

eCIS Registration User's Guide



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Business Partner eCIS Registration Overview

This Quick Reference Guide is designed to assist you in completing your online self-registration.

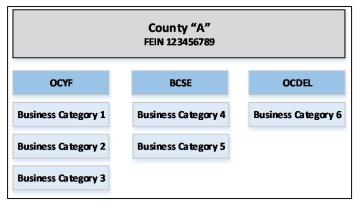
There are three main steps to registering:

- 1. Register your organization with eCIS.
- 2. Register at least one, but no more than four, individuals as Delegated Administrators (DA) for each business category relevant to your Commonwealth program affiliation. These individuals will have the responsibility to approve or reject eCIS users within their organization and associated business category.
- 3. Register eCIS users as appropriate.

Organizations are identified by their Federal Employer Identification Number (FEIN). You will need the FEIN prior to beginning registration.

Business Partner eCIS access is designed specifically for each Commonwealth program and business partner user group. See the appendix at the end of this document for a current list of Commonwealth program areas and affiliated business categories.

An organization may support multiple Commonwealth programs depending on the scope of business conducted. And within a Commonwealth program affiliation, there may be multiple user groups performing different business functions. These business functions are defined as "Business Categories" in the registration process. Below is an illustration of the organization/program office/business category relationship.



To enable the assignment of the appropriate eCIS role, the registration process requires each organization to register for at least one Commonwealth program office affiliation and business category (function). When an organization has multiple Commonwealth program office affiliations and business categories, each must be a separate registration request.

Once the appropriate Commonwealth program office affiliations and business categories have been registered, users will select the option that aligns with the function they perform.

<u>All</u> individuals who require access to eCIS must register, including those with an existing Commonwealth business partner account (b- account).



New Commonwealth Account Users

eCIS Organization Registration

In order to register, you will need your organization's Federal Employer Identification Number (FEIN) and an active work email address.

1. From your internet browser navigate to the eCIS landing page

https://intraapps.dpw.state.pa.us/mci/

2. On the eCIS landing page, click Business Partner Login (see Figure 1: eCIS Landing page)

Figure 1: eCIS Landing page	pennsylvan	ia
Please select of the select of	one of the options below based on your	user type PACSES County User Login

- 3. On the eCIS Login page, click Register for eCIS (see Figure 2: eCIS Login page)
 - No need to login just click the link under Self-service for Business Partner

igure 2: eCIS Login page	pennsylvania
Keystone Key	Self-service for Business Partner
Username	Forgot User ID
Password	6 Forgot Password
LOGIN	Ledit Profile
	Register for eCIS
	Manage eCIS Users
	Self-service for Commonwealth Employees
	Change CWOPA Password or Hint Questions



4. On the General Information page (see Figure 3: General Information page), click Next

Figure 3: General Information page

1 💁 General Information	2 Drganization	3 🖒 Organization Role	4 E User Profile Information	5 🖒 Application Details	6 ⊑> User Release Agreement	7 🖒 Security Questions
	v	Velcome!				
	o w a e b	nline services to Busine orking together to esta ccess multiple state ag xperience. If you have	ess Partners. Seve ablish a single Bus ency sites as a wa not registered for	iness Partner ID (B-) to	(B-)	
	a o C	omplete management t	usiness Partner ID tasks affiliated wit tasks, they will	ation? This registration (B-) that you will use i h your specific position, be escalated according		
	B		, you do not need ow and use the Bu			
			S Portal access Partner ID (B-	with your existing ? Click HERE		
		Click HERE t	to view the eCIS Reg	istration Guide.		
						F

5. On the Organization Information page, enter the Organization Name and Tax ID (FEIN), then click **Next**.

Note: The messages and Organization Profile screen will vary slightly between organizations that have been previously registered with a DHS system and those that are unknown to DHS systems. These sequences are outlined in A, B and C below.

A. Registered Organizations, No eCIS Business Category

- If your organization has a registered status, you will receive a message indicating that the organization does not have any business categories (see Figure 4: Organization Information page)
- Click Register eCIS Business Category button.
- A pop-up window will appear, click **OK** to continue with registering a Business Category.
- After leaving the Organization Information page, you will be taken to the Organization Profile page. Enter all required fields (see Figure 5: Organization Profile page).
 - Select the Commonwealth Program Office with whom you do business from the drop down.
 - Select the Business Category from the drop down that aligns with the services you provide.
 - Scroll down on the page and enter your contact information. The name entered here will need to be the same name entered on the Data Release Agreement Page on page 10 of this document.
 - Enter a detailed description of your operational need for access to DHS client information. Information noted here will be used to determine approval for access.
 - Answer security question.
 - Click Next.



Figure 4: Organization Information page

Error: [Orga	anization) mation] (Your organization does r Category" button below	iot have any busir to add your locati	ness categories. Please on to your organization.	dick the "Register	eCIS Business
1 E General Information	2 🔶 Organization Information	3 E	4 🖒 User Profile Information	5 🖒 Application Details	6 ⊑> User Release Agreement	7 🖒 Security Questions
= Required						
Enter your 9-digit Organization Nam Why is this inform	t Organization Tax I ne. Please contact y ation needed? We ar ie system. After beir	rtner ID, please pro D/Federal Employer Ide our Finance or HR Depa re asking for the Organi ng assigned to the appro	ntification Numbe rtment Tax/Feder zation Tax ID and	r (FEIN) with no spaces al Employer Identificatio Organization Name so	or dashes (-) and on Number (FEIN) we can assign use	your registered
Organization N	lame		Example Organ	nization		
Organization T	ax ID		Example FEIN	I		
Organization Re	gistration Status:		Registered			
Organization Ad	ldress					
	s iness Category? If y y' button below. Ple /. You will need to	rour organization does n associate: The Register (sit this process to cr	eCIS Business Cat	egory process will end	the , please click when you leave to	the 'Register eCIS register your

Figure 5: Organization Profile page

1 <u></u> Organiz	ation Profile		2 E Data Release Agreement
Required			
Please provide the follow	ving information about yo	our organization:	
Organization Name	Example 0	Organization	
nter your 9-digit Organization han 9-digits. Please contact yo	Tax ID/Federal Employer Identifi ur Finance or HR Department for	ication Number (FEIN) wi Tax ID/FEIN.	ith no spaces or dashes (-). It should not be less
Organization Tax ID	Example	FEIN	
organization description			
Program Office			Y
Business Category			V
Contact Person Informat	tion		
First Name			
Last Name			
Email Address			
nter your Organization `Email) naximum of 50 characters.	Address',		
Primary Phone			Enter 10 digit phone number in the following format: XXX-XXX-XXXX
Business Operational Ne	ed		
		· Please provide a brief	explanation describing why you need to register the
Brief explanation		organization. If registr please provide an over	ration is required due to the nature of your job, rview of your job along with the tasks and/or duties through the use of this application. Please note that
		the brief explanation y reviewing your request	you provide will be considered by the approver when
Remaining	Characters: 500		
For security reasons, ple	ase answer the following	question:	
uestion Sever	n plus ten plus 2 equals?		
nswer L			
nswer L			



B. Registered Organizations, eCIS Business Category Needed Not Listed

- The system will display all eCIS Business Categories currently registered under the FEIN.
- Click the **Register eCIS Business Category** button (see Figure 6: Organization Information page).
- A pop-up window will appear, click **OK** to continue with registering a new Business Category.
- After leaving the Organization information page, you will be taken to the Organization Profile page. Enter all required fields (see Figure 7: Organization Profile page)
 - Select the Commonwealth Program Office with whom you do business from the drop down.
 - Select the Business Category from the drop down that aligns with the services you provide.
 - Scroll down the page and enter your contact information.
 - Enter a detailed description of your operational need for access to DHS client information. Include the Commonwealth program area you support (i.e. OCYF, OMAP, BCSE, etc.). Information noted here will be used to determine approval for access.
 - Answer security question.
 - Click Next.

Figure 6: Organization Information page

1 🖒	2 🔶	3 🖒	4 🖒	5 🖒	6 🖒	7 🖒
General Information	Organization Information	Organization Role	e User Profile Information	Application Details	User Release Agreement	Security Questions
Required						
o create a ne	ew Business Par	tner ID, please	provide the follo	wing information	about your Or	ganization:
rganization Nam	e. Please contact yo ation needed? We an e system. After bein	our Finance or HR D e asking for the Ord	epartment Tax/Feder anization Tax ID and	er (FEIN) with no space: al Employer Identificati l Organization Name so on, users are given acc	on Number (FEIN) we can assign use). ers to the appropriate
Organization N	lame	E	ample Organization			
Organization T	ax ID	E	xampleFEIN			
rganization Re	gistration Status:	Re	egistered			
rganization Ad	dress					
ption 1:			Select if the below o	ption is your program o	ffice and business	category
rogram Office:						
usiness Catego	ory:					
ption 2:			Select if the below o	ption is your program o	ffice and business	category
rogram Office:						
usiness Catego	ory:					
usiness Category usiness category	y' button below. Plea	note: The Regis	es not have any linke ter eCIS Business Ca o create your eCIS B	d business categories o tegory process will end usiness Partner ID.	r the , please click when you leave to	the 'Register eCIS register your



Figure 7: Organization Profile page

1 <u></u> Organization P	rofile	2 📫 Data Release Agreement
= Required		
Please provide the following i	nformation about your organizatio	n:
 Organization Name 	Example Organization	
Enter your 9-digit Organization Tax ID than 9-digits. Please contact your Fina	/Federal Employer Identification Number (Fl nce or HR Department for Tax ID/FEIN.	EIN) with no spaces or dashes (-). It should not be less
Organization Tax ID	Example FEIN	
Organization description		
Program Office		\checkmark
Business Category		V
Contact Person Information		
First Name		
Last Name		
Email Address		
Enter your Organization 'Email Addres maximum of 50 characters.	s',	
Primary Phone		Enter 10 digit phone number in the following format: XXX-XXXX-XXXXX
Business Operational Need		
- Brief explanation	organization. If please provide a you need to cor	brief explanation describing why you need to register the registration is required due to the nature of your job, in overview of your job along with the tasks and/or duties piete through the use of this application. Please note that
	v reviewing your	ation you provide will be considered by the approver when request.
Remaining Chara	tters: 500	
For security reasons, please a	nswer the following question:	
Question Seven plus	ten plus 2 equals?	
Answer		

C. Organizations Unknown to DHS Systems

- If your organization is not known to DHS systems, you will receive a message indicating that the organization doesn't exist (see Figure 8: Organization Information page) Click **Register** eCIS Organization button.
- A pop-up window will appear, click **OK** to continue with registering a new organization.
- After leaving the Organization information page, you will be taken to the Organization Profile page. Enter all required fields (see Figure 9: Organization Profile page).
 - Enter the name, description, and address of the organization.
 - Select the Commonwealth Program Office with whom you do business from the drop down.
 - Select the Business Category from the drop down that aligns with the services you provide.
 - Scroll down on page and enter your contact information.
 - Enter a detailed description of your operational need for access to DHS client information. Information noted here will be used to determine approval for access
 - Answer security question.
 - Click Next.



Figure 8: Organization Information page

Error: [Organ Regist	nization Information tration Status]	n:Organization		ation doesn't exist in ou v organization.	r system. Please o	lick the button below
1 🖒 General Information	2 <u></u> Organization Information	3 🖒 Organization Role	4 🖒 User Profile Information	5 🖒 Application Details		7 🖒 Security Questions
= Required						
To create a ne	ew Business Par	rtner ID, please pro	ovide the follo	wing information	about your Or	ganization:
		ig assigned to the appro-		on, users are given acc	sas to unrerent tas	ks associated with
 their organization. Organization N 	ame	ng assigned to the appr		nization Name		
Organization N Organization Ta	ame	ng assigned to the appr	Example Orga	nization Name		is associated with

Figure 9: Organization Profile page

1 🛀 Organization Profile	2. II) Data Release Agreement
Required	
Please provide the following informa	ation about your organization:
Organization Name	Example Organization Name
inter your 9-digit Organization Tax ID/Federal han 9-digits. Please contact your Finance or H	Employer Identification Number (FEIN) with no spaces or dashes (-). It should not be less R Department for Tax ID/FEIN.
Organization Tax ID	Example FEIN
Organization description	
Street Address 1	
treet Address 2	
City	
State	
Zip Code	
rogram Office	✓
Business Category	v
Contact Person Information	
First Name	
Last Name	
Email Address	
nter your Organization 'Email Address', maxir	num of 50 characters.
Primary Phone	
Business Operational Need	
	 Please provide a brief explanation describing why you need to register the organization. If registration is required due to the nature of your job,
Brief explanation	please provide an overview of your job along with the tasks and/or duties you need to complete through the use of this application. Please note that
	the brief explanation you provide will be considered by the approver when reviewing your request.
Remaining Characters: 50	
For security reasons, please answer	the following question:
	, what day is tomorrow?
unswer	



- 6. On the Data Release Agreement page, review the Data Release Agreement and accept if you agree to the terms and conditions. Enter your full name to e-Sign and click **Finish** (see Figure 10: Data Release Agreement page).
 - **Important** The name entered as the signature must match the name entered to create account or an error will occur.

Figure 10: Data Release Agreement page

	1 E Organization	Profile		2 🔶 Data Release Agreen	ent
= Required					
	se Agreement				the state
Below is the C agreement.	ommonwealth of Penn	sylvania's Data Release	Agreement. You must read	d and accept the terms and	conditions of this
					^
	MANA	AGEMEN	IT DIREC	TIVE	
			of Pennsylvania r's Office		
	Subject: Commonwealth of Information Techno Policy	Pennsylvania ology Acceptable Use	Number: 205.34 Amended		
Before submitt	ing the Organization R	egistration Request, vou	must provide an e-Signat	ture.	~
	gnature? e-Signatures		ectronic process of signifyi	ing your approval, typically	done by typing your nam
Certification and	d Authorization for e-Sig	nature			
			ohts and responsibilities.		
			rect under penalty of perju	ury.	
		 I have read and 	accept all the terms and	conditions of this agreeme	nt
Data Releas	e Agreement	○I do not accept	the terms and conditions	of this agreement	
I understand ti Release Agreer		me in the field below, th	is acts as my legal signatu	re. I accept the terms and	conditions of the Data
Full Name]	
Your 'Full Name'	must be identical in all	the future 'Name' fields an	d be in the format (e.g. John	Doe).	

7. A message will be displayed stating the request has been successfully submitted and is waiting on approval. You will receive two emails: one confirming the request submission and another including the Program Office review outcome (approved or denied).

P/	pennsylvania
	Congratulations! You have completed the Register New Organization with eCIS Request!
	Your request for a new organization is currently under review. You will receive another e-mail once this access is granted.
	If you have any questions or issues, please contact your delegated administrator or program office.
	Please close this browser window.



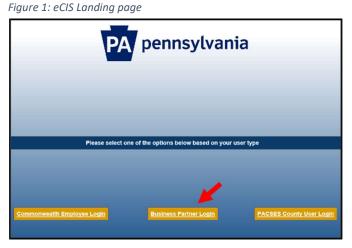
eCIS User Registration

Once you receive a confirmation email that your organization has been approved, individuals may begin to register for eCIS access.

The first individual user to register <u>must</u> be your organization's Delegated Administrator (DA). These individuals will be responsible for reviewing and approving/rejecting user requests for eCIS access. DAs are specific to an Organization/Program Office Affiliation/Business Category. Each registered organization and business category may have up to four DAs. At least one DA must be registered to enable user registration to begin.

In order to register, you will need your organization's Federal Employer Identification Number (FEIN) and an active work email address.

- 1. From your internet browser navigate to the eCIS landing page <u>https://intraapps.dpw.state.pa.us/mci/</u>
- 2. On the eCIS landing page, click Business Partner Login (see Figure 1: eCIS Landing page)



- 3. On the eCIS Login page, click **Register for eCIS** (see Figure 2: eCIS Login page)
 - No need to login just click the link under Self-service for Business Partner

igure 2: eCIS Login page	pennsylvania
Keystone Key	Self-service for Business Partner
Username:	Forgot User ID
Password	Forgot Password
LOGIN	Letit Profile
	Register for eCIS
	Manage eCIS Users
	Self-service for Commonwealth Employees
	Change CWOPA Password or Hint Questions



4. On the General Information page (see Figure 3: General Information page), click Next

Figure 3: General Information page

1 Ceneral Information	2 Drganization	3 🖒 Organization Role	4 C> User Profile Information	5 🖒 Application Details	6 🖒 User Release Agreement	7 🖒 Security Questions
	١	Velcome!				
	o w a e b	nline services to Busine orking together to esta ccess multiple state ag xperience. If you have	ess Partners. Seve ablish a single Bus ency sites as a wa not registered for	iness Partner ID (B-) to	(B-)	
	a c	omplete management t	usiness Partner ID asks affiliated with t tasks, they will	ation? This registration (B-) that you will use I h your specific position. be escalated according		
	B		, you do not need ow and use the Bu			
			S Portal access Partner ID (B-)	with your existing ? Click HERE		
		Click HERE	to view the eCIS Reg	istration Guide.		
						-

- 5. On the Organization Information page, enter the Organization Name and Tax ID (FEIN) (see Figure 4: Organization Information page).
 - The system will display all Business Categories currently registered under the FEIN, select the Business Category that describes your operational function. Click **Next**

Figure 4: Organization Information page

Required To create a new Business Partner ID, please provide the following information about your Organization Enter your 9-digit Organization Tax ID/Federal Employer Identification Number (FEIN) Why is this information needed? We are asking for the Organization Tax ID and Organization Name so we can assign users to the appropriate organization, users are given access to different tasks associate their organization Name • Organization Name Example Organization · Organization Tax ID Example Organization · Organization Tax ID Example Organization · Organization Registration Status: Registered Organization Registration Status: Registered Organization Address Option 1: Select if the below option is your program office and business category Program Office: Business Category: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Susiness Category: Select if the below option is your program office and business category Program Office	4 □ 5 □ 6 □ 7 □ n Role User Profile Application Details User Release Security Question Information Agreement Agreement Agreement Agreement	3 🖒 Organization Role	2 <u></u> Organization Information	1 📫 General Information
Enter your 9-digit Organization Tax ID/Federal Employer Identification Number (FEIN) with no spaces or dashes (-) and your regists Organization Name. Please contact your Finance or HR Department Tax/Federal Employer Identification Number (FEIN) MW is this information needed? We are asking for the Organization Tax ID and Organization Name so we can assign users to the appropriate organization. • Organization Name Example Organization are ID and Organization Name so we can assign users to the appropriate organization. • Organization Name Example Organization are ID and Organization Name so we can assign users to the appropriate organization. • Organization Name Example Organization are ID Example Organization are given access to different tasks associate • Organization Registration Status: Registered Organization Address Option 1: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the program office and business category? If your organization does not have any linked business categories or the , please click the 'Register eCIS Business Category' button below. Please note: The Register				= Required
Organization Name. Please contact your Finance or HR Department Tax/Federal Employer Identification Number (FEIN). Winy is the information needed? We are asking users to the appropriate organization Name so we can assign users to the appropriate organization. • Organization in the system. After being assigned to the appropriate organization, users are given access to different tasks associate their organization. • Organization Name Example Organization • Organization Name Example Organization • Organization Registration Status: Registered Organization Address Organization Address Option 1: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Business C	ase provide the following information about your Organization:	rtner ID, please pr	new Business Par	To create a ne
Organization Registration Status: Example FEIN Organization Registration Status: Registered Organization Address Option Address Option 1: Select if the below option is your program office and business category Program Office: Business Category: Select if the below option is your program office and business category Program Office: Business Category: Can't find your Business Category? If your organization does not have any linked business categories or the , please click the 'Register eCIS Business Category will end when you leave to register you	HR Department Tax/Federal Employer Identification Number (FEIN). e Organization Tax ID and Organization Name so we can assign users to the appropria	our Finance or HR Depa e asking for the Organ	me. Please contact yo nation needed? We an he system. After bein	Organization Nam Why is this information organization in the
Organization Fax ID Registered Organization Address Option 1: Program Office: Business Category: Option 2: Program Office: Business Category: Can't find your Business Category? If your organization does not have any linked business category exists will end when you leave to register voice and business will end when you leave to register voice your process will end when you leave to register your program office and business category will end when you leave to register voice your process will end when you leave to register your process will end when you leave to register your process will end when you leave to register you process will end when you process will end when you process wil	Example Organization	Exan	Name	• Organization N
Organization Address Organization Address Option 1: Program Office: Business Category: Option 2: Program Office: Business Category: Can't find your Business Category? If your organization does not have any linked business categories or the , please click the 'Registre eCIS Business Category' button below. Please note: The Registre eCIS Business Category will end when you leave to register you	ExampleFEIN	Exan	Tax ID	Organization T
Option 1: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Business Category: Select if the below option is your program office and business category Option 2: Select if the below option is your program office and business category Program Office: Select if the below option is your program office and business category Business Category: Select if the below option is your program office and business category Can't find your Business Category? If your organization does not have any linked business categories or the , please click the 'Register eCIS Business Category process will end when you leave to register your	Registered	Regis	egistration Status:	Organization Re
Program Office: Business Category: Can't find your Business Category' bit on below. Please note: The Register eCLS Business Category process will end when you leave to register you			ddress	Organization Ad
Program Office: Business Category: Can't find your Business Category' bit on below. Please note: The Register eCLS Business Category process will end when you leave to register you				
Business Category:	Select if the below option is your program office and business category	🗆 Se		Option 1:
Option 2: Select if the below option is your program office and business category Program Office: Business Category: Can't find your Business Category? If your organization does not have any linked business categories or the , please click the 'Register work Subiness Category' button below. Please note: The Register eCIS Business Category process will end when you leave to register you			b	Program Office:
Program Office: Business Category? If your organization does not have any linked business categories or the , please click the 'Register was business Category' button below. Please note: The Register eCIS Business Category process will end when you leave to register you			iory:	Business Catego
Business Category: Can't find your Business Category? If your organization does not have any linked business categories or the , please click the 'Register business Category' button below. Please note: The Register eCIS Business Category process will end when you leave to register you	$\hfill\square$ Select if the below option is your program office and business category	🗆 Se		Option 2:
Can't find your Business Category? If your organization does not have any linked business categories or the , please click the 'Registe Business Category' button below. Please note: The Register eCLS Business Category process will end when you leave to register you			h	Program Office:
Business Category' button below. Please note: The Register eCIS Business Category process will end when you leave to register you			ory:	Business Catego
Register eCIS Business Category	Register eCIS Business Category process will end when you leave to register your	ase note: The Register	ry' button below. Plea ry. You will need to re	Business Category business category



- 6. On the Organization Role page, select the type of user function to be requested (see Figure 5: Organization Role page).
 - Click one of the radio buttons to indicate the type of user role required.
 - If the Administrative Business Partner user (Delegated Administrator) role is chosen, review and accept the associated responsibilities and click the check box to confirm. Click the second check box if you would like to request eCIS access in addition to the Administrative Business Partner role.
 - Click Next

Figure 5: Organization Role page

Required Administrative Business What is an Administrative Business Partner Administrative Business Partner Administrative Business Partner Administrative Business Partner Tell us about your role in your org Organization Role BP Administrator Responsibilities include: - Coordination and approval of al - Ensure individuals maintain the Removal of aCIS access based.	s Partner user? An Administr user registrations and mar user need to be approved b users. anization: @ I am an Adminis	naging user accour by the Department trative Business Pa	nts within the organizat of Human Services. An artner user (Delegated	ion. The self-regist organization is all	tration of an
What is an Administrative Busines Administrative Business Partner Administrative Business Partner Administrative Business Partner Tell us about your role in your org • Organization Role BP Administrator Responsibilities include: • Coordination and approval of al =Ensure individuals maintain the Removal of eCIS access based	s Partner user? An Administr user registrations and mar user need to be approved b users. anization: @ I am an Adminis	naging user accour by the Department trative Business Pa	nts within the organizat of Human Services. An artner user (Delegated	ion. The self-regist organization is all	tration of an
Administrative Business Partner Administrative Business Partner Administrative Business Partner Tell us about your role in your org • Organization Role BP Administrator Respon Responsibilities include: - Coordination ad approval of al - Ensure individuals maintain the Removal of eCIS access based	s user registrations and mar user need to be approved b users. anization: ③I am an Adminis ○I am a non-Adm	naging user accour by the Department trative Business Pa	nts within the organizat of Human Services. An artner user (Delegated	ion. The self-regist organization is all	tration of an
Organization Role BP Administrator Respon Responsibilities include: - Coordination and approval of ai -Ensure individuals maintain the Removal of eCIS access based	∭ I am an Adminis ○ I am a non-Adm			Administrator)	
BP Administrator Respor Responsibilities include: -Coordination and approval of al -Ensure individuals maintain the -Removal of eCIS access based	○I am a non-Adm			Administration)	
Responsibilities include: -Coordination and approval of al -Ensure individuals maintain the -Removal of eCIS access based	sibilities				
Check here to confirm	ll user eCIS registration req information associated with	h their eCIS access in user operational s associated with be	l role or department, en	nployment termina dministrator	ation, etc.)

7. On the User Profile Information page, fill out all required information (see Figure 6: User Profile Information page). Click **Next.**

Note: If your email address is already in use with another DHS account, please follow the registration flow for an existing user. If the account associated with the email address is not yours, contact your organization's eCIS Delegated Administrator.



Figure 6: User Profile Information page

1 E> General Information	2 E> Organization Information	3 🗇 Organization Role	4 🛀 User Profile Information	5 📄 Application Details	6 ⊑> User Release Agreement	7
= Required						
User Profile I	nformation					
First Name		1				
Last Name						
Email address					Please enter your wor you face issues while please contact your d administrator. Delega should contact their a area for any issues er providing email	providing your email, elegated ted administrators ffiliated DHS program
Confirm Email	Address					
Phone Numbe	r				Enter 10 digit phone i following format: XXX	number in the (-XXX-XXXX
Secondary Phon	e Number					
Business Depa	rtment					
Operational Fu	nction					
Frequency of A	ccess	none	~			
these requirement te least eight (8) character Contain one number Contain one upper-case le Contain one lower-case le Contain one lower-case le	ts: Is	wealth of Pennsylvania	requires that your 'i	assword' meet		
		elect here will be used f	or login, once your	equest is approv	ved	
Password				_		
Confirm Passw	ord					
user profile inform	nation you provide.	Business Partner ID will Once you are approved (B-) that will be used for	, you will receive an			

On the Application Details page, enter a detailed description of your operational need for access to DHS client information (see Figure 7: eCIS Application Details page). Click **Next**.

Information noted here will be used to determine approval for access.

Figure	7:	eCIS	Application	Details	page
5.			1.1		1

1 💭 General Information	2 Drganization	3 🖾 Organization Role	4 D User Profile	5 <u>〜</u> Application Details	6 📄 User Release Agreement	7 C
Required						
Application D Business Oper	ational Need		ac na ali th ex	ease provide a brief cess to this applicat ture of your job, ple ong with the tasks a rough the use of thi planation you provi planation you provi ten reviewing your r	ion. If access is requested an over nd/or duties you ne s application. Please de will be considered	rview of your job ed to complete note that the brief
	Rema	ining Characters: 500				

8. On the User Release Agreement page, read the User Confidentiality Agreement and Management Directive (see Figure 8: User Release Agreement page). Select that you have read and understand the entire agreement. Enter your Full Name in the box to e-Sign. Click **Next**.



Figure 8: User Release Agreement page

	2 📫	3 📫	4 📫	s 📫	6 🖕	7 📫
General	Organization	Organization	User Profile	Application	User Release Agreement	Security Questions
anomación		-	medimation	Concerns	-Brenning	Quanton
- Required						
elow is the eQS	User Agreement. You m	nust read and accept	the terms and condi-	tions of this agreement	ent.	
	141					^
	De	partment of Human	Services User Agro	rement		
policies o that confi accomplis include, b and inform	e value and sensitivity of the Department of Hur Jential information will be authorized Department ut is not limited to, finan nation of a competitive a condition to receiving	man Services (Depart remain confidential t at employee/business ncial, health, medical advantage nature, is o	ment). The intent of forough its use, which partner user's dutien , eligibility, employe confidential.	these laws and poli h must be only as ne Department informer, intellectual prope	cies is to assure cessary to nation that may rty, contractual	
allowed a	ccess to a system, and on identified above, I,	or being granted au	thorization to acces	any form of confi	dential	
condition	*					~
elow is the Com anditions of this	nonweath of Pennsylva agreement.	nia's User Release Ag	reement (Managemer	nt Directive). You m	ist read and accept ti	he terms and
						A
r	1111 11 11 1	GEMEN Commonwealth	11 DIR		B	
r	Subject:	Commonwealth Governe	h of Pennsylvar	nia	B	~
Fore subriting	Subject: Commonwealth of Pen	Commonwealth Governe	h of Pennsylvan or's Office Number: 205.34 Amended	nia	B	~
what is an e-Sign	Subject: Commonwealth of Per the Enterprise Business ature? e- Signatures ca	Commonwealth Governa Insylvania Partner Registration,	Number: 205.34 Amended you must provide ar	nia	B wei, typically done by	typing your nam
what is an e-Sign pecial field as a	Subject: Commonwealth of Per the Enterprise Business ature? e- Signatures ca	Commonwealth Governa Insylvania Partner Registration,	Number: 205.34 Amended you must provide ar	nia	B wai, typically done by	typing your nen
what is an e-Sign pecial field as a entification and Au certify, to the b	Subject: Commonwealth of Per the Enterprise Business abure? e-Signatures car signature.	Commonwealth Governe Insylvania Partner Registration, In be defined as any e	Number: 205.34 Amended you must provide ar inectronic process of	n e-Signature. signifying your appro		• typing your nem
What is an e-Sign pecial field as a certification and Au certify, to the b certify that all it	Subject: Commonwealth of Per the Enterprise Business sature? - Sonatures ca sature? - Sonatures ca sature? - Sonatures ca sature? - Sonatures (sature) - Sonatures thorization of -Sonature sature) - Sonatures thorization of -Sonature satures formation in this Enterp	Commonwealti Governi Insylvania Partner Registration, n be defined as any e Lunderstand my righ rise Business Partner	Number: 205.34 Amended you must provide ar inectronic process of	n e-Signature. signifying your appro-	naty of pegury.	v typing your nen
what is an e-Sign pecial field as a entification and Au certify, to the b	Subject: Commonwealth of Per the Enterprise Business sature? - Sonatures ca sature? - Sonatures ca sature? - Sonatures ca sature? - Sonatures (sature) - Sonatures thorization of -Sonature sature) - Sonatures thorization of -Sonature satures formation in this Enterp	Commonwealt Governu msylvania Partner Registration, n be defined as any e I understand my right ise Business Partner @I have read a	h of Pennsylvar or's Office Number: 205.34 Amended you must provide ar sectonic process of ts and responsibilitie Registration is the s	nia e-Signature. signifying your appro	naty of perjury. agree to abide by it	v typing your nem
what is an e-Sign pecial field as a artification and Au certify, to the b certify that all it User Release / agree that by e	Subject: Commonwealth of Per the Enterprise Business sature? - Sonatures ca sature? - Sonatures ca sature? - Sonatures ca sature? - Sonatures (sature) - Sonatures thorization of -Sonature sature) - Sonatures thorization of -Sonature satures formation in this Enterp	Commonwealth Governs Insylvania Partner Registration, In be defined as any e Lunderstand my righting Business Partner @I have read a @I have read a to not access the as my legal signat	h of Pennsylvai Or's Office 205.34 Amended you must provide an ectantic process of Registration is true in dunderstood this exist the terms and coor-	n e-Signature. signifying your appro- tion agreement and disconsect tunder per mite agreement and discons of this generat and gage that I read and o	naty of perjury. agree to abide by it ment	
what is an e-Sign pecial field as a artification and Au certify, to the b certify that all it User Release / agree that by e	Subject: Commonwealth of Per- tra Strengtes Burless signal signature. Interaction of signature and signature. The solutions of the solutions in the solutions and the solutions of the solutions and the solution of the solution and the solution of the solution of the solution of the solution of the solution and the solution of the sol	Commonwealth Governs Insylvania Partner Registration, In be defined as any e Lunderstand my righting Business Partner @I have read a @I have read a to not access the as my legal signat	h of Pennsylvai Or's Office 205.34 Amended you must provide an ectantic process of Registration is true in dunderstood this exist the terms and coor-	n e-Signature. signifying your appro- tion agreement and disconsect tunder per mite agreement and discons of this generat and gage that I read and o	naty of perjury. agree to abide by it ment	

9. On the Security Questions page, select and answer the three security questions (see Figure 9: Security Questions page). It is important you remember the answer to these questions as you will use them to access your account if you forget your password. Scroll down to answer the security question. Click **Finish**.

Figure 9: Security Questions page

	Information		User Profile Information	Application Details	User Release Agreement	Questions
Required						
select the Security assword. Hease remember <u>Tips for Security Qu</u> kold using special chara to careful in using capital Choose questions that yo	that answers must estions: thers (1, 0, 5, %, ^, etc.) lation as the answer must is can answer easily	e drop down menus be be identical to how the be identical (e.g., Philadelphia = pr	answer you provide			forget your
Security Questi	in any part of security quest	Please select a sec	urity question	~]	
Answer 1		[
Security Quest	ion 2	Please select a sec	urity question	~]	
Answer 2		[
Security Quest	ion 3	Please select a sec	urity question	~]	
Answer 3						
For security re Question		answer the followi				



10. When you have finished, a message will be displayed stating the request has been successfully submitted and is waiting on approval. You will receive an email noting the outcome of your request. If approved, your Business Partner ID will be emailed to you.

PA	pennsylvania
	Congratulations! You have completed the eCIS Business Partner Registration Request! Your request for access to the eCIS application is currently under review. You will receive another e-mail once access is granted. If you have any questions or issues, please contact your delegated administrator or program office.
	Please close this browser window.



Existing Commonwealth Account Users

eCIS Organization Registration

- 1. From your internet browser navigate to eCIS landing page <u>https://intraapps.dpw.state.pa.us/mci/</u>
- 2. On the eCIS Landing page, click Business Partner Login (see Figure 1: eCIS Landing page).

Figure 1: eCIS Landing page	
pennsylvania	
Please select one of the options below based on your user type	
<u>Commonwealth Employee Login</u> Business Partner Login PACSES Cour	nty User Login

- 3. On the eCIS Login page, click **Register for eCIS** (see Figure 2: eCIS Login page)
 - No need to login just click the link under Self-service for Business Partner

igure 2: eCIS Login page	pennsylvania
Keystone Key	Self-service for Business Partner
Username .	Forgot User ID
Password	6 Forgot Password
LOGIN	Ledit Profile
	Register for eCIS
	Manage eCIS Users
	Self-service for Commonwealth Employees
	Change CWOPA Password or Hint Questions



4. On the General Information Welcome page (see Figure 3: General Information page), click **Requesting** eCIS Portal access with your existing Business Partner ID (B-)? Click HERE.

1 🚰 General Information	2 D Organization Information	3 🖒 Organization Role	4 🖒 User Profile Information	5 🖒 Application Details	6 🖒 User Release Agreement	7 E Security Question
		Welcome!				
		The Commonwealth of P online services to Busine working together to esta access multiple state ag experience. If you have before and wish to create before.	ss Partners. Seve blish a single Bus ency sites as a wa not registered for	ral state agencies are iness Partner ID (B-) to y of simplifying your a Business Partner ID	(B-)	
		What is Enterprise Busine allows you to create a Bi complete management t Once you have complete order to receive approva	usiness Partner ID asks affiliated with d tasks, they will	(B-) that you will use h your specific position.		
		Already have a Business F Business Partner ID (B-) Simply click the link belo Password you have alrea	, you do not need w and use the Bu	to create another one. sines artner ID and		
			Portal access Partner ID (B-)	with your existing ? Click HERE		
		Click HERE t	o view the eCIS Reg	istration Guide.		

5. On the Identity Manager Landing page, enter your user name and password (b- account) and **Login** to the eCIS registration process (see Figure 4: Identity Manager Login page).

F	igure 4: Identity Manager Login page
ſ	PA pennsylva

PA pennsytvania			
Keystone Key	Self-service for Business Partner		
Jsemame	Forgot User ID		
'assword	Forgot Password		
LOGIN	Letit Profile		
	Self-service for Commonwealth Employees		
	Change CWOPA Password or Hint Questions		

- 6. On the Organization Information page:
 - Your existing b- account information will be prepopulated.
 - If your organization has not yet been registered for eCIS, there will be no Program Office or Business Category listed (see Figure 5: Organization Information page), click **Register Business Category** button.
 - Or, if you do not see the appropriate Program Office and Business Category (see Figure 6: Organization Information page), click **Register Business Category** button.
 - A pop-up window will appear, click **OK** to continue with registering a Business Category.
 - After leaving the Organization information page, you will be taken to the Organization Profile page. Enter all required fields (see Figure 7: Organization Profile page).



- Select the Commonwealth Program Office with whom you do business from the drop down.
- Select the Business Category that aligns with the services you provide from the drop down list.
- Enter a detailed description of your operational need for access to DHS client information. Information noted here will be used to determine approval for access to eCIS.
- Click Next.

Figure 5: Organization Information page

Manage My Profile Busin	ess Partner Management	:				
Request Access Business Partner Account eCIS: Organization Information						
1 <u>O</u> rganizatio Informatio	on Organization	Role 3 User Profile Information	4 C> User Release Agreement			
To request access for	eCIS, please select a	business category f	rom the list below:			
categories registered, please	click the 'Register Business	Category' button below to	your organization does not ha o register your business catego access to eCI5 with your Busi	ory. Please note: after		
				Next Cancel		

Figure 6: Organization Information page

Manage My Profile Business Partner M	lanagement					
Request Access Business Partner Account eCIS: Organization Information						
Request Access Business Partner	Account eCIS: Organization Information					
1 🛀	2 📫 3 💭	4 💭				
Organization Information	Organization Role User Profile Information					
		Agreement				
To request access for eCIS, please	e select a business category from the list	below:				
Organization	Existing					
Organization Name	User Account					
Organization Address						
Organization Email	Information					
Option 1	Select this box if the information below matches you	ur business category				
Program Office:	,,					
Business Category:						
Can't find your business category? If you	I don't see your business category, or your organization s Category' button below to register your business cat	on does not have any business categories				
business category, you will need to re-visit t	his process to request access to eCIS with your Business cat	egory. Please note: anter registering your				
Register Business Category						
register business entegery						
		Next Cancel				



Figure 7: Organization Profile page

Manage My Profile Busine	ess Partner Management
Associate eCIS Busines	s Category: Organization Profile
1 🔶 Organization	n Profile Data Release Agreement
 = Required 	
Please provide the follo	owing information about your organization:
Organization ID Exist Organization Name Uses Program Office Business Category	ting r Account Information
Requester Contact Info	
Email Address Primary Phone	count Information
Business Operational N	leed
•Business Operational Need	you need to complete through the use of this application. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.
	Remaining Characters: 500
	Next Cancel

- 7. On the Data Release Agreement page, review the Data Release Agreement and accept if you agree to the terms and conditions (see Figure 8: Data Release Agreement page). Enter your full name to e-Sign. Click **Finish**.
 - **Important** Name entered as the signature must match the name entered to create account or an error will occur.

5 5 7	5	
Manage My Profile Business Partner Management		
Associate eCIS Business Category: Data Release Ag	reement	
1	2 🖕	
Organization Profile • = Required	Data Release Agreement	
Data Release Agreement		
Below is the Commonwealth of Pennsylvania's Data Release Agreen	nent. You must read and accept the terms and condition	ons of this agreement.
		^
		-
MANAGEMEN	NT DIRECTIVE	
Commonwealt	h of Pennsylvania	
	or's Office	
Subject: Commonwealth of Pennsylvania	Number: 205.34 Amended	
Information Technology Acceptable Use		~
Before submitting the Business Category Request, you must provide	e an e-Signature.	
What is an e-Signature? e-Signatures can be defined as any elect field as a digital signature.	tronic process of signifying your approval, typically do	ne by typing your name in a specific
Certification and Authorization for e-Signature		
I certify to the best of my knowledge that I understand my rights a I certify that all information in this application is true and correct ur		
•Data Release Agreement OI have read and OI do not accept t	accept all the terms and conditions of this agreement he terms and conditions of this agreement	
I understand that by entering my name in the field below, this acts above.	as my legal signature. I accept the terms and conditio	ins of the Data Release Agreement
•Full Name		
Your 'Full Name' must be identical in all the future 'Name' fields and	be in the format (e.g. John Doe).	
		Back Finish Cancel

Figure 8: Data Release Agreement page



8. A message will be displayed stating the request has been successfully submitted and is waiting on approval. You will receive two emails: one confirming the request submission and another including the Program Office review outcome (approved or denied).

PA	pennsylvania
	Congratulations!
	You have completed the Associate eCIS Business Category Request! Your request to add a new Business Category to an existing organization is currently under review. You will receive another e-mail once this request is reviewed.
	If you have any questions or issues, please contact your delegated administrator or program office.
	Please close this browser window.



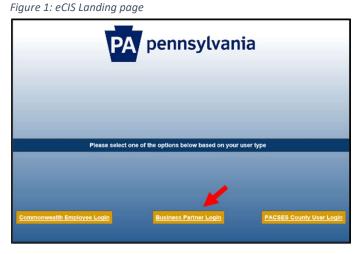
eCIS User Registration

Once you receive a confirmation email that your organization has been approved, individuals may begin to register for eCIS access.

The first individual user to register <u>must</u> be your organization's Delegated Administrator (DA). These individuals will be responsible for reviewing and approving/rejecting user requests for eCIS access. DAs are specific to an Organization/Program Office Affiliation/Business Category. Each registered organization and business category may have up to four DAs. At least one DA must be registered to enable user registration to begin.

In order to register you will need your organization's Federal Employer Identification Number (FEIN) and an active work email address.

- 1. From your internet browser navigate to the eCIS landing page <u>https://intraapps.dpw.state.pa.us/mci/</u>
- 2. On the eCIS Landing page, click Business Partner Login (see Figure 1: eCIS Landing page)



- 3. On the eCIS Login page, click **Register for eCIS** (see Figure 2: eCIS Login page)
 - No need to login just click the link under Self-service Business Partner

Figure 2: eCIS Login page	
PA	ennsylvania
Keystone Key	Self-service for Business Partner
Usemame	Forgot User ID
Password	6 Forgot Password
LOGIN	Ledit Profile
	Register for eCIS
	Manage eCIS Users
	Self-service for Commonwealth Employees
	Change CWOPA Password or Hint Questions



4. On the General Information Welcome page (see Figure 3: General Information page), click **Requesting** eCIS Portal access with your existing Business Partner ID (B-)? Click HERE.

Figure 3: General Information page

1 1 General Information	2 Drganization	3 E	4 C	5 🖒 Application Details	6 ⊑> User Release Agreement	Z C
	,	Welcome!				
	2 2 2 2	The Commonwealth of P online services to Busine working together to esta access multiple state ag experience. If you have before and wish to create before.	ess Partners. Seve ablish a single Bus ency sites as a wa not registered for	ral state agencies are iness Partner ID (B-) to y of simplifying your a Business Partner ID ((B-)	
	2	What is Enterprise Busine allows you to create a Bi complete management t Once you have complete order to receive approva	usiness Partner ID asks affiliated with d tasks, they will	(B-) that you will use the your specific position.		
	E	Already have a Business P Business Partner ID (B-) Simply click the link belo Password you have alrea	, you do not need ow and use the Bu	to create another one. sines partner ID and		
				with your existing		
		Business	Partner ID (B-)	? Click HERE		
		Click HERE t	to view the eCIS Reg	istration Guide.		

5. On the Identity Manager Landing page, enter your user name and password (b- account) and **Login** to the eCIS registration process (see Figure 4: Identity Manager Login page).

PA	pennsylvania
Keystone Key	Self-service for Business Partner
Usemame	Forgot User ID
Password	Forgot Password
LOGIN	Ledit Profile
	Self-service for Commonwealth Employees
	Change CWOPA Password or Hint Question

 On the Organization Information Page, all eCIS Business Categories registered with the FEIN will be listed, select the Business Category that describes your operational function (see Figure 5: Organization Information page). Click Next.



Figure 5: Organization Information page

Request Access	Rusiness Partner	Account eCIS: Org	anization Information	
1		2	3	4
Ore	ganization ormation		User Profile Information	
To request acce	ss for eCIS, pleas	e select a business	category from the list	below:
	Organization Organization Name rganization Address Organization Email	Existing User Account Information		
	Option 1 Program Office:	□ Select this box if the ir	nformation below matches yo	our business category
	Business Category:			
registered, please clic	k the 'Register Busine	ss Category' button below		on does not have any business categories tegory. Please note: after registering your ess Partner ID.

- 7. On the Organization Role page, select the type of user function to be requested (see Figure 6: Organization Role page)
 - Click one of the radio buttons to indicate the type of user role required
 - If the Administrative Business Partner User (Delegated Administrator) role is chosen, review and accept the associated responsibilities and click the check box to confirm. Click the second check box if you would like to request eCIS access in addition to the Administrative Business Partner role.
 - Click Next.

Figure 6: Organization Role page

Manage My Profile Business	Partner Managemer	nt		
Request Access Business P	Partner Account	eCIS: Organizatio	n Role	
1 📫	2	<u></u>	3 🖒	4
Organization Information	Orga	nization Role	User Profile Information	User Release Agreement
 = Required 				
Administrative Business P	artner Role			
What is an Administrative Busi Partners user registrations and ma approved by the Department of Hu Responsibilities include:	naging user accounts man Services. An org Coordination and app Ensure individuals m Removal of eCIS acc etc.)	within the organization anization is allowed to proval of all user eCIS a aintain the information	 The self-registration of an Ad have four Administrative Busine registration requests associated with their eCIS acce tatus (change in user operation 	
Tell us about your role in your	organization:			
•Organization Role		ative Business Partner istrative Business Partn	user (Delegated Administrator) er user	
	Check he	re to confirm you accep	ot the responsibilities associated	d with being a Business Partner Administrator
	Check he	re if you would like to r	request access to eCIS in addition	on to the role of Business Partner Administrator
				Back Next Cancel



8. On the User Profile Information page, enter all required information and click **Next** (see Figure 7: User Profile Information page).

Note: Information included here will be used to determine approval for access.

Figure 7: User Profile Information page

Manage My Profile Busine	Manage My Profile Business Partner Management				
Request Access Busines	s Partner Account eCIS: User Profi	le Information			
1 Organizati Informatio	2 Discrete constraints and con	3 🖕 User Profile Information	4 🖒 User Release Agreement		
• = Required					
User Profile Information	1				
First Name Last Name Email address Phone Number Secondary Phone Number •Business Department •Operational Function	User Account	Please provide a brief explanati	on describing why you require access to this		
 Business Operational Need 		application. If access is required overview of your job along with through the use of this applicati provide will be considered by th	due to the nature of your job, please provide an the tasks and/or duties you need to complete on. Please note that the brief explanation you e approver when reviewing your request.		
•Frequency of Access	none 🗸				
	Remaining Characters: 500				
			Back Next Cancel		

9. On the User Release Agreement page, read the User Confidentiality Agreement and Management Directive (see Figure 8: User Release Agreement page). Select that you have read and understand the entire agreement. Enter your Full Name in the box to e-Sign. Click **Finish**.

Figure 8: User Release Agreement page

anage My Pro	ofile Business	Partner Mana	gement			
equest Acc	cess Business	Partner Acco	ount eCIS: User	Release Agreement		
	1	2		3	4 😭	
	Organization	c	Irganization Role	User Profile Information	User Release Agreement	
= Required	Internation			Anormation	Agreement	
				1. 1. 1.		
elow is the eC	15 User Agreement	. You must read	and accept the term	s and conditions of this agree	ement.	
		Departm	ent of Human Ser	rices User Agreement		^
policies that con accomp include and info allower inform conditi	s of the Department nfidential information plish authorized D b, but is not limited formation of a com As a condition to d access to a syste- lation identified : ions: mmonwealth of Per	nt of Human So tion will remain epartment emp d to, financial, ipetitive advan o receiving a c em, and/or bei above, I, the un	ervices (Department n confidential throu loyee/business part health, medical, elig tage nature, is confi omputer sign-on II ing granted authors ndersigned, agree t	rotected by federal and sta). The intent of these laws gh its use, which must be c ner user's duties. Departman bility, employee, intellect dential. D and password code (passization to access any form o comply with the follows: (Management Directive). You	and policies is to a assum- mly as necessary to ent information that may ual property, contractua ssword) and being a of confidential ing terms and	ř
						^
	MA	NAGI	EMENT	DIRECT	IVE	^
	MA	VAG]	EMENT imonwealth of Governor's		IVE	^
	MA) Subject:	NAG com	Governor's		IVE	~
Before submittir			Governor's	Office	IVE	~
What is an e-S	ng the Enterprise B	usiness Partner	Governor's	office	TIVE	v typing your name in a
What is an e-S special field as a	ng the Enterprise B	usiness Partner atures can be de	Governor's	st provide an e-Signature.	approval, typically done b	v y typing your name in a
What is an e-S special field as a Certification and certify, to the	ng the Enterprise B Signature? e-Signa a digital signature. d Authorization of e best of my abilities	usiness Partner atures can be de -Signature , that I understi	Governor's	Office umber: st provide an e-Signature. ic process of signifying your		v typing your name in a
What is an e-S special field as a Certification and certify, to the	ng the Enterprise B Signature? e-Signa a digital signature. d Authorization of e best of my abilities	usiness Partner atures can be de -Signature , that I underst Enterprise Busi	Governor's Registration, you mu fined as any electron and my rights and res ness Partner Registra	st provide an e-Signature. ic process of signifying your	r penalty of perjury.	y typing your name in a
What is an e-S special field as a Certification and certify, to the certify that all agree that by	ng the Enterprise B Signature? e-Signa digital signature? d Authorization of e best of my abilities information in this •User Release J entering my name,	usiness Partner atures can be de -Signature , that I underst Enterprise Busi Agreement	Governor's Registration, you mu fined as any electron and my rights and res mess Partner Registra I have read and unde I do not accept the te legal signature, and	Office umber: st provide an e-Signature. ic process of signifying your possibilities. toon is true and correct unde	r penalty of perjury. : and agree to abide by it greement nd understand the User Ru	
What is an e-S special field as a Certification and I certify, to the I certify that all I agree that by	ng the Enterprise B Signature? e-Signature? d adjust signatore. d Authorization of e best of my abilities information in this •User Release J entering my name, irrective) above and	usiness Partner atures can be de -Signature , that I underst Enterprise Busi Agreement	Governor's Registration, you mu fined as any electron and my rights and res mess Partner Registra I have read and unde I do not accept the te legal signature, and	office umber: st provide an e-Signature. ic process of signifying your uponsibilities. ston is true and correct unde rstood this entire agreement rus and conditions of this ag	r penalty of perjury. : and agree to abide by it greement nd understand the User Ru	



10. When you have finished, a message will be displayed stating the request has been successfully submitted and is waiting on approval. You will receive an email noting the outcome of your request. If approved, your Business Partner ID will be emailed to you.

PA	pennsylvania
	Congratulations!
	You have completed the Request eCIS Business Partner Access!
	Your request for access to the eCIS application is currently under review. You will receive another e-mail once access is granted.
	If you have any questions or issues, please contact your delegated administrator or program office.
	Please close this browser window.



Identity Manager Console

Logging In

Identity Manager (IDM) is where user and organization management occurs.

- 1. From your internet browser navigate to the IDM login page. https://www.hhsidm.state.pa.us/iam/im/businesspartners/
- 2. On the IDM login page, enter your user name and password (b- account) to **Login** to the Identity Manager console (see Figure 1: Identity Manager Login page). **Please note**: There is no access to the eCIS registration process from this page. Refer to the instructions outlined in previous sections of this document to register for eCIS access.

PA	pennsylvania
Keystone Key	Self-service for Business Partner
Usemame	Forgot User ID
Password	6 Forgot Password
LOGIN	L Edit Profile
	Self-service for Commonwealth Employees
	Ochange CWOPA Password or Hint Questions

Manage My Profile

Under the Manage My Profile tab a user can change their email, password, security questions, and view their user agreement by clicking on the links in the left hand navigation pane or the short-cuts in the main panel. Follow the instructions on the screen for each option.

There is also an online help manual link to assist with completing the manage profile tasks.

Business Partner Management	Manage My Profile	Business Partner Management	
Tasks	-		
Change Email Change Password Change Security Questions Help Manual View User Agreement	Manage My Profile		6 ,
	Change Email	Change Password	Change Security Questions



Business Partner Management

Manage Organization

Under the **Manage Organization** task, a user may associate a new business category to their organization.



Manage Users

Under the **Manage Users** task, a user may request promotion to, or demotion from, a Delegated Administrator role. Follow the instructions on the screen to complete the task.



View eCIS User Agreement

The eCIS user agreement and management directive presented during registration may be viewed here as a PDF. Click the **View eCIS User Agreement** link to view.





Delegated Administrators Only

Home Page – Tasks and Work List

The Home page provides access to view current and previous registration work items.

Business Partner Managemen	t Home Manage My	Profile Business Partner Manag	ement
™ Tasks			
View My Submitted Tasks View My Work List	Home		
	View My Work List		
	Manage My Profile		
	Change Email	Change Password	Change Security Questions

The **My Submitted** task, allows a user to search for work items by several criterion. Follow the instructions on the screen to search for work items.

Business Partner Management	Home	Manage My Profile	Business Partner Management	
∀ Tasks				
View My Submitted Tasks Search for submitted tasks:		Validate		
	Low	 		
 Submitted between 8/9/2019 0: Show unsubmitted tasks Show approval tasks Search archive of submitted task 	interest in the second	/2019 23:59		
and return at most 1000 rows	Searc	h		Close



The View My Work List contains pending registration work items.

Business	Partner Management Home Manage M	y Profile Busines	s Partner Mana	gement
View M	y Work List			
- Status	✓ Name	 Last Updated On 	 Initiated By 	Vorkflow Level
0	First Level Approval - Modify user " (b-example)	8/8/19 4:07 PM	(b-example)	Event Level Workflow
Refresh				
				Cancel

- 1. Click on the request to open the full registration request.
 - Confirm the individual is within your organization and fits the business category selected (see Figure 1 for below for a current b-account user and Figure 2 for a new user account request).
 - Evaluate the User Information provided justifies the need for eCIS access.
 - Add comments as needed.
 - Select a decision from the drop down box.
 - Click the **Approve** or **Reject** button as appropriate (these buttons will appear after a decision is selected).
 - An email notification with the outcome of the request will be sent to the user.
 - The request will be automatically sent to the appropriate Commonwealth Program Office Representative for processing.



Figure 1: Current b-account user request

gure 1. current b-account user request
Business Partner Management Home Manage My Profile Business Partner Management
Request Access Business Partner Account eCIS - Level 1 Approval: (b-example)
Title: First Level Approval - Modify user * (b-example) Item State: Available
Initiated by: (b-example) Created on: 8/8/19 4:07 PM
You can choose one of the following options:
Please select a decision above Reserve Item Reserve the work item and remove it from work lists of other approvers
Reserving this work item removes it from work lists of other approvers.
Profile Approvers
• = Required
An existing Business Partner user has requested access to eCIS with the following information. Either Approve, Reject, or Reserve the work item.
If applicable, please add any notes in the 'Comments' section below. These notes will be sent to the Business Partner if the work item is rejected.
User Information
Organization
User ID (b-example)
First Name First
Last Name Name
E-Mail address Example email
Primary Phone 328-038-1844
Mobile Phone Business Department Example
Operational Function Example
Business Operational Need Example
Frequency of Access daily
User Agreement MD 205,08/08/2019 16:07:31 PM,
Organization Information
Organization Address Example address
Organization Email Example email
Program Office Example Program Office
Business Category Example Business Category
Provided Access
Application Role Assigned: Example eCIS Role
Comments
If applicable, please add any notes in the 'Comments' section below. These notes will be sent to the Business Partner if the work item is rejected.
Enter Comments Here
× · · · · · · · · · · · · · · · · · · ·
Please select a decision
Please select a decision above Reserve Item Close
TENCE SELECT DECISION BUTTE RESERVE ALEM CODE



Figure 2: New User Account Request

Business Partner M	anagement Home Manage My Profile Business Partner Management
Register Busine	ss Partner Account eCIS - Level 1 Approval: (b-example) er Business Pertver Account eCIS - Level 1 Approval: (b-example)
Title: First	Level Approval - Registering user (b-example)
Item State: Avai	lable
Initiated by: (b-e	
Created on: 8/12	
You can choose one	of the following options:
Please select a de	scision above Reserve Item Reserve the work item and remove it from work lists of other approvers
	Item removes it from work lists of other approvers.
Profile Approve Approve Approve	
A Business Bastees b	as created an Organization Request with the following information. Either Approve, Reject, or Reserve the work item.
	add any notes in the 'Comments' section below. These notes will be sent to the Business Partner if the work item is rejected.
User Information	
Organizat	ion Example
User	ID (b-example)
First Na	me First
	me Last
	ess Example email one 717-321-3214
Mobile Pho	
Business Departm	
Operational Funct	
Frequency of Acc User Agreem	ess weekly ent MD 205,08/12/2019 15:13:06 PM,
Organization Ir	Irormation
	Organization Tax ID Example FEIN
	e (present in system) Example Name
Organization Na	
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Delegated administrators will also receive an **email notification** when users within their organization and business category submit an eCIS registration request. A **link** to the Identity Manager login page will be included in the body of the email. A sample email is provided below.

 From: automatedmailDONOTREPLY@pa.gov [mailto:automatedmailDONOTREPLY@pa.gov]

 Sent: Friday, August 09, 2019 11:06 AM

 To:

 Subject:
 Action Required: Request for Register Business Partner Account eCIS

 Approval: OU=NonFEINOU : b-exatester

 Please do not reply to this e-mail, all replies are sent to an unmonitored account.

 A new eCIS Business Partner Registration Request, created on 08.09.19, requires your approval. This request has been added to your work list. More information about the request is below:

 •
 Username: b-exatester has initiated a request for approval on 08.09.19.

 •
 First Name: Example

 •
 Last Name: Tester

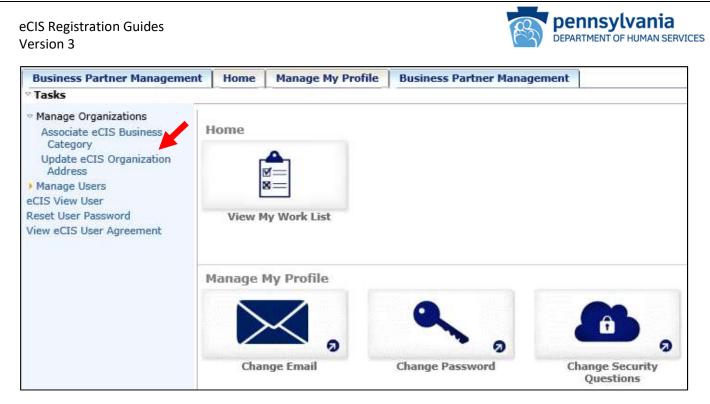
Business Category:

Please login via this link to take further action on this request.

Business Partner Management

Delegated Administrators have additional functionality under the Business Partner Management tab.

Under the Manage Organization task, Delegated Administrators may request to update their organization's address. Follow the instructions on the screen.



Under the Manage Users task, Delegated Administrators have the ability to revoke eCIS access for users in their organization and business category.

Delegated Administrators also have the ability to reset a password for users in their organization and business category. Follow the instructions on the screen.





Appendix

Commonwealth Program Areas and Associated Business Categories (as of 12/19/19)

Commonwealth Program Area	Business Category
Office of Madical Assistance Programs (OMAD)	MA Managed Care Organization – Physical Health
Office of Medical Assistance Programs (OMAP)	Enrollment Assistance Contractor
Children's Health Insurance Program (CHIP)	CHIP Managed Care Organization
Office of Developmental Programs (ODP)	ODP ID/A Administration
	CYA - Intake/Investigation Worker
Office of Children Vouth and Families (OCVF)	CYA - Eligibility Determination
Office of Children, Youth and Families (OCYF)	CYA - Healthcare Liaison
	CYA - Diligent Search
Office of Child Development and Early Learning	Early Learning Resource Centers
(OCDEL)	Early Intervention Support Coordinator
Burgan of Child Support Enforcement (BCSE)	Domestic Relation Sections
Bureau of Child Support Enforcement (BCSE)	BCSE IT Contractor
Burgen of Employment Drograms (BED)	Schools and Universities
Bureau of Employment Programs (BEP)	Workforce Development Organization
Office of Long Term Living (OLTL)	CHC Choice Counseling
Office of Long-Term Living (OLTL)	HCBS Enrollment
Department of Health	WIC Provider
	County Mental Health Office - CCRI Initiative or
Office of Mental Health and Substance Abuse	Behavioral Health HealthChoices Contract
	MA Managed Care Organization – Behavioral Health