



Request for ECMS Business Partner Log In Credentials E-Permitting ONLY

NOTE: Please provide complete information. Incomplete applications will delay processing of business partner credentials.

Company Name:		Date Submitted:	
Applicant Last Name:		Applicant First Name:	
Applicant Signature:			
Applicant Title:		Business Phone:	
Business Address:			
City, State, Zip Code			
Applicant E-Mail Address:			

Check here	Role Requested
<input type="checkbox"/>	E-Permitting Business Partner SECURITY ADMINISTRATOR
This role has the ability to create users for their organization and grant one of the following two roles.	
<input type="checkbox"/>	Applicant (Applicant, Co-Applicant, Engineering Firm)
<input type="checkbox"/>	Business Partner Read-Only

**PLEASE SCAN and E-MAIL
COMPLETED and SIGNED
APPLICATION TO:
PD, ECMDSECURITY@PA.GOV**

	ECMD Use Only:
Entered By:	
Entered Date:	

Registration to use the ePermitting system by applicants and/or engineering firms who are not currently ECMS Business Partners has been the topic of many discussions and questions. I am happy to be able to provide you with a process to accomplish this task.

I have attached a form which should be used to register for access to the ePermitting/HOP system. This form will be used as a streamlined process to register as an "ECMS Business Partner" but provides credentials for ePermitting ONLY. This registration will not provide access to the ECMS/bidding process.

A few notes about completion of the form:

The form should be completed by applicants and/or engineering firms.

The top portion of the form should be completed in its entirety.

In the bottom section (Role Requested):

Check the box for 'E-Permitting Business Partner SECURITY ADMINISTRATION if you wish to have an administrator who has the ability to provide access for other individuals in the company.

Otherwise, please check the box for either Applicant or Business Partner Read-Only.

This form should be printed, completed, scanned and emailed to the following address:

RA-pdECMDSecurity@pa.gov.

Please forward this form and instructions to any applicants and/or engineering firms in your district who are not current ECMS Business Partners.

This task should be accomplished as quickly as possible in order to be ready for the October 31, release of the ePermitting/HOP system.