

Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP) Applicant Instructions

Open Application Window

PennDOT Bureau of Rail, Freight, Ports, & Waterways is accepting applications for **Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)**. The PICGIP program provides an economic incentive to ocean carriers to move their preordained and discretionary cargo through a Commonwealth port instead of other United States ports. The incentive, which is \$25 per verified container “lift” applies to containerized cargo loaded or discharged from vessels moving through the Commonwealth’s ports. The incentive is offered to eligible ocean carriers starting a new service to a Commonwealth port as well as to ocean carriers currently calling a Commonwealth port and increasing containerized cargo volumes based on benchmarks established by PennDOT. To apply for funding, applicants must have a Keystone Login account.

How to Apply for PICGIP Program

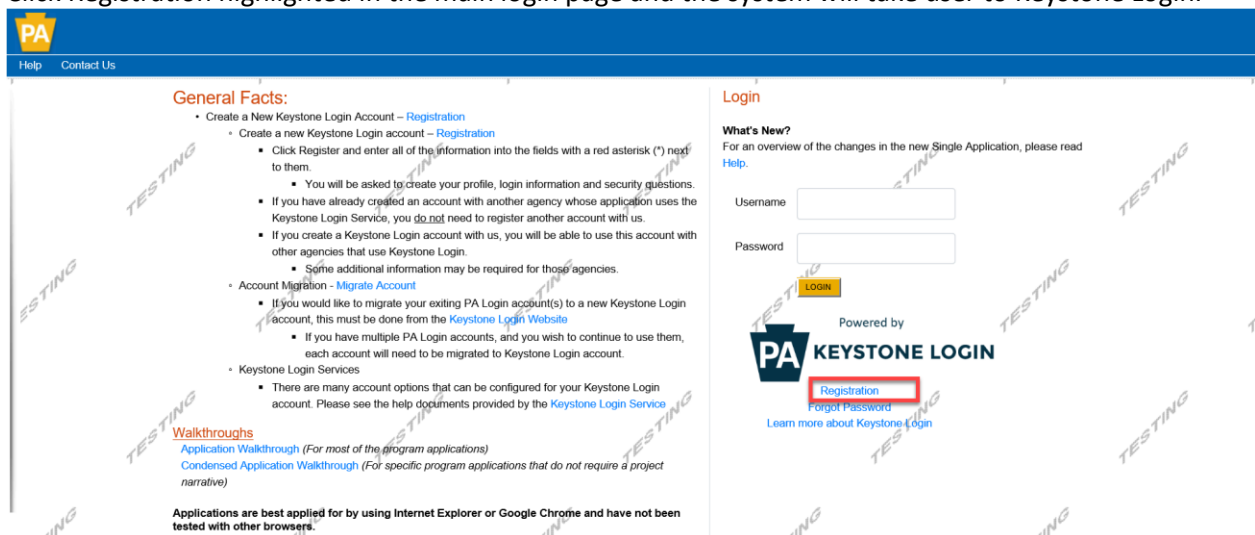
Pennsylvania’s PICGIP Program requires all applications to be filed electronically using eGrants Public Portal Interface at <https://www.esa.dced.state.pa.us/login.aspx?var=5>. Applications are best applied for by using **Internet Explorer, Chrome**.

If users don’t have an account to the Keystone Login, they must register and follow the steps outlined below. Applicants will not be permitted to open an application until a Keystone Login is entered.

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

Step 1. New User Registration to the Keystone Login

- Go to: <https://www.esa.dced.state.pa.us/login.aspx?var=5>
- Click Registration highlighted in the main login page and the system will take user to Keystone Login.



PA
Help Contact Us

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.
- Account Migration - [Migrate Account](#)
- If you would like to migrate your exiting PA Login account(s) to a new Keystone Login account, this must be done from the [Keystone Login Website](#)
 - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)

Walkthroughs
[Application Walkthrough](#) (For most of the program applications)
[Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

Login

What's New?
For an overview of the changes in the new Single Application, please read [Help](#).

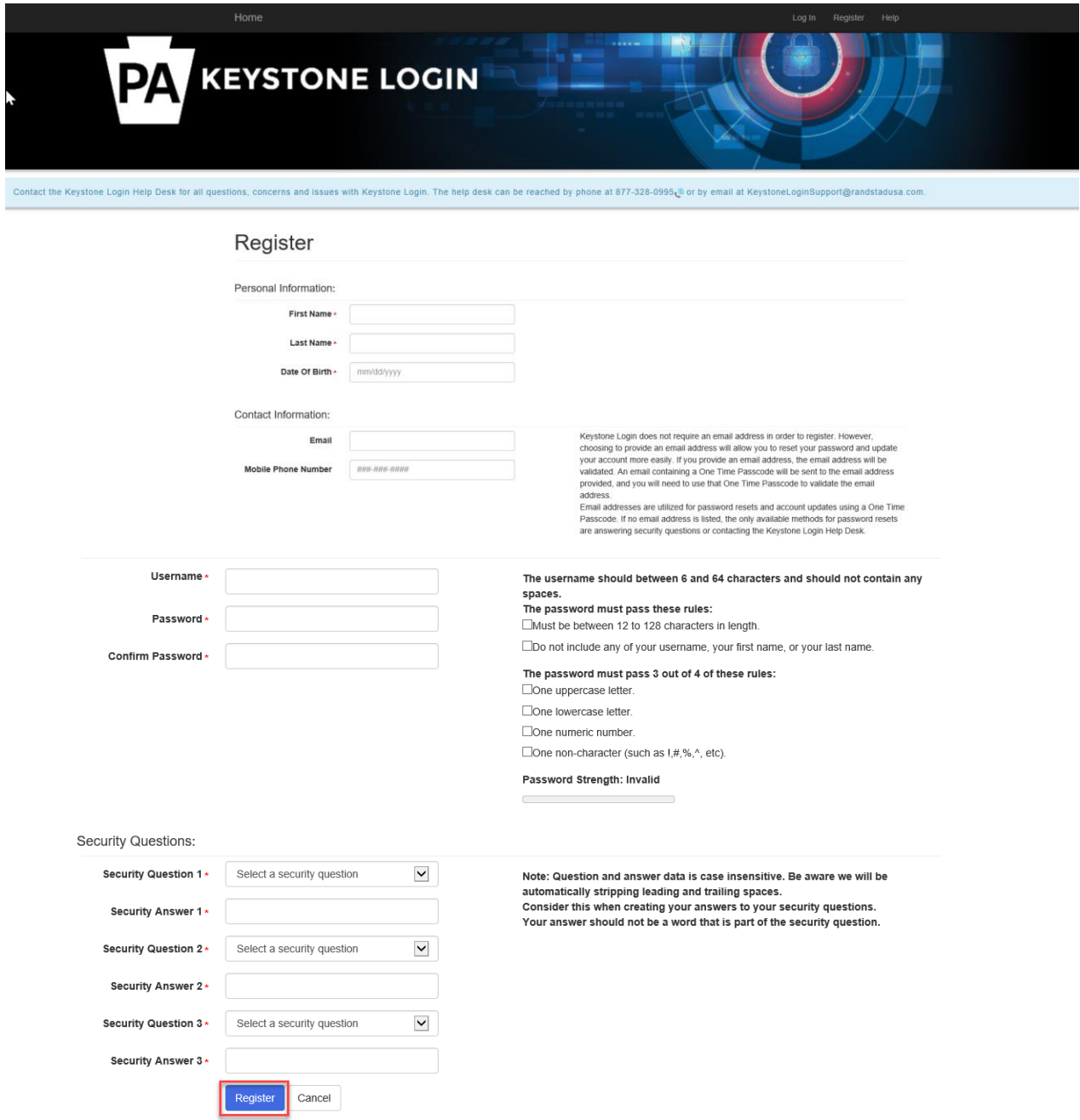
Username

Password

Powered by
PA KEYSTONE LOGIN

[Registration](#)
[Forgot Password](#)
[Learn more about Keystone Login](#)

- 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.



The screenshot shows the 'Register' page of the Keystone Login system. At the top, there is a navigation bar with 'Home', 'Log In', 'Register', and 'Help'. Below this is a banner with the 'PA KEYSTONE LOGIN' logo and a background image of a stylized key. A help desk contact line is provided: 'Contact the Keystone Login Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached by phone at 877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com.'

The main form is titled 'Register' and is divided into several sections:

- Personal Information:** Includes fields for 'First Name *', 'Last Name *', and 'Date Of Birth *' (format: mm/dd/yyyy).
- Contact Information:** Includes fields for 'Email' and 'Mobile Phone Number' (format: ###-###-####).
- Account Information:** Includes fields for 'Username *', 'Password *', and 'Confirm Password *'.
- Security Questions:** Includes three sets of 'Security Question *' (dropdown menus) and 'Security Answer *' (text input) fields.

On the right side of the form, there are several instructions and rules:

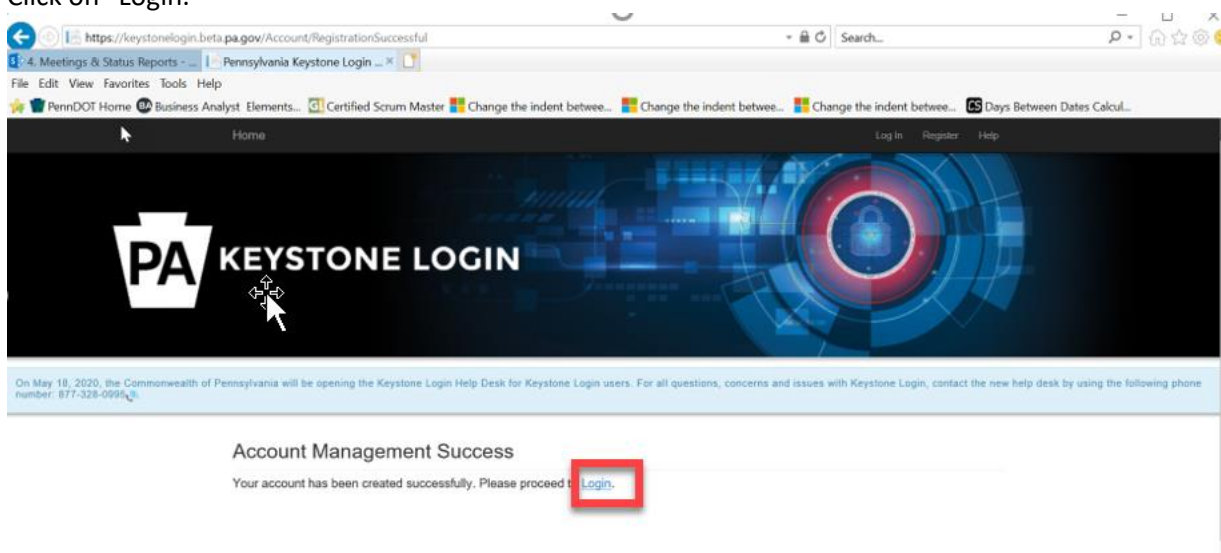
- 'Keystone Login does not require an email address in order to register. However, choosing to provide an email address will allow you to reset your password and update your account more easily. If you provide an email address, the email address will be validated. An email containing a One Time Passcode 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.'
- 'The username should 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' with a progress bar.
- '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.'

At the bottom of the form, there are two buttons: 'Register' (highlighted with a red box) and 'Cancel'.

- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **Date of Birth:** Enter your date of birth.
- **Email:** Enter your email address.

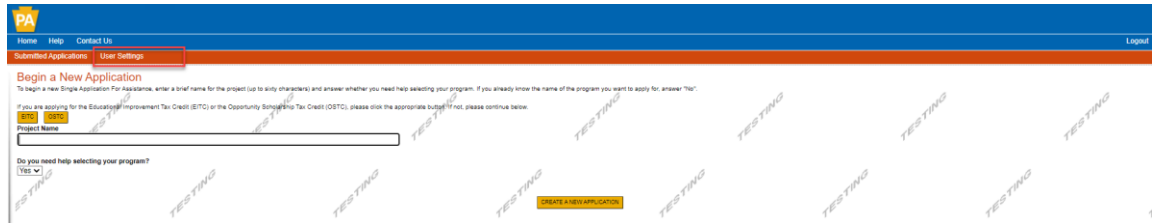
Note: user must enter a valid email address during the registration process.

- **Mobile Phone Number:** Enter your Mobile Phone Number. This field is optional.
 - **Username:** Create a username. The username must be between 6 and 64 characters without any spaces.
 - **Password:** Create your password here. The password must be between 12 and 128 characters and should follow 3 out of 4 rules as listed below:
 - *One uppercase letter*
 - *One lowercase letter*
 - *One numeric number*
 - *One non-character (such as ! #, %, ^, etc.).*
 - **Confirm Password:** Re-enter your password. This field has the same restrictions as the Password field.
 - **Security Questions:** This is a security question in case user loses or forgets their username or password. It helps to confirm user’s identity since it will be a unique question.
- The system displays the message “Your account has been created successfully. Please proceed to Login.” Click on “Login.”

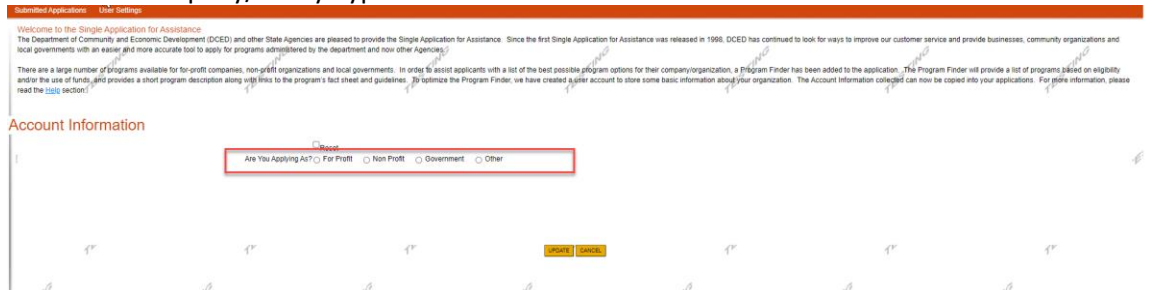


Step 2. Log in to the PICGIP Program Application Site and Complete the Application

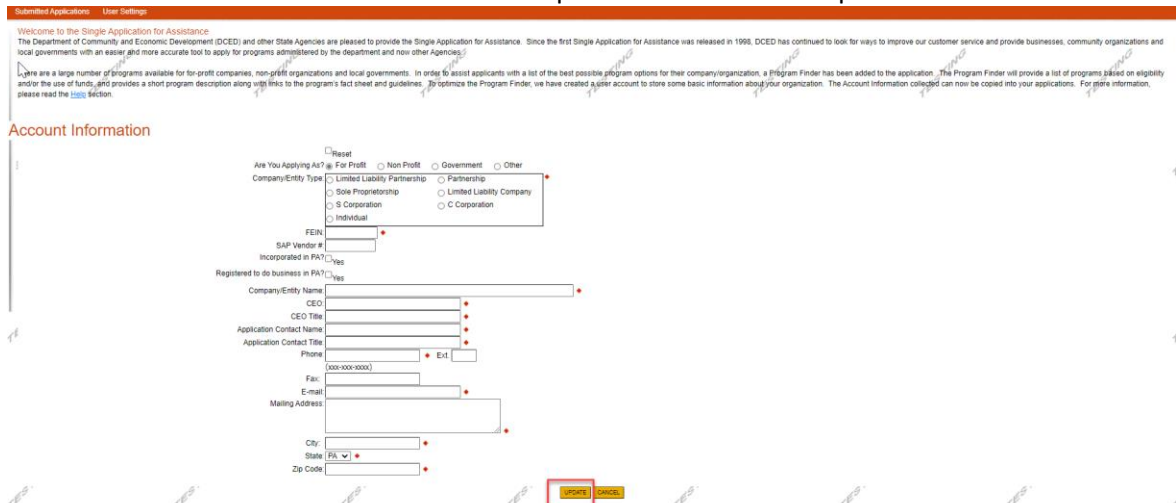
- Once a username and password are created, log back into the eGrants Public Portal Interface at <https://www.esa.dced.state.pa.us/login.aspx?var=5> with the new Username and Password.
- “User Setting” option is used to collect the user account information and information collected in the user setting can be copied into your applications. Please follow the below steps to enter user account information:
 - Click on the “User Setting” option as shown below:



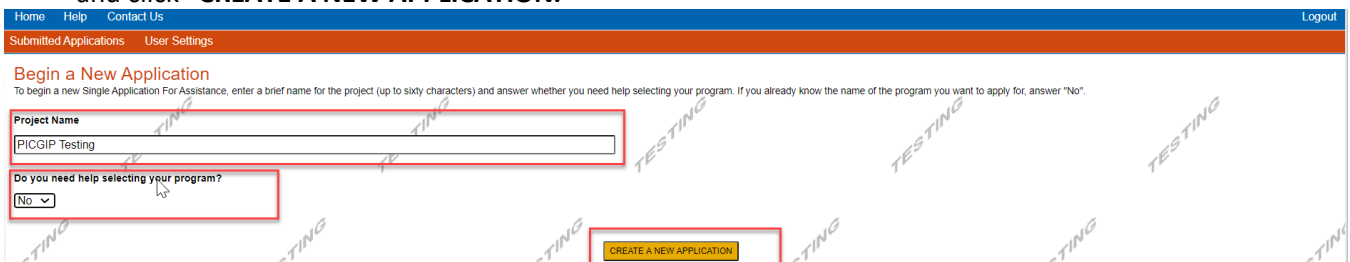
- Select an option for “Are You Applying As?” Selection will determine the choices available under Company/Entity Type.



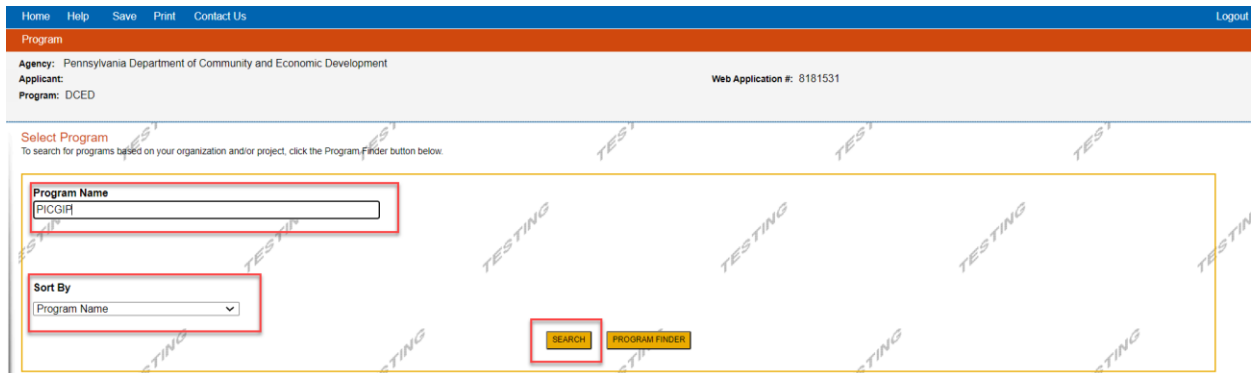
- Enter Company/Entity Type, Federal Employers Identification Number (FEIN) of the company/organization (do not enter the dash) applying for the application, and other required field. Click Update.
Note: All fields with a red diamond are required and must be completed.



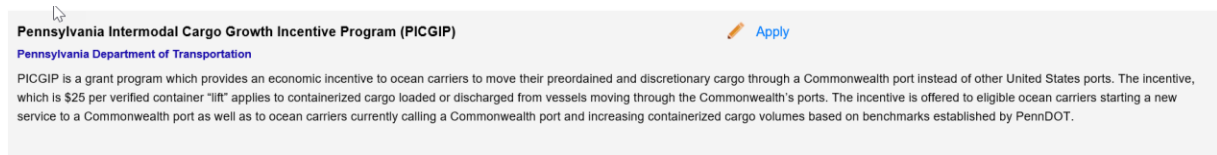
- Enter the Project Name, select No in the “Do you need help selecting your program?” dropdown and click “CREATE A NEW APPLICATION.”



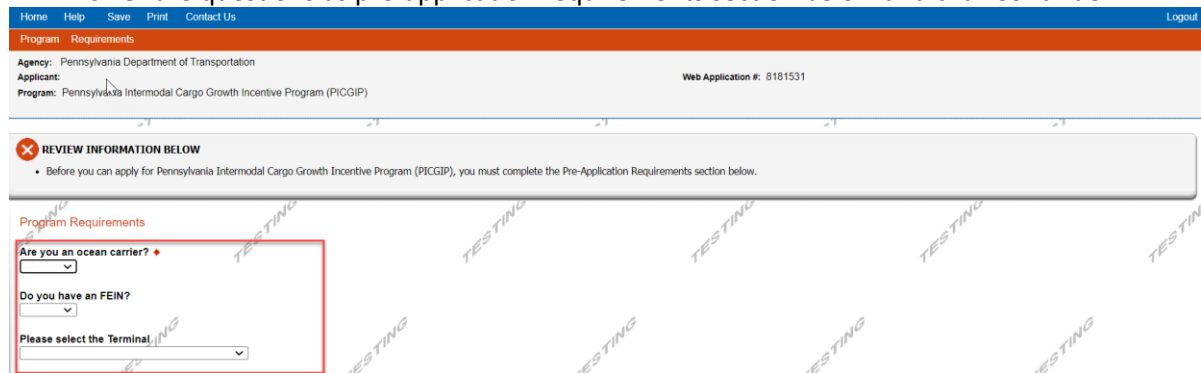
- Enter “PICGIP” under Program Name section and click “Search.”



- Click on the Apply button next to **“PICGIP Program.”**



- Answer the questions as pre-application requirements section below and click Continue.



- Navigate through the six (6) application sections using the top row of orange tabs or **Continue** button at the bottom of each section:
 1. **Applicant:** click “Use Account Information” to pre-fill fields entered in your user setting. To enter the applicant information manually, select the appropriate “Applicant Entity Type” and “NAICS code” fields, complete other required information, and click Continue.

Note:

 - I. If you select “Sole Proprietorship” in the “Applicant Entity Type,” enter “8141” in “NAICS code” field.
 - II. All fields with a red diamond are required and must be completed.
 - III. Select “Other” for Enterprise Type checkbox.

Program Requirements Applicant Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Transportation
Applicant: Web Application #: 6181376
Program: Passenger Rail Program

Applicant Information
To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type: Limited Liability Partnership Partnership
 Government Non-Profit Corporation
 Sole Proprietorship Limited Liability Company
 S Corporation C Corporation

Applicant Name: _____

NAICS Code: _____

FEIN/SSN Number: _____
*Please enter FEIN as 9 digits, no dash.

DUNS Number: _____

CEO: _____

CEO Title: _____

SAP Vendor #: _____
(xxxxxx or xxxxxx-xxx)

Contact Name: _____

Contact Title: _____

Phone: _____ Ext. _____
(xxx-xxx-xxxx)

Fax: _____

Contact Name: _____

Contact Title: _____

Phone: _____ Ext. _____
(xxx-xxx-xxxx)

Fax: _____

E-mail: _____

Mailing Address: _____

City: _____

State: _____

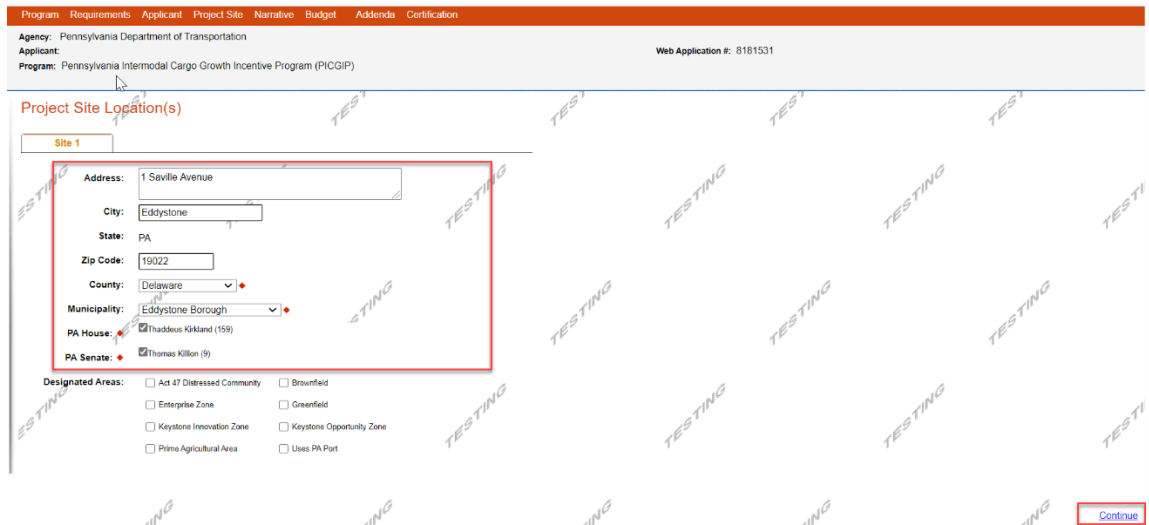
Zip Code: _____

Enterprise Type
Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal

[Continue](#)

- Project Site:** Address, City, State, Zip Code, County, Municipality, PA House, and PA Senate fields will be auto populated based on the terminal location selected in the pre-application section. Click Continue.



Program Requirements Applicant Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Transportation
Applicant:
Program: Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP) Web Application #: 8181531

Project Site Location(s)

Site 1

Address: 1 Seville Avenue
City: Eddystone
State: PA
Zip Code: 19022
County: Delaware
Municipality: Eddystone Borough
PA House: Thaddeus Kirkland (159)
PA Senate: Thomas Kilton (9)

Designated Areas:

- Act 47 Distressed Community
- Brownfield
- Enterprise Zone
- Greenfield
- Keystone Innovation Zone
- Keystone Opportunity Zone
- Prime Agricultural Area
- Uses PA Port

Continue

3. **Narrative:** click Continue.



Program Requirements Applicant Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Transportation
Applicant:
Program: Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP) Web Application #: 8181531

Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

Project Description

Description of Proposed Project.
Character Count: 10112000 characters.

Application for participation in the Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)

Continue

4. **Budget:** this is auto calculated based on what applicant enters in the addenda section.
Note: Import/Export information provided in Addenda tab auto-corrects the budget total in the budget tab [i.e., Budget Total will be (Total container lifts) * 25]. Please bypass the tab to go to the addenda.

Program Budget
Please see the [help](#) section for details on how to complete the Program Budget.

Spreadsheet | **Basis of Cost**

- Add Funding Source:** This button is used only to add Matching funds
- The Carrier Limit is two hundred-fifty thousand dollars (\$250,000) or 25% of the available funds per SFY, unless PennDOT approves a greater amount.
- The calculation provided is only an estimate. PennDOT will determine the amount of the grant based on data evaluation.

Budget Spreadsheet +
The first column indicates the amount of funding you are requesting from PennDOT. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source		Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Total
Time Period - Collapse		\$0.00	
January-June	Remove	\$0.00	\$0.00
July-December	Remove	\$0.00	\$0.00
Total		\$0.00	
	Budget Total:	\$0.00	

[Continue](#)

Program Budget
Please see the [help](#) section for details on how to complete the Program Budget.

Spreadsheet | **Basis of Cost**

- Add Funding Source:** This button is used only to add Matching funds

Budget Spreadsheet +
The first column indicates the amount of funding you are requesting from PennDOT. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source		Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Total
Time Period - Collapse		\$175,000.00	
January-June	Remove	(\$100,000.00)	\$100,000.00
July-December	Remove	\$75,000.00	\$75,000.00
Total		\$175,000.00	
	Budget Total:	\$175,000.00	

[Continue](#)

Click Continue.

Program Budget
Please see the [help](#) section for details on how to complete the Program Budget.

Spreadsheet | **Basis of Cost**

Basis of Cost +
Provide the basis for calculating the costs that are identified in the Project Budget.

Appraisals Bids/Quotations

Budget Justification Contractor Estimates

Engineer Estimates Sales Agreements

Budget Narrative +
The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
Character Count: 100
Amount will be calculated based on a rate of \$25 per container after the baseline has been achieved.

[Continue](#)

5. **Addenda:** click the Notice checkbox and answer the required questions in Program Addenda.

Enter Year, Actual imports, and Actual exports for the recent periods in Organization Information section. Total container lifts will be auto calculated as (Actual Imports + Actual Exports).

Note:

1. Only whole numbers are allowed for the actual imports & actual exports fields.
2. Please include the actual numbers for both filled and empty containers, for imports and exports.

Click Continue.

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

NOTICE: By submitting an application for this grant program Applicant expressly acknowledges and confirms that the signatures affixed to any document submitted to the Pennsylvania Department of Transportation (PennDOT) through eGrants comply with all legal requirements applicable to the Applicant organization and are legally binding. PennDOT will rely on the signatures as originating from persons possessing requisite legal authority to contractually bind the Applicant, and if awarded a grant, the Grantee.

1. Who has authority to sign the agreement? Please list name(s), title(s), and email address(es).

Title	First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organizational Information

2. Have you called a terminal within the Port of Philadelphia within the last six months?

Please complete the below information on Total container lifts in the prior two six-month periods

Year	Time Period	Imports	Exports	Total Container Lifts
<input type="text"/>	January to June	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	July to December	<input type="text"/>	<input type="text"/>	0

3. Please provide the percentage growth expected in the following year

Continue

6. **Certification:** Click in the Electronic Signature Agreement checkbox and select “I am an authorized representative of the company, organization or local government” option. Type the name, click in the Electronic Attachment Agreement checkbox, and click “Submit Application.”

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. **After submitting, you will no longer be able to make changes.**

Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

- I am the applicant
- I am an authorized representative of the company, organization or local government.
- I am a "Certified" Partner representative.

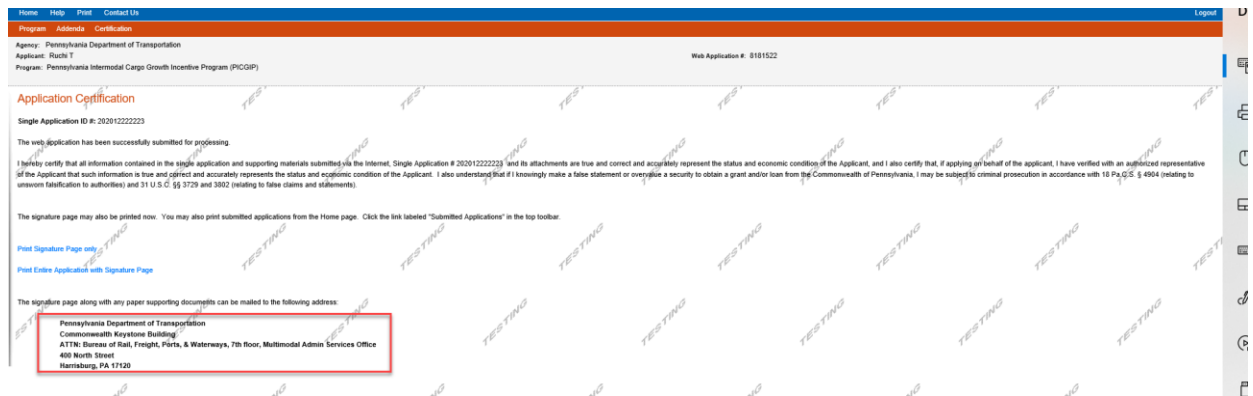
Type Name Here:

Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to PennDOT please print and send a copy of your E-Signature and mail it to PennDOT along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

Note: After application submission, the system generates a Single Application Id # and a Web Application Id # as shown in the below screen shot. Please keep the web application Id # for future reference. The certification page includes a mailing address in the event paper copies/documents, wet signature, etc. are needed for any reason.



The screenshot shows the 'Application Certification' page after submission. It displays the following information:

- Agency: Pennsylvania Department of Transportation
- Applicant: Ruch T
- Program: Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)
- Web Application #: 6181522
- Single Application ID #: 20201222223
- Confirmation: The web application has been successfully submitted for processing.
- Signature Agreement: A statement certifying the accuracy of the application information.
- Attachment Agreement: A statement regarding the submission of physical documents and signatures.
- Mailing Address (highlighted in red):

Pennsylvania Department of Transportation
Commonwealth Keystone Building
ATTN: Bureau of Rail, Freight, Ports, & Waterways, 7th floor, Multimodal Admin Services Office
400 North Street
Harrisburg, PA 17120

Step 3. Application Submission

All applications must be submitted electronically via the eGrants Public Portal Interface.

Questions

All questions regarding the program should be directed to:

Denise Soisson - PennDOT
(717) 787-1223 | dsoisson@pa.gov



All questions regarding the application submission process or electronic signature process should be directed to:

RA-PDMMDOTGRANTREQUS@pa.gov

For documents requiring grantee signature such as grant agreement etc., a PDF version of the document will be sent to the signee(s)' email address. The signee will be notified via e-mail (mentioned during the application submission process) when the document is ready for grantee's signature. Signee can either click on the link provided in the email or access the e-Signature portal <https://apps.dced.pa.gov/esignature/Account/Login> to review and complete the request.

When the Program User sends an eSignature request, the signee or reviewer will receive the email in the following format.

A new signature request for your approval

 DOT-esignature@dced.gov
To  Tiwari, Ruchi

Commonwealth e-signature Request	
A NEW SIGNATURE REQUEST FOR YOUR APPROVAL!	
Agency	DOT - Department of Transportation
ApplicationID	202012222223
Project Name	PICGIP BA Testing
Program Name	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)
Grantee Approval Request	A new signature request "DOT - ESA:202012222223 Grantee Approval Request" has been submitted for your review, please use the link provided. Click here to review and sign this request
First Name:	Ruchi
Last Name:	Tiwari
Title:	Ms
Email:	c-rtiwari@pa.gov
Request will expire on:	1/22/2021 2:32:46 PM
<p>This is an official request from the Center of Excellence of the commonwealth e-signature portal. If you have are questioning if this email is a spam, please login directly at our portal home page. https://apps.uat.dced.pa.gov/esignature/</p>	

Click on the link received in the email and logs into the eSignature module using Keystone login details. Website is best applied for by using **Internet Explorer, Chrome**. If users don't have an account to the Keystone Login, they must register and follow the steps outlined on page 1 of this document. Applicants will not be permitted to log in to the eSignature portal until a Keystone Login is entered.

Note: if the applicant has an existing Keystone Login ID, please proceed to next step as listed below.

Once user signed in to the eSignature module, the system will display the screen to sign the new request as below.

eSignature
Dashboard Hello c-rtiwari@pa.gov Log off

Department of Transportation
ESA

Please review the following documents which have been submitted for your approval.

Request Information:

Description: DOT - ESA 202006198069 Letter Approval Request
Program Name: ARLE Funding Program
Expiration Date: 7/23/2020
Signatures recorded: No signatures recorded on this request yet.


Requester Information:

To Sign on behalf of this person, please check this box, and enter your information below:

First Name:	<input type="text" value="Ruchi"/>
Last Name:	<input type="text" value="Twari"/>
Title:	<input type="text" value="Mrs."/>
Email Address:	<input type="text" value="c-rtiwari@pa.gov"/>

Please select one of the options below and provide comments:

Comments:



Project Name: Business Demo 1
Status:
This document must be signed by the expiration date indicated to be valid.

Documents for Approval:

Below is a listing of the documents that have been submitted for your approval.

- C920001215_Notice of Selection.pdf

Additional Information:

Below is a listing of additional information to consider when reviewing the above documents.

Legal Disclaimer

** Your electronic signature confirms you are an official authorized to sign this agreement and contractually bind the Grantee. You are acting in compliance with applicable law and the organizational and governance documents of the Grantee and your signature confirms that you have the requisite authority to contractually bind the Grantee. You understand that PennDOT will rely on this representation and confirmation in its subsequent review and execution of this agreement.*

** Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities.)*

This signature request requires documents to be submitted when signing. Please provide the following documents.

****Choose only pdf documents to upload (.pdf)**

Name	File	Description	Comments
Cert	<input type="text" value="Browse..."/>	Certificate	<input type="text"/>
DL	<input type="text" value="Browse..."/>	Driver License	<input type="text"/>

Grantee can also sign in to the eSignature module using link <https://apps.dced.pa.gov/esignature/Account/Login>. The system will display the eSignature request under “New Requests” tab in the eSignature Dashboard as shown below. The Grantee clicks “New Requests” to review the request.

eSignature
Dashboard Hello c-rtiwari@pa.gov! Log off

New Requests

Requests that are new, waiting for you to sign.

New Requests
Pending Requests
Completed Requests
Cancelled Requests
Expired Requests

	Request Name	Agency Name	Expiration Date
Review Request	DOT - ESA.202005208028 Letter Approval Request	Department of Transportation	7/29/2020

The Department of Community and Economic Development (DCEd) is updating its systems to use the new Commonwealth Keystone Login. Please note, effective December 19, 2019, all users that access this system must use the Commonwealth Keystone Login to create new user accounts or merge existing PLogin/Logon.net accounts. We apologize for any inconvenience this may cause.

Server - 09

Program area can request the required document(s) from Grantee. In this example, two documents, Certification and Driver License, are setup under mandatory signee grid.

This signature request requires documents to be submitted when signing. Please provide the following documents.

****Choose only pdf documents to upload (.pdf)**

Name	File	Description	Comments
Cert	<input type="text" value="Browse..."/>	Certificate	<input type="text"/>
DL	<input type="text" value="Browse..."/>	Driver License	<input type="text"/>

If Grantee does not upload the requested document, the eSignature module will display the error message “*You must choose a file.*” “Comments” field will be optional if Grantee chooses “Sign” option in the eSignature request.

If Grantee chooses “Sign with Comments” option in the eSignature request, they will be required to enter a comment.

After uploading the required documents, Grantee checks the Legal Disclaimer checkbox and clicks “Sign” or “Sign with Comments.” The system will display the confirmation screen as shown below.

New Requests

[New Requests](#) [Pending Requests](#) [Completed Requests](#) [Cancelled Requests](#) [Expired Requests](#)

You have no "New" requests at this time that are associated with your email address "c-rtiwari@pa.gov".

The Department of Community and Economic Development (DCED) is updating its systems to use the new Commonwealth Keystone Login. Please note, effective December 19, 2019, all users that access this system must use the Commonwealth Keystone Login to create new user accounts or merge existing PLogin/Logon.net accounts. We apologize for any inconvenience this may cause.

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If Grantees clicks "Deny," the system will display the confirmation screen. In this scenario, Program area makes the necessary changes to letter or contract agreement and send it back to Grantee for eSignature.

eSignature DashBoard Hello c-rtiwari@pa.gov! Log off

Expiration Date: 7/29/2020
Signatures recorded: No signatures recorded on this request yet.

This document must be signed by the expiration date indicated to be valid.

Signer Information:
To Sign on behalf of this person, please check this box, and enter your information below:

First Name:	<input type="text" value="Ruchi"/>
Last Name:	<input type="text" value="Tiwari"/>
Title:	<input type="text" value="Ms"/>
Email Address:	<input type="text" value="c-rtiwari@pa.gov"/>

Documents for Approval:
Below is a listing of the documents that have been submitted for your approval.
• [Notice_ARLE.pdf](#)

Additional Information:
Below is a listing of additional information to consider when reviewing the above documents.

Please select one of the options below and provide comments:

Comments:

Legal Disclaimer

** Your electronic signature confirms you are an official authorized to sign this agreement and contractually bind the Grantee. You are acting in compliance with applicable law and the organizational and governance documents of the Grantee and your signature confirms that you have the requisite authority to contractually bind the Grantee. You understand that PennDOT will rely on this representation and confirmation in its subsequent review and execution of this agreement.*

** Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities.)*

eSignature

DashBoard Hello c-rtiwari@pa.gov Log off

New Requests

New Requests

Pending Requests

Completed Requests

Cancelled Requests

Expired Requests

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