

Register for Sodium Chloride (Road Salt) Contract

Purpose

Use this procedure to register for the Sodium Chloride (Road Salt) contract.

Website Path

Use the following website:

www.dgs.pa.gov

Procedure

Access the COSTARS Portal

1. Go to www.dgs.pa.gov.
2. Scroll down and select **COSTARS**.
3. Select **Member Information**.
4. Select the blue link:
“**SALT REQUEST SUBMISSION IS OPEN FOR 2026–2027 SEASON.**”

Note: Salt requests are open from **January 1 to March 15**.

Log In

5. Enter your **User ID**.
 - If you do not have one, select the link to register.
 6. Enter your **Password**.
 7. Select **Login**.
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Complete the Salt Request Form

8. Review your organization information at the top of the page.
 9. Scroll down to the request form.
 10. Select your **County**.
 11. Enter the **Name of the Person Receiving the Contract**.
 12. Enter the following contact information:
 - Last Name
 - Email Address
 - Confirm Email Address
 - Phone Number
 13. Select the box if the **delivery address is the same as the billing address**.
 - If different, enter the delivery address.
 14. Enter your **Stockpile Capacity**.
 15. Select the **Signature Details** box to sign electronically.
 16. Enter:
 - Name
 - Title
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Submit the Request

17. Select **Submit**.
 - A confirmation email will be sent.
 - The request status will show **Submitted** at the top of the page.
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Result

You have successfully registered for the Sodium Chloride (Road Salt) contract.