

## PennDOT Contractors/Business Partners Using the Mobile M-609 app and Web Portal

The current Mobile M-609 app and Web Portal is available in the Apple App store for download that will include the implementation of a new Business Partner (BP) log-in entitled **Enterprise Application Security Solution (ESEC)**.

Attachment entitled “Business Partner Registration jun22” provides additional information and a series of screen shots you will see throughout the registration process.

To acquire or retain access to the current release of the Mobile M-609 app and Web Portal, register now with the following steps and links:

### Step One

- Register your organization – starts on page 3 of attachment
- Business partner registration:  
<https://idservices.penndot.gov/iam/im/BusinessPartnersPub/pd/index.jsp?task.tag=PDUserSelfRegistrationBOMOMobile&application=PD-BOMOMobile&flag=false>

### Step Two

- Register a delegate user for your organization – starts on page 12 of attachment
- Business partner delegate/admin user registration:  
<https://idservices.penndot.gov/iam/im/BusinessPartners/pd/index.jsp?task.tag=PDSendInviteBOMOMobile&application=PD-BOMOMobile&flag=false>
- More than one user can be designated as a delegate/admin user
- Delegate/admin user manages the general users of the organization

### Step Three

- Register general users of the organization - starts on page 21 of attachment
- Business partner general user registration:  
<https://idservices.penndot.gov/iam/im/BusinessPartners/pd/index.jsp?task.tag=PDRequestBPAccessBOMOMobile&application=PD-BOMOMobile&flag=false>

Contract users that have a **current c-username need to list it in the justification block** during registration. All b-username also need entered in RoSA by PennDOT after receiving ESEC approval.

**Note:** M-609 apps downloaded before August 15, 2022 need updated by installing the M-609 app listed in the Apple App store. Any new users or users with c-username need to register for a new b-username using the steps above.

# **Enterprise Application Security Solution (ESEC)**

# AUTHENTICATION ROLES

## PennDOT ADMINISTRATORS

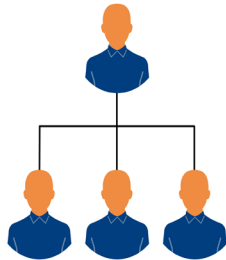


### **PennDOT Administrator**

Internal Commonwealth users who are responsible for maintaining the Business Partner access. Approves BPs & Delegate Admins.

## BUSINESS PARTNERS

1.



### **Business Partner Organization**

An external entity that has a relationship with the Commonwealth

2.



### **Business Partner Delegated Administrator**

Business Partner who manage users in their organization.

3.



### **Business Partner General User**

External third-party users accessing Commonwealth applications on behalf of their organizations.

# Business Partner Registration Process



Business Partner  
Registration

# Business Partner Registration Process

## Step One

- Register your organization – starts on slide 4

## Step Two

- Register a delegate user for your organization – starts on slide 12
- More than one user can be designated as a delegate user
- Delegate user manages the general users of the organization

## Step Three

- Register general users of the organization - starts on slide 21

# Business Partner Account Registration

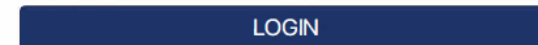
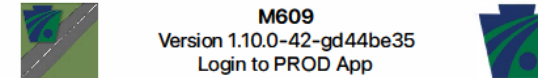
Account Registration begins by clicking the link for Business Partner registration.

Before and after the mobile app update by direct URL link :

<https://idservices.penndot.gov/iam/im/BusinessPartnersPub/pd/index.jsp?task.tag=PDUserSelfRegistrationBOMOMobile&application=PD-BOMOMobile&flag=false>

or

After the mobile app update and updating their iPad M-609 version by using: Business Partner Helpful Links on the M-609 login screen - account registration



Sample Only

**Business Partner Helpful Links**  
[Forgot Username](#) | [Forgot Password](#)  
[Account Registration](#) | [Manage My Account](#)

**Additional App Assistance**  
Contact PennDOT IT Service Desk:  
717-783-8330 | 855-783-8330

By logging into this app, you are allowing PennDOT to view and monitor

# Business Partner Account Registration

1. User completes the required fields:
  - Organization Name
  - Federal Employer Identification Number (FEIN)
  - Organization City
  - Organization Zip Code

If user clicks Next to proceed, the system will systematically determine if an account already exist. If it exist, they will need to login. If the account doesn't exist an alert displays with the action to take.

The screenshot shows a web form titled "Enterprise Business Partner Registration for Stormwater Evals: Organization Information". The form is divided into three steps: 1. Organization Information (highlighted in blue), 2. User Profile Information, and 3. Access Selection. A legend indicates that a red dot next to a field name means it is required. The form contains four required fields: Organization Name (filled with "BOMO Business Partner"), Federal Employer Identification Number (FEIN) (filled with "464647747"), Organization City (filled with "Manheim"), and Organization Zip Code (filled with "17545"). A "Request Access" button is visible below the FEIN field. At the bottom right, there are "NEXT" and "CANCEL" buttons.

**Enterprise Business Partner Registration for Stormwater Evals: 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](#)

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

• **Organization Name**  
BOMO Business Partner

• **Federal Employer Identification Number(FEIN)**  
464647747  
[What is FEIN? Click Here](#)

• **Organization City**  
Manheim

• **Organization Zip Code**  
17545

[NEXT](#)    [CANCEL](#)

# Business Partner Account Registration

2. User completes the Legal Address required fields:

- Country
- Street Address 1
- City
- Zip Code / Postal Code
- State / Province

### Register Enterprise Organization: Organization Information

1 Organization Information 2 Data Release Agreement

**\* = Required**

#### Organization Details

**\* Organization Name**  
  
Please use the complete name of the organization/company.

**\* Federal Employer Identification Number (FEIN)**

**Organization Description**  
  
Remaining Characters: 500

#### Legal Address

**\* Country**

**\* Street Address 1**

**\* City**

**\* Zip Code/Postal Code**

**Street Address 2**

**\* State/Province**

#### Contact Person Information

**\* First Name**

**\* Last Name**

**\* Email Address**

**\* Primary Phone**

#### Brief Explanation

**\* Brief explanation**  
  
Remaining Characters: 500

Please provide a brief explanation describing why you need to register the organization. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.



# Business Partner Account Registration

3. User completes the Contact Person Information required fields:

- First Name
- Last Name
- Email Address
- Primary Phone

4. User completes the Brief Explanation required fields:

- Brief Explanation

5. Next displays the Data Release Agreement screen

**Register Enterprise Organization: Organization Information**

1 Organization Information 2 Data Release Agreement

• = Required

**Organization Details**

• Organization Name  
BOMD Business Partner

• Federal Employer Identification Number (FEIN)  
464647747

Please use the complete name of the organization/company.

**Organization Description**

Remaining Characters: 500

**Legal Address**

• Country  
---Select---

• Street Address 1

• Street Address 2

• City

• State/Province

• Zip Code/Postal Code

**Contact Person Information**

• First Name

• Last Name

• Email Address

• Primary Phone

**Brief Explanation**

• Brief explanation

Please provide a brief explanation describing why you need to register the organization. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.

Remaining Characters: 500

**NEXT** **CANCEL**

# Business Partner Account Registration

6. User must agree to the Data Release Agreement and add the Full Name.
7. Finish submits the Business Partner account registration.

## Register Enterprise Organization: Data Release Agreement

1 Organization Information 2 Data Release Agreement

• = Required

### Data Release Agreement

I understand and agree with the Commonwealth of Pennsylvania [Data Release Agreement](#)

I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the Data Release Agreement above and the rights and responsibilities and agree to these terms as stated.

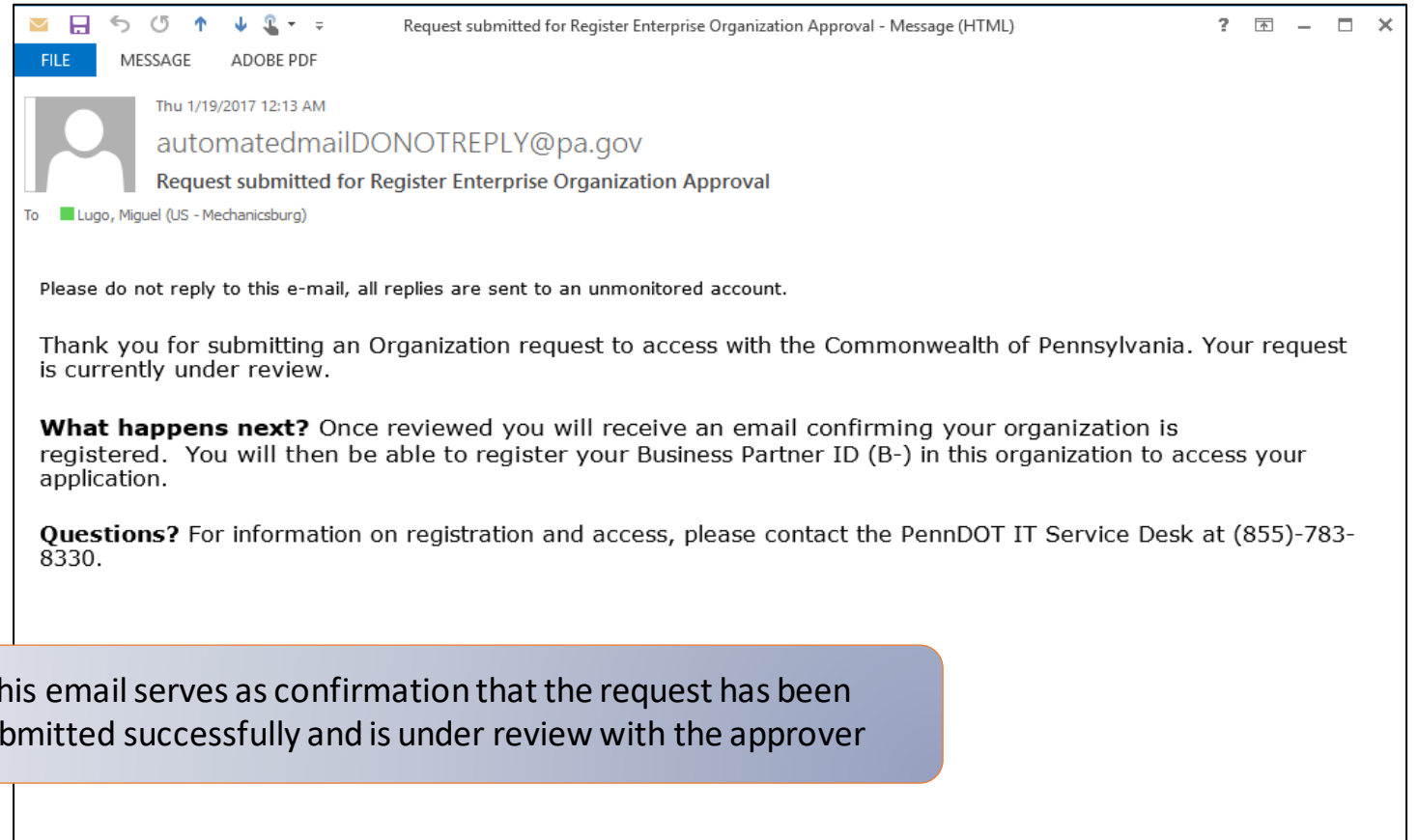
• Full Name

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

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

# Business Partner Account Registration

8. User receives registration submittal confirmation email.



Note: The approval process may take a couple of days, it depends on the time the approver takes to accept or reject the request

# Business Partner Account Registration

9. Email is sent to the Business Partner with confirmation of the registration results.



This email serves as confirmation that the self-registration request has been approved

# Business Partner Delegate Admin Registration Process



Business Partner  
Delegate Admin Registration

# Request Business Partner Delegate Admin Role

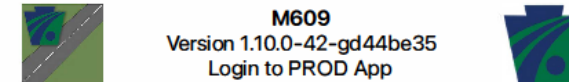
1. User Account Registration begins by clicking the link

Before and after the mobile app update by direct URL link :

<https://idservices.penndot.gov/iam/im/BusinessPartners/pd/index.jsp?task.tag=PDSendInviteBOMOMobile&application=PD-BOMOMobile&flag=false>

or

After the mobile app update and updating their iPad M-609 version by using:  
Business Partner Helpful Links on the M-609 login screen - account registration



Sample Only

#### Business Partner Helpful Links

[Forgot Username](#) | [Forgot Password](#)  
[Account Registration](#) | [Manage My Account](#)

#### Additional App Assistance

Contact PennDOT IT Service Desk:  
717-783-8330 | 855-783-8330

By logging into this app, you are allowing PennDOT to view and monitor

# Request Business Partner Delegate Admin Role

2. User Clicks Request Access button from the home screen and completes the necessary fields for the approved organization.

## Enterprise Business Partner Registration for Stormwater Evals: 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](#)

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

• Organization Name	• Federal Employer Identification Number(FEIN)
<input type="text" value="BOMO Business Partner"/>	<input type="text" value="464647747"/> <small>What is FEIN? <a href="#">Click Here</a></small>
• Organization City	• Organization Zip Code
<input type="text" value="Manheim"/>	<input type="text" value="17545"/>

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

# Request Business Partner Delegate Admin Role

3. User completes the following sections under the User Profile Information tab:
  - User Profile Information
  - Security Questions
  - User Release Agreement

The screenshot shows a web form titled "Enterprise Business Partner Registration for Stormwater Evals: User Profile Information". The form is divided into three tabs: "1 Organization Information", "2 User Profile Information" (which is active), and "3 Access Selection".

**User Profile Information**

• = Required

• 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

• Security Question 2

• Security Question 3

**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.

• Full Name

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

At the bottom right, there are three buttons: "BACK", "NEXT", and "CANCEL".



# Request Business Partner Delegate Admin Role

4. User clicks Next to move to the Access Selection tab

**Enterprise Business Partner Registration for Stormwater Evals: Access Selection**

1 Organization Information    2 User Profile Information    3 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 users in my organization.

• Please Select Role  
Stormwater Condition Assessment Inspector  
--Select--  
Stormwater Condition Assessment Inspector  
Stormwater Mobile Viewer  
Stormwater Visual Site Inspector

Remaining Characters: 500

BACK    FINISH    CANCEL

# Request Business Partner Delegate Admin Role

5. Under the Organization Role, the individual must select, I want to request as a Delegated Admin to manage users in my organization
6. User will then Select a Role dropdown, pick M609 Mobile/Web User
7. User clicks on Finish

Enterprise Business Partner Registration for Stormwater Evals: Access Selection

1 Organization Information 2 User Profile Information 3 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 users in my organization.

• Please Select Role

Stormwater Condition Assessment Inspector

--Select--

Stormwater Condition Assessment Inspector

Stormwater Mobile Viewer

Stormwater Visual Site Inspector

Stormwater Evals Application

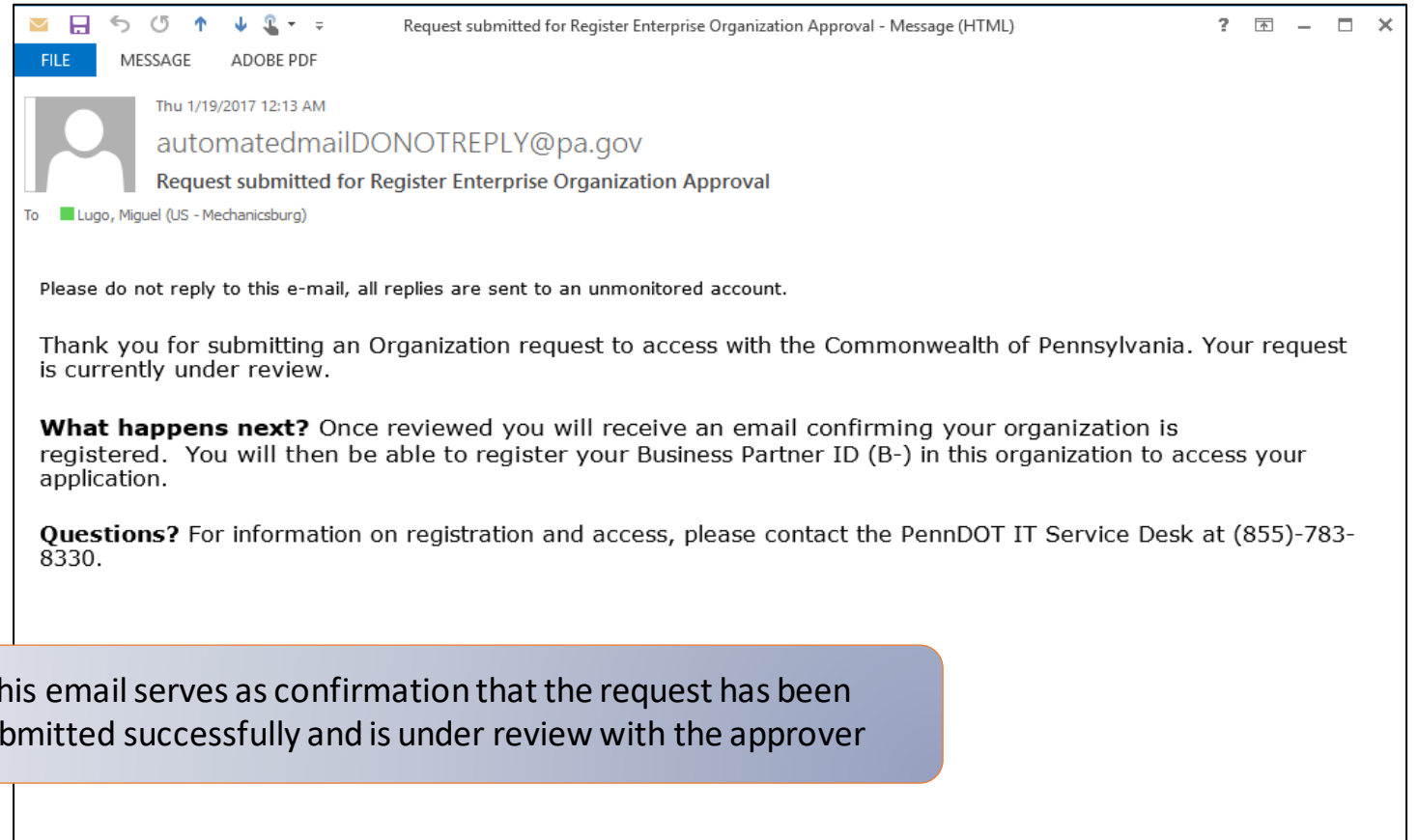
Remaining Characters: 500

BACK FINISH CANCEL



# Request Business Partner Delegate Admin Role

8. User receives registration submittal confirmation email.

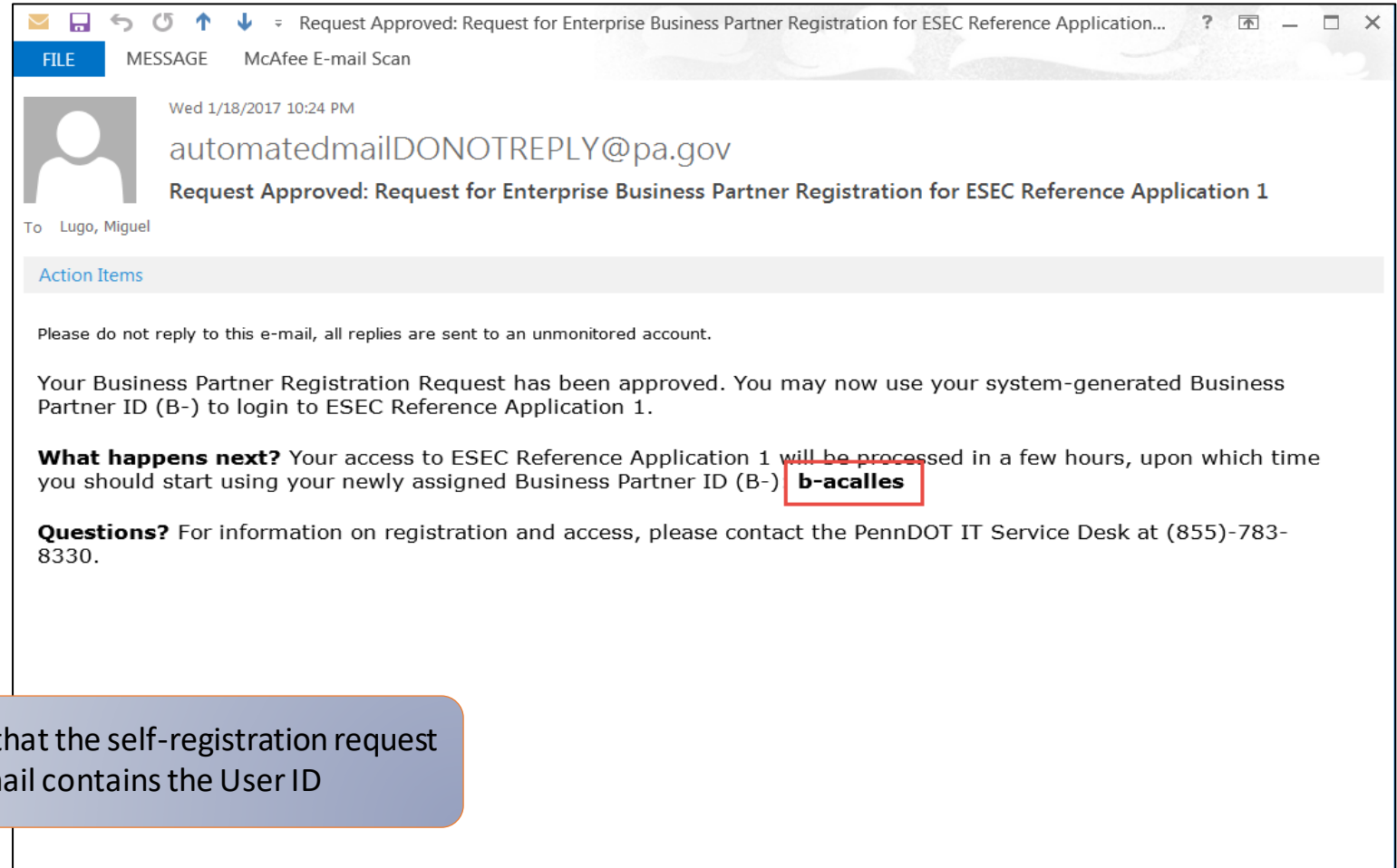


This email serves as confirmation that the request has been submitted successfully and is under review with the approver

Note: The approval process may take a couple of days, it depends on the time the approver takes to accept or reject the request

# Business Partner Delegate Admin

9. Email is sent to the Business Partner Delegate Admin with confirmation of the registration results.



This email serves as a confirmation that the self-registration request has been approved. This email contains the User ID

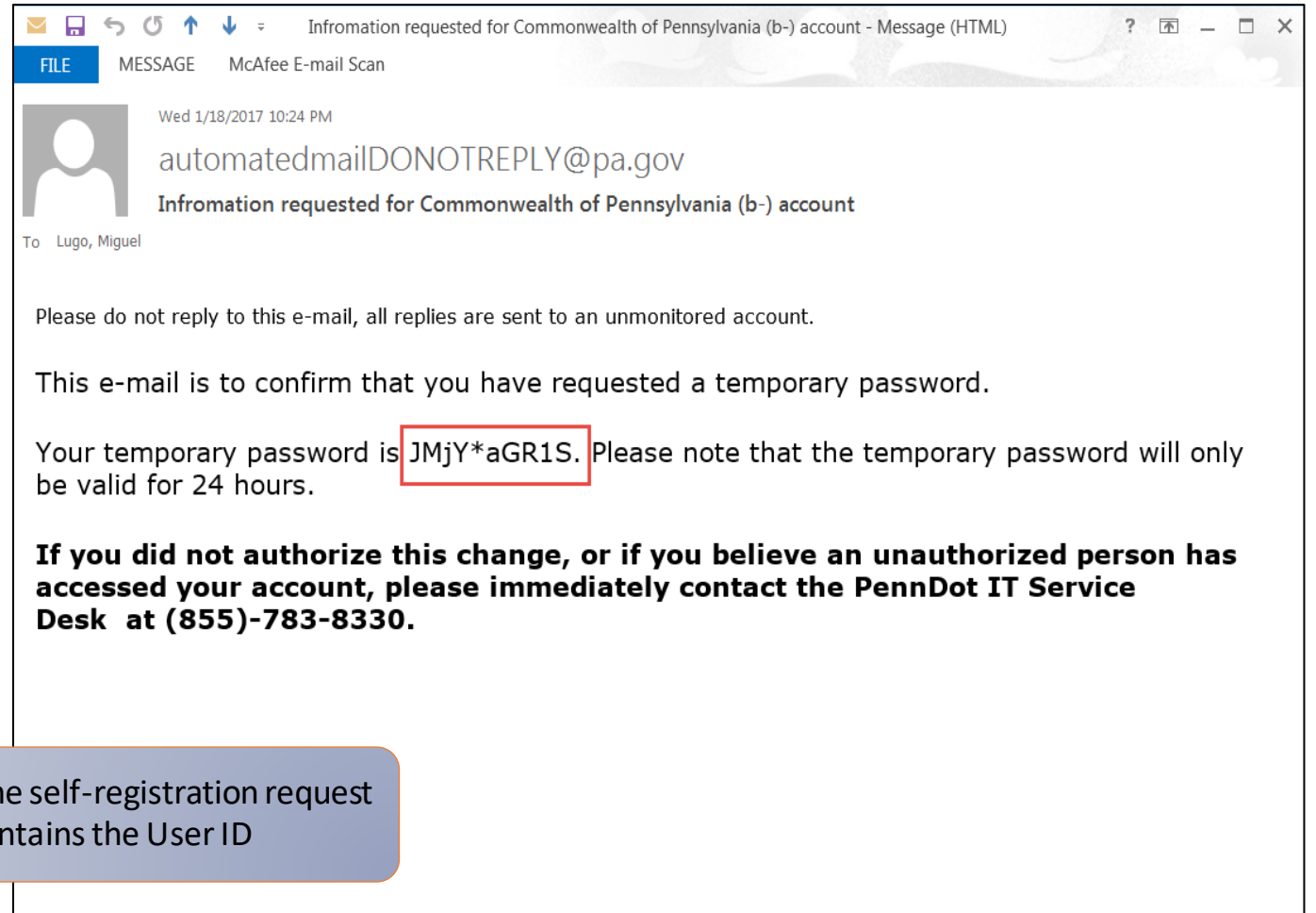
# Business Partner Delegate Admin

10. User will receive a second email with temporary password that will need to be changed before access the Mobile app via the Identity Portal

## Temporary Password Guidelines:

- Temporary password expires after 24hrs
- If no action is taken by that time, the user will need to request a new temporary password through the *Forgot your Password?* link or call the PennDOT Service Help Desk
- Upon entering the temporary password on the next login, the user will be prompted to set a permanent password

This email serves as a confirmation that the self-registration request has been approved. This email contains the User ID



# Business Partner General User



Business Partner  
General User Registration

# Request General User Registration

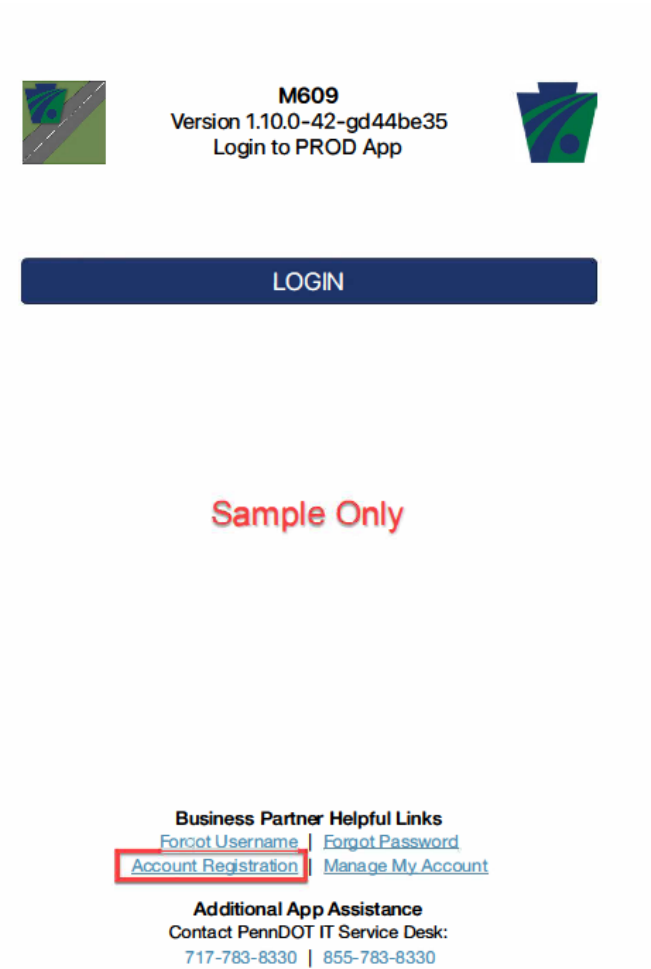
1. Completes the Account Registration by clicking the link

Before and after the mobile app update by direct URL link :

<https://idservices.penndot.gov/iam/im/BusinessPartners/pd/index.jsp?task.tag=PDRequestBPAccessBOMOMobile&application=PD-BOMOMobile&flag=false>

or

After the mobile app update and updating their iPad M-609 version by using: Business Partner Helpful Links on the M-609 login screen - account registration



By logging into this app, you are allowing PennDOT to view and monitor

# General User Registration

2. User Clicks Request Access button from the home screen and completes the necessary fields for the approved organization.

## Enterprise Business Partner Registration for Stormwater Evals: 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](#)

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

• Organization Name	• Federal Employer Identification Number(FEIN)
<input type="text" value="BOMO Business Partner"/>	<input type="text" value="464647747"/>
	<a href="#">What is FEIN? Click Here</a>
• Organization City	• Organization Zip Code
<input type="text" value="Manheim"/>	<input type="text" value="17545"/>

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



# General User Registration

3. User completes the following sections under the User Profile Information tab:
  - User Profile Information
  - Security Questions
  - User Release Agreement
4. User clicks Next to move to the Access Selection tab

The screenshot shows a web form titled "Enterprise Business Partner Registration for Stormwater Evals: User Profile Information". The form is divided into three tabs: "1 Organization Information", "2 User Profile Information" (which is active), and "3 Access Selection".

**User Profile Information**

- = Required
- 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.

- Full Name

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

At the bottom right, there are three buttons: BACK, NEXT, and CANCEL.

# General User Registration

5. Under the Organization Role, the individual must select, I want to request access for myself.
6. User will then Select a Role dropdown, pick M609 Mobile/Web User
7. User clicks on Finish

Enterprise Business Partner Registration for Stormwater Evals: 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 users in my organization.

**Please Select Role:**

Stormwater Condition Assessment Inspector

--Select--

Stormwater Condition Assessment Inspector

Stormwater Mobile Viewer

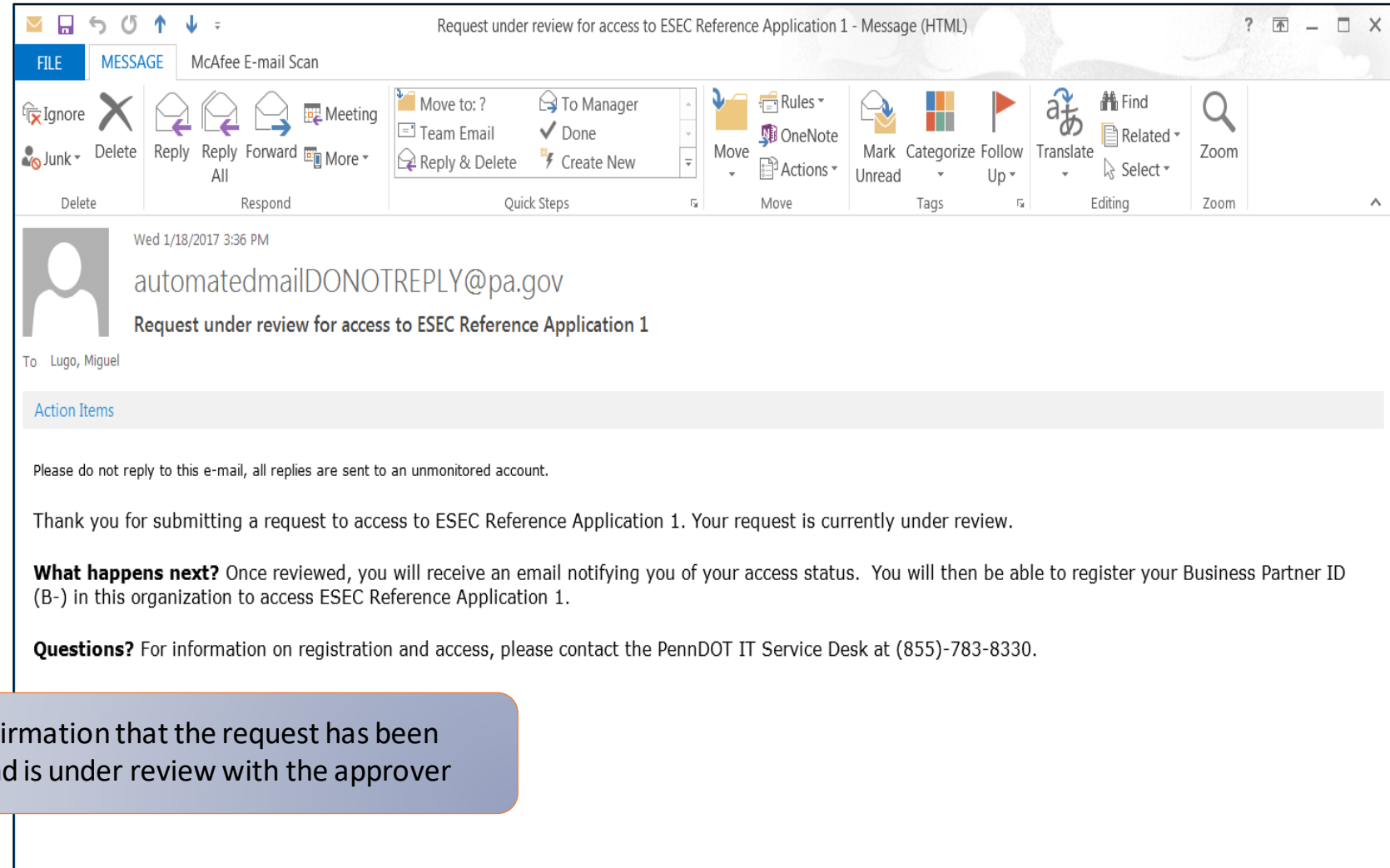
Stormwater Visual Site Inspector

Remaining Characters: 300

BACK FINISH CANCEL

# General User Registration

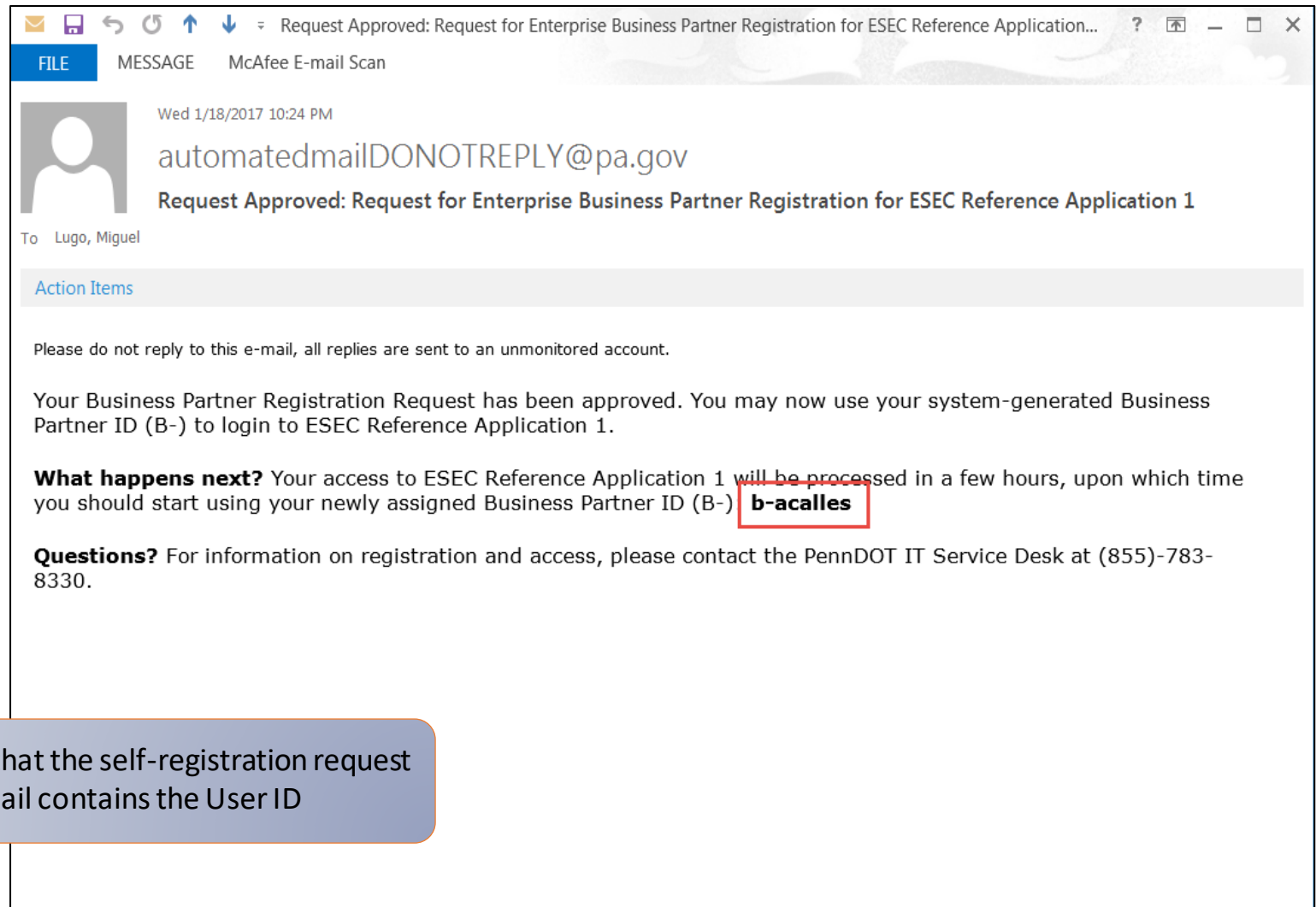
8. User receives registration submittal confirmation email.



This email serves as confirmation that the request has been submitted successfully and is under review with the approver

# General User

9. Email is sent to the user and Business Partner Delegate Admin with confirmation of the registration results.



This email serves as a confirmation that the self-registration request has been approved. This email contains the User ID

# General User

10. User will receive a second email with temporary password that will need to be changed before accessing the Mobile app via the Identity Portal

## Temporary Password Guidelines:

- Temporary password expires after 24hrs
- If no action is taken by that time, the user will need to request a new temporary password through the *Forgot your Password?* link or call the PennDOT Service Help Desk
- Upon entering the temporary password on the next login, the user will be prompted to set a permanent password

This email serves as a confirmation that the self-registration request has been approved. This email contains the User ID

