

## Register an account to pay for invoices online

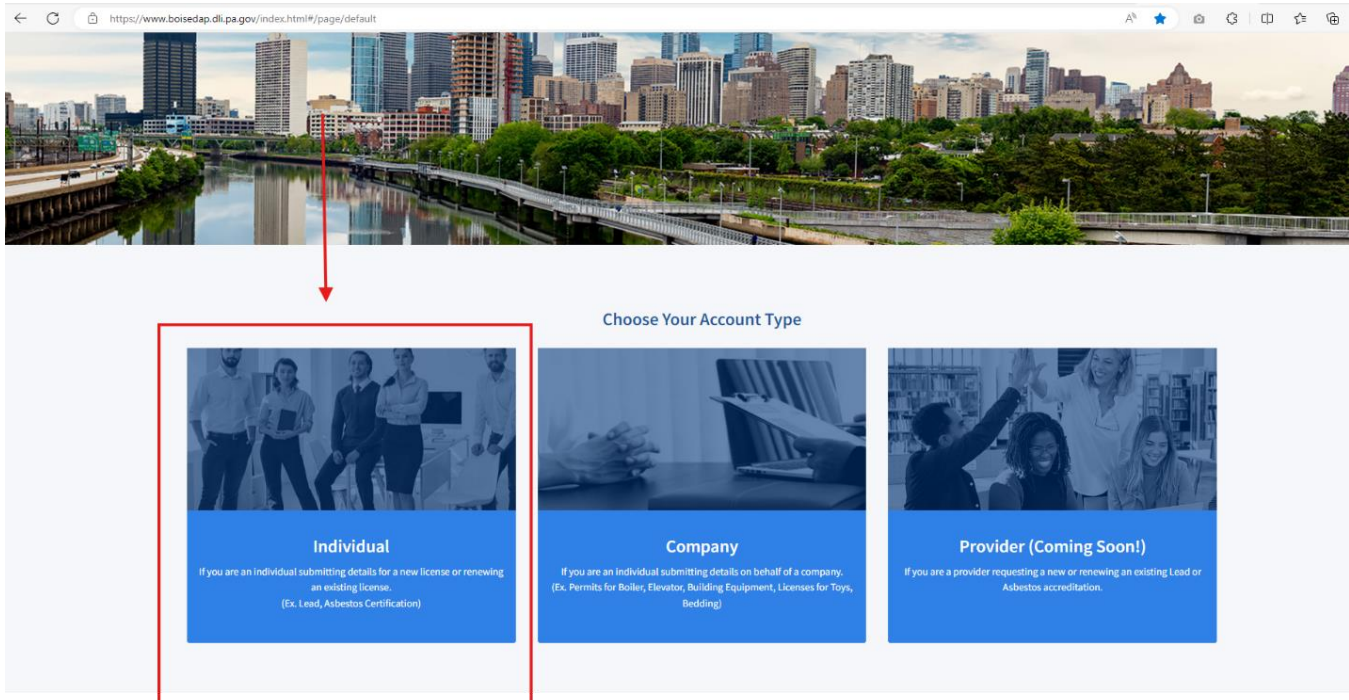
Register on the Keystone portal from the link below:

<https://keystonelogin.pa.gov/>

1. Please have the username and password ready.
2. Next, go to the following link - <https://www.boisedap.dli.pa.gov/index.html#/page/default>
3. Click on the “Register As A New User” button on the top right:

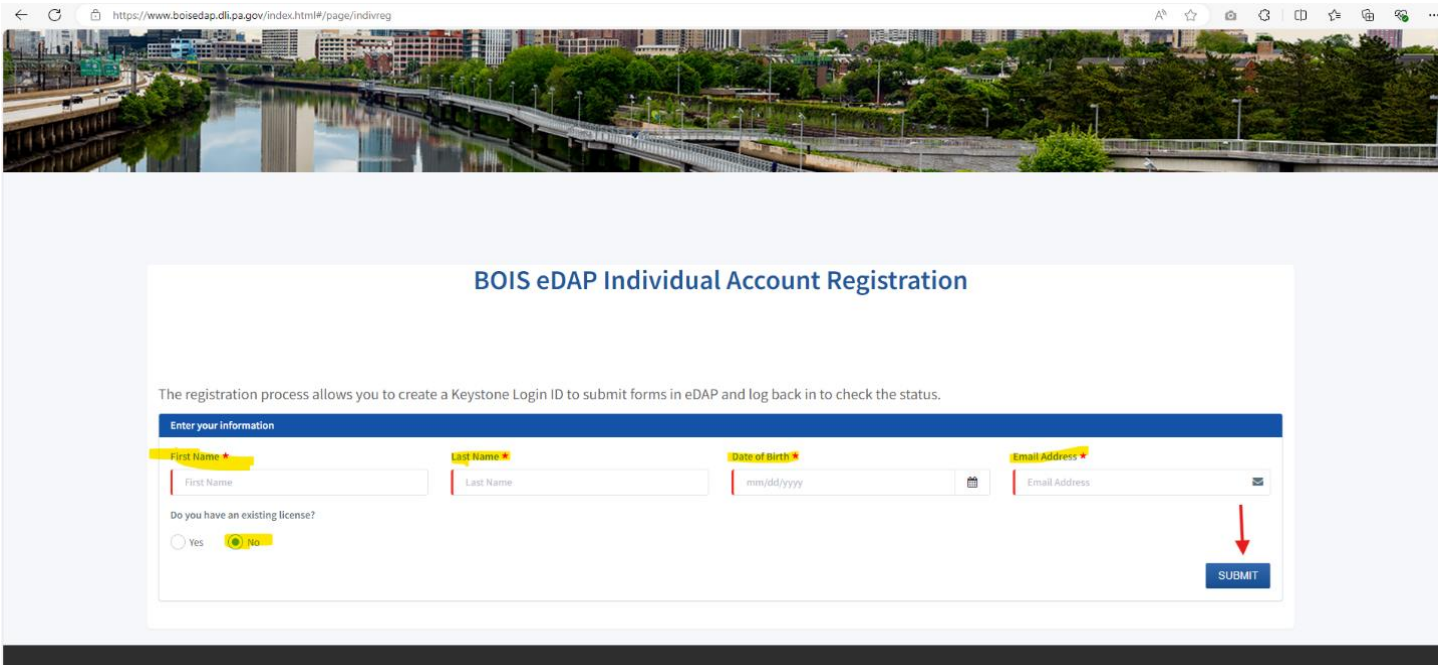


4. Select ‘Individual’ as the account type. You will link the company in a later step:

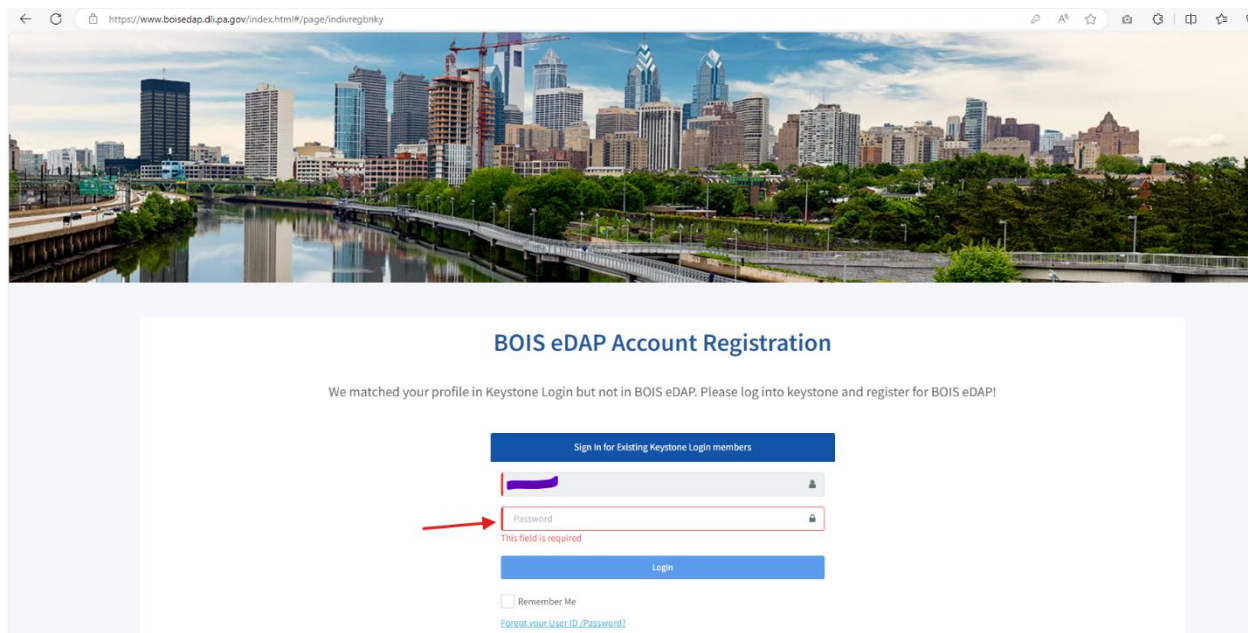


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5. Provide the same: First Name, Last Name, Date of Birth and Email that you had provided in the Keystone portal registration. Select 'No' for the question, and click on the 'Submit' button.

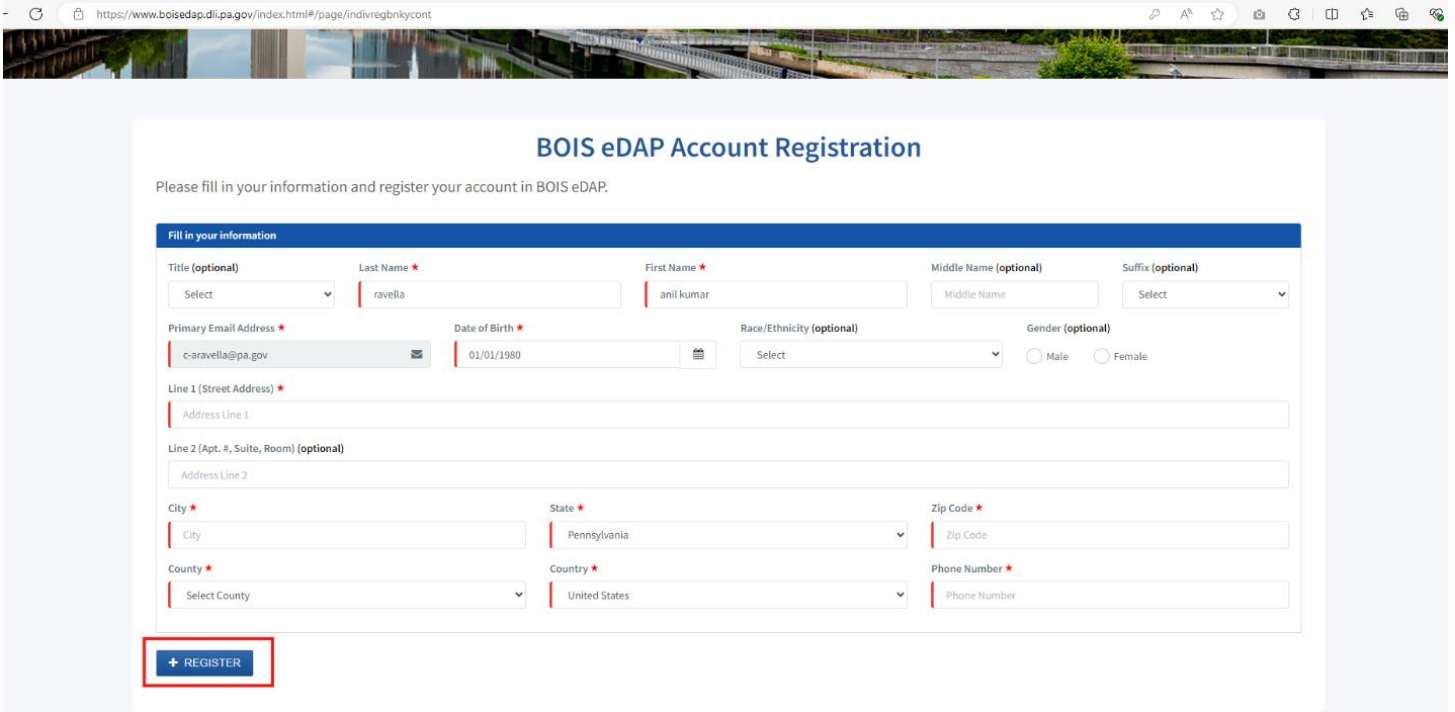


6. It will match your profile in Keystone and populate the username. You will need to provide the same password that was used for the Keystone portal login.



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7. Next, fill out the company address and click 'Register'.



**BOIS eDAP Account Registration**

Please fill in your information and register your account in BOIS eDAP.

**Fill in your information**

Title (optional) | Last Name \* | First Name \* | Middle Name (optional) | Suffix (optional)

Primary Email Address \* | Date of Birth \* | Race/Ethnicity (optional) | Gender (optional)

Line 1 (Street Address) \* | Line 2 (Apt. #, Suite, Room) (optional)

City \* | State \* | Zip Code \*

County \* | Country \* | Phone Number \*

**+ REGISTER**

8. This will redirect you to the sign-in page. You may sign in with the same username and password that was used for the Keystone portal login.

9. Now you are logged into the system. Continue to the next page for the final steps in the process.

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[BOIS - eDAP - Electronic Data Application Processing \(pa.gov\)](#)

10. Add a relationship association, and let us know once you have requested the association to your company.

### **Follow the steps below to add the relationship association:**

- 1.1 Click on the Relationship Association button either from the center of the screen or select from the left navigation menu.
- 1.2. Click on the Add Association button.
- 1.3. Select 'Company' radio button.
- 1.4. Select the Association Type as 'Applicant'.
- 1.5. Select Division as 'Boiler' or 'Elevator'.
- 1.6. Select the 'Boiler' or 'Elevator' from the Company/Owner Type drop down.
- 1.7. Enter the exact company name in Company/Owner Name field.
- 1.8. Enter the file number in the 'License, Permit, Credential, Accreditation' field.
- 1.9. Click on Search.
- 1.10. Click on the Request button from the search results.
- 1.11. Click on the browse button and choose the authorization document (e.g. Copy of the invoice; documentation with company letterhead), and click on the Upload button.
- 1.12. Click on the Request button.
- 1.13. After accepting the relationship association request by internal user (Department of L&I), the external user (Company requesting invoice) will need to refresh the eDAP website.

11. Once the relationship association is approved from the L&I BOIS staff, you will need to go to the 'Invoice and Payments' tab to view your invoices.

12. Please select the invoice status filter as 'Not Paid' to display any pending invoices that may be due.

13. Click on 'Add to Cart' to add the invoice to your cart and pay the invoice.

14. Select the Credit Card option and provide the credit card information, then click 'Submit'.

If you have any questions regarding your invoice or the invoice process, please email: [RA-Boilers-Clerical@pa.gov](mailto:RA-Boilers-Clerical@pa.gov) or [RA-li-elevators-cler@pa.gov](mailto:RA-li-elevators-cler@pa.gov)