

**DPW CIS Sign-on Notes for DPW Business Partners for the Upcoming SSN Userid Elimination
Target Date that users will experience these changes is Monday, 3/17/14**

Background

The Pennsylvania Department of Public Welfare (DPW) has been working to eliminate the use of the Social Security numbers (SSN) of its business partner employees to obtain a userid to execute DPW's Client Information System (CIS) transactions. The elimination of the use of the SSN provides additional security for DPW business partner employees in a time when everyone is aware of the need to protect personal identities.

On Monday, 3/17/14, DPW Business Partner users that have completed the DPW user recertification process will be required to begin using the new DPW Windows userid and password that has been assigned to each user to sign-on to execute DPW CIS transactions. The new DPW Windows userid will begin with the characters 'b-'. The DPW SSN userid and numeric password will be disabled and will no longer work to sign-on to CIS for DPW Business partner users that have completed the DPW user recertification process.

Important Note: The new sign-on process to access the DPW CIS application requires that your new DPW 'b-' Windows Userid **must** be entered in lower-case characters.

Your DPW b- Windows Password is case-sensitive and must match the same case that DPW provided to you.

On Monday, 3/17/14, DPW Business Partner users that have not completed the DPW userid recertification process will still be allowed to sign-on to execute DPW CIS transactions using their SSN userid and numeric password. This will only be allowed by DPW for a limited time basis. Starting on Monday, 3/17/14, these users will begin to receive a transaction screen with a link directing them to a DPW self-registration process for CIS transaction access, and their DPW SSN userid and password will be set to expire within 30 days.

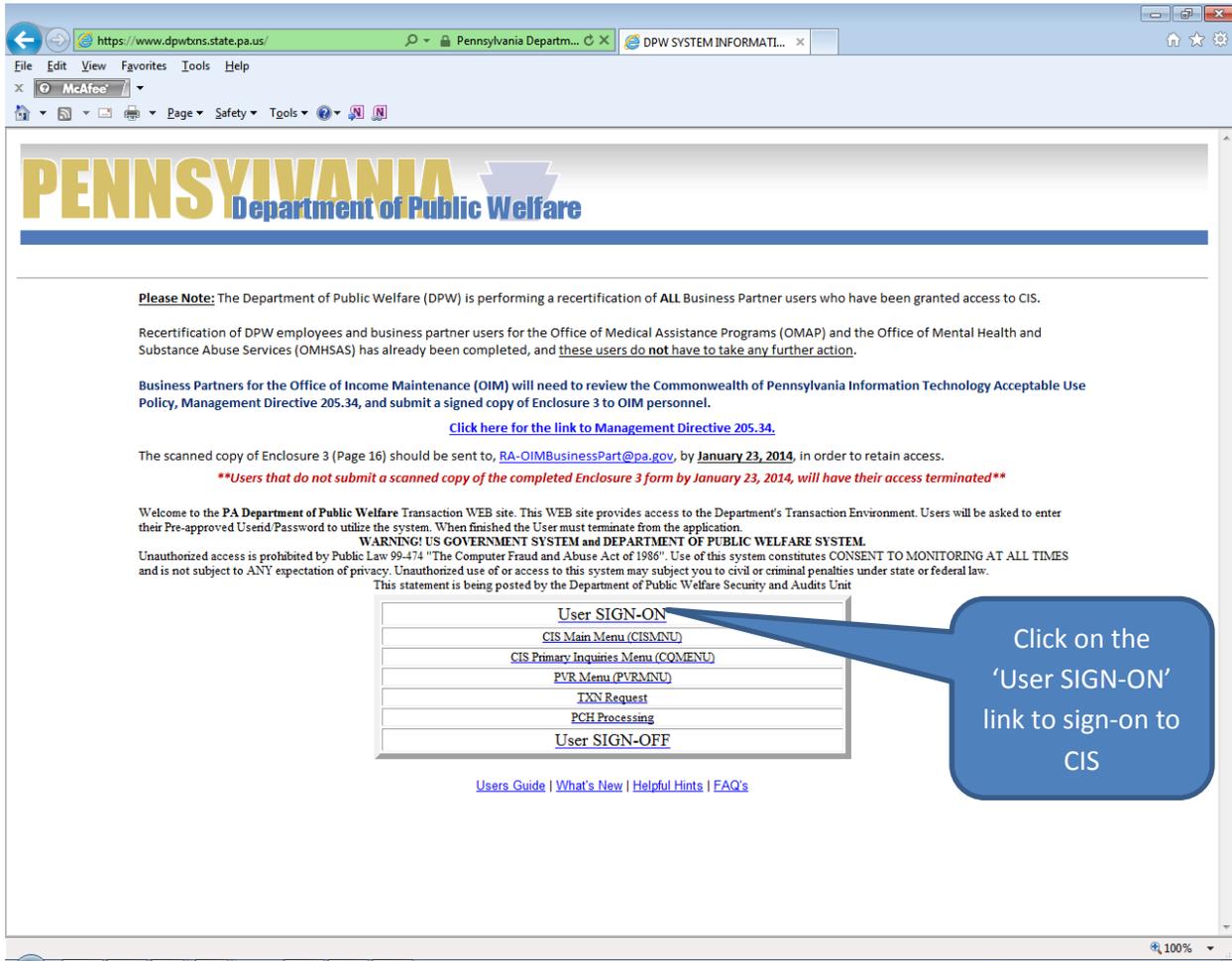
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Instructions for DPW Business Partner Users that have completed the DPW User Recertification

The remainder of this document provides instructions on where to enter the new DPW Windows userid that begins with the characters 'b-' and the corresponding DPW password for Business Partner users that have completed the DPW user certification process.

DPW Production Mainframe User Sign-on Screens for CIS Access using the <https://www.dpwtxns.state.pa.us> URL

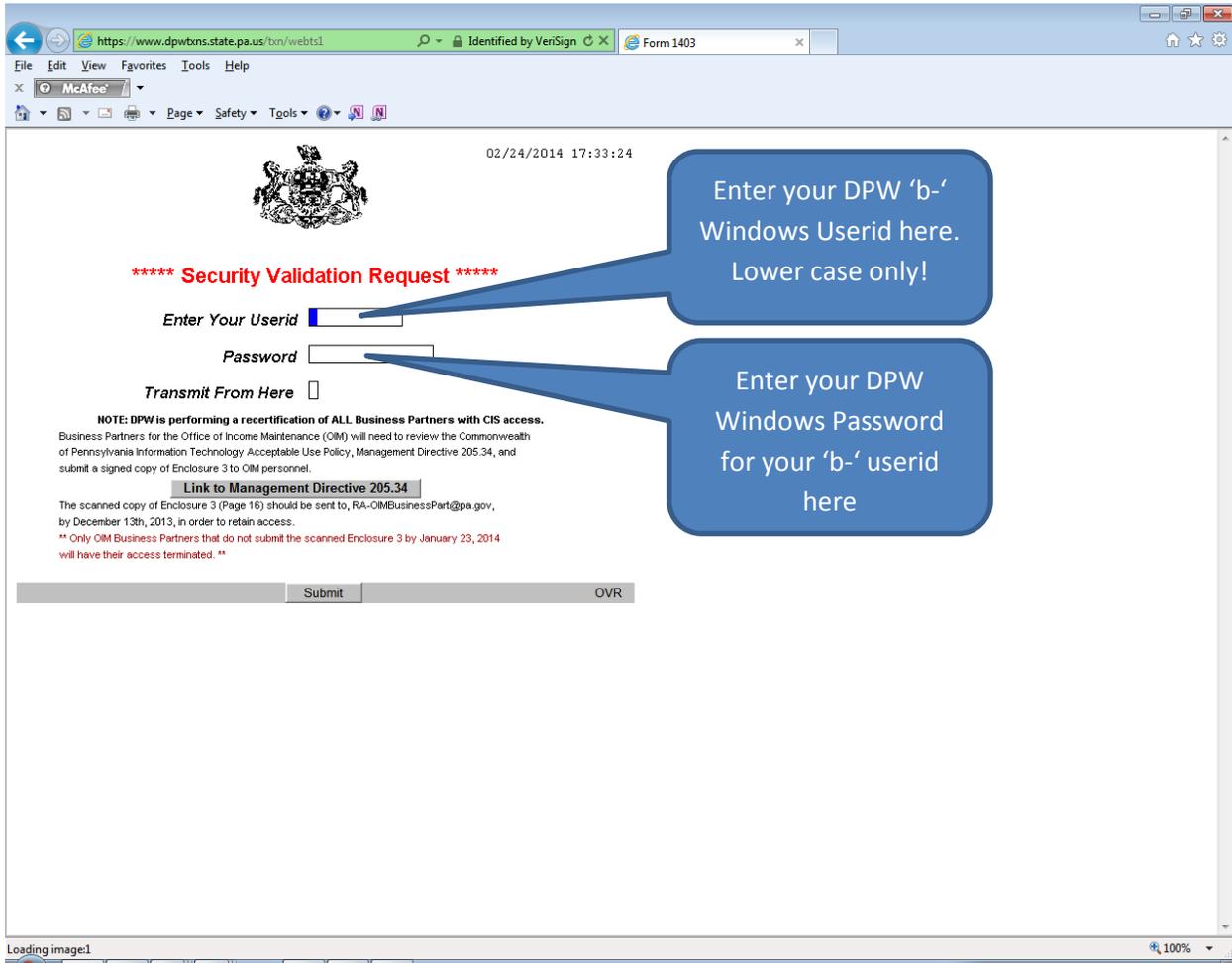
1. Click on the 'User SIGN-ON' link to sign-on to access CIS application transactions as you normally do.



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2. In the 'Enter Your Userid' field, enter your DPW Windows userid that starts with 'b-'.
a. Note: Enter the 'b-' userid in lower case characters only.
3. In the 'Password' field, enter the password assigned to your DPW Windows userid that starts with 'b-'.

This is illustrated in the following screen capture with call-outs.



Note: For DPW Business Partner Users that have completed the DPW user recertification, Do not enter your SSN as your userid and do not enter the old 6-digit numeric password any longer to access CIS. The SSN userid and 6-digit numeric password have been disabled.