

DCED Invoicing and Electronic Signature

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DCED Electronic Invoicing Update

CDBG and HOME Electronic Invoicing

- Our goal = avoid any unnecessary denials
- Tips and friendly reminders:
 1. Review for accuracy prior to submitting your invoice
 2. Ensure that there are available funds in IDIS prior to submission
 3. Ensure the IDIS activity number on the invoice is associated with the correct DCED Contract number
 4. Make certain that an Environmental Review Clearance Date is on file for each activity invoiced
 - a) For activities that are multi-year activities, an annual re-evaluation form must be submitted and approved
 - b) ER clearance dates must be prior to the invoicing period

CDBG and HOME Electronic Invoicing, *cont'd*

- Tips and friendly reminders (*continued*):
 5. Utilization of the Comments field is key
 - a. Notation of ER clarifications (e.g. activity is for Engineering and Design only)
 - b. Multiyear activity (e.g. activity originally cleared on specific date)
 - c. Invoicing period clarification (e.g. when multiple activities are on the same invoice—especially as it relates to ER dates)
 6. If there is a change in the Chief Elected Official or the designated signatory, please be sure to complete an new Delegation of Signator Authority form for each open contract.
 7. End of year submissions – please avoid waiting until the last week or two to submit invoices, if possible. Otherwise, your invoice may be delayed in processing

CDBG and HOME Electronic Invoicing

- Went live with electronic process on January 1, 2019
- We now would like to hear from you....
 - If you have a suggestion that would enhance the electronic invoice process, please submit your suggestion to Nadine Ibberson (nibberson@pa.gov)
 - When submitting an enhancement suggestion, please include details on what you are requesting as well as how it would enhance the overall process

E-Signature for DCED Contracting
(with PA log in instructions)

Part 1. PA Login/eSignature Portal Registration Instructions

Please note: If the email address currently registered to access the Electronic Single Application (ESA) is a shared email (Ex: info@yourcounty.com), each person who may be required to Electronically Sign contract documents, will need to register an individual email address within the PA Login system (ex: jdoe@yourcounty.com).

Please follow the instructions below to register an individual email address for access to the eSignature portal to sign contract documents that may have been requested by the program office.

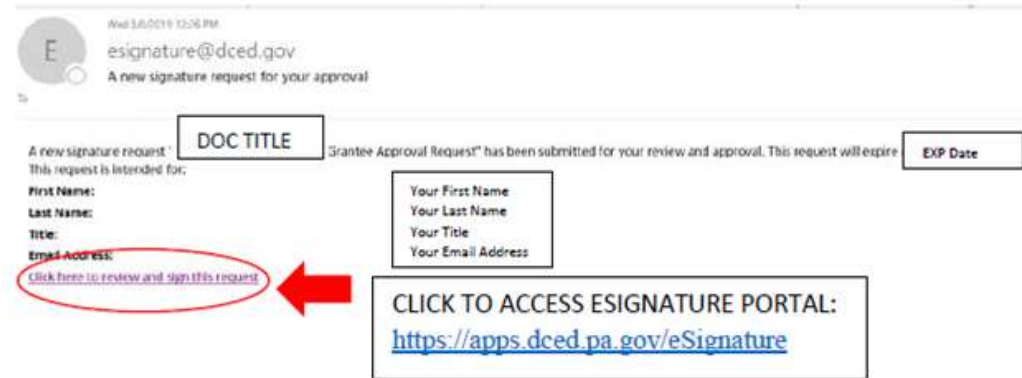
The screenshot shows the PA Login page. On the left, there are links for 'Walkthroughs' and 'Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.' In the center, there is a 'Login' section with fields for 'User Name' and 'Password', and a 'LOGIN' button. Below the login section, there is a 'REGISTER' button circled in red, with the text '(First Time User? Click the button above)'. There is also a 'FORGOT PASSWORD' button with the text '(Forgot Your Password? Click the button above)'.

The screenshot shows the 'Single Application Registration Information' page. It contains a registration form with the following fields: First Name, Last Name, Address, City, State (PA), Zip Code, Email Address, User Name, Password, Confirm Password, Security Question, and Security Answer. A 'SUBMIT' button is circled in red at the bottom of the form. Above the form, there is a 'PA Login Information' section with a 'Logout' button circled in red at the top right of the page.

The screenshot shows the 'Begin a New Application' page. It features a 'Project Name' input field and a 'Do you need help selecting your program?' dropdown menu with 'Yes' selected. A 'CREATE A NEW APPLICATION' button is at the bottom. A 'Logout' button is circled in red at the top right of the page.

1. Visit: <http://dced.pa.gov/singleapp>
 - a. If you already *have* an individual email address registered, you may use it and skip the registration process.
2. Click on **Register**
3. Fill out all required fields
4. Click **Submit**
5. You will be automatically taken into ESA; confirming your registration is complete.
6. Please click **Logout** at the top right of the screen (unless you need to personally submit a new application).

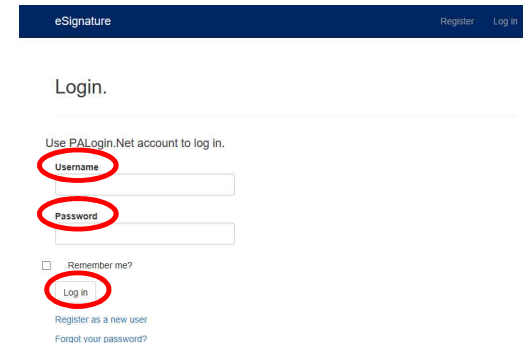
Part 2. eSignature Process



7. An eSignature Request email will be sent from: esignature@dced.gov to your individual email address if you are responsible for signing contract documents.
 - a. Please make sure to add this email address to your safe list so that it does not go into your spam folder.
8. Click on the link inside the email labeled: ***"Click here to review and sign this request"***



9. You will be routed to the Electronic Signature Portal (pictured on left). Click **LOG IN** at the top right of the screen.
10. Enter your username and password on log in page (pictured on right).
11. Click **Log In**



Part 2a. eSignature Process

Department of Community and Economic Development
ESA

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

Request Information:

Description: Requesting Agency Name & Document Title
Expiration Date: Expiration Date

Status:
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: Your First Name
Last Name: Your Last Name
Title: Your Title
Email Address: Your Email Address

Documents for Approval:

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

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002.

eSignature

This signature request has been Approved.

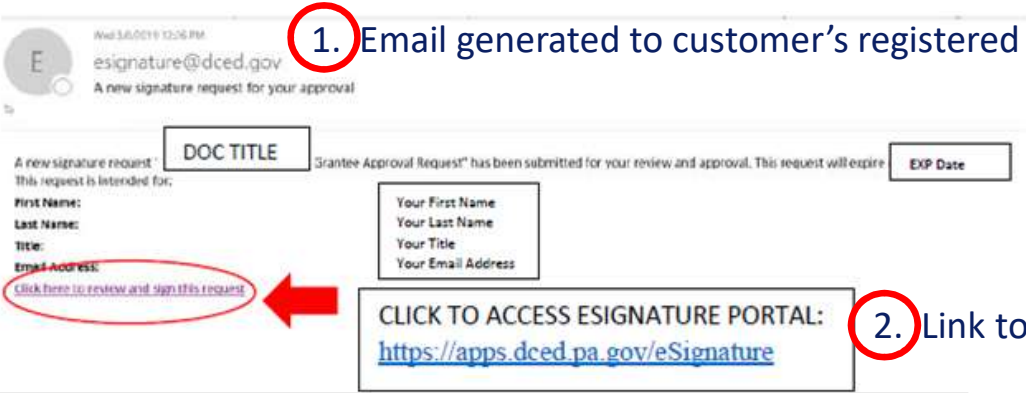
This request has been Approved by you, and therefore is complete. If you believe you have received this in error please contact your system administrator.

Agency:
Application:
Request Name:

Server - 08

12. To view contract documents prior to E-Signing; click on the PDF(s) which are listed under “***Documents for Approval!***”
13. To sign the document(s), **confirm** that your “Signatory’s Information” is correct, **check** the legal disclaimer box, and then **click**: Sign, Sign with Comments or Deny.
 - a. Sign- will accept your “signatory information” and advance to the confirmation screen
 - b. Sign with Comments- will allow you to make a comment that will be submitted with your signer information (comments are not required)
 - c. Deny- will return your E-Signature as a denial to the requesting agency.
14. Once the legal disclaimer box has been checked and sign has been clicked, a confirmation screen will auto-generate as your E-Signature is routed back to the requesting agency.

Quick Print Single Page eSignature Reference Guide



1. Email generated to customer's registered email address

2. Link to access E-Signature Documents

- The Signatory's Username & Password must be registered with the same email address that the E Signature request is sent to.
- The login and email must be unique to the Signatory and not a generic account.
- If the Signatory's email address (on file) is not registered within the PA Login System, it will need to be prior to accessing E Signature Portal.

Register Here: <https://www.esa.dced.state.pa.us/UserPaLoginRegistration.aspx>

E Signature Portal: <https://apps.dced.pa.gov/eSignature>



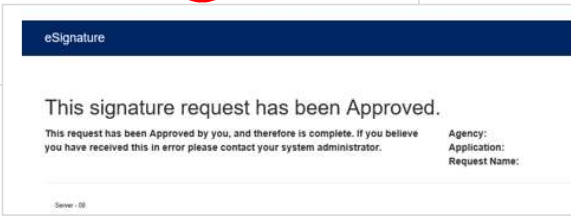
3. E-Signature Portal; documents for review

4. Customer's E-Signature

5. Legal Disclaimer

6. Confirmation Screen

- To view the documents prior to E-Signing: click on the PDF(s) which are listed under "documents for approval."
- To sign the document(s), confirm that your "Signatory's Information" is correct, check the legal disclaimer box, and then select either: Sign, Sign with Comments or Deny.
 - Sign- will accept your "signatory information" and advance to the confirmation screen
 - Sign with Comments- will allow you to make a comment that will be submitted with your signer information (comments are not required)
 - Deny- will return your E-Signature as a denial to the requesting agency.
- Once the legal disclaimer box has been checked and sign has been clicked, a confirmation screen will auto-generate as your E-Signature is routed back to the requesting agency.



Coming Soon:

- PA Login will become Keystone Login
- Applications using Keystone Login include (not limited to):
 - Electronic Single App (ESA)
 - Municipal Statistics
 - TEDTRAC
 - KOZ
 - Local Share Report
 - Electronic Signature
 - Business Registration and Enterprise Navigation Tool (BRENT)
- Account migrations and instructions will be made available
- **SUBMIT APPS BY FRIDAY DECEMBER 13.**