Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP) Partner Portal Invoice Submission Instructions

Introduction

The Partner Portal is an external facing module used by the program office for collecting and/or sharing information with an applicant or grantee after an application has been submitted. Features include application review, document upload, invoice submission, etc. Partner portal access is assigned individually to a user for single or multiple applications. To submit invoice receipts via partner portal, grantees must have a Keystone Login account.

How to Submit Invoice Receipts for PICGIP Program

Pennsylvania’s PICGIP Program requires the data verification form to be submitted electronically using eGrants Partner Portal Interface at https://apps.dced.pa.gov/esa-partner/. Applications are best applied for by using Internet Explorer, Chrome.

If grantees don’t have an account to the Keystone Login, they must register and follow the steps outlined below. Grantees will not be permitted to submit an invoice receipt until a Keystone Login is entered.

Note: if the grantee has an existing Keystone Login ID, please proceed to step 2.

Step 1. New User Registration to the Keystone Login

- Go to: https://apps.dced.pa.gov/esa-partner/
- Click Registration highlighted in the main login page and the system will take user to Keystone Login.
  
  **General Facts:**
  - Create a New Keystone Login Account = Registration
    - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
    - You will be asked to create your profile, login information and security questions.
    - If you have already opened an account with another agency whose applicant uses the Keystone Login, you will need to register another account with us.
    - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
    - Some additional information may be required for these agencies.
    - Account Management = Register Account
      - (If you would like to migrate your existing PA Login account(s) to a new Keystone Login Account, this must be done from the Keystone Login Website).
      - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
    - Keystone Login Services
      - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the Keystone Login Service.

  - Enter all the information in the fields marked in the right margin by a red asterisk and click Register. These are required fields. The rest of the fields are optional.

Login

What’s New?
For an overview of the changes in the new single Application, please read Help.

- [Go to Keystone Login](https://apps.dced.pa.gov/esa-partner/)
- [Login](https://apps.dced.pa.gov/esa-partner/)

- [Register](https://apps.dced.pa.gov/esa-partner/)

Powered by PA Keystone Login

Learn more about Keystone Login
First Name: Enter your first name.

Last Name: Enter your last name.

Date of Birth: Enter your date of birth.

Email: Enter your email address.

Note: user must enter a valid email address during the registration process.

Mobile Phone Number: Enter your Mobile Phone Number. This field is optional.
➢ **Username**: Create a username. The username must be between 6 and 64 characters without any spaces.

➢ **Password**: Create your password here. The password must be between 12 and 128 characters and should follow 3 out of 4 rules as listed below:
  - One uppercase letter
  - One lowercase letter
  - One numeric number
  - One non-character (such as! #, %, ^, etc.).

➢ **Confirm Password**: Re-enter your password. This field has the same restrictions as the Password field.

➢ **Security Questions**: This is a security question in case user loses or forgets their username or password. It helps to confirm user’s identity since it will be a unique question.

- The system displays the message “Your account has been created successfully. Please proceed to Login.” Click on “Login.”

- After user logs in back to the Partner Portal with the new Username and Password, the system will take the user to the page where partner profile needs to be setup. The next section shows required steps to create user profile in the Partner Portal.

**Creating User Profile**
• Enter First and Last Name in the field.
• Enter Phone Number in the field.
• Select Partner Type from the dropdown option. User can choose Business or Individual.

**Business Partner Type**

If user chooses Business in Partner Type field, they are required to enter their business’s FEIN and SAP Vendor ID and click Submit Request as shown in the below screenshot.
• **Individual Partner Type**

If user chooses Individual in Partner Type field, they may enter their Social Security Number (SSN) and click Submit Request as shown in the below screenshot.

**Note:** SSN is not a mandatory field.
Step 2: Grantee can submit the data verification form as an invoice receipt for an executed contract using the Partner Portal. For Grantee to access the Partner Portal, the Program area needs to assign the application to the grantee, for which the legal process is completed and executed contract is received. One application can have multiple invoice receipts associated with it.

My Invoice/Receipts

My Invoice/Receipts grid shows the invoice/receipts created by the Grantee logged into the Partner Portal.

Create New Invoice Receipt

- To submit a new invoice, Grantee clicks on the Create New Invoice Receipt button.
- Select the Agency (PennDOT) and Contract-ID.
• Carrier will complete the fields using information from their Data Verification Form. Enter all mandatory fields as below:
  o Vendor Name,
  o Vendor Desc as **Benchmark XXXX, Total Lifts XXXX**
  o Service Desc/CIR#/Enquiry# as **Total Exceeding Benchmark XXXX**
  o Start Date, **of the reporting period**
  o End Date, **of the reporting period**
  o Amount ($25*Total Exceeding Benchmark)

• Add the completed, signed, data verification form by clicking: Add Documents, Browse, and Upload. Click Save to save entered information in the **Create a Receipt** screen.

**Note:**
1. **Grantee can upload multiple documents.**
2. **Remaining Balance at the top in the screenshot below displays the amount left against the executed contract.**
3. **Invoice list at the bottom in the screenshot below displays all invoices previously processed against the executed contract.**
• After clicking Save, the system displays the “Saved & Submitted Receipts” as shown below. Select and Submit the Invoice Receipt.

Questions

All questions regarding the program should be directed to:

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All questions regarding the data verification submission and invoice/receipt process should be directed to:

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