

Registration Instructions

There are two parts to the Business Partner registration process. 1. Completion of the Legal Agreement and 2. Completion of the on-line Registration. Both parts must be completed prior to approval as a Business Partner.

Complete and submit the Legal Agreement to Authorize Electronic Access to PennDOT Systems.

1. Open ECMS Frameset <https://www.dot2.state.pa.us> to access the online registration.
2. On the home page, select the **'Register as a Business Partner'** link OR
 - a. Select **'Business Partner'** on the navigation pane on the left side of the screen.
 - b. And then select **'Registration'** from the drop-down. The Business Partner Registration home page is displayed.
3. Select the radio button next to **'Private Sector Organization'** if your organization is a business. Select **'Government Agency'** if your organization is a municipality or municipal authority. Ensure that the correct selection is made because the Business Partner Agreement for public and private sector entities are different.
4. Select the **'BP Agency Agreement.pdf'** icon to access the agreement.
 - a. The **'Download or Print Instructions'** link provides instructions on downloading and printing the agreement.
5. Complete the agreement as indicated on the Instruction page. Please follow the instructions closely. If the agreement is not completed properly, this will delay your approval as a business partner.
6. Once complete, email the agreement to RA-PD-BPREGISTRATION@pa.gov.

Complete and submit the electronic Registration form.

1. The electronic registration form can be accessed from the Business Partner Registration home page mentioned in Steps 1 and 2 above.
2. Make sure **'Private Sector Organization'** or **'Government Agency'**, whichever is appropriate, is selected.
3. Select the **'Register'** button at the bottom of the screen.
4. Enter information into at least all the required fields (indicated by the dot preceding the field name. For example, •Business Partner Name) on all five tabs (General Info, Legal Address, Mailing Address, Administrator Info and Authorized Signatory) of the electronic registration form. Navigate from tab to tab by clicking on the title of the tab (such as Legal Address).
 - a. On the General Information tab, select one or more of the appropriate "Doing Business As" selections as defined below.
5. Select the **'Submit'** button at bottom of screen upon completion.

Please Note: It typically takes two weeks from completion of the electronic Registration and PennDOT receiving the correctly completed Legal Agreement to fully execute the approval process. Once the registration for your company is complete, an email will be sent to your Security Administrator (as designated on the electronic Registration form) with the Administrator User ID and temporary password.

The Security Administrator will use the Administrator User ID and password to:

1. Establish User IDs and passwords for users within the company. If the Security Administrator will also use ECMS to conduct business with PennDOT, they will need to create a user account for themselves. The Administrator User ID and password ONLY allows creation and maintenance of user accounts.
2. Assign users to Security Groups, allowing these users to see, enter and submit information for your company based on the level of security provided by the Security Group.

For **Private Sector Organization**, the following 'Doing Business As' types are available:

- Consultant
- Construction Contractor
- Planning Partner
- Surety Company
- Bonding Agency
- Bridge Consultant
- Bridge Planning Partner
- Bridge Owner / Private
- ePermitting
- Small Business Applicant
- Highway Beautification Management System
- Traffic Signal Asset Management System

For **Government Agencies**, the following 'Doing Business As' types are available:

- Bridge Owner/Government
- FHWA
- Municipal Authority
- Municipality
- PUC
- Turnpike

3. Delete User ID's.
4. Reset passwords for User ID's.

Registration for the Bridge Management System (BMS3) also requires Business Partners to read the [Confidentiality and Security of Bridge Information](#) and return completed form [D-494A](#).

To change information on your account (such as change of address, phone/fax numbers, security administrator or officers) or to add another 'Doing Business As' type to your account, provide the new information in a statement on your company letterhead signed by the authorized signatory. Email the letter to the ECMS Help Desk at RA-pdECMDSecurity@pa.gov.