Attachment 4 - Accessing PennDOT iPad Applications for Business Partners

PennDOT Mobile applications (apps) are available to approved 3rd parties to allow business partners to benefit from the efficiencies they provide. The distribution method for these apps is through the Apple Volume Purchase Program (VPP) store. To access these apps, 3rd party business partners must first perform the following steps.

1. **Ensure your iPad devices meet minimum hardware requirements**
    PennDOT apps are designed to support iPad Air with a minimum of 16GB of storage and newer running iOS 10.1 or newer. The apps have been tested with iPad Air, iPad Air 2 or iPad Pro as well, but for ideal experience, iPad Air 2 or newer is recommended. When procuring new iPad, wifi/cellular connection are both required to fully utilize our mobile applications. In addition, iPads must have a minimum of 4 GB of ***free disk*** space to allow for installing of apps and associated data.

2. **Ensure your end users have access to CWOPA**
    PennDOT Apps are configured using Commonwealth of Pennsylvania (CWOPA) credentials for authentication. The Department requires that each end user have their own unique CWOPA credential. Therefore, any end user who will need access to the M-609 app must have their own valid CWOPA credentials. To obtain CWOPA credentials, the 3rd Party Business owner must contact their Department District personnel and request to complete an OA HRSC-11 External Assignment form. Upon completion of that process, the Department District personnel will contact you. It is the 3rd Party Business owner's responsibility to distribute the corresponding CWOPA credential to each personnel who will access the PennDOT Mobile Apps.
    Furthermore, the Department requires that each end user create and update their own password. The 3rd Party Business owner is responsible to provide directions to change the temporary password prior to accessing the app. Information on that process will be provided by the District personnel.

3. **Enroll in the Apple VPP**
    All custom Business to Business (B2B) apps will be made available to business partners through the Apple VPP store. This requires creating a Business Apple ID at deploy.apple.com. To register, you will need to provide a business phone number and email address, Dun & Bradstreet number, valid business address and a tax registration number, if applicable.

4. **Notify PennDOT of your Apple ID and Requested Apps**
    For security purposes, PennDOT iPad apps are provided only to "approved" business partners through the VPP store. This access is controlled by your Business Apple ID. Once you have registered, provide your business's Apple ID with the request to gain access to the M-609 app by contacting the PennDOT IT Service Desk at 717-783- 8330 or toll free 1-855-783-8330. Once your account has been approved and the apps made available, you will be contacted by the Department.

5. **Download PennDOT Apps**
    After receiving notification from the Department, the requested app will be downloadable through the Apple VPP store. A guide has been created to assist you in that process, Apple B2B Download Guide. You will need to indicate the quantity of the app you need and a corresponding number of unique, redeemable codes will be generated.

6. **Distribute PennDOT Apps to your Users**
    After downloading the redeemable codes, you need to use a distribution method. You can either, (A) upload the redeemable codes into your own Mobile Device Management (MDM) software to distribute them or, (B) distribute the redeemable codes to your end users directly, via email or some other method. Regardless of which method used, as mentioned before, the installation of the app will require the end user to have a valid personal Apple ID. For more details on enrolling in Apple VPP or Downloading and Distributing apps from the VPP Store, please refer to the Apple VPP Business Guide.