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# HOME-STATE VERIFICATION APPLICATION INSTRUCTIONS

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### QUICK CONTACT LIST:

**Login Problems:** Supplier Service Center, 877.435.7363, Option 1

**Enterprise Applications** (Blank page after following [Troubleshooting Tips](#)): Supplier Service Center, 877.435.7363, Option 1

**Upload Issues:** Bureau of Diversity, Inclusion & Small Business Opportunities, 717.783.3119, [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov).

**Online Application Questions** (Steps 1 – 3 of online application): Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO), 717.783.3119, [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov)

## SYSTEM REQUIREMENTS

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### Certified Browsers

Internet Explorer 8.0, 9.0, 10.0, 11.0

### Supported Operating Systems

(See important notice regarding Windows 10 below)

Microsoft Windows 7.0, 8.0, 8.1

### Technology

PCs

### Other Browsers, Operating Systems & Technology

Full functionality not assured

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NOTE: The PA Supplier Portal may work with other Browsers, Operating Systems, and Technology. See the Other Browsers, Operating Systems, and Technology in the [Troubleshooting Tips](#) section of this guide.

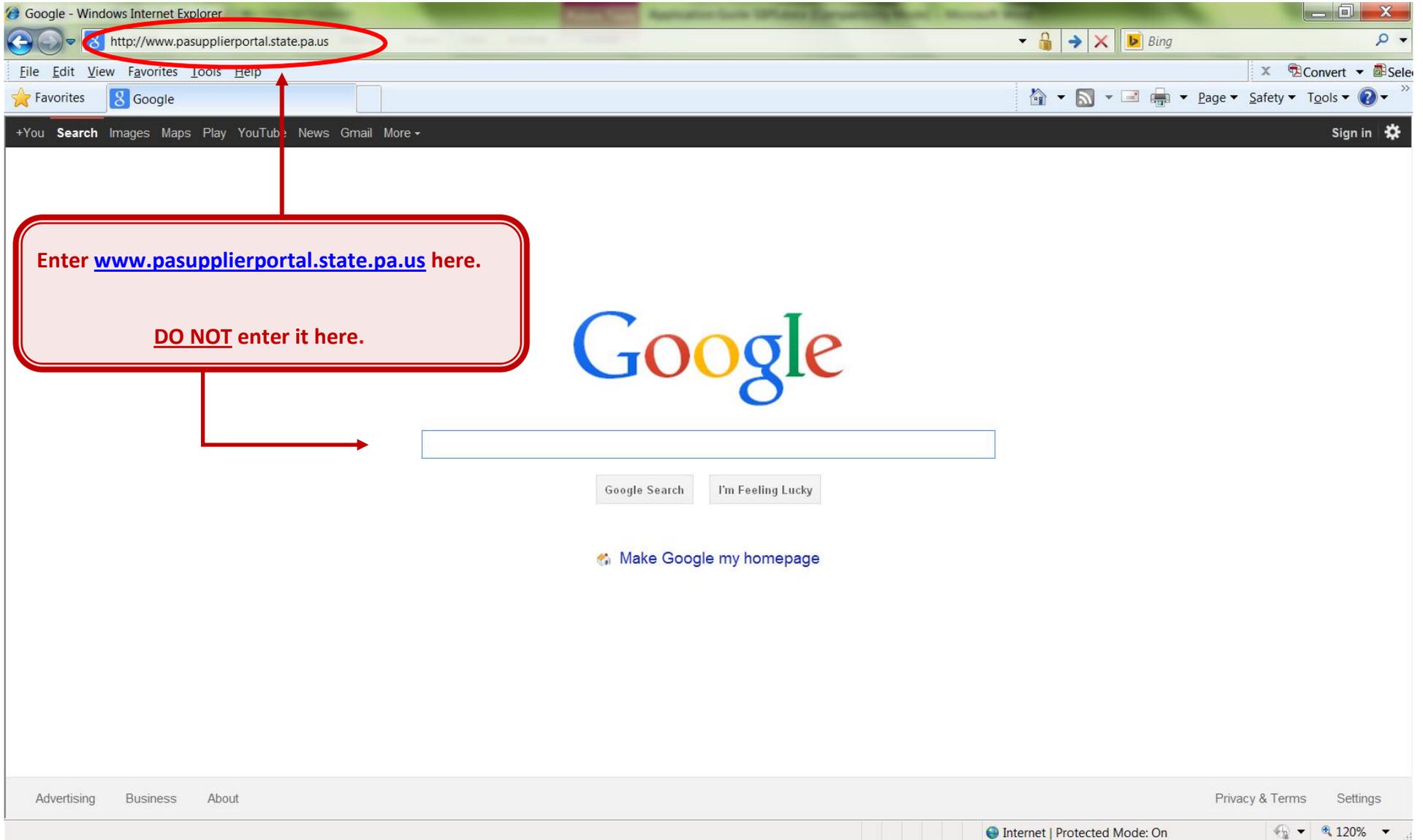
#### ***IMPORTANT NOTICE: Windows 10 Known Compatibility Issues***

In August 2015, Microsoft released its Windows 10 operating system along with a new Internet browser called Edge. This new operating system and web browser have been integrated in many commonwealth business partner IT environments. However, several compatibility issues are known to remain.

The Office of Administration (OA) is working to identify and address those compatibility issues. During this phase, OA is recommending that commonwealth business partners interface with commonwealth applications and services using computing devices that are running Microsoft Windows 7 operating system and Internet Explorer version 11 browser to avoid compatibility issues and disruption of business processes.

# INSTRUCTIONS

1. Enter [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) in address bar at top of screen.



2. You should now be on the PA Supplier Portal. Click on the **Log on** button at the top right to log into your vendor registration. If haven't registered as a vendor, click on **Supplier Registration** to the left first to complete that process before proceeding.

Search:

Welcome: PA Suppliers

Supplier

Supplier Registration

Supplier > Supplier Registration > PA Supplier Portal Home

Full Screen

- PA Supplier Portal Home
- **Supplier Registration**
- Supplier Service Center

**Welcome to the Pennsylvania Supplier Portal**

**IMPORTANT SYSTEM NOTICE TO SUPPLIERS**

**The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 8.0 through 11.0. Supported Operating Systems are Microsoft Windows 7.0, 8.0, and 8.1. Other products may work; however, full functionality cannot be assured. Registrations will only be processed during regular Commonwealth work hours.**

If you are experiencing access problems with this site, please select [status](#) for system availability information.

The Pennsylvania Supplier Portal enables suppliers to participate in electronic bidding opportunities with the Commonwealth, and also Manage User and Company Data. Problems

with your password? Select the log on link at the top of this page, then select the **"Reset Password"** link located at the bottom of the page.

The **"Supplier Service Center"** link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.

115%

3. Login with your **User Name** and **Password**. If you do not know your **User Name** and/or **Password**, contact the Supplier Service Center at 717-346-2676 or 877-435-7363, option 1.

SAP NetWeaver Portal - Windows Internet Explorer  
https://pasupplierportal.state.pa.us/irj/portal/anonymous/login

File Edit View Favorites Tools Help

★ Favorites SAP NetWeaver Portal

pennsylvania PA

Welcome Pennsylvania Suppliers! If you are using a screen reader and would like to request the enhanced accessibility option for this website, please call the toll free number 877-435-7363, option 1, between 8:00 AM and 4:30 PM, Monday thru Friday.

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured.

User \*   
Password \*

Log On

Logon Problems? [Replace Password](#)  
Forgot your User ID? Contact the Payable Service Call Center at 877-435-7363 - option 1 Or email [RA-PSCSRMPORTAL@pa.gov](mailto:RA-PSCSRMPORTAL@pa.gov)

Done Local intranet | Protected Mode: Off

4. Once logged in, select the **Bidder** tab.

The screenshot shows a web browser window with the URL <https://pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page header includes the Pennsylvania state logo and a search bar. Below the header, there are two tabs: "Vendor Administrator" and "Bidder". The "Bidder" tab is highlighted with a red rectangular box. On the left side, there is a blue navigation menu with the following items: "Welcome Vendor Administra...", "Create Additional Users", "Manage User Data", "Manage My Data", "Manage Company Data", "Maintain Addresses", and "Supplier Service Center". The main content area is titled "WELCOME VENDOR ADMINISTRATOR" and contains a bulleted list of options: "Create Additional Users", "Manage Company Data", "Manage Supplier Addresses", and "Manage Bank Data & Product Categories". Below the list, there are three paragraphs of text providing instructions on how to access administrative user options, the Supplier Service Center, and the Help link.

Vendor Administrator > Administrator > Welcome Vendor Administrator

### WELCOME VENDOR ADMINISTRATOR

- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to view and respond to Commonwealth Solicitations, select the **"Bidder"** tab located in the upper left corner of the screen.

The **"Supplier Service Center"** link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.

The **"Help"** link located on the upper right corner contains common supplier questions and contact information.

Done Local intranet | Protected Mode: Off

5. Click on “**Enterprise Applications**”.

The screenshot shows a web browser window with the URL <https://pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page title is "Bid Processing - Commowealth of Pa". The navigation menu includes "Vendor Administrator" and "Bidder". The "Bidder" tab is active, and the "Enterprise Applications" menu item is highlighted with a red box. The main content area displays a table of solicitations under the "Solicitations - All" tab.

Solicitation Number	Solicitation Description	Solicitation Type	Solicitation Status	Start Date	End Date	Response Number	Response Status	Solicitation Version	Response
<a href="#">6100028301</a>	1152 PIZZA	Invitation For Bid	Published	02-25-2014	03-05-2014		No Bid Created	1	
<a href="#">6100028291</a>	Copy of 6100028263	Invitation For Bid	Published	02-25-2014	03-11-2014		No Bid Created	1	
<a href="#">6100028283</a>	1176 Frozen Beef/Pork Products 02/24/14	Invitation For Bid	Published	02-25-2014	03-17-2014		No Bid Created		
<a href="#">6100028280</a>	1152 BEEF PATTIES, FRZ	Invitation For Bid	Published	02-25-2014	03-18-2014		No Bid Created		
<a href="#">6100028279</a>	1152 CHICKEN PRODUCTS, FRZ	Invitation For Bid	Published	02-25-2014	03-12-2014		No Bid Created	2	
<a href="#">6100028278</a>	1152 BREADED FISH	Invitation For Bid	Published	02-25-2014	03-11-2014		No Bid Created	2	
<a href="#">6100028274</a>	1153 Produce - April	Invitation For Bid	Published	02-24-2014	03-05-2014		No Bid Created		
<a href="#">6100028273</a>	P00041552 02/24/2014 09:56:44	Invitation For Bid	Published	02-25-2014	03-12-2014		No Bid Created	1	

If this page is blank after selecting Enterprise Applications, logout and log back into the application, click on **Vendor Administrator** tab (to the left of the **Bidder** tab) → **Bidder** tab → **Enterprise Applications** → **Home State Business Verification**.

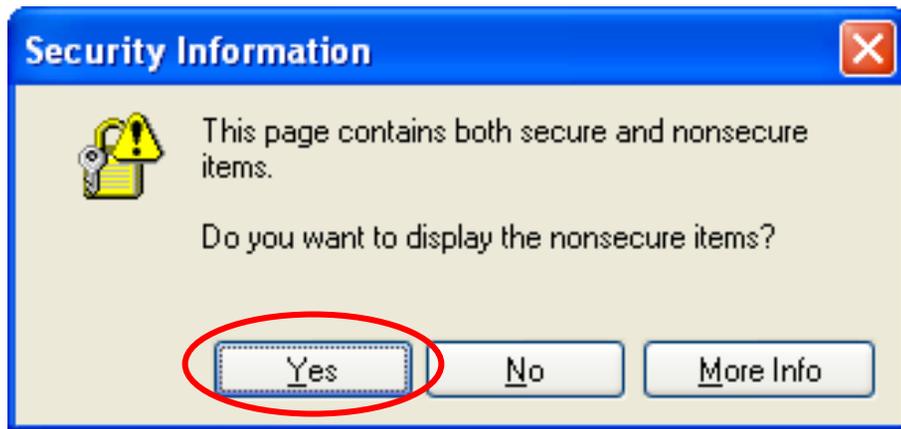
OTHER POSSIBLE ISSUES

- You have not given permission to view all content.
- You are not using Internet Explorer (IE) 8.0, 9.0, 10.0, or 11.0.
- You are using IE 11.0 but running it in Compatibility Mode hasn't resolved the problem.
- You are running Windows 10 (run Windows 7).
- You are using a Mac system.

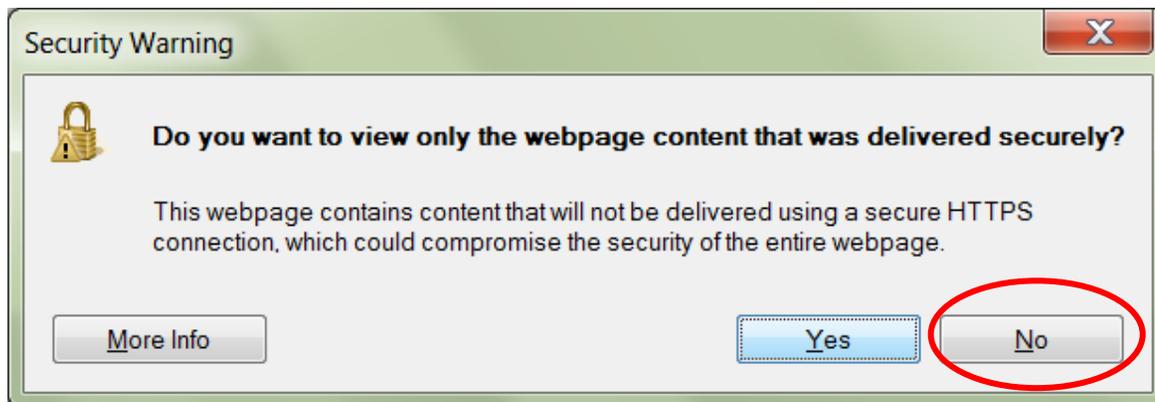
See the [Troubleshooting Tips](#) at the end of this guide.

CONTACT THE SUPPLIER SERVICE CENTER AT 877-435-7363, OPTION 1 IF YOU CONTINUE EXPERIENCING ISSUES AFTER FOLLOWING THE TROUBLESHOOTING TIPS.

6. If a security box pops up, hit “Yes” if it looks like this . . .



. . . or “No” if it looks like this.



Or click the “Show all content” button if this appears at the bottom of the window. NOTE: Click “Show all content” may route you back to the Welcome Vendor Administrator page. Click **Bidder** > **Enterprise Applications** again if this happens.



If the security warning does not appear, continue to the next step. It may appear later in the process. If it does, follow the directions above. The goal is to be able to view all information, secure and nonsecure. For additional pointers, please see the [Troubleshooting Tips](#) for Viewing Secure and Nonsecure Content at the end of this guide.

7. Click on **Home State Business Verification**.

The screenshot shows a web browser window with the URL <https://pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page title is "Enterprise Applications - C...". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The page header features the "pennsylvania PA" logo. A "Bidder" icon, highlighted with a green box, is located in the top left. Below it, a "Bidder" tab is visible. A blue sidebar on the left contains a navigation menu with the following items:

- Welcome Bidder
- Bid Processing
- Enterprise Applications
- Supplier Service Center

The main content area has a breadcrumb trail: "Bidder > Bidder". The header banner includes the "enterprise application portal" logo and "DEPARTMENT OF GENERAL SERVICES" text, with the "pennsylvania PA" logo below it.

## Welcome to the Enterprise Application Portal.

<a href="#">COSTARS</a>	Use this Supplier Gateway to view your COSTARS-participating contract (s), update COSTARS-only contact information, report quarterly contract sales, and pay contract Administrative Fee.
<a href="#">Small &amp; Small Diverse Business Program Application</a>	Self-certify as a Small Business and, if eligible, verify as a Small Diverse Business to participate as a Small and Small Diverse Business on Commonwealth contracting opportunities.
<a href="#">Home State Business Verification</a>	The Diverse and Disadvantaged Business home state verification program established under Act 171 of 2016 allows for the verification of Minority, Woman, or Veteran Business Enterprises that exceed the size or gross revenue thresholds set for the Small Diverse Business program and that require verification as Pennsylvania home-state certified solely for the purpose of other state or national disadvantaged business programs.

8. Click **Continue** under *Home State Verification*.

## Home State Verification

The Home State Verification program established under [Act 171 of 2016](#) allows for the verification of Minority, Woman, or Veteran Business Enterprises that exceed the size or gross revenue thresholds set for the [Small Diverse Business](#) program and that require verification as Pennsylvania Home-State certified solely for the purpose of other state or national disadvantaged business programs.

[Continue](#)

[Return to Enterprise Applications](#)

## Notice

Businesses that meet the eligibility requirements of the [Small Diverse Business](#) program and wish to be recognized as Minority, Woman, Veteran, Service Disabled Veteran, LGBT, or Disability-Owned Business Enterprises by the Commonwealth of Pennsylvania for the purpose of state contracting are encouraged to verify through the [Small Diverse Business](#) program.

[Continue to Small Diverse Business Program](#)

9. You have reached the application welcome screen.



## Home State Verification

### Welcome Agency Guest Account

#### Verification of Diverse and Disadvantaged Business Status

The Diverse and Disadvantaged Business home state verification program established under [Act 171 of 2016](#) allows for the verification of Minority, Woman, or Veteran Business Enterprises, including those that exceed the size or gross revenue thresholds set for the [Small Diverse Business](#) program, and that require verification as Pennsylvania home-state certified solely for the purpose of other state or national disadvantaged business programs.

Please have prepared your proof of current certification from one or more of the following third parties:

- [The Unified Certification Program \(UCP\)](#)
- [The National Minority Supplier Development Council \(NMSDC\)](#)
- [The Women's Business Enterprise National Council \(WBENC\)](#)
- [US Business Leadership Network \(USBLN\) \(Service Disabled Veteran Disability Owned Business only\)](#)
- [The United States Small Business Administration \(SBA\) 8\(A\) Business Development Program](#)
- [The Vets First Verification Program \(Vetbiz.gov\)](#)

#### Provision of False Information

Any applicant providing false information to the Commonwealth of Pennsylvania in connection with this Business verification may be subject to the following:

- Debarment or suspension under [62 Pa.C.S. §531](#);
- Exclusion of the company and owner(s) from the Home State Verification program; and/or
- Criminal prosecution and/or any other legal actions permitted by law.

*By checking this box, I certify that I have read the program overview and eligibility requirements above, and I fully understand the potential consequences of providing false information as a part of this self-certification process.*

[Continue](#) [Return to Enterprise Applications](#)

10. Scroll down to the bottom of the page, check the box, and click **Continue**.



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## Home State Verification

### Welcome Agency Guest Account

#### Verification of Diverse and Disadvantaged Business Status

The Diverse and Disadvantaged Business home state verification program established under [Act 171 of 2016](#) at thresholds set for the [Small Diverse Business](#) program, and that require verification as Pennsylvania home-state

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- [The Unified Certification Program \(UCP\)](#)
- [The National Minority Supplier Development Council \(NMSDC\)](#)
- [The Women's Business Enterprise National Council \(WBENC\)](#)
- [US Business Leadership Network \(USBLN\) \(Service Disabled Veteran Disability Owned Business only\)](#)
- [The United States Small Business Administration \(SBA\) 8\(A\) Business Development Program](#)
- [The Vets First Verification Program \(Vetbiz.gov\)](#)

#### Provision of False Information

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- Debarment or suspension under [62 Pa.C.S. §531](#);
- Exclusion of the company and owner(s) from the Home State Verification program; and/or
- Criminal prosecution and/or any other legal actions permitted by law.

***By checking this box, I certify that I have read the program overview and eligibility requirements abo***

11. Once in the application, you can navigate to a given Step by clicking the appropriate tab at the top of the application. If you have not yet started the application, you will begin in Step 1.

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**Home State Verification**

[Step 1 - Company Information](#) | [Step 2 - 3rd Party Certificate Information](#) | [Step 3 - Review & Submit](#) | [FAQ](#)

### Vendor Company Information

<b>Company Name</b>	<input type="text" value="Agency Guest Account"/>
<b>Company Name 2</b>	<input type="text"/>
<b>Contact Person</b>	<input type="text"/>
<b>Street Address 1</b>	<input type="text" value="555 Walnut Street"/>
<b>Street Address 2</b>	<input type="text"/>
<b>City</b>	<input type="text" value="Harrisburg"/>
<b>State</b>	<input type="text" value="PA"/>

12. Enter the company information in Step 1. Most of the fields will be automatically populated with data pulled directly from your company's vendor registration. If entering a company website, enter "http://" before the address (e.g. <http://www.dgs.pa.gov>). Click **Save and Continue** when completed.

<b>Zip</b>	
	17101
<b>Phone</b>	
	717-783-3119
<b>Fax</b>	
	717-787-7052
<b>Primary Email Address</b>	
	gs-bdisbo@PA.GOV
<b>Secondary Email Address</b>	
	
<b>Company Website</b>	
	http://www.dgs.pa.gov
<b>Names(s) of Owners or Proprietors</b>	
	Tom Wolf
<b>Save and Continue</b> <b>Save and Quit</b>	

13. Select the appropriate third-party certification.



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## Home State Verification

[Step 1 - Company Information](#) | [Step 2 - 3rd Party Certificate Information](#) | [Step 3 - Review & Submit](#) | [FAQ](#)

### Step 2

Please select the third-party certification(s) for which your business is seeking Home State Verification. Multiple third-party certifications may be selected; however, the supporting documentation listed will be required for each third-party certification for which your business seeks Home State Verification. Expired certifications from any entity will **not** be accepted.

<input type="checkbox"/> Uniform/Unified Certification Program (UCP)	
<input type="checkbox"/> National Minority Supplier Development Council (NMSDC)	
<input type="checkbox"/> Women's Business Enterprise National Council (WBENC)	
<input type="checkbox"/> U.S. Small Business Administration (SBA) 8(a) Business Development Program	
<input type="checkbox"/> United States Department of Veteran Affairs Verification Program (VetBiz.gov)	
<input type="checkbox"/> US Business Leader Network (USBLN)	

[Save and Continue](#) [Save and Quit](#)

14. Select a *Certification Type* and upload the requested documentation. In the *Anniversary Date* or *Expiration Date* field, enter the anniversary or expiration date which should be listed on the third-party certificate or letter. Click **Save** when completed. Repeat for all third-party certifications being submitted for review.

Step 1 - Company Information Step 2 - 3rd Party Certificate Information Step 3 - Review & Submit FAQ

### Step 2

Please select the third-party certification(s) for which your business is seeking Home State Verification. Multiple third-party certifications may be selected; however, the supporting documentation listed will be required for each third-party certification for which your business seeks Home State Verification. Expired certifications from any entity will **not** be accepted.

Uniform/Unified Certification Program (UCP)

**Certification Type:** -- Select One --

**Upload Current UCP Approval Letter or most recent Renewal Letter or UCP Certificate. (Example)**

  
Browse...  
Choose a pdf, jpg, png or tif file.

**Upload Copy of the business' online profile as presented on the UCP website (Example)**

  
Browse...  
Choose a pdf, jpg, png or tif file.

**Enter anniversary date:**

House Bill 171 allows for Pennsylvania Home State Verification only for woman-owned, minority-owned, or veteran-owned businesses. UCP certification for any other disadvantaged business categories do not meet the requirements necessary to obtain Pennsylvania Home State Verification. Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) reserves the right to require applicants to submit proof of race, ethnicity, or gender in addition to the UCP certification in order to establish eligibility for Pennsylvania Home State Verification.

**Save** Clear UCP data, and any unsaved information entered on any part of this page.

▸ National Minority Supplier Development Council (NMSDC)

▸ Women's Business Enterprise National Council (WBENC)

15. Once all third-party documentation has been save, click Save and Continue.



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**Home State Ver**

Step 1 - Company Information | Step 2 - 3rd Party Certificate Informatic

### Step 2

Please select the third-party certification(s) for which your business is seeking certification for which your business seeks Home State Verification. Expired c

- ▶ Uniform/Unified Certification Program (UCP)
- ▶ National Minority Supplier Development Council (NMSDC)
- ▶ Women's Business Enterprise National Council (WBENC)
- ▶ U.S. Small Business Administration (SBA) 8(a) Business Development Progr
- ▶ United States Department of Veteran Affairs Verification Program (VetBiz.go
- ▶ US Business Leader Network (USBLN)

**UCP Saved.**

16. Review the information for accuracy and completeness in **Step 3**. To submit for review, enter your name and title and check the box at the bottom of the page. Click **Save & Submit**.



# Home State Verification

Step 1 - Company Information | Step 2 - 3rd Party Certificate Information | **Step 3 - Review & Submit** | FAQ

### Step 3

This is the final step prior to submission of your application for verification as a Pennsylvania Home State Verified Diverse Business. **Upon completion of this step, you may not be able to make further changes to certain information without a written request to the Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO).** Please carefully review all information entered and uploaded to this point for accuracy. If corrections or further edits are required, use the "Step" buttons to return to the appropriate step, make the correction and continue to this final page.

#### Company Information

**Company Name**  
Agency Guest Account

**Company Name 2**

**Contact Person**  
BDISBO

**Street Address 1**  
555 Walnut Street

**Street Address 2**

**City**

#### Electronic Signature

**Signature**  
Tom Wolf

**Title**  
Owner

*By checking this box, I certify that the information I have entered is true and correct and understand that the Commonwealth shall treat any misstatement as fraudulent concealment of the true facts punishable as a crime under Section 4904 of the Pennsylvania Crimes Code, Title 18, of Pa. Consolidated Statutes relating to unsworn falsification to authorities.*

**Save & Submit** | Return to Enterprise Applications

17. Click **Submit** to confirm submittal.

Confirm Save Information x

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Are you sure you would like to submit your Home State Verification?

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## Home State Verification

Your Home State Verification application has been submitted. You will receive an email when your application has been processed. You can also check back on this website for status updates.

If you would like to update your company information and/or resubmit a 3rd Party Certificate press continue, otherwise you can close down your browser or Return to the Enterprise Applications menu.

## TROUBLESHOOTING TIPS

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[COMPATIBILITY MODE](#)

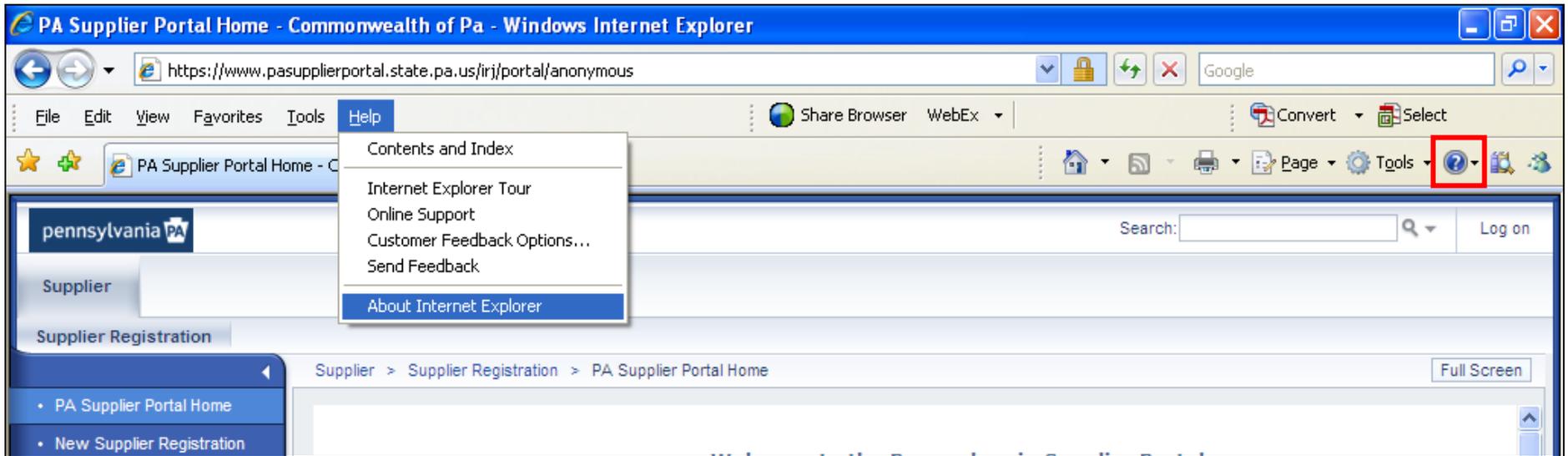
[ADDITIONAL SETTINGS FOR IE 11.0](#)

[VIEWING SECURE AND NONSECURE CONTENT](#)

[OTHER BROWSERS, OPERATING SYSTEMS, AND TECHNOLOGY](#)

## COMPATIBILITY MODE

To determine what version of Internet Explorer you are using, click **Help** → **About Internet Explorer**.



OR

Click the  → **About Internet Explorer**.



## INTERNET EXPLORER

The PA Supplier Portal is compatible with the Internet Explorer (IE) browser versions 8.0, 9.0, 10.0, and 11.0. If you are running IE 10.0 or 11.0, you may need to run it in Compatibility Mode:

Click this button (  ) if it appears in the Address Bar.

OR

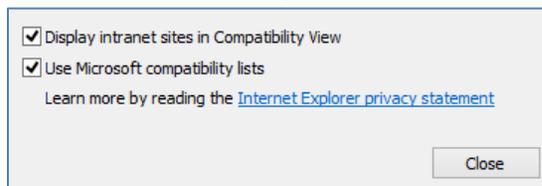
1. Open Internet Explorer.
2. Press the Alt key to display the Menu bar (or right-click the Address bar and then select Menu bar).
3. Click **Tools** → **Compatibility View settings** (ALT + T + B).

OR

1. Press the Alt key to display the Menu bar (or right-click the Address bar and then select Menu bar).
2. Click **Tools** (alternatively you can just press the **F12** key on your keyboard)
3. Click **Browser Mode** and then click on the Internet Explorer version you want to simulate.

OR (Internet Explorer 11)

1. Tap or click the **Tools** button  → **Compatibility View settings**.
2. Under **Add** this website, enter the URL of the site you want to add to the list, and then tap or click **Add**.



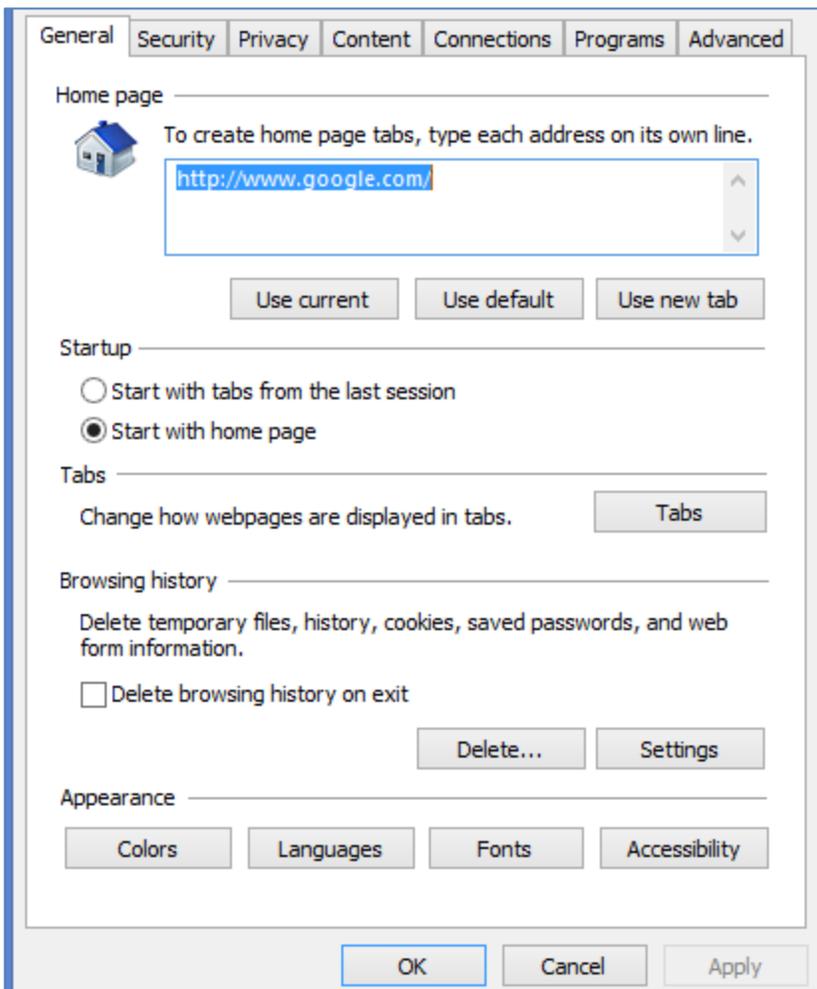
*PLEASE USE A COMPATIBLE BROWSER, (IE 8.0, 9.0, 10.0, OR 11.0) FOR COMPATIBILITY.*

## ADDITIONAL SETTINGS FOR IE 11.0

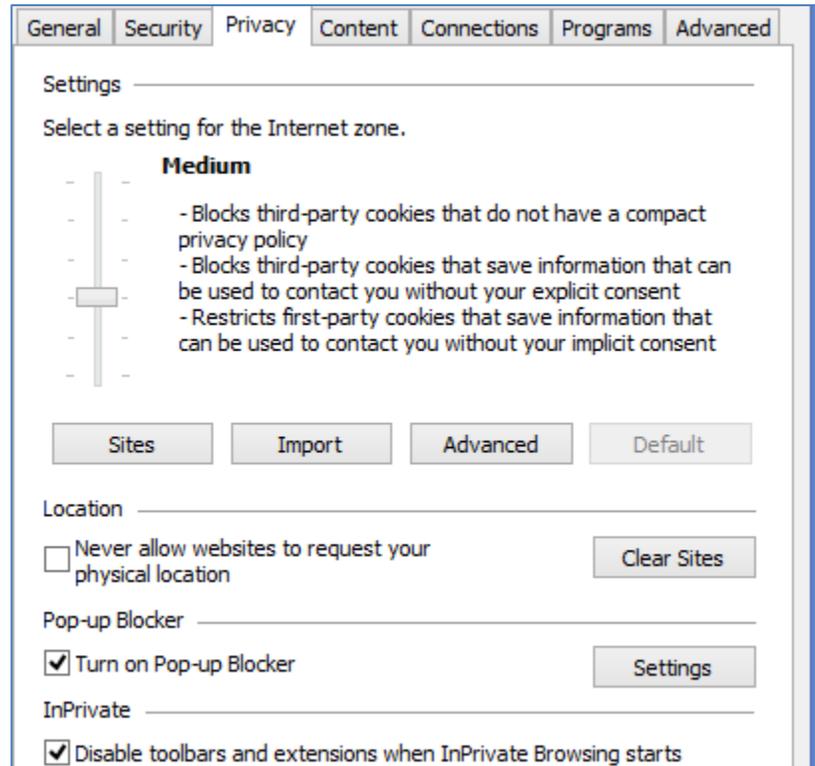
If you continue experiencing issues while using IE 11.0, try the following Internet options settings.

1. Tap or click the **Tools** button , and then tap or click **Internet options**.

### GENERAL TAB



### PRIVACY TAB



SECURITY TAB – INTERNET

Select a zone to view or change security settings.

**Internet** Sites

 This zone is for Internet websites, except those listed in trusted and restricted zones.

Security level for this zone

**Custom**  
Custom settings.  
- To change the settings, click Custom level.  
- To use the recommended settings, click Default level.

Enable Protected Mode (requires restarting Internet Explorer)

Custom level... Default level

Reset all zones to default level

SECURITY TAB – LOCAL INTRANET

Select a zone to view or change security settings.

**Local intranet** Sites

 This zone is for all websites that are found on your intranet.

Security level for this zone

Allowed levels for this zone: All

 **Medium-low**

- Appropriate for websites on your local network (intranet)
- Most content will be run without prompting you
- Unsigned ActiveX controls will not be downloaded
- Same as Medium level without prompts

Enable Protected Mode (requires restarting Internet Explorer)

Custom level... Default level

Reset all zones to default level

## SECURITY TAB – TRUSTED SITES

Select a zone to view or change security settings.

 Internet    Local intranet    **Trusted sites**    Restricted sites

**Trusted sites**  
 This zone contains websites that you trust not to damage your computer or your files. Sites

Security level for this zone  
Allowed levels for this zone: All

**Medium**

- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded

Enable Protected Mode (requires restarting Internet Explorer)

## TRUSTED SITES AFTER SELECTING "SITES"

**Trusted sites** ✕

 You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:  
 Add

Websites:  
 Remove

Require server verification (https:) for all sites in this zone

Close

## ADVANCED SETTINGS

 Accelerated graphics

- Use software rendering instead of GPU rendering\*

 Accessibility

- Always expand ALT text for images
- Enable Caret Browsing for new windows and tabs
- Move system caret with focus/selection changes
- Play system sounds
- Reset text size to medium for new windows and tabs
- Reset zoom level for new windows and tabs

 Browsing

- Always record developer console messages
- Close unused folders in History and Favorites\*
- Disable script debugging (Internet Explorer)
- Disable script debugging (Other)
- Display a notification about every script error
- Enable automatic crash recovery\*
- Enable flip ahead with page prediction
- Enable FTP folder view (outside of Internet Explorer)
- Enable Suggested Sites
- Enable third-party browser extensions\*
- Enable visual styles on buttons and controls in webpages
- Go to an intranet site for a single word entry in the Address bar
- Load sites and content in the background to optimize performance
- Notify when downloads complete
- Show friendly HTTP error messages
- Tell me if Internet Explorer is not the default web browser

 Underline links

- Always
- Hover
- Never

- Use inline AutoComplete in File Explorer and Run Dialog
- Use inline AutoComplete in the Internet Explorer Address bar
- Use most recent order when switching tabs with Ctrl+Tab
- Use Passive FTP (for firewall and DSL modem compatibility)
- Use smooth scrolling

 HTTP settings

- Use HTTP 1.1
- Use HTTP 1.1 through proxy connections
- Use SPDY/3

## ADVANCED SETTINGS CONTINUED

 International\*

- Always show encoded addresses
- Send IDN server names for Intranet URLs
- Send IDN server names for non-Intranet URLs
- Send URL path as UTF-8
- Send UTF-8 query strings for Intranet URLs
- Send UTF-8 query strings for non-Intranet URLs
- Show Notification bar for encoded addresses

 Multimedia

- Enable alternative codecs in HTML5 media elements\*
- Enable automatic image resizing
- Play animations in webpages\*
- Play sounds in webpages
- Show image download placeholders
- Show pictures

 Security

- Allow active content from CDs to run on My Computer\*
- Allow active content to run in files on My Computer\*
- Allow software to run or install even if the signature is invalid
- Block unsecured images with other mixed content
- Check for publisher's certificate revocation
- Check for server certificate revocation\*
- Check for signatures on downloaded programs
- Do not save encrypted pages to disk
- Empty Temporary Internet Files folder when browser is closed
- Enable 64-bit processes for Enhanced Protected Mode\*
- Enable DOM Storage
- Enable Enhanced Protected Mode\*
- Enable Integrated Windows Authentication\*
- Enable native XMLHTTP support
- Enable SmartScreen Filter
- Enable Strict P3P Validation\*
- Send Do Not Track requests to sites you visit in Internet Explorer
- Use SSL 2.0
- Use SSL 3.0
- Use TLS 1.0
- Use TLS 1.1
- Use TLS 1.2
- Warn about certificate address mismatch\*
- Warn if changing between secure and not secure mode
- Warn if POST submittal is redirected to a zone that does not allow it



### When viewing a website in Internet Explorer 9 or later, you receive a message that says "Only secure content is displayed."

This message is telling you that there may be both secure and non-secure content on the page. Secure and non-secure content, or mixed content, means that a webpage is trying to display elements using both secure (HTTPS/SSL) and non-secure (HTTP) web server connections. This often happens with online stores or financial sites that display images, banners, or scripts that are coming from a server that is not secured. The risk of displaying mixed content is that a non-secure webpage or script might be able to access information from the secure content.

INTERNET EXPLORER BLOCKS NON-SECURE CONTENT BY DEFAULT and is set to prompt you when this is happening.

*WINDOWS 7, WINDOWS VISTA, AND WINDOWS XP*

#### To Disable/Enable/Prompt the "Only secure content is displayed" message:

1. Start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **Security** tab, and then click **Internet** and then **Custom Level**.
4. In the Settings box, scroll down to the **Miscellaneous** section, and under **Display mixed content** choose from the following options:
  - **Disable**, will not display non-secure items.\*
  - **Enable**, will always display non-secure items without asking
  - **Prompt**, will prompt you when a webpage is using non-secure content

*WINDOWS 8*

#### To Disable/Enable/Prompt the "Only secure content is displayed" message:

1. From the start screen, type **Internet Options**.
2. Tap or click the **Settings** option below the Search box, and then tap or click Internet Options.
3. Tap or click the **Security** tab, and then tap or click **Custom Level**.
4. In the Settings box, scroll down to the **Miscellaneous** section, and under **Display mixed content** choose from the following options:
  - **Disable**, will not display non-secure items.\*
  - **Enable**, will always display non-secure items without asking
  - **Prompt**, will prompt you when a webpage is using non-secure content

\*If Display mixed content is set to **Disable**, select **Enable** or **Prompt**. If it is set to **Prompt** and all content is still not displayed, set to **Enable**.

Internet Explorer blocks non-secure content to keep your information safe and is set to **Prompt** by default. When this setting is set to **Enable**, Internet Explorer does not prompt you with the "Only secure content is displayed" message even if the webpage is using non-secure elements.

**NOTE:** If you are still logged into the PA Supplier Portal when resetting the **Display mixed content** setting, please log out and log back in to be able to view content based on the new setting.

Full functionality with the PA Supplier Portal is guaranteed only when certain system requirements have been met. However, in some situations, the following tips may allow the PA Supplier Portal to function on other browsers, operating systems, and technology.

### GOOGLE CHROME (OLDER VERSIONS)

#### Blank Screens

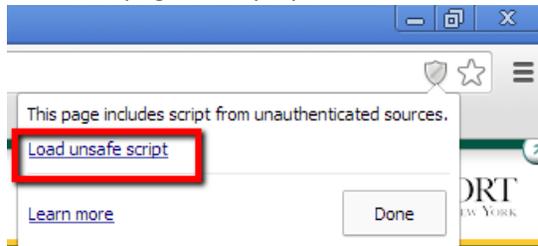
A blank screen is the result of a security feature in Google Chrome called Mixed Content Blocking. This feature blocks non-https content from displaying in an https page by default unless specifically allowed during each page visit.

To allow all content to display in Google Chrome:

1. Check the upper right corner of your screen for the Shield icon. This icon indicates that Google Chrome has blocked the page from displaying.



2. Click on the Shield icon and a box will pop-up asking if you want to **“Load unsafe script”**. Click the **“Load unsafe script”** or **“Load anyway”** text to allow the page to display.



3. Google Chrome will refresh your screen and you may need to navigate back to the appropriate link or content item in the PA Supplier Portal.
4. Now when you click the link, the page should display. The address bar in your browser will display the https URL in red with a line through it to denote that mixed content is being displayed in Google Chrome.



5. **Note:** Due to the security in Google Chrome, you will have to follow this process every time you encounter the blank screen and see the Shield icon in the upper right corner of your screen.

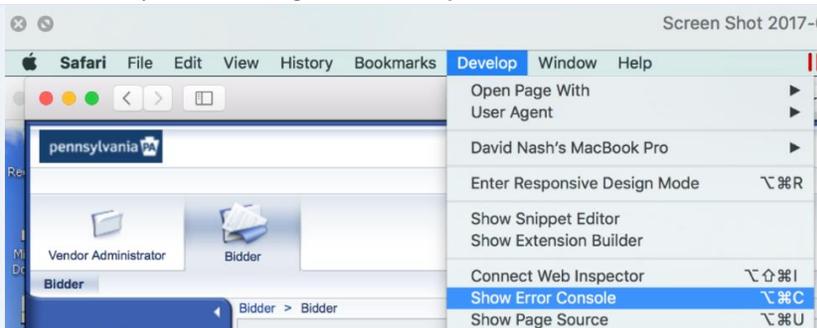
To set your Chrome browser to *always* allow mixed content (**Note:** If using this option, Chrome will no longer check for unsecured content for any website or webpage.)

1. In an open Chrome browser, press **Ctrl + Shift + Q** on your keyboard to force close Chrome. Chrome must be fully closed before the next steps.
2. Right-click the Google Chrome desktop icon (or Start Menu link).
3. Select **Properties**.
4. At the end of the existing information in the **Target** field, add: "`--allow-running-insecure-content`" (There is a space before the first dash.)
5. Click **OK**.
6. Open Chrome and try to launch the content that was blocked earlier.

#### MACINTOSH – SAFARI

The PA Supplier Portal is not compatible with Mac systems; however, users have had success accessing the Supplier Portal following the instructions below.

1. Open **Safari > Preferences** from the menu bar.
2. Click on the **Advanced** tab.
3. At the bottom, check the "**Show Develop menu in menu bar**" box.
4. Quit and relaunch Safari.
5. From the top menu bar, go to **Develop > User Agent** and select "**Google Chrome – Windows**".
6. Log into the [PA Supplier Portal](#).
7. From the top menu bar, go to **Develop > Show Error Console**.



8. In the Error Console, click the link [http://www.dgs.internet.state.pa.us/ITQ\\_Vendor/Welcome.aspx](http://www.dgs.internet.state.pa.us/ITQ_Vendor/Welcome.aspx) to display insecure data content.