



# Ports PICGIP Data Verification Reporting

## User Guide

### eGrants

### Document History

The table below serves as a document history log to track the version number, date, and description of each change/revision applied to this document.

Version	Date	Version / Revision Description
1.0	12/15/2023	Initial version

*Table 1. Document History*

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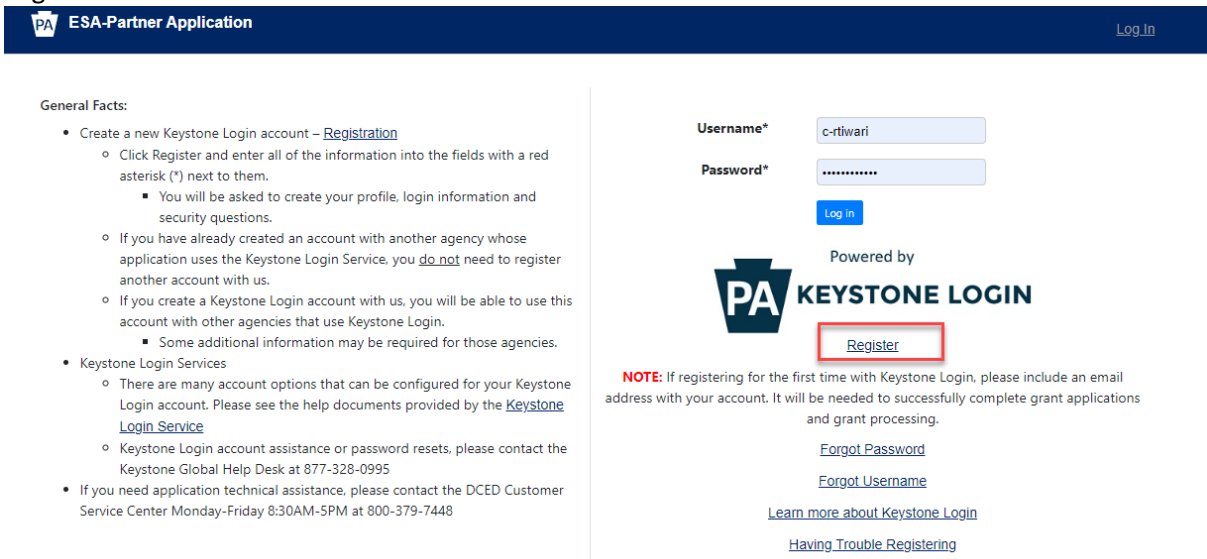
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## New User Registration in the Keystone Login

The grantee must have a Keystone Login account to access the eGrants partner portal. If the grantee doesn't have an account on the Keystone Login, they must register and proceed to the below steps.

**Note:** Please use Chrome or Edge browser.

1. Go to: <https://apps.dced.pa.gov/esa-partner/>
2. Click Register highlighted on the main login page and the system will take the user to Keystone Login.



PA ESA-Partner Application Log In


**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 created an account with another agency whose application uses the Keystone Login Service, you do not 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 those agencies.
- 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](#)
  - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- If you need application technical assistance, please contact the DCED Customer Service Center Monday-Friday 8:30AM-5PM at 800-379-7448

Username\*

Password\*

Powered by

 **KEYSTONE LOGIN**

**NOTE:** If registering for the first time with Keystone Login, please include an email address with your account. It will be needed to successfully complete grant applications and grant processing.

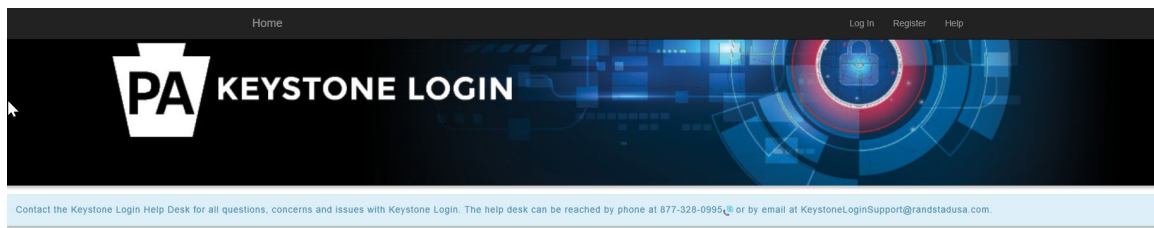
[Forgot Password](#)

[Forgot Username](#)

[Learn more about Keystone Login](#)

[Having Trouble Registering](#)

- 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.



## Register

### Personal Information:

First Name

Last Name

Date Of Birth

### Contact Information:

Email

Mobile Phone Number

Keystone Login does not require an email address in order to register. However, choosing to provide an email address will allow you to reset your password and update your account more easily. If you provide an email address, the email address will be validated. An email containing a One Time Passcode will be sent to the email address provided, and you will need to use that One Time Passcode to validate the email address. Email addresses are utilized for password resets and account updates using a One Time Passcode. If no email address is listed, the only available methods for password resets are answering security questions or contacting the Keystone Login Help Desk.

Username

Password

Confirm Password

The username should be between 6 and 64 characters and should not contain any spaces.  
The password must pass these rules:  
 Must be between 12 to 128 characters in length.  
 Do not include any of your username, your first name, or your last name.  
The password must pass 3 out of 4 of these rules:  
 One uppercase letter.  
 One lowercase letter.  
 One numeric number.  
 One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

### Security Questions:

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

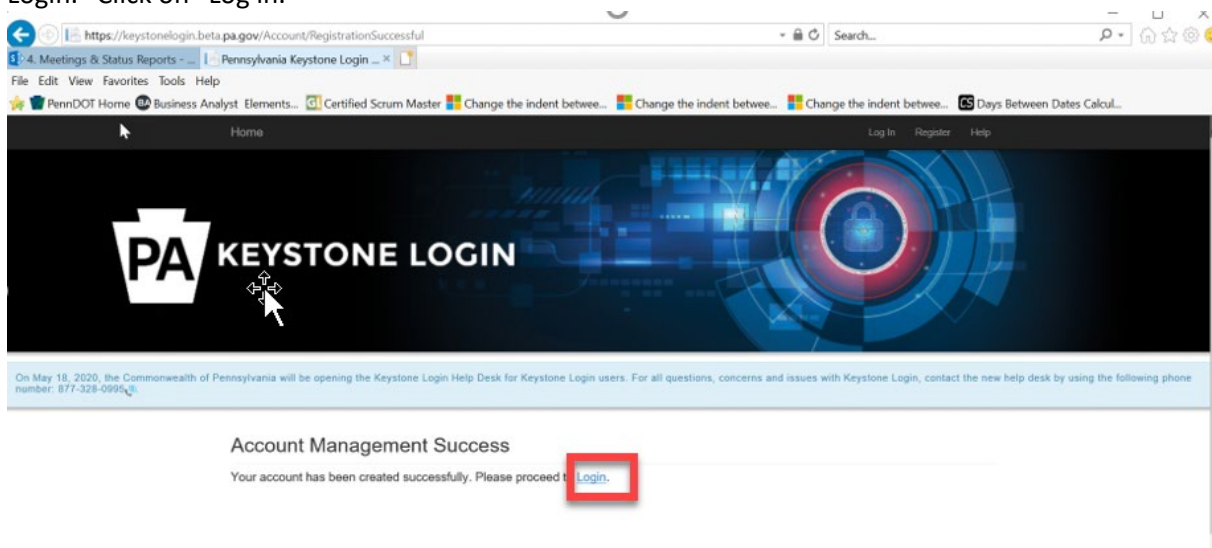
Security Question 3

Security Answer 3

Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces. Consider this when creating your answers to your security questions. Your answer should not be a word that is part of the security question.

- **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 the user loses or forgets their username or password. It helps to confirm the user’s identity since it will be a unique question.
3. The system displays the message “Your account has been created successfully. Please proceed to Login.” Click on “Log in.”



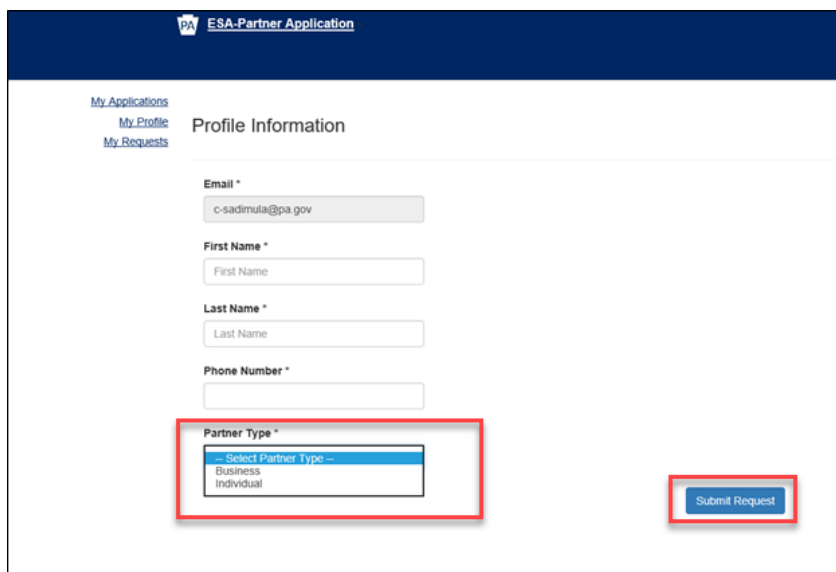
## Create Partner Portal User Profile

After the user logs in to the Partner Portal with the Keystone username and password, the system will take the **first-time user** to the page where the partner profile needs to be set up.

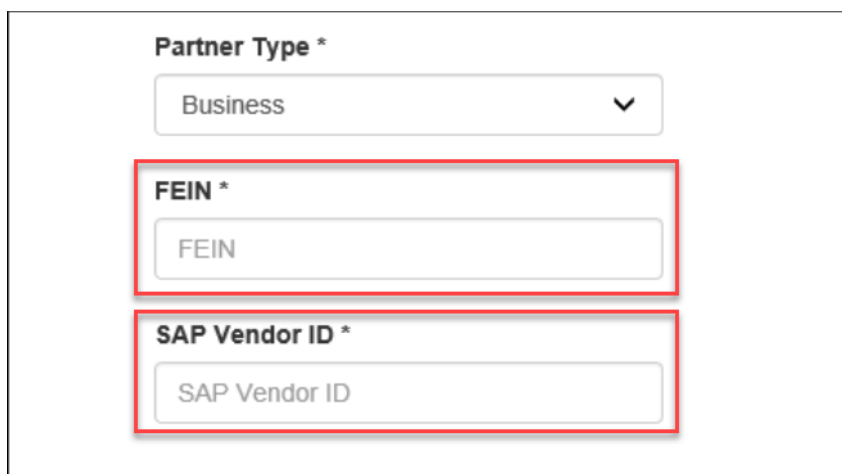
**Note: setting up the user profile is a one-time process and applies to “first-time” users only.**

1. Enter the “First Name” and “Last Name.”
2. Enter the “Phone Number.”
3. Select **Business** in the Partner Type dropdown option.
4. Enter your business’s FEIN and SAP Vendor ID and click “Submit Request.”

**Note: user must select the “Business” partner type in the partner type dropdown option.**



The screenshot shows the 'ESA-Partner Application' interface. On the left, there are links for 'My Applications', 'My Profile', and 'My Requests'. The main section is titled 'Profile Information' and contains several input fields: 'Email \*' (with the value 'c-sadimuta@pa.gov'), 'First Name \*', 'Last Name \*', and 'Phone Number \*'. Below these is a 'Partner Type \*' dropdown menu with options for 'Business' and 'Individual'. The 'Business' option is selected and highlighted. A 'Submit Request' button is located at the bottom right of the form. Red boxes highlight the 'Partner Type' dropdown and the 'Submit Request' button.

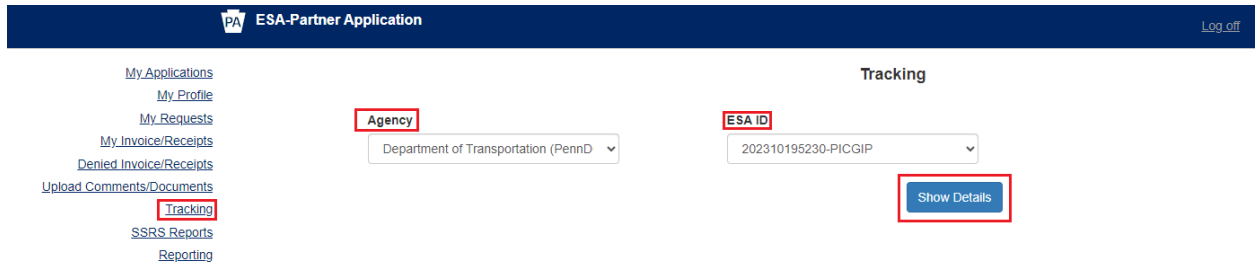


This close-up view shows the 'Partner Type \*' dropdown menu with 'Business' selected. Below it are two input fields: 'FEIN \*' and 'SAP Vendor ID \*', both of which are highlighted with red boxes.

## Ports PICGIP Data Verification Data Entry via the Partner Portal

The user will be able to enter the data after the executed contract is received and access is granted for the respective grant/contract. Below are steps to enter the Capital and Operating PICGIP data via the Partner Portal.

1. Log in to Partner Portal and click the “Tracking” link.
2. Select the Agency and ESA ID as shown below. Click “Show Details.”



The system displays the Data Verification collection screen as shown below.

**PICGIP Data Verification**

All fields are required

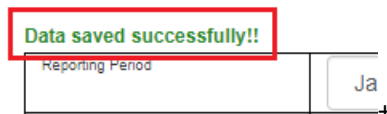
Reporting Period	-- Select --	Year	-- Select --
PennDOT Established Benchmark			
<b>Import Data</b>			
Empty		Refrigerated	
Dry		Total Import	
<b>Export Data</b>			
Empty		Refrigerated	
Dry		Total Export	
Discretionary Lifts		Total Lifts	
Eligible Lifts		Anticipated Incentive Payment	

I certify that the information presented is true and correct to the best of my knowledge. I further understand that by signing this document, I make the certifications contained herein subject to the provisions and penalties of 18 Pa.C.S. Section 4904 (unsworn falsification to authorities).

Review Period	Year	PennDOT Established Benchmark	Import Empty	Import Refrigerated	Import Dry	Total Import	Export Empty	Export Refrigerated	Export Dry	Total Export	Discretionary Lifts	Total Lifts	Eligible Lifts	Anticipated Incentive Payment	Action
---------------	------	-------------------------------	--------------	---------------------	------------	--------------	--------------	---------------------	------------	--------------	---------------------	-------------	----------------	-------------------------------	--------

**Note** - All fields must be completed to Save/Update.

3. After entering the required information, click “Save/Update.” The system displays the success message below.



4. Click "Edit" in the table below to edit the required information. After updating the information, click "Save/Update."
5. Click "Delete" to delete the entire entered row.

Review Period	Year	PennDOT Established Benchmark	Import Empty	Import Refrigerated	Import Dry	Total Import	Export Empty	Export Refrigerated	Export Dry	Total Export	Discretionary Lifts	Total Lifts	Eligible Lifts	Anticipated Incentive Payment	Action
January-June	2022	700	250	250	250	750	0	0	0	0	0	750	50	\$1250	<a href="#">Edit</a> <a href="#">Delete</a>



## Ports PICGIP Payment Information in the Partner Portal

The grantee can view payment information using the Partner Portal.

1. Log in to Partner Portal and click the “My Invoice/Receipts” link.
2. Click the “Invoices” link.

**Note:** The user may navigate to numerous pages using the number navigation at the bottom of the page.

PA ESA-Partner Application
Hello, c:fricar@pa.gov! [Log off](#)

- [My Applications](#)
- [My Profile](#)
- [My Requests](#)
- [My Invoice/Receipts](#)
- [Denied Invoice/Receipts](#)
- [Upload Comments/Documents](#)
- [Tracking](#)
- [SSRS Reports](#)
- [Reporting](#)

Request Access for Applications

Approved Applications

Agency Code	Agency Description	Program Name	Applicant Name	Project Name	Web App ID	ESA ID	Requested Date	
PennDOT	Department of Transportation	Ports Operating and Capital Grant Program	JimCo	Jim-Sandeep2	8189376	202311075288	11/07/2023	<a href="#">Details</a> <span style="border: 1px solid red; padding: 2px;">Invoices</span> <a href="#">Documents</a>
PennDOT	Department of Transportation	Ports Operating and Capital Grant Program	JimCo	Sandeep-Jim New Application	8189375	202311075287	11/07/2023	<a href="#">Details</a> <a href="#">Invoices</a> <a href="#">Documents</a>
PennDOT	Department of Transportation	Master Planning Agreements Program	Lower Providence Township	Master-Agreement-1	8181941	202103102392	11/02/2023	<a href="#">Documents</a>
PennDOT	Department of Transportation	Master Planning Agreements Program	JimCo	Master1	8189330	202310315278	10/31/2023	<a href="#">Details</a> <a href="#">Invoices</a> <a href="#">Documents</a>
PennDOT	Department of Transportation	Ports Operating and Capital Grant Program	Amy's Agency	Test - Stum	185993	202309185184	10/24/2023	

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Version --08

3. A separate window will open displaying the Receipts/Invoicing information available to the user.
4. The user will see “No receipt details available.”

**Contract Summary** [dropdown arrow]

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**Receipt(s)** [dropdown arrow]

[+ Add New](#) Search : \_\_\_\_\_

No Receipt Defined

**Receipt Detail**

No receipt details available.

- The system will display the screen as shown above. Expand the “Contract Summary” tab to review the payment information.

**Contract Summary** [dropdown arrow]

Contract Identifier : Tech Assist Vendor Number : 204743

Grantee : Amys Agency

Contract Amount : \$53,175.00 Contract Paid Amount : \$0.00 Remaining Balance : \$51,917.00

Start Date : 10/03/2023 End Date : 01/31/2024

**SAP Invoice** [dropdown arrow]

Invoice No	SAP Invoice No	Status	Total Reimbursement Amount	Payment Amount
C920002229-003		Request WF-Approval	\$0.00	\$0.00
C920002229-002	2213936118	Invoice Created on SAP	\$758.00	\$758.00
C920002229-001	2213936114	Invoice Created on SAP	\$500.00	\$500.00
<b>Page Total</b>			<b>\$1,258.00</b>	<b>\$1,258.00</b>
<b>Grand Total</b>			<b>\$1,258.00</b>	<b>\$1,258.00</b>

Total Records : 3 Items per page: 10 Page 1

Updated when the payments have been made by Treasury

Incentive payment amount approved by