

Request for e-Permitting (EPS) Access

Instructions for Form Submission:

APPLICANT: If you are completing the form as the Applicant, please follow the steps below.

If you are completing the form on someone's behalf, you are **NOT** the Applicant of the form, please follow instructions under **REQUESTOR**.

1. The e-Permitting System (EPS) access form can be found here: [ECMS Business Partner – ePermitting Login Request Form](#)
2. Select '**Start**' to initiate the form.



3. Enter '**Signer Information**':
 - a. First and Last Name
 - b. Email Address
 - c. Select '**Yes**' for the question, Are you the applicant?
 - i. Optional Field: You can add an additional person or entity (i.e. Recipient) to receive a copy of the final form. Only one person/entity can be listed as the Recipient.
4. Select '**Next**' to navigate to the form.




pennsylvania
DEPARTMENT OF TRANSPORTATION

Are you the applicant? x YES NO

Request for ECMS Business Partner Application Log In Credential
E-Permitting ONLY

Applicant Information	
Date Submitted:	7/27/2026 8:33 AM EDT
Company Name:	
Applicant Last Name:	Smith
Applicant First Name:	John
Applicant E-Mail Address:	test@gmail.com
Business Phone Number:	
Federal ID Number:	
Business Address:	
City, State, Zip Code:	

Applicant Signature:	
Applicant Title:	

5. Under '**Application Information**' enter the required information:

- a.  Company Name (Individual Name if applicable)
 - i. **Please Note:** If you are applying for yourself and not for a legal entity, place the full name as it appears on the property deed in the "Company Name" field as this is what will appear when submitting application via EPS and is a regulatory requirement when issuing permits.
- b. Business Phone Number
- c. Federal ID Number/Social Security Number
 - i. Use a Federal ID Number if you are applying for access as a legal entity
 - ii.  a Social Security Number if you are applying for access as an individual
- d. Business Address
- e. City, State, Zip Code

6. Enter your Title and Signature.

7. Select '**Finish**' to submit form.

- a. Once the form is signed and submitted, it will be automatically routed to the ECMS Helpdesk team for processing.

8. You will be notified via email once the  ECMS Helpdesk team processes the request.

- a. If the form is APPROVED, you will receive a separate email with your newly created Administrator account and temporary password. The email will also provide instructions for setting up your Business Partner user(s) to do business with EPS.

- b. If the form is DECLINED, the reason for the form being declined will be listed within the email under '**Reason for Declined Form**'. You will need to submit a NEW form with the required edits.

REQUESTOR: If you are completing the form on someone's behalf and you are **NOT** the Applicant of the form, please follow the instructions below.

1. Access the e-Permitting (EPS) Access form here: [ECMS Business Partner – ePermitting Login Request Form](#)
2. Select '**Start**' to complete the form.



3. Enter '**Signer Information**':
 - a. First and Last Name
 - b. Email Address
 - c. Select '**No**' for the question, Are you the applicant?
 - i. Enter the **Applicants** First Name, Last Name and Email Address.
 - d. Optional Field: You can add an additional person or entity (i.e. Recipient) to receive a copy of the final form. Only one person/entity can be listed as the Recipient.
4. Select '**Next**' to navigate to the form.



pennsylvania
DEPARTMENT OF TRANSPORTATION

Are you the applicant?

YES

x

NO

Request for ECMS Business Partner Application Log In Credential
E-Permitting ONLY

Applicant Information	
Date Submitted:	7/27/2026 9:06 AM EDT
Company Name:	
Applicant Last Name:	Doe
Applicant First Name:	Amy
Applicant E-Mail Address:	test2@yahoo.com
Business Phone Number:	
Federal ID Number:	
Business Address:	
City, State, Zip Code:	

Applicant Signature:

Applicant Title:

1. Under '**Application Information**' enter the required information:
 - a.  Company Name (Individual Name if applicable)
 - i. **Please Note:** If you are applying for yourself and not for a legal entity, place the full name as it appears on the property deed in the "Company Name" field as this is what will appear when submitting application via EPS and is a regulatory requirement when issuing permits.
 - b. Business Phone Number
 - c. Federal ID Number/Social Security Number
 - i. Use a Federal ID Number if you are applying for access as a legal entity
 - ii.  a Social Security Number if you are applying for access as an individual
 - d. Business Address
 - e. City, State, Zip Code
5. Select '**Finish**' to submit the form.
 - a. The form will be routed to the Applicant for Title and Signature.

Instructions for Applicant:

6. The Applicant will receive an email from DocuSign (HWY DONOTREPLY SERVICE ACCOUNT).
 - a. Select '**Review Document**' box in the email to open the DocuSign form.

HWY DONOTREPLY SERVICE ACCOUNT sent you a document to review and sign.

Review Document

7. The form will open in a web browser. Enter your Title and Signature.
 - a. Please note, the Applicant can update any information highlighted in red under 'Applicant Information'.
8. Select '**Finish**' to submit form.
 - a. Once the form is signed and submitted, the form is complete. It will be automatically routed to the ECMS Helpdesk team for processing.
9. The Applicant will be notified via email once the ECMS Helpdesk team processes the request.
 - a. If the form is APPROVED, the Applicant will receive a separate email with their newly created Administrator account and temporary password. The email will also provide instructions for setting up their Business Partner user(s) to do business with EPS.
 - b. If the form is DECLINED, the reason for the form being declined will be listed within the email under '**Reason for Declined Form**'. You will need to submit a NEW form with the required edits.

Please Note:

- All email notifications from DocuSign will be sent from @docusign.net.
- You may have your form declined if the applicant or company is already registered as a Business Partner.
 - If your form is declined for this reason and EPS is still needed, please submit a Company Letterhead stating to add the EPS Relationship Type to your Business Partner account via email at RA-pdECMDSecurity@pa.gov.
 - Please see Page 2 of the linked PDF for an example of a Company Letterhead: [changing admin or signatory instructions.pdf](#)
- For instructions to set up the administrator account and to create users to work in the e-Permitting System, please read Pages 8 through 10 of the Becoming an ePermitting Business Partner PDF Guide: [Becoming an ePermitting Business Partner](#)

 If you have any questions or comments, please email the PD, ECMD Security Resource Account RA-pdECMDSecurity@pa.gov or contact the IT Service Desk @ 717-783-8330 for assistance.

