Registration Instructions

Note that there are two parts to the Business Partner registration process, completion of a paper legal agreement and completion of registration information on-line. Both parts must be completed prior to approval as a Business Partner

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

1. Click on www.dot2.state.pa.us to access the online registration. You must use Internet Explorer (up to version 11) to access the online registration.
2. Click on the **Register as a Business Partner** link **OR**
   a   Click on Business Partner on the navigation pane on the left side of the screen.
   b   Click on Registration. 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. Click on Business Partner Agreement PDF icon to access the correct agreement. The **Download or Print Instructions** link provides instructions on downloading and printing the form.
5. Complete the agreement as indicated on the Instruction page. Please follow these instructions closely. If the agreement is not completed properly, this will delay your approval as a business partner.
6. Either email the agreement to ra-pd-bpregistration@pa.gov OR you can mail the entire agreement (including exhibits and checklist) to:

   > System Registration
   > PA Department of Transportation
   > Bureau of Project Delivery, Systems Management Section
   > 400 North Street, 7th Floor
   > Harrisburg, PA 17120

Complete and submit the electronic registration form.

1. The electronic registration form can be accessed from the Business Partner Registration home page mentioned in Step 1 above.
2. Make sure "**Private Sector Organization**" or "**Government Agency**", whichever is appropriate, is selected.
3. Click on the **Register** at the bottom of the right side of the screen.
   On the General Information tab, select one or more of the appropriate "Doing Business As" selections as defined above.
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).
5. Click **Submit** at the bottom of the screen.

Please Note: It typically takes two weeks from completion of the electronic form and PennDOT receiving the correctly completed paper form to complete 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 their User ID and password. The security administrator will use the User ID and password to:

a   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 security administrator User ID and password **ONLY** allows creation and maintenance of user accounts.

b   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 Construction and Contractors, the following Doing Business As types are available:

- Consultant;
- Construction Contractor;
- Rail Freight, Ports, Waterways;
- Planning Partner;
- Surety Company;
- Bonding Agency;
- Printing Partner;

- DUI Association;
- External Utility;
- Bridge Consultant;
- Bridge Planning Partner;
- Bridge Owner / Private;
- ePermitting;
- Small Business Applicant;
- Highway Beautification Management System;
- Traffic Signal Asset Management System.

For the Public Sector, the following Doing Business As types are available:
- Bridge Owner/Government;
- FHWA;
- Municipal Authority;
- Municipality;
- PAUCP Other Agency;
- PUC;
- Turnpike

c   Delete users.
d   Reset passwords for your users.

Registration for the Bridge Management System (BMS2) 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**. E-mail the letter to the ECMS Help Desk or return via mail to:

System Registration
PA Department of Transportation
Bureau of Project Delivery, Systems Management Section
400 North Street, 7th Floor
Harrisburg, PA 17120