



dotGrants 2.0

Rail Freight Programs Login Help

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dotGrants Rail Freight Users – Access through new dotGrants

dotGrants2.0



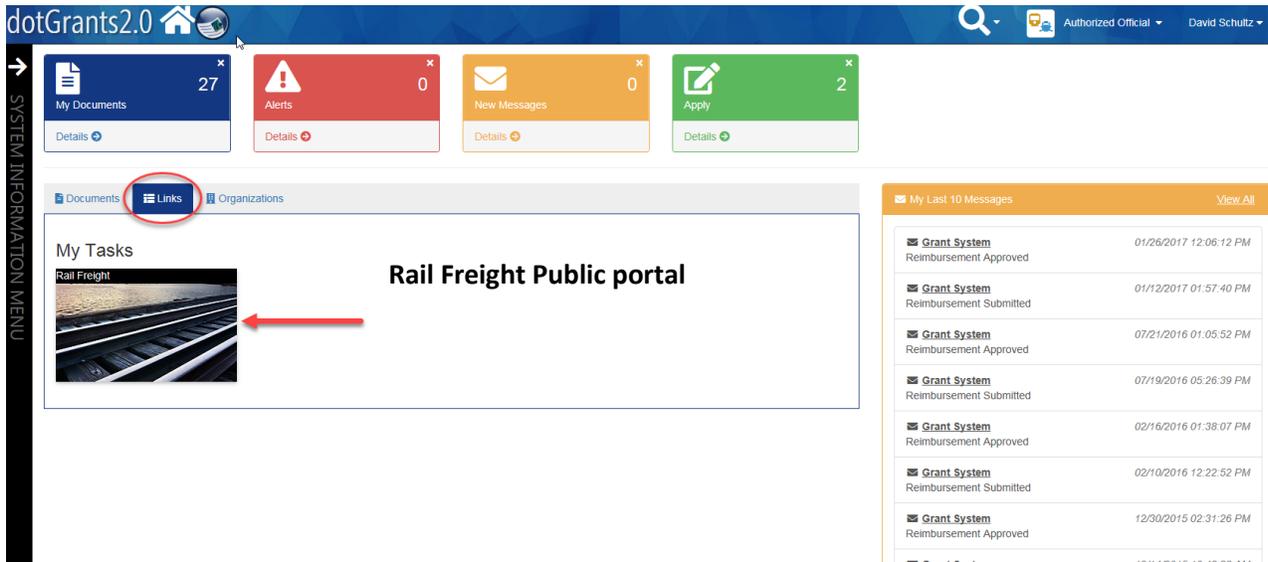
Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

[Sign Into dotGrants](#)

Sign into dotGrants by clicking this link

[About dotGrants](#) [Release Notes](#) [FAQs](#) [System Requirements](#) [Help](#)

dotGrants Rail Freight Users – New dotGrants Landing Page



dotGrants2.0   Authorized Official David Schultz

My Documents 27 Alerts 0 New Messages 0 Apply 2

Documents **Links** Organizations

My Tasks

Rail Freight  **Rail Freight Public portal**

My Last 10 Messages [View All](#)

Message	Date
Grant System Reimbursement Approved	01/26/2017 12:06:12 PM
Grant System Reimbursement Submitted	01/12/2017 01:57:40 PM
Grant System Reimbursement Approved	07/21/2016 01:05:52 PM
Grant System Reimbursement Submitted	07/19/2016 05:26:39 PM
Grant System Reimbursement Approved	02/16/2016 01:38:07 PM
Grant System Reimbursement Submitted	02/10/2016 12:22:52 PM
Grant System Reimbursement Approved	12/30/2015 02:31:26 PM
Grant System	12/14/2015 10:43:38 AM

Note: The 'Links' tab will provide quick links to dotGrants modules available to the user, such as Rail Freight Public portal etc.

dotGrants Bureau of Rail Freight (BRF) Users – New Rail Freight Public Portal Welcome page



The Following applications are currently open:

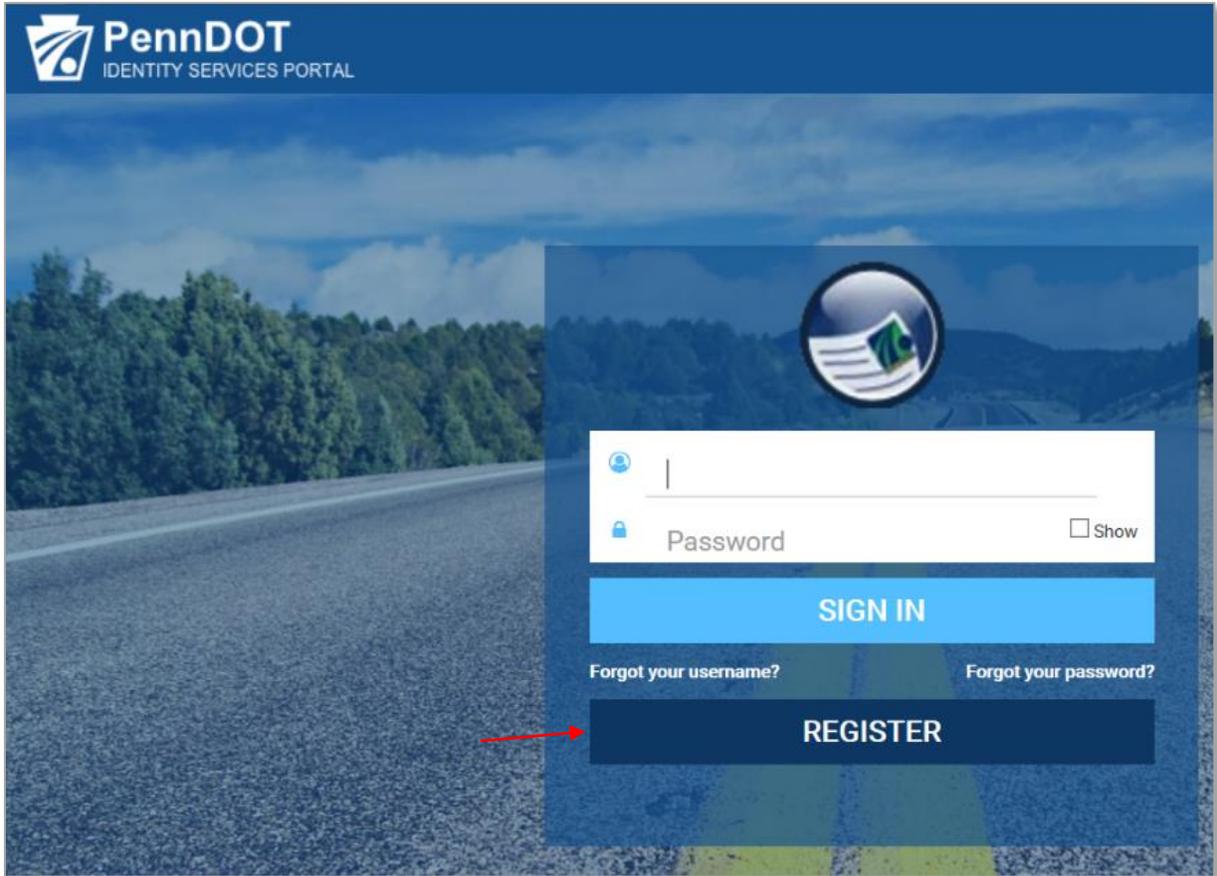
BRF 2018 RFAP Assistance Program Applications closing: 8/30/2019 4:00:00 PM
BRF 2019 RFAP Assistance Program Applications closing: 6/1/2019 11:59:59 PM



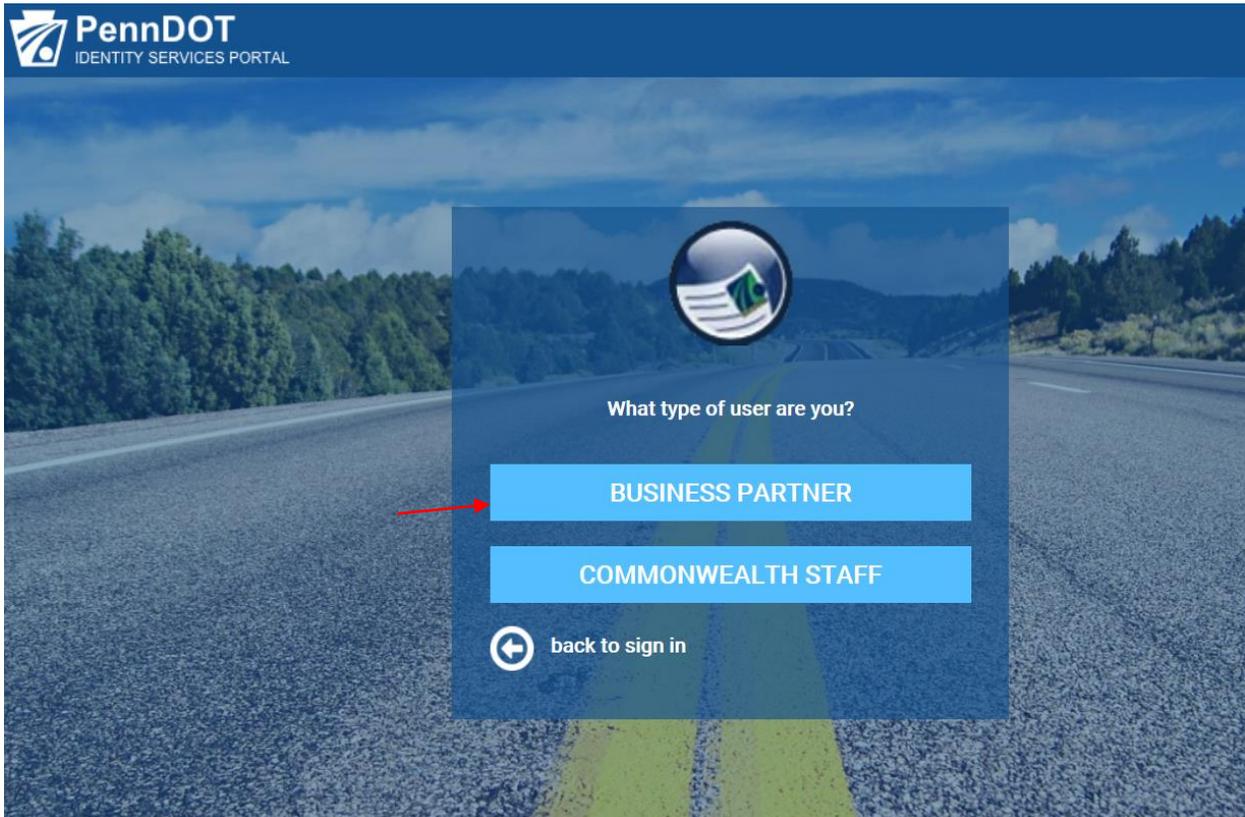
#	Description	Detail
1	Applications	Information about application closing for BRF 2018 RFAP Assistance Program and BRF 2019 RFAP Assistance Program.
2	Enter dotGrants	Navigate to dotGrants login page.
3	Enter Rail Freight Programs	Clicking this button will process your login credentials and on success will navigate to the user home page.
4	Continue as Guest	Navigate to a page where you can proceed as a Guest User, to Register and Initiate Grant Application(s).
5	Help	Login online help document (PDF).

dotGrants BRF Users – Guest User Registration

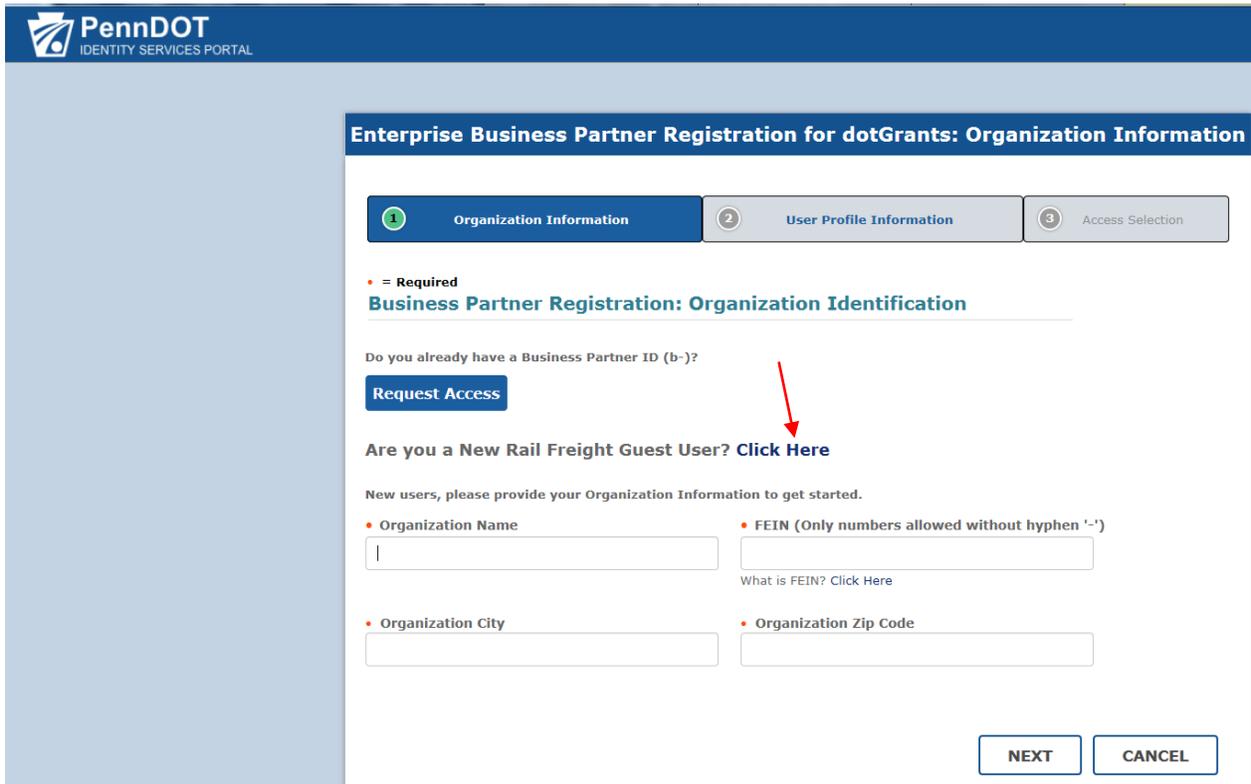
User clicks on Continue as Guest button in the New Rail Freight Public Portal Welcome page.



User clicks REGISTER and selects Business Partner under “What type of user are you?” options.



User clicks “Click Here” link next to “Are you a Rail Freight Guest User” text.



PennDOT
IDENTITY SERVICES PORTAL

Enterprise Business Partner Registration for dotGrants: Organization Information

1 Organization Information 2 User Profile Information 3 Access Selection

• = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

[Request Access](#)

Are you a New Rail Freight Guest User? [Click Here](#)

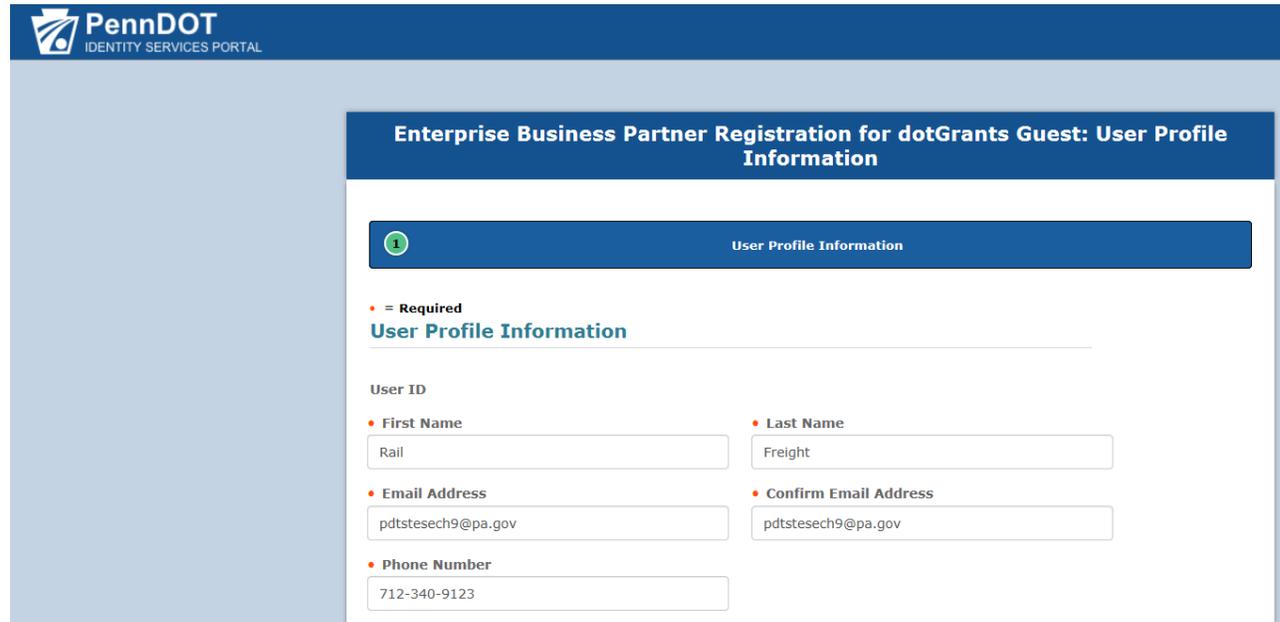
New users, please provide your Organization Information to get started.

• Organization Name • FEIN (Only numbers allowed without hyphen '-')
| What is FEIN? [Click Here](#)

• Organization City • Organization Zip Code

[NEXT](#) [CANCEL](#)

User enters all required information under user profile information, picks all security questions, checks the user release agreement, enters the legal full name, and clicks FINISH.



PennDOT
IDENTITY SERVICES PORTAL

Enterprise Business Partner Registration for dotGrants Guest: User Profile Information

1 User Profile Information

• = Required

User Profile Information

User ID

• First Name Rail	• Last Name Freight
• Email Address pdtstesech9@pa.gov	• Confirm Email Address pdtstesech9@pa.gov
• Phone Number 712-340-9123	

Security Questions

Pick 3 Questions that only you will be able to answer. If you forget your password, we'll ask you these questions to verify your identity.

• **Security Question 1**

What city was your spouse born in?

Answer

• **Security Question 2**

What is your favorite movie?

Answer

• **Security Question 3**

What was the name of the street you lived on w

Answer

User Release Agreement

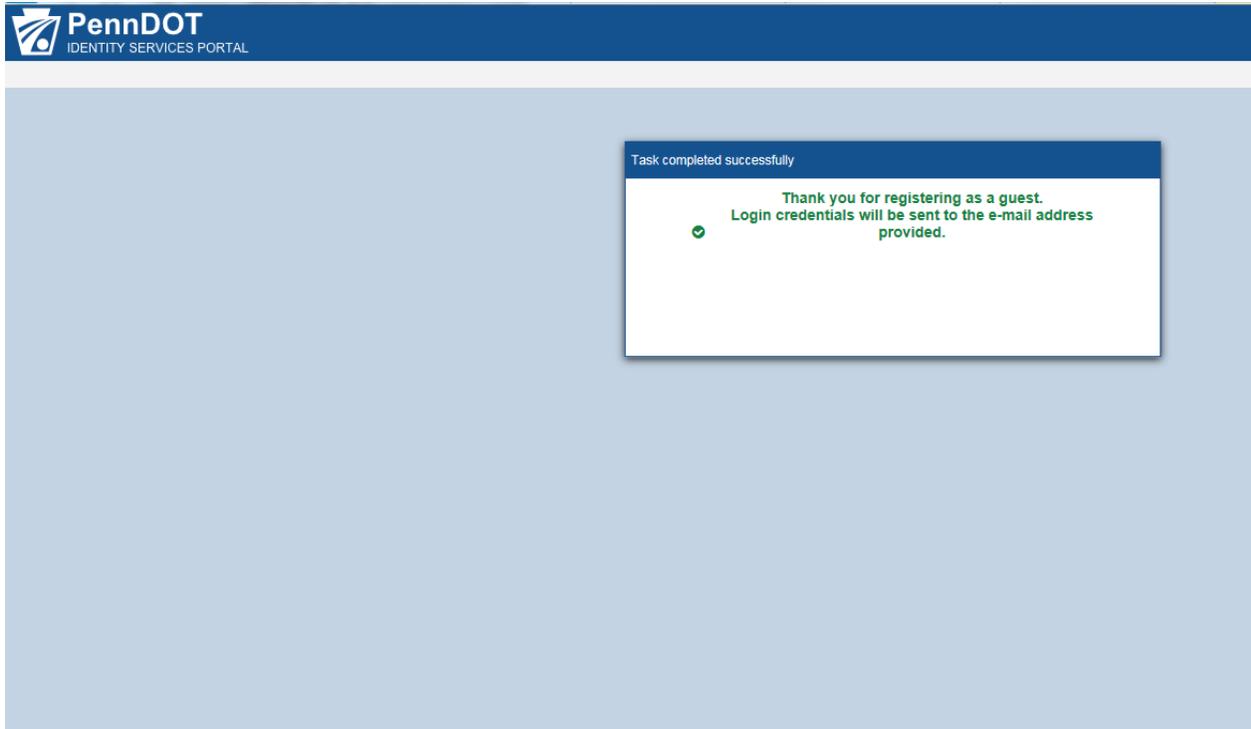
I understand and agree with the Commonwealth of Pennsylvania [User Release Agreement](#). I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms as stated.

• **Legal Full Name**

What is e-signature? [Click Here](#)



The system displays “Task completed successfully” message as shown in the below screen shot. User receives two separate emails with user name and temporary password.



dotGrants BRF Users – User Receives Emails on Approval

New User receives two separate emails with user name and temporary password.

Request Approved: Enterprise Business Partner Registration for dotGrants Guest

 DELETE  REPLY  REPLY ALL  FORWARD 



DONOTREPLY@pa.gov
Wed 5/22/2019 9:22 AM

Mark as unread

To: pdtstesech;

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

Congratulations!

Your Business Partner Registration Request has been approved. You may now use your system-generated Business Partner ID (B-): **b-rafreight** to login to dotGrants.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.

Business Partners Account Information

 DELETE  REPLY  REPLY ALL  FORWARD 



DONOTREPLY@pa.gov
Wed 5/22/2019 9:22 AM

Mark as unread

To: pdtstesech;

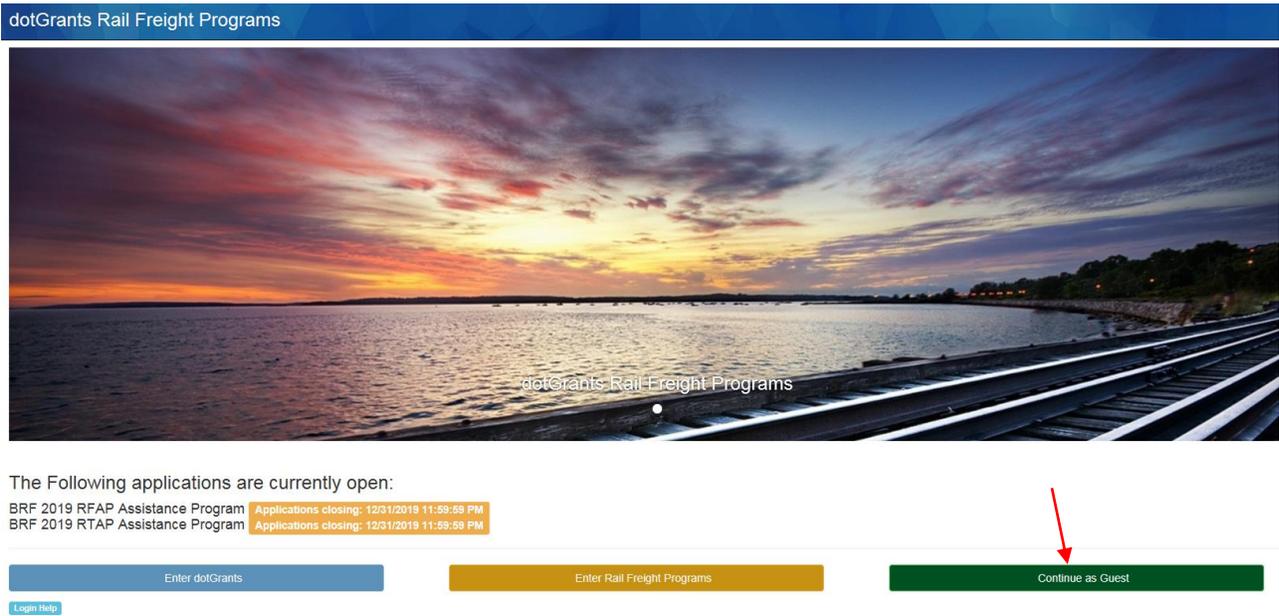
Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your temporary password for dotGrants is **4Q0uRB##@**

Please note that this temporary password will expire in 24 hours. If you log in after 24 hours, you will have to use the "forgot password" process to obtain another temporary password.

If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDot IT Service Desk at (855)-783-8330.

User clicks on Continue as Guest button.



dotGrants Rail Freight Programs

The Following applications are currently open:

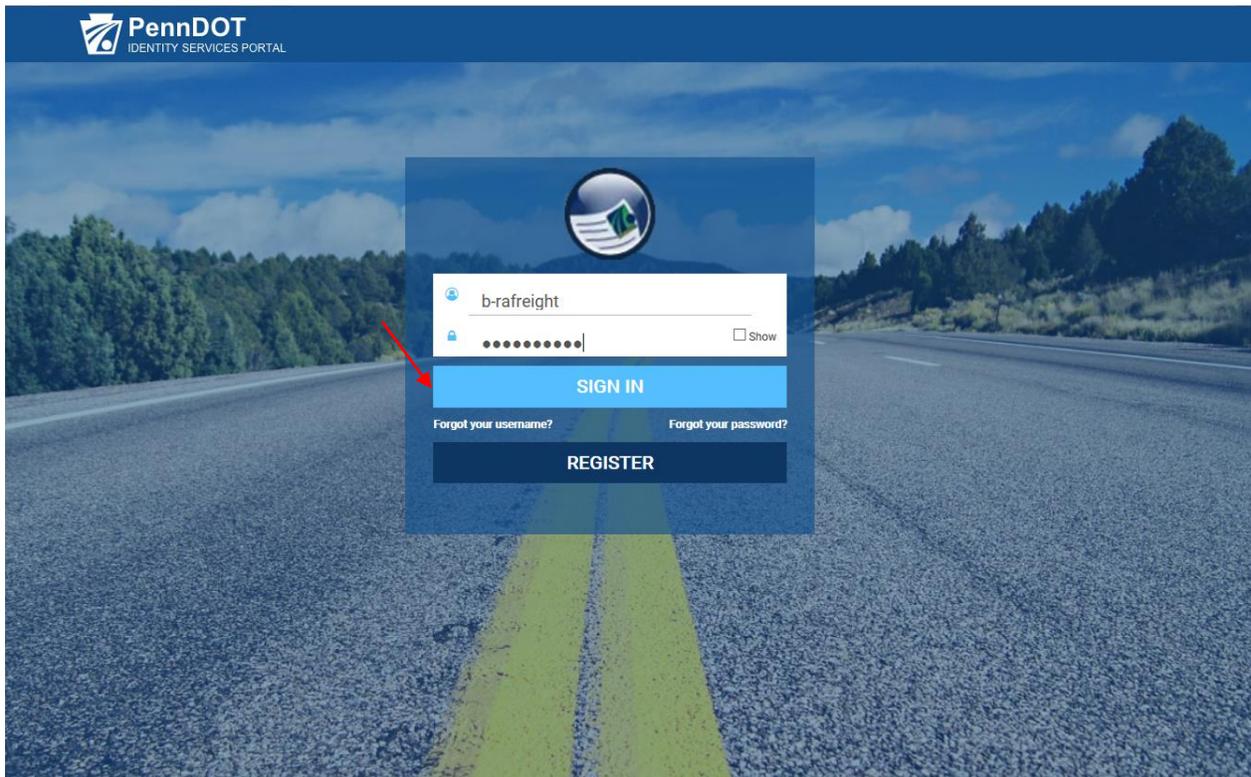
BRF 2019 RFAP Assistance Program Applications closing: 12/31/2019 11:59:59 PM

BRF 2019 RTAP Assistance Program Applications closing: 12/31/2019 11:59:59 PM

Enter dotGrants Enter Rail Freight Programs Continue as Guest

[Login Help](#)

User enters user name and temporary password and clicks SIGN IN.



PennDOT
IDENTITY SERVICES PORTAL



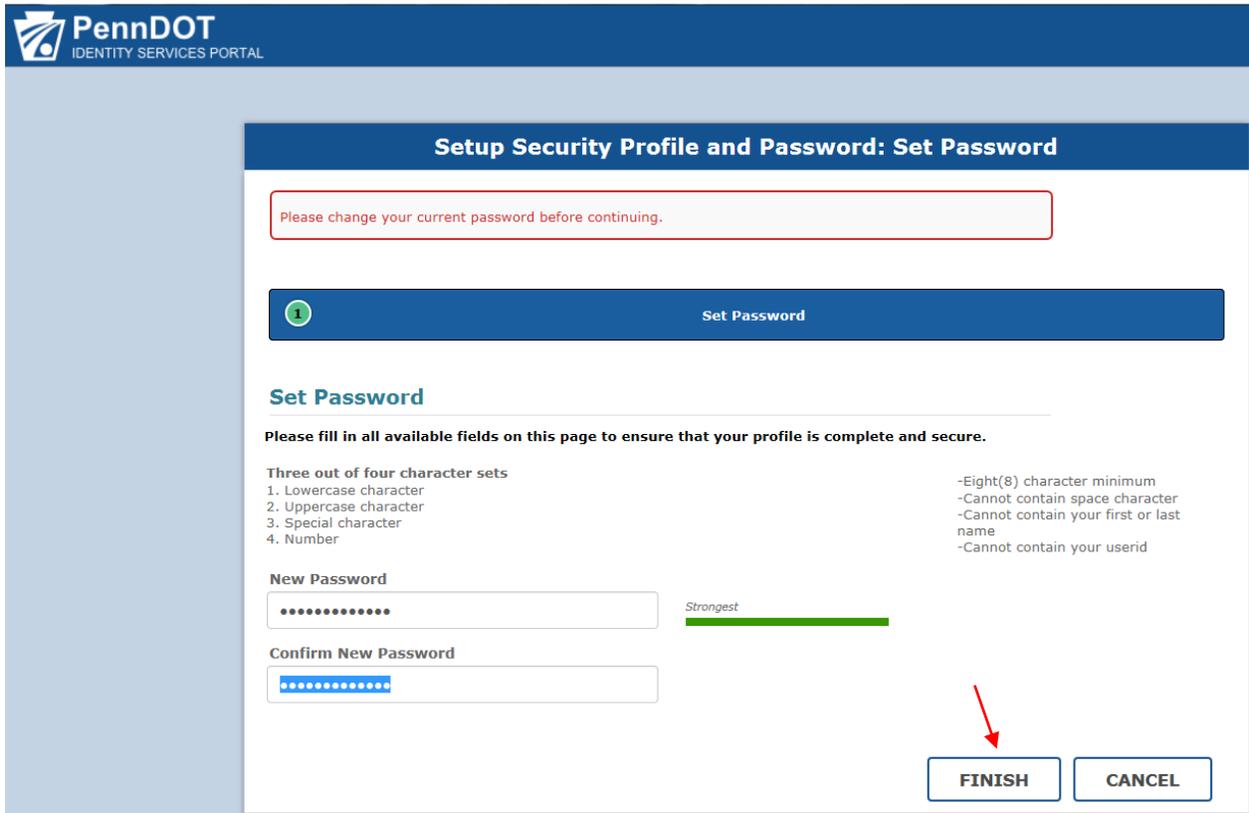
Show

SIGN IN

[Forgot your username?](#) [Forgot your password?](#)

REGISTER

User enters the new password, confirms new password, clicks FINISH



Setup Security Profile and Password: Set Password

Please change your current password before continuing.

1 Set Password

Set Password

Please fill in all available fields on this page to ensure that your profile is complete and secure.

Three out of four character sets

1. Lowercase character
2. Uppercase character
3. Special character
4. Number

-Eight(8) character minimum
-Cannot contain space character
-Cannot contain your first or last name
-Cannot contain your userid

New Password

..... Strongest

Confirm New Password

.....

FINISH **CANCEL**

The system redirects to Applicant/Consultant Registration page. The user can either select “yes” or “no” from “are you a consultant” drop-down list.

dotGrants2.0  Rail Freight Programs b-rrfreight - Logout

Applicant/Consultant Registration

Tell us a little bit about you

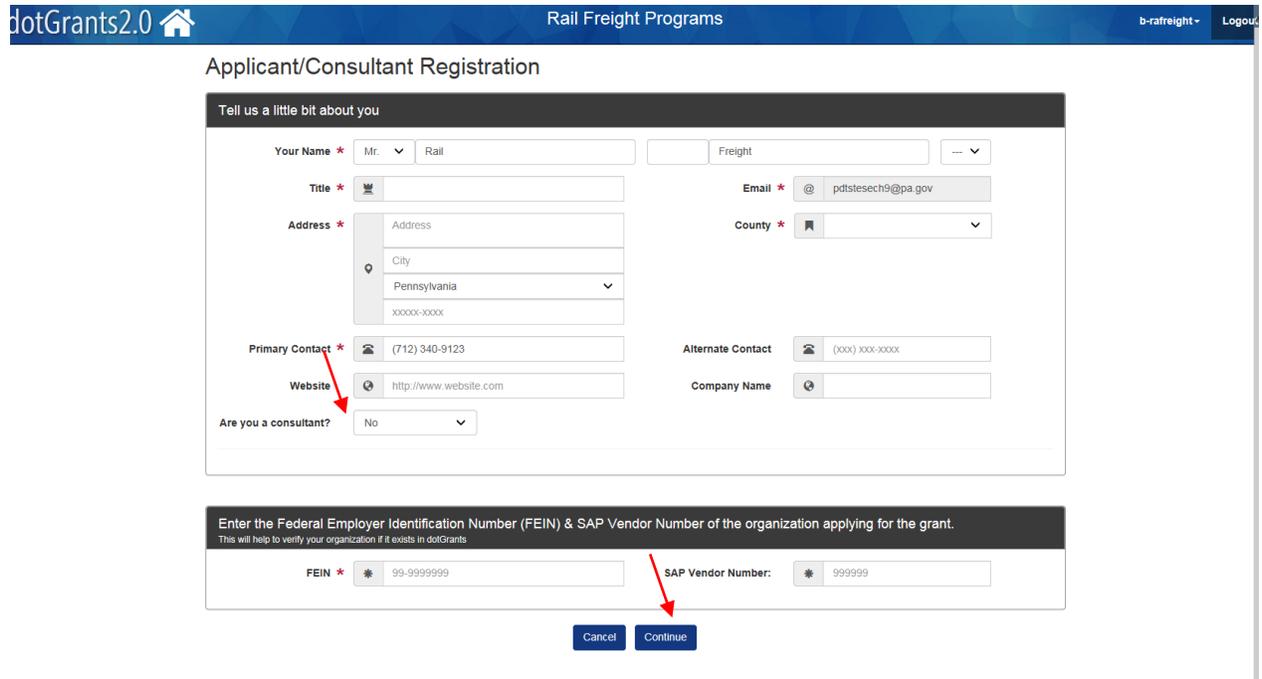
Your Name * Mr. <input type="text" value="Rail"/>	<input type="text" value="Freight"/>
Title * <input type="text"/>	Email * <input type="text" value="pd1stesech9@pa.gov"/>
Address * <input type="text" value="Address"/> <input type="text" value="City"/> <input type="text" value="Pennsylvania"/> <input type="text" value="XXXXX-XXXX"/>	County * <input type="text"/>
Primary Contact * <input type="text" value="(712) 340-9123"/>	Alternate Contact * <input type="text" value="(xxx) xxx-xxxx"/>
Website * <input type="text" value="http://www.website.com"/>	Company Name * <input type="text"/>
Are you a consultant? <input type="text" value="No"/>	

Enter the Federal Employer Identification Number (FEIN) & SAP Vendor Number of the organization applying for the grant.
This will help to verify your organization if it exists in dotGrants

FEIN * <input type="text" value="99-9999999"/>	SAP Vendor Number: <input type="text" value="999999"/>
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dotGrants BRF Users – Authorized Official Registration

User selects “no” from “are you a consultant” drop-down list, enters all required information, and clicks Continue.



dotGrants2.0  Rail Freight Programs b-rafreight - Logout

Applicant/Consultant Registration

Tell us a little bit about you

Your Name * Mr. Rail Freight

Title * [Empty]

Address * [Address, City, Pennsylvania, XXXXX-XXXX]

Primary Contact * (712) 340-9123

Website * http://www.website.com

Are you a consultant? No

Email * pdtstesech9@pa.gov

County * [Empty]

Alternate Contact * (xxx) xxx-xxxx

Company Name * [Empty]

Enter the Federal Employer Identification Number (FEIN) & SAP Vendor Number of the organization applying for the grant.
This will help to verify your organization if it exists in dotGrants

FEIN * 99-9999999

SAP Vendor Number: 999999

dotGrants BRF Users – Consultant Registration

User selects “yes” from “are you a consultant” and “no” from “Is your Authorized Official already registered in dotGrants” drop-down lists in the Applicant/Consultant Registration page respectively, if their organization does not have an authorized official registered in dotGrants. User enters all required information under “Tell us a little about you” and “Organization Authorized Official Details” sections and clicks Continue.



Applicant/Consultant Registration

Tell us a little bit about you

Your Name * Mr. Rail Freight

Title * Chief

Address * 400 W street
Mechanicsburg
Pennsylvania
17050

Primary Contact * (712) 340-9123

Website * http://www.website.com

Are you a consultant? Yes

Is your Authorized Official already registered in dotGrants? No

Organization Authorized Official Details

Applicant Name * Ms. Mike Scott



Website * http://www.website.com

Company Name *

Are you a consultant? Yes

Is your Authorized Official already registered in dotGrants? No

Organization Authorized Official Details

Applicant Name * Ms. Mike Scott

Title * AO

Address * 400 W street
Mechanicburg
Pennsylvania
17050

Primary Contact * (712) 340-9123

Website * http://www.website.com

Alternate Contact * (xxx) xxx-xxxx

Company Name *

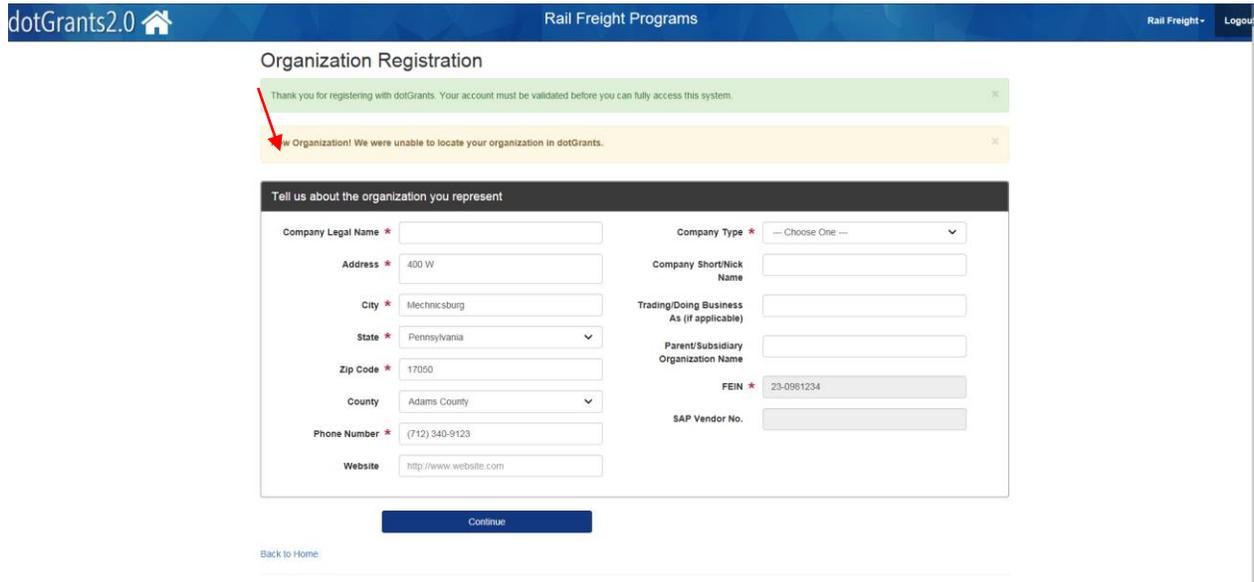
Enter the Federal Employer Identification Number (FEIN) & SAP Vendor Number of the organization applying for the grant.
This will help to verify your organization if it exists in dotGrants

FEIN * 23-0193455

SAP Vendor Number: * 999999

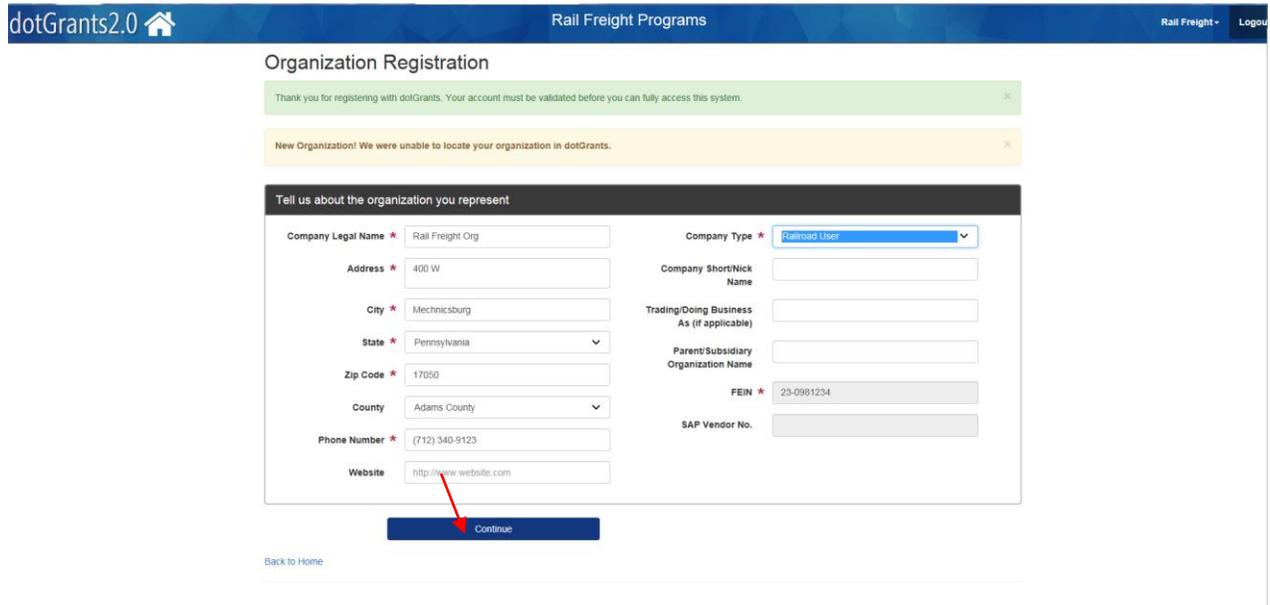
[Cancel](#) [Continue](#)

User receives the registration success message as shown in the below screenshot.



The screenshot shows the "Organization Registration" page. At the top, there is a blue navigation bar with "dotGrants2.0" and a home icon on the left, "Rail Freight Programs" in the center, and "Rail Freight" and "Logout" on the right. Below the navigation bar, there is a green success message: "Thank you for registering with dotGrants. Your account must be validated before you can fully access this system." Below that is a yellow warning message: "Organization! We were unable to locate your organization in dotGrants." A red arrow points to this message. The main section is titled "Tell us about the organization you represent" and contains a form with the following fields: Company Legal Name (empty), Address (400 W), City (Mechanicsburg), State (Pennsylvania), Zip Code (17050), County (Adams County), Phone Number ((712) 340-9123), Website (http://www.website.com), Company Type (dropdown menu with "Choose One" selected), Company Short/Nick Name (empty), Trading/Doing Business As (if applicable) (empty), Parent/Subsidiary Organization Name (empty), FEIN (23-0981234), and SAP Vendor No. (empty). A blue "Continue" button is at the bottom of the form, and a "Back to Home" link is at the bottom left.

If organization is new, then system asks to verify a few additional information about organization. User enters Company Legal Name, Company Type and clicks Continue.



This screenshot shows the same "Organization Registration" page, but with some fields filled out. The "Company Legal Name" field now contains "Rail Freight Org". The "Company Type" dropdown menu is now set to "Railroad User". A red arrow points to the "Continue" button at the bottom of the form. All other fields and messages remain the same as in the previous screenshot.

The system displays "Verify your information" section with the two subsections, Personal Information and Organization Information. User can edit the personal and organization information by clicking Edit and then clicks Continue.

Verify your information

Personal Information

[Edit \(Personal Information\)](#)

Full Name	Ms. Rail Freight
Are you a consultant?	No
Address	400 W Mechanicsburg, Pennsylvania, 17050 Adams County
Title	AO
Email	pdtstesech9@pa.gov
Primary Contact	(712) 340-9123
Alternate Contact	
Website	
Company Name	

Organization Information

Rail Freight Org

[Edit \(Organization Information\)](#)

Address:	400 W Mechanicsburg, Pennsylvania 17050 Adams County
Phone Number:	(712) 340-9123
Company Type:	Railroad User
Company Short/Nick Name:	
Trading/Doing Business As (if applicable):	
Parent/Subsidiary Organization Name	
FEIN:	23-0981234
SAP Vendor No.:	
Signature Authority (Authorized Official):	Rail Freight

[Continue](#)

[Back to Home](#)

The system display registration confirmation message. User can now initiate a RFAP or a RTAP application.

dotGrants2.0  Rail Freight Programs Rail Freight - Logout

Rail Freight Org

Thank you!

Your registration has been confirmed. You will receive additional information via email when you initiate your application. This information is needed to re-enter the system.

Select the application type from the option(s) below.

2019 Rail Freight Assistance Program (RFAP) Application

[Initiate RFAP Application](#)

2019 Rail Transportation Assistance Program (RTAP) Application

State Capital Budget Act/Bill	Description	Year	Page	Line	Comments	Authorized Amount	Requested Amount for This Application
Add a new Bond Authorization						Total:	<input type="text"/>

If the requested Act identifies another entity (other than your organization), such as a county, you must upload a signed letter (on company letterhead from the other entity) authorizing you to use the specific line item and the amount you are requesting from the line item.:

[Choose file](#)

[Initiate RTAP Application](#)

[Back to Home](#)

dotGrants BRF Users – New Rail Freight External Users’ Home page

Select an organization

Select an organization to revising approved projects or initiate a grant application

South Avis Realty Inc

PO Box 5055 70 Maryland Ave.
Jersey Shore, Pennsylvania 17740
570-753-3000

Rail Freight Programs External users' home page

My Organization is not listed here

dotGrants BRF Users – New Rail Freight PennDOT (Internal) Users' Home Page

dotGrants Rail Freight Programs Portal

This dotGrants sub system was designed to assist the agency staff to effectively organize and manage on-line grant applications. Through this portal you will be able to perform the following tasks.

- Review Rail Freight Assistance Program (RFAP) and Rail Transportation Assistance Program (RTAP) applications
- Collect and retain program required documentation as part of Rail Freight Project Management and Final Inspection.
- Liquidate and repurpose funding back to the correct SAP appropriation (Grant Adjustments)
- Release of Retainage payment that accrues across multiple Request for Reimbursements (RFR)
- Carloading and Grant Closeout

Rail Freight Programs Penn-DOT users' home page

 Rail Freight Applications	 Rail Freight Grants	 Rail Freight Organizations
<small>The Bureau of Rail Freight administers the Rail Freight Assistance Program and the Rail Transportation Assistance Program applications.</small>	<small>The Bureau of Rail Freight administers the funding for the RFAP and the RTAP and is responsible for the evaluation of grant applications.</small>	<small>Review the Rail Freight grants applications based on the list of registered organizations.</small>