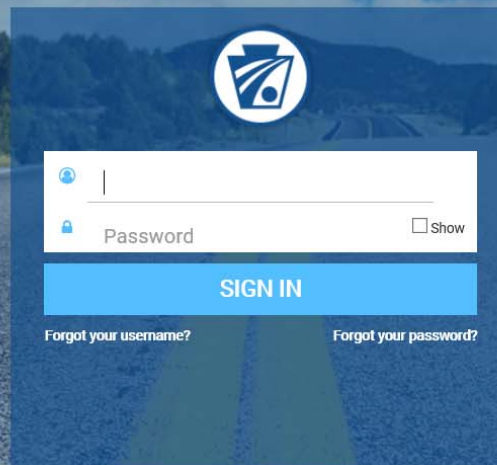
- Set up a New Password
- Set up an Email Address
- Set up Security Questions & Answers
- E-Sign Commonwealth of Pennsylvania User Release Agreement
- Update the phone number

Note: Only new B- account users will be required to enter data into all fields. Existing B- account users may have to enter or update some fields.



1. URMS BUSINESS PARTNER: UPDATING THE PASSWORD

1. Navigate to the login screen <https://idservices.penndot.gov/iam/im/businesspartners/>, enter your username and temporary password, then click 'Sign In.'

A screenshot of the PennDOT login interface. At the top is the PennDOT logo. Below it is a white input field for the username, followed by a password field with a "Show" toggle. A blue "SIGN IN" button is centered below the fields. At the bottom of the form are two links: "Forgot your username?" and "Forgot your password?". The background of the login form is a blue-tinted image of a road winding through a forest.

2. URMS BUSINESS PARTNER: UPDATING THE PASSWORD

2. The Business Partner User enters a new password in the **New Password** and **Confirm New Password** fields and clicks 'Next.'

Setup Security Profile and Password: Set Password

Please change your current password before continuing.

1 Set Password 2 Set Email Address 3 Set Questions and Answers 4 Sign User Agreement

Set Password

Please fill in all available fields on this page to ensure that your profile is complete and secure.

Three out of four character sets

1. Lowercase character
2. Uppercase character
3. Special character
4. Number

-Eight(8) character minimum
-Cannot contain space character
-Cannot contain your first or last name
-Cannot contain your userid

New Password

Confirm New Password

NEXT CANCEL



3. URMS BUSINESS PARTNER: SET-UP SECURITY Q & A

3. Select your **Security Questions**, from the dropdown list, provide answers for each and click 'Next.'

Setup Security Profile and Password: Set Questions and Answers

1 Set Password 2 Set Email Address **3 Set Questions and Answers** 4 Sign User Agreement

• = Required

Set Security Questions and Answers

Please fill in all available fields on this page to ensure that your profile is complete and secure.
These questions will be used to verify your identity and help recover your password if you ever forget it.

• Security Question 1	• Answer 1
<input type="text" value="Please select a security question."/>	<input type="text"/>
• Security Question 2	• Answer 2
<input type="text" value="Please select a security question."/>	<input type="text"/>
• Security Question 3	• Answer 3
<input type="text" value="Please select a security question."/>	<input type="text"/>



4. URMS BUSINESS PARTNER: USER RELEASE AGREEMENT

4. To complete the process, the Business Partner User acknowledges the User Release Agreement by checking the box and signs their full name. Click 'Finish.'

Setup Security Profile and Password: Sign User Agreement

1 Set Password 2 Set Email Address 3 Set Questions and Answers **4 Sign User Agreement**

***** = Required

User Information

Full Name Full Name stored in the system.

User Release Agreement

Please fill in all available fields on this page to ensure that your profile is complete and secure.

I understand and agree with the Commonwealth of Pennsylvania User Release Agreement

I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms as stated.

Full Name What is e-signature? [Click Here](#)



5. URMS BUSINESS PARTNER: USER DASHBOARD

5. Upon completion, the Business Partner User will be directed their dashboard.

**This screen shows the Business Partner Delegated Administrator's dashboard*

Welcome to PennDOT Identity Services Portal

Business Partner Administration



Disable User



Modify User
Access and
Profile



Reset User
Password



URMS
Registration
Invite



View My Work
List

Manage My Profile



Change Contact
Information



Change
Password



Change Security
Questions and
Answers



6. URMS BUSINESS PARTNER: UPDATE PHONE NUMBER

6. Select 'Change Contact Information' to update a phone number.

The screenshot displays the PennDOT Identity Services Portal interface. At the top left, the PennDOT logo and 'IDENTITY SERVICES PORTAL' are visible. Below this, the user is logged in as 'b-jforth' and the '(Logout)' link is on the right. A navigation bar contains 'Business Partner Administration' and 'Manage My Profile'. The main content area is titled 'Welcome to PennDOT Identity Services Portal' and is divided into two sections: 'Business Partner Administration' and 'Manage My Profile'. The 'Business Partner Administration' section includes five icons: 'Disable User', 'Modify User Access and Profile', 'Reset User Password', 'URMS Registration Invite', and 'View My Work List'. The 'Manage My Profile' section includes three icons: 'Change Contact Information' (highlighted with a red box), 'Change Password', and 'Change Security Questions and Answers'.



7. URMS BUSINESS PARTNER: UPDATE PHONE NUMBER

7. Enter your password to validate your account.

PennDOT
IDENTITY SERVICES PORTAL

Logged in as: **b-jforth** (Logout)

[Business Partner Administration](#) | [Manage My Profile](#)

Change Contact Information

Required

Personal Information

First Name <input type="text" value="Jackie"/>	Last Name <input type="text" value="Forth"/>
User ID <input type="text" value="b-jforth"/>	

Validate Yourself

Current Password

Please click the appropriate dropdown button to update your Email Address or Contact Number

Change Email Address

Change Contact Number

PennDOT | [Contact Us](#) | [Release v3.4](#) | [Web Policies](#)
Copyright 2020 © Pennsylvania Department of Transportation. All Rights Reserved



8. URMS BUSINESS PARTNER: UPDATE PHONE NUMBER

8. Once you have entered your password, you will have the option to select 'Change Contact Number' to update your phone number. Click 'Submit.'

Change Contact Information

• = Required

Personal Information

First Name	Last Name
<input type="text" value="Jackie"/>	<input type="text" value="Forth"/>

User ID

Validate Yourself

• Current Password

Please click the appropriate dropdown button to update your Email Address or Contact Number

Change Email Address

Change Contact Number ←

Current Telephone	New Telephone
<input type="text" value="000-000-0000"/>	<input type="text" value="123-000-0000"/> ←
Current Mobile Phone	New Mobile Phone
<input type="text"/>	<input type="text"/>

