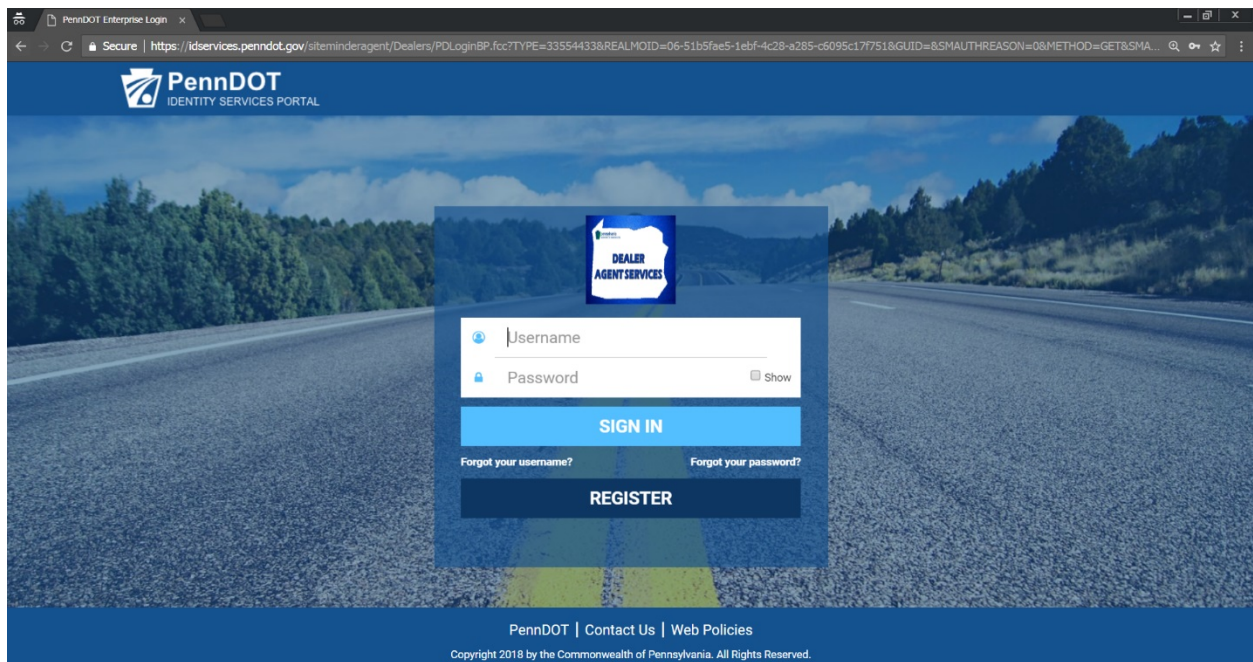


Enterprise Organization Registration

Please follow the below steps for Dealers application organization and user registration:

- 1) Please click on the below URL: www.dealers.penndot.gov
- 2) Once you hit the URL, below screen should be displayed.
- 3) Click on **REGISTER** button.



You can see below screen with 2 options

- 1) BUSINESS PARTNER
- 2) COMMONWEALTH STAFF

Dealers Organization and User Registration


Please select **BUSINESS PARTNER**

PennDOT
IDENTITY SERVICES PORTAL

What type of user are you?

BUSINESS PARTNER

COMMONWEALTH STAFF

 back to sign in

PennDOT | Contact Us | Web Policies

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Dealers Organization and User Registration

Please fill all necessary fields and click on NEXT button. If the FEIN is not registered, a hyperlink would be displayed below to register the organization. If FEIN is already registered, no error would be displayed and you can proceed further with user registration.

Enterprise Business Partner Registration for Dealers: Organization Information

The FEIN entered is either incorrect or not registered. If not registered, please click the link provided at the bottom of the page to register the Business Partner Organization.

1 Organization Information

2 User Profile Information

3 Access Selection

- = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

Request Access

New users, please provide your Organization Information to get started.

- Organization Name

- Federal Employer Identification Number(FEIN)

[What is FEIN? Click Here](#)

- Organization City

- Organization Zip Code

[Click here to register Business Partner Organization.](#)

NEXT

CANCEL

If the FEIN is not registered, click on hyperlink (Click here to register Business Partner Organization) to register the organization.

Please fill all necessary fields and click on NEXT button.

Register Enterprise Organization: Organization Information

1

Organization Information

2

Data Release Agreement

- = Required

Organization Details

- Organization Name

Please use the complete name of the organization/company.

- Federal Employer Identification Number(FEIN)

Organization Description

Remaining Characters: 500

Legal Address

- Street Address 1

- Street Address 2

- City

- State

- Zip Code

Contact Person Information

- First Name

- Last Name

- Email Address

- Primary Phone

Brief Explanation

- Brief explanation

Sample

Remaining Characters: 494

Please provide a brief explanation describing why you need to register the organization. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.

NEXT

CANCEL

Dealers Organization and User Registration

Select user agreement and enter user full name (Robert Cami) then click on FINISH button.

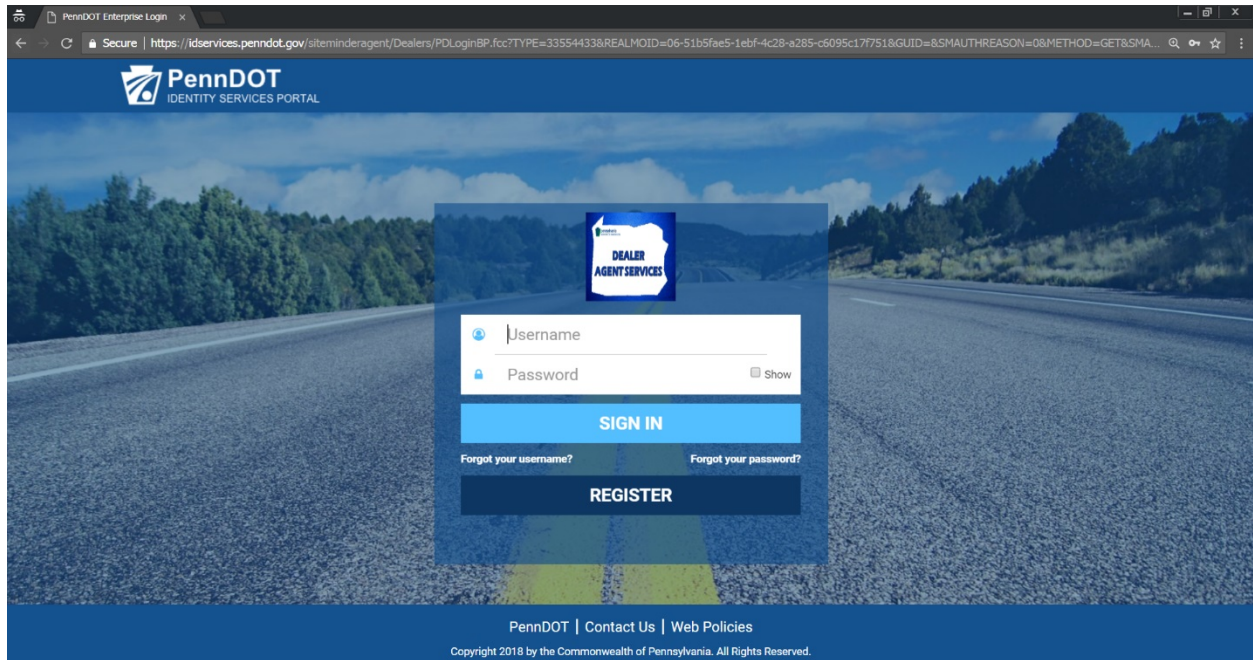
The screenshot shows a web form titled "Register Enterprise Organization: Data Release Agreement". At the top, there are two tabs: "1 Organization Information" and "2 Data Release Agreement", with the second tab being active. Below the tabs, a legend indicates that a red dot means "Required". The section is titled "Data Release Agreement". It contains a checkbox labeled "I understand and agree with the Commonwealth of Pennsylvania Data Release Agreement". Below this is a paragraph of text: "I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the Data Release Agreement above and the rights and responsibilities and agree to these terms as stated." There is a red dot next to the label "Full Name" above a text input field. Below the input field is a link that says "What is e-signature? Click Here". At the bottom right, there are three buttons: "BACK", "FINISH", and "CANCEL".

Once submitted, a successful message pops up. Once your request has been approved, you will receive conformation email.

Enterprise Business Partner User Registration

- 1) Please click on the below URL: www.dealers.penndot.gov
- 2) Once you hit the URL, below screen should be displayed.
- 3) Click on **REGISTER** button.

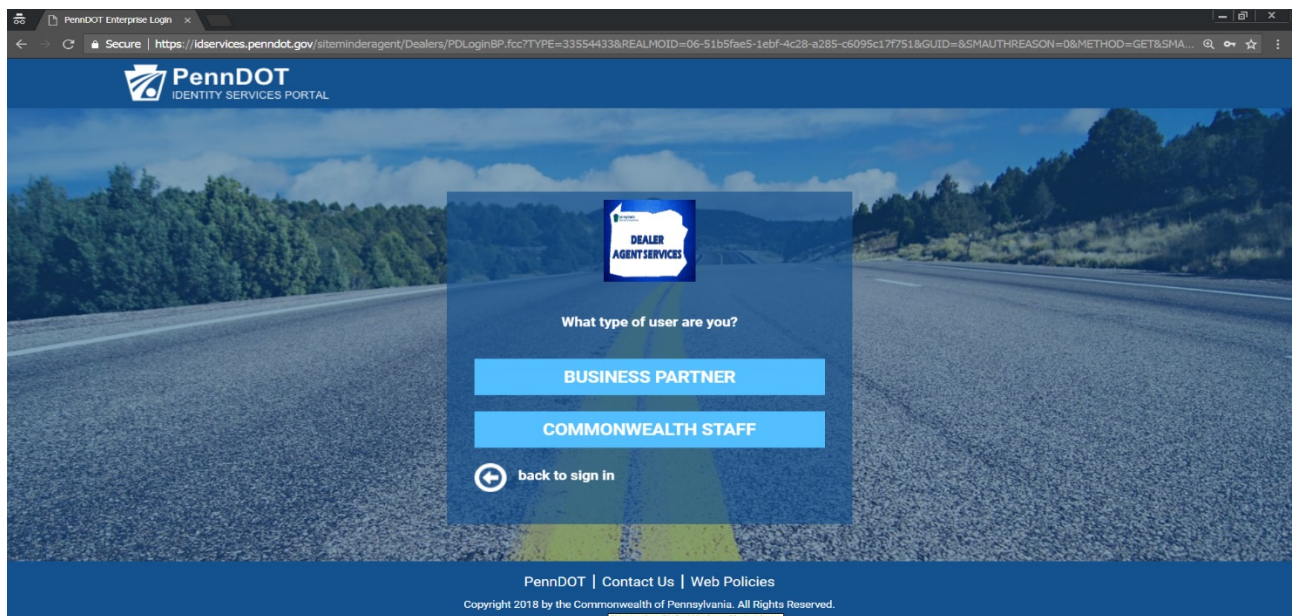
Dealers Organization and User Registration



You can see below screen with 2 options

- 1) BUSINESS PARTNER
- 2) COMMONWEALTH STAFF

Please select **BUSINESS PARTNER**



Please fill all necessary fields and click on **NEXT** button

Enterprise Business Partner Registration for Dealers: Organization Information

1 Organization Information

2 User Profile Information

3 Access Selection

- = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

Request Access

New users, please provide your Organization Information to get started.

- Organization Name

- Federal Employer Identification Number(FEIN)

[What is FEIN? Click Here](#)

- Organization City

- Organization Zip Code

NEXT

CANCEL

Please fill User Profile Information.

Enterprise Business Partner Registration for Dealers: User Profile Information

1 Organization Information

2 User Profile Information

3 Access Selection

• = Required

User Profile Information

• First Name

• Last Name

• Email Address

• Confirm Email Address

• Phone Number

Security Questions

Pick 3 Questions that only you will be able to answer. If you forget your password, we'll ask you these questions to verify your identity.

• Security Question 1

Please select a security question.

Answer

• Security Question 2

Please select a security question.

Answer

• Security Question 3

Please select a security question.

Answer

User Release Agreement

☐ I understand and agree with the Commonwealth of Pennsylvania [User Release Agreement](#)

I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms as stated.

• Legal Full Name

What is e-signature? [Click Here](#)

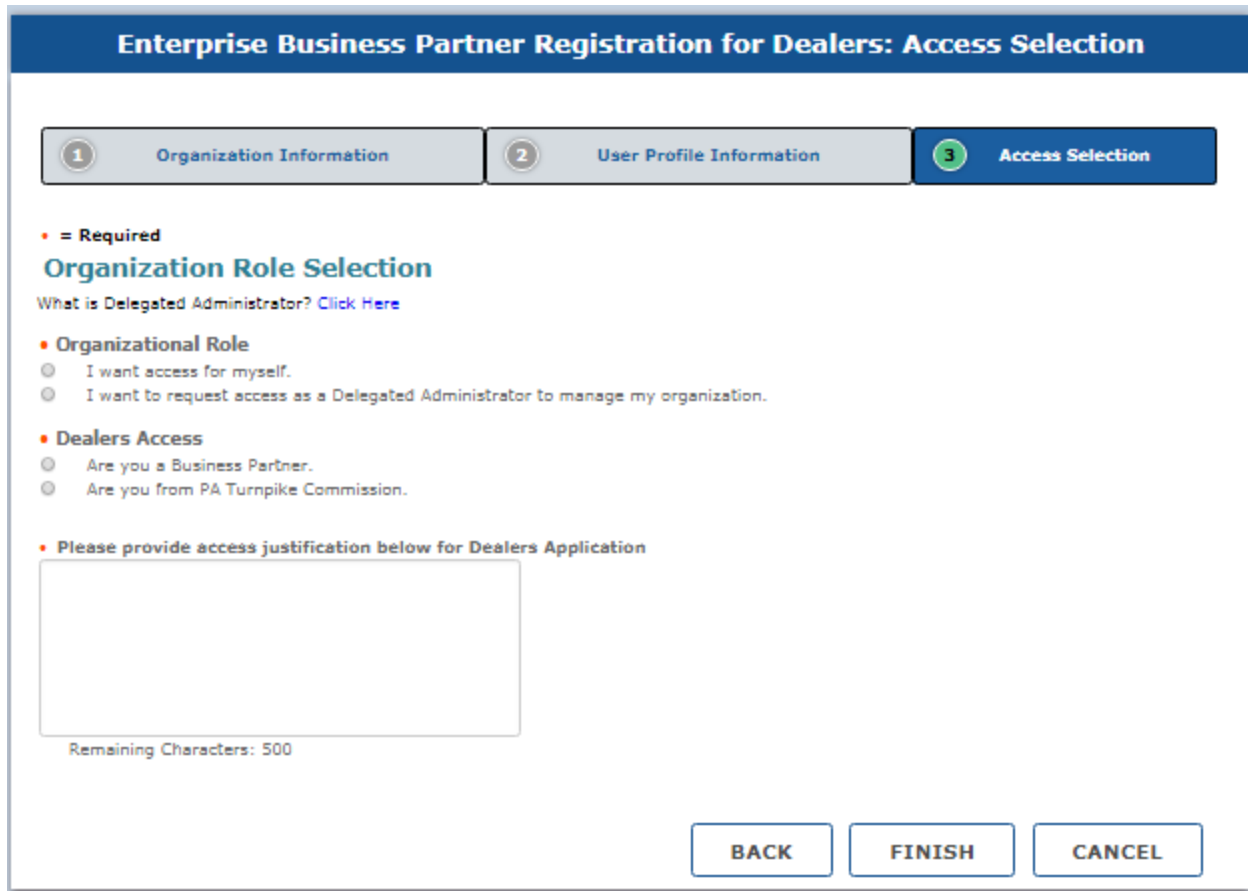
BACK

NEXT

CANCEL

Dealers Organization and User Registration

Select the radio button as per your requirement and click on SUBMIT button.



The form is titled "Enterprise Business Partner Registration for Dealers: Access Selection". It features a progress bar at the top with three steps: 1. Organization Information, 2. User Profile Information, and 3. Access Selection (which is highlighted in blue). Below the progress bar, there is a legend indicating that a red dot means "Required". The main section is titled "Organization Role Selection" and includes a link "What is Delegated Administrator? Click Here". There are three required sections: "Organizational Role" with two radio button options, "Dealers Access" with two radio button options, and a text area for "Please provide access justification below for Dealers Application". A character count "Remaining Characters: 500" is shown below the text area. At the bottom right, there are three buttons: "BACK", "FINISH", and "CANCEL".

Enterprise Business Partner Registration for Dealers: Access Selection

1 Organization Information 2 User Profile Information **3 Access Selection**

• = Required

Organization Role Selection

What is Delegated Administrator? [Click Here](#)

• **Organizational Role**

☐ I want access for myself.

☐ I want to request access as a Delegated Administrator to manage my organization.

• **Dealers Access**

☐ Are you a Business Partner.

☐ Are you from PA Turnpike Commission.

• **Please provide access justification below for Dealers Application**

Remaining Characters: 500

BACK **FINISH** **CANCEL**

Once submitted, a successful message pops up. Once your request has been approved, you will receive a user ID and temporary password. Please try to login in with the details provided and let us know if you face any issues.