



Getting Started with APRAS

Welcome to APRAS. The Getting Started Guide provides Motor Carriers and Permit Services details to ensure their account is set up and ready to begin using APRAS Web.

<input type="checkbox"/> Bookmark www.apras.penndot.gov	<input type="checkbox"/> Register Delegate Admin
<input type="checkbox"/> Review Technical Requirements	<input type="checkbox"/> Register New User
<input type="checkbox"/> Register Company	<input type="checkbox"/> Add DOT Number (Motor Carrier)

APRAS Web Address

The new APRAS can be accessed at: www.apras.penndot.gov. Be sure to update your bookmarks to the new location.

Technical Requirements

APRAS can be accessed from any Internet connected device using a current web browser. The following web browsers are supported:

- Microsoft Edge
- Chrome
- FireFox

Register your company

To register an account with APRAS, be sure your paperwork is complete. If you have not started the required paperwork for an APRAS Account, please reach out to the Central Permit Office for instructions. Required forms for a new company, along Central Permit Office contact information, can be located on the PennDOT website under Doing Business / Permits / Hauling Information.

- Access the link above and select Register, then select Business Partner.
- Enter your company's FEIN, Name and information and click Next.
- A notice will appear at the top to confirm your company is not registered in the ESEC Portal.
- Verify FIEN for correctness. If correct, click the link that reads "Click here to register Business Partner Organization"
- Enter the businesses Legal Address and primary Contact Person Information (this would be the person who submitted the original registration paperwork required for procuring permits from PennDOT) and click Next.

Central Permit Office will be notified of your request to register your business. Once they have completed the review, ensuring the business and primary contact person information match, you will receive an email confirming the approval and instruction to register a Delegate Administrator for your APRAS account.

Registering Primary Contact User (Delegate Admin)

Once a company has registered, the primary contact can register as the delegate administrator. The delegate administrator will review new user request, reset passwords, and manage their organizations users within ESEC. A user can access the APRAS Login Page to register (www.apras.penndot.gov).

- Click Register and select Business Partner
- Enter your companies Name, FEIN, City, Zip and click Next

- If your company has not registered, you will see a warning message to register the company. See instruction to Register your Company.
- Enter your contact information, set up your security questions, and Read the User Release Agreement and e-sign if you agree to the terms
- Select “I want access as the Delegate Administrator” (A delegate administrator is the administrator for the ESEC Portal and is the individual responsible for registering the company with PennDOT.)
- Select the primary role you need to perform your duties within APRAS (additional roles can be added by an Admin in APRAS once you’re registered)
 - Admin – Update user roles, manage account details, and manage fleet
 - Applicant – Create and submit applications
 - Billing – Review invoicing details

Upon clicking Next, the Central Permit Office will receive notification of your request in the ESEC Portal. They will review your request and once accepted, you will receive an email with your user name and a separate email with a temporary password. Upon logging into APRAS you will be prompted to change your password.

Add your DOT number to your account (For Motor Carrier Companies)

As a Motor Carrier, your Administrator will need to add your organization’s US DOT number in APRAS prior to submitting applications. Access the Administration menu and select Account Management to edit the US DOT number.

Adding additional Users

Once a company and its delegate administrator has registered, users can request to register. New request from users will be sent to your company’s delegate administrator to review. A user can access the APRAS Login Page to register (www.apras.penndot.gov).

- Click Register and select Business Partner
- Enter your companies Name, FEIN, City, Zip and click Next
 - If your company has not registered, you will see a warning message to register the company. See instruction to Register your Company.
- Enter your contact information, set up your security questions, and Read the User Release Agreement and e-sign if you agree to the terms
- Select “I want access for myself” (A delegate administrator is the administrator for the ESEC Portal and is the individual responsible for registering the company with PennDOT.)
- Select the primary role you need to perform your duties (additional roles can be added once you’re registered)
 - Admin – Update user roles, manage account details, and manage fleet
 - Applicant – Create and submit applications
 - Billing – Review invoicing details

Upon clicking Next, your company’s Delegated Administrator will receive notification of your request in the ESEC Portal (<http://idservices.penndot.gov/iam/im/businesspartners/>). They will review your request and once accepted, you will receive an email with your user name and a separate email with a temporary password.