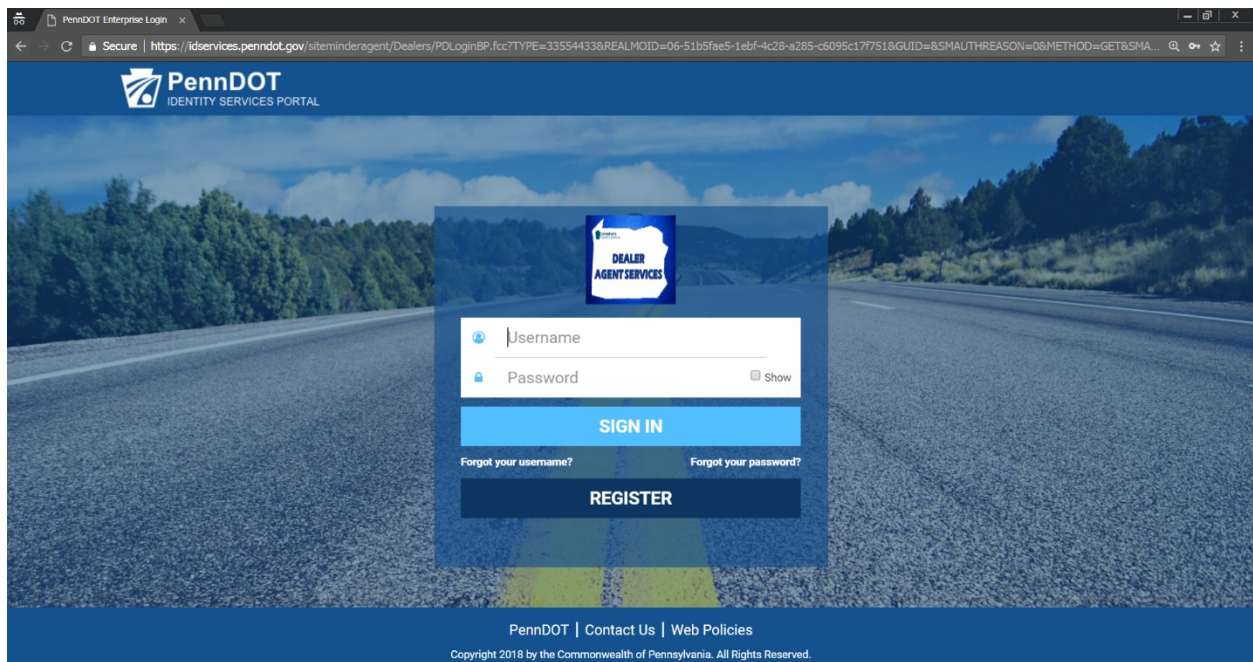


Enterprise Organization Registration

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.

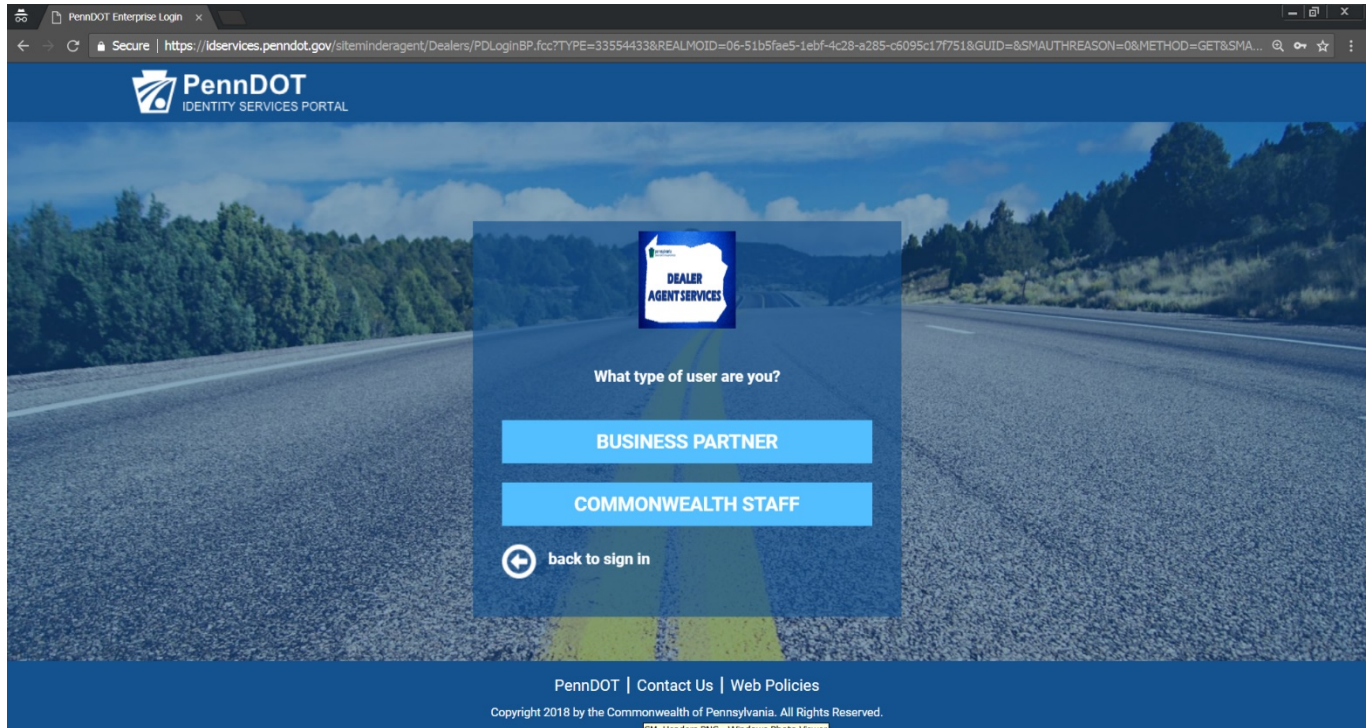


You can see below screen with 2 options

- 1) BUSINESS PARTNER
- 2) COMMONWEALTH STAFF

Dealers Organization and User Registration

Please select **BUSINESS PARTNER**



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.

Register Enterprise Organization: Data Release Agreement

1 Organization Information 2 Data Release Agreement

• = Required

Data Release Agreement

☐ I understand and agree with the Commonwealth of Pennsylvania Data Release Agreement

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.

• Full Name

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

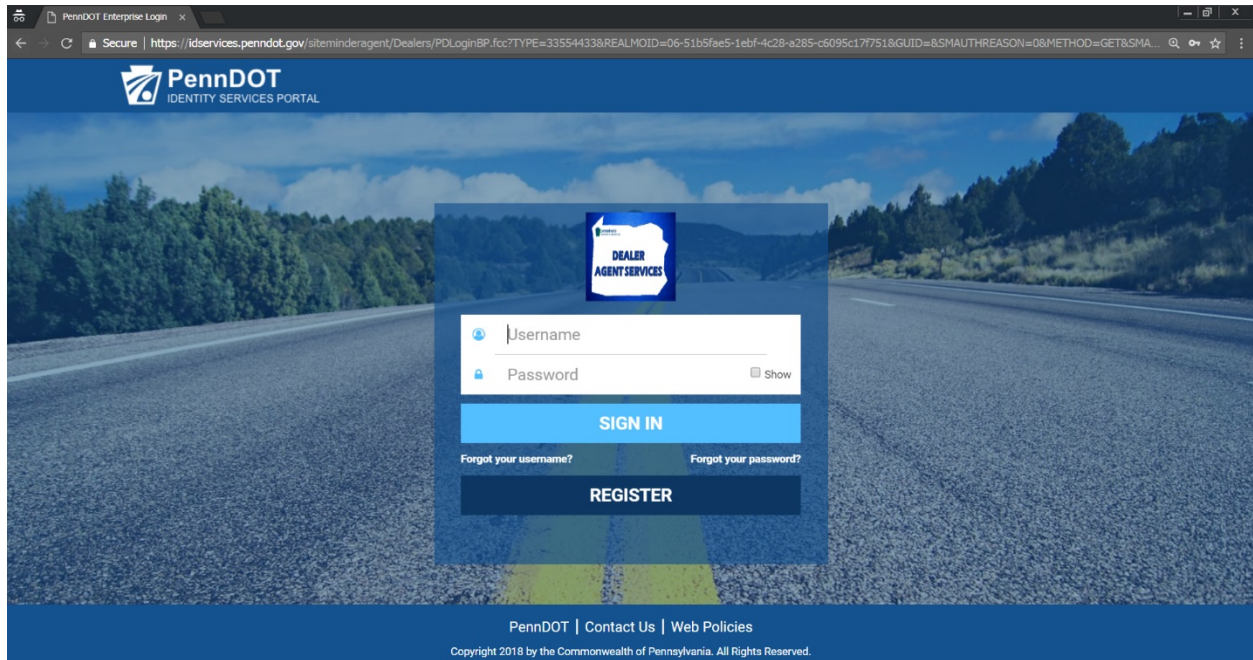
BACK FINISH CANCEL

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.

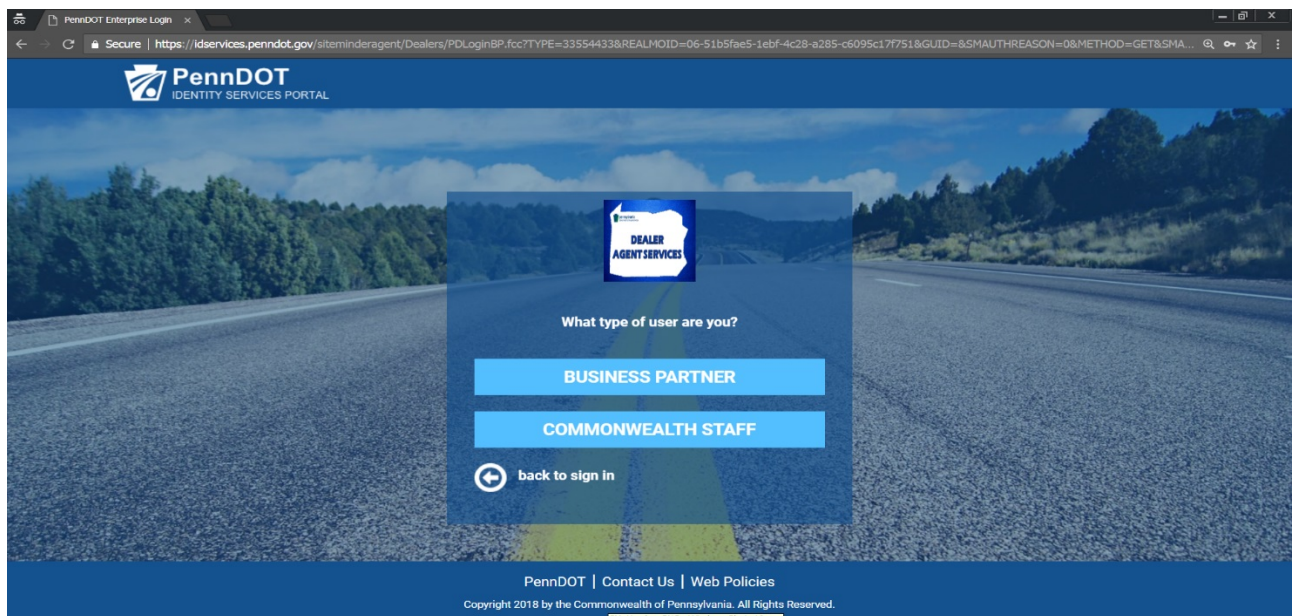
Dealers Organization and User Registration



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](#)

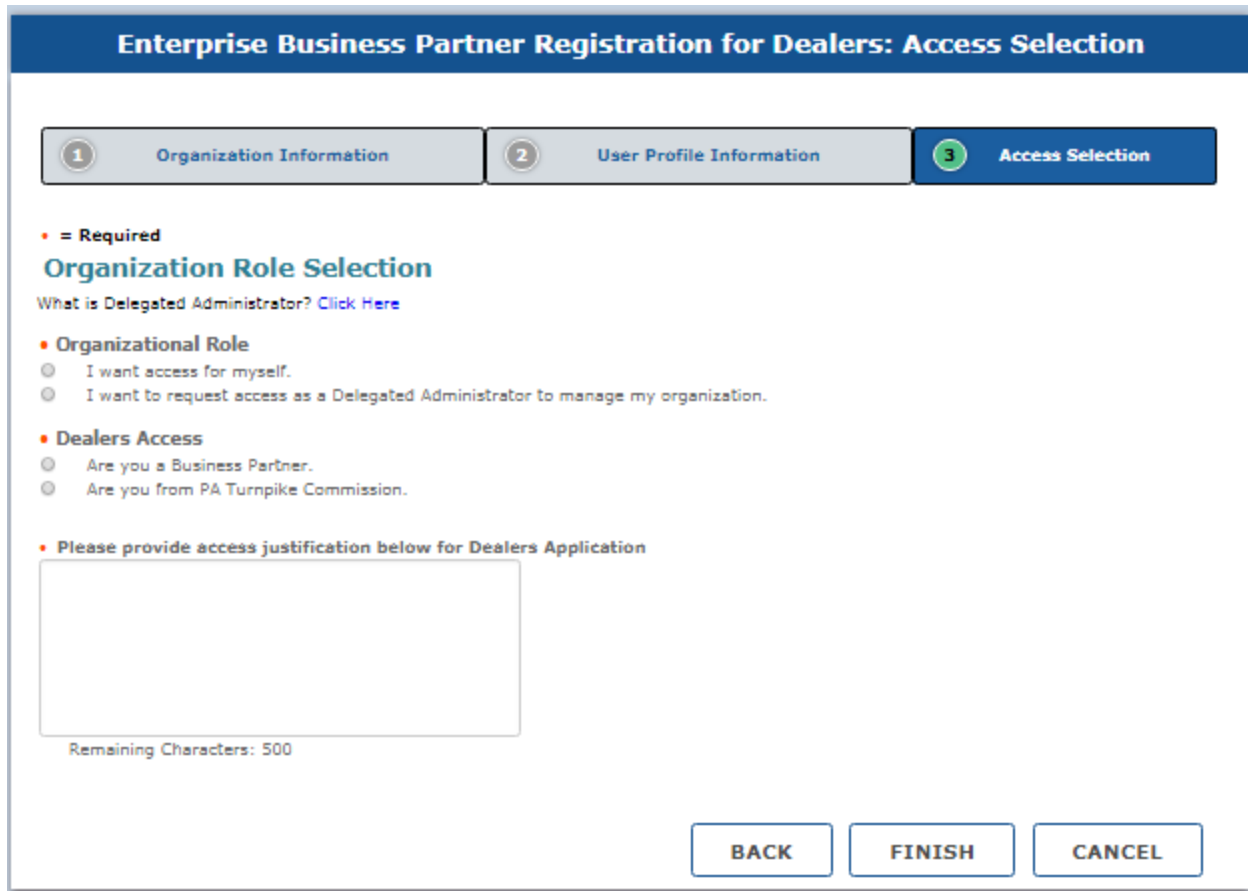
BACK

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". It contains three sections of radio buttons: "Organizational Role" with options "I want access for myself." and "I want to request access as a Delegated Administrator to manage my organization."; "Dealers Access" with options "Are you a Business Partner." and "Are you from PA Turnpike Commission."; and a section "Please provide access justification below for Dealers Application" with a large text area. Below the text area, it says "Remaining Characters: 500". 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.