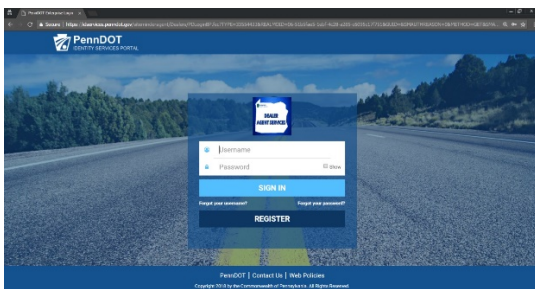


FACT SHEET

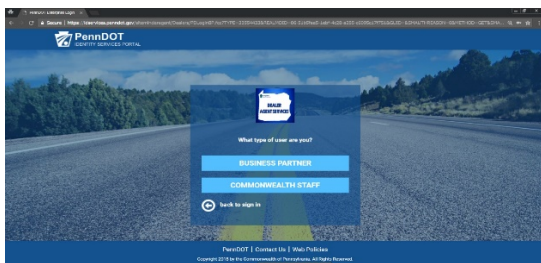
Below are instructions for registering through PennDOT's Identity Services Portal to request access to the **Dealer Agent Services (DAS) system**. This walkthrough will cover a user that has never registered in PennDOT's Identity Services Portal and whose business has not been registered previously.

Enterprise Business Partner User Registration to Dealer Agent Services (DAS) System.

1. Please click on the below URL:
www.dealers.penndot.gov
2. Once you hit the URL, below screen should be displayed.
3. Click on **REGISTER** button.



4. You can see below screen with 2 options
 - BUSINESS PARTNER
 - COMMONWEALTH STAFFPlease select **"BUSINESS PARTNER"**



5. Please fill all necessary fields and click on **NEXT** button

Enterprise Business Partner Registration for Dealers: Organization Information

Organization Information | User Profile Information | Access Selection

Required
Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?
[Request Access](#)

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

Organization Name
Federal Employer Identification Number(FEIN)
What is FEIN? Click Here
Organization City
Organization Zip Code

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

6. Please fill User Profile Information and click on **NEXT**.

Enterprise Business Partner Registration for Dealers: User Profile Information

Organization Information | User Profile Information | Access Selection

Required
User Profile Information

First Name
Last Name
Email Address
Confirm Email Address
Phone Number

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
Please select a security question.
Answer

Security Question 2
Please select a security question.
Answer

Security Question 3
Please select a security question.
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

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

7. Select the radio button in front of **"I want to request access as delegated administrator to manage my organization"** as per your requirement and click on **SUBMIT** button.

Enterprise Business Partner Registration for Dealers: Access Selection

Organization Information | User Profile Information | Access Selection

Required
Organization Role Selection

What is Delegated Administrator? Click Here

Organizational Role
☐ I want access for myself.
☐ I want to request access as a Delegated Administrator to manage my organization.

Dealers Access
☐ Are you a Business Partner.
☐ Are you from PA Turnpike Commission.

Please provide access justification below for Dealers Application

Remaining Characters: 500

[BACK](#) [FINISH](#) [CANCEL](#)

8. Once submitted, a successful message pops up. Once your request has been approved, you will receive a user ID and temporary password. Please try to login in with the details provided and let us know if you face any issues.