



pennsylvania
DEPARTMENT OF HUMAN SERVICES

CWIS Worker Portal Access User Guide for Counties

Revised January 12, 2015

Background

The instructions in this document provide guidance to users on how to do the following:

- **Register a New County b-dash User** (for a user who does not have an existing b-dash user ID)
- **Provide CWIS Access to an Existing County b-dash User** (for a user who has a b-dash user ID with access to other DHS systems but not to CWIS)

Register a New County b-dash User

Scenario:

A county user does not have an existing b-dash user ID, and needs to request CWIS worker portal access.

Register a New County b-dash User: Start

- Navigate to the following web page:
<https://www.pelican.state.pa.us/cwiswp/default.aspx>
- Click the *Register Business Partner User* link

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Keystone Key

Username:

Password:

LOGIN

Self-service for Business Partners

- Register Business Partner User
- Forgot User ID
- Forgot Password
- Edit Profile

Self-service for Commonwealth Employees

- Change CWOPA Password or Hint Questions

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Register a New County b-dash User: Step 1

- On the **General Information** screen, click the **NEXT** button.

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Enterprise Business Partner Registration: General Information

1 **General Information** 2 **User Profile Information** 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to Business Partners. Several state agencies are working together to establish a single Business Partner ID (B-) to access multiple state agency sites as a way of simplifying your experience. If you have not registered for a Business Partner ID (B-) before and wish to **create a new account, please click the 'Next' button below.**

Already have a Business Partner ID (B-)? If you have already created a Business Partner ID (B-), you do not need to create another one. Simply click the link below and use the Business Partner ID and Password you have already created during login.

What is Enterprise Business Partner Registration? This registration allows you to create a Business Partner ID (B-) that you will use to complete management tasks affiliated with your specific position. Once you have completed tasks, they will be escalated accordingly in order to receive approval.

[Existing Business Partner ID - CLICK HERE](#)

Next **Cancel**

Register a New County b-dash User: Step 2

- On the **User Profile Information** screen, enter the required information, then click **NEXT** (be sure to enter the email address information correctly, as this is where the confirmation email and b-dash user ID will be sent).

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Enterprise Business Partner Registration: User Profile Information

1 General Information 2 **User Profile Information** 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

• = Required

User Profile Information

• First Name

• Last Name

• Email address Enter your Organization 'Email Address', maximum of 50 characters.

• Confirm Email Address

• Phone Number (XXX-XXX-XXXX)

Secondary Phone Number (XXX-XXX-XXXX)

For additional security, the Commonwealth of Pennsylvania requires that your 'Password' meet these requirements:

- At least eight (8) characters
- Contain one number
- Contain one upper-case letter
- Contain one lower-case letter
- Contain one special character, such as !, @, \$, %, ^, etc.
- Does not contain your user name, first or last name

Please note that the password you select here will be used for login, once your request is approved

• Password

• Confirm Password

What is my Business Partner ID? Your Business Partner ID will be system-generated based on the user profile information you provide. Once you are approved, you will receive an e-mail containing your Business Partner ID (B-) that will be used for future login.

[Back](#) [Next](#) [Cancel](#)

Register a New County b-dash User: Step 3

- On the **Organization Information** screen, enter the *Organization Tax ID* (FEIN) and *Organization Name* information (see slides at the end of this instruction), then click **NEXT**.

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Enterprise Business Partner Registration: Organization Information

1 **General Information** 2 **User Profile Information** 3 **Organization Information** 4 **Organization Role** 5 **Application Details** 6 **User Release Agreement** 7 **Security Questions**

• = Required

To create a new Business Partner ID, please provide the following information about your organization:

Enter your 9-digit Organization Tax ID/Federal Employer Identification Number (FEIN) with no spaces or dashes (-) and your registered Organization Name. Please contact your Finance or HR Department Tax/Federal Employer Identification Number (FEIN).
Why is this information needed? We are asking for the Organization Tax ID and Organization Name so we can assign users to the appropriate organization in the system. After being assigned to the appropriate organization, users are given access to different tasks associated with their organization.

• Organization Tax ID

• Organization Name

Organization Registration Status:

Don't know if your organization is registered? If you do not know whether your organization has been registered, enter your Organization Tax ID/Federal Employer Identification Number (FEIN) and Organization Name and click 'Next'. Your organization has not been registered in the case that you have been prompted with an 'Error' message. In order to register your organization, please click the 'Register Organization' button below.

Register a New County b-dash User: Step 4

- On the **Organization Role** screen, click the “*I am a non-Administrative Business Partner user*” radio button, then click **NEXT**.
- **Special note: the other checkbox is for delegated administrators (DAs). Each county has at least one DA. The role of the DA is to approve the CWIS access request from users in their county.**

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Enterprise Business Partner Registration: Organization Role

1 → General Information 2 → User Profile Information 3 → Organization Information 4 → Organization Role 5 → Application Details 6 → User Release Agreement 7 → Security Questions

• = Required

Administrative Business Partner user?

What is an Administrative Business Partner user? An Administrative Business Partner user is the user responsible for approving non-Administrative Business Partners user registrations and managing user accounts within the organization. The self-registration of an Administrative Business Partner user need to be approved by the Department of Human Services. An organization is allowed to have four Administrative Business Partner users.

Tell us about your role in your organization:

• Organization Role

I am an Administrative Business Partner user
 I am a non-Administrative Business Partner user

Register a New County b-dash User: Step 5

- On the **Application Details** screen, provide justification (e.g., “I am a county caseworker”) for the access request and then click **NEXT**.

Enterprise Business Partner Registration: Application Details

1 → General Information 2 → User Profile Information 3 → Organization Information 4 → Organization Role 5 → **Application Details** 6 → User Release Agreement 7 → Security Questions

• = Required

Application Details

• Brief explanation

Please provide a brief explanation describing why you require access to this application. If access is required due to the nature of your job, please provide an overview of your job along with the tasks and/or duties you need to complete through the use of this application. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.

Back Next Cancel

Register a New County b-dash User: Step 6

- On the **User Release Agreement** screen:
 - Read the management directive
 - Click the “*I have read and understand...*” radio button
 - Enter full name (FirstName LastName) exactly as on the **User Profile Information** screen. Then click **NEXT**.

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Enterprise Business Partner Registration: User Release Agreement

1 General Information 2 User Profile Information 3 Organization Information 4 Organization Role 5 Application Details 6 User Release Agreement 7 Security Questions

• = Required

Below is the Commonwealth of Pennsylvania's User Release Agreement (Management Directive). You must read and accept the terms and conditions of this agreement.

MANAGEMENT DIRECTIVE
Commonwealth of Pennsylvania
Governor's Office

Before submitting the Enterprise Business Partner Registration, you must provide an e-Signature.

What is an e-Signature? e-Signatures can be defined as any electronic process of signifying your approval, typically done by typing your name in a special field as a digital signature.

Certification and Authorization of e-Signature

I certify, to the best of my abilities, that I understand my rights and responsibilities.
I certify that all information in this Enterprise Business Partner Registration is true and correct under penalty of perjury.

User Release Agreement I have read and understood this entire agreement and agree to abide by it
 I do not accept the terms and conditions of this agreement

I certify 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

(Full Name should be identical to user profile and should be in specified format (firstname lastname).)

Back Next Cancel

Register a New County b-dash User: Step 7

- On the **Security Questions** screen:
 - Select a security question and provide an answer for each
 - Be sure to answer the question at the bottom of the screen, then click **FINISH**.

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Enterprise Business Partner Registration: Security Questions

1 **General Information** 2 **User Profile Information** 3 **Organization Information** 4 **Organization Role** 5 **Application Details** 6 **User Release Agreement** 7 **Security Questions**

• = Required

Security Hint Questions and Answers

Select the Security Questions from the drop down menus below. These Security Questions are used in the event that you forget your password. Please remember that answers **must** be entered the same way as you enter them below in future Login attempts.

Tips for Security Questions:
-Avoid using special characters (!, @, \$, %, ^, etc.)
-Be careful in using capitalization as the answer must be identical (e.g. Philadelphia ≠ philadelphia)
-Choose questions that you can answer easily

•Security Questions 1 Please select a security question
•Answer 1
•Security Question 2 Please select a security question
•Answer 2
•Security Question 3 Please select a security question
•Answer 3

For security reasons, please answer the following question:

Question: What is the name of your favorite team?
Answer:

Back **Finish** Cancel

Register a New County b-dash User: Next Steps

- Your delegated administrator(s) (DAs) will receive an email notifying them of your new user registration request.
- Once one of them approves the request, you will receive an email with your b-dash user ID and be able to login to the CWIS worker portal:
(www.pelican.state.pa.us/cwiswp/default.aspx)

Request CWIS Access for an Existing County b-dash User

Scenario:

The county user already has a b-dash user ID (but without CWIS access), and wants to request CWIS worker portal access.

Request CWIS Access for an Existing County b-dash User: Start

- Navigate to the following web page:
 - <https://www.pelican.state.pa.us/cwiswp/default.aspx>
- Click the *Register Business Partner User* link

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Keystone Key

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Request CWIS Access for an Existing County b-dash User: Step 1

- On the **General Information** screen, click the “*Existing Business Partner ID – CLICK HERE*” link.

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Enterprise Business Partner Registration: General Information

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[Existing Business Partner ID - CLICK HERE](#)

Next **Cancel**

Request CWIS Access for an Existing County b-dash User: Step 2

- On the **Profile** screen, update profile, organization, rationale and role information as necessary. *(Note that if the user release agreement or security questions need to be updated, that information will need to be completed, too).*
- Click **FINISH** to complete the process.

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Logged in as: brjshultz (Logout)

Business Partner Management Manage My Profile

Request Enterprise Business Partner Access: Profile

1 Profile

Required

Profile Information

Please review and confirm the information below. Note that you only need to complete this process once in order to gain access. Click 'Close' to cancel this task if you have completed this step previously.

Questions? Please contact AccountAdministration@pa.gov.

Organization: County of Berks
User ID: brjshultz
First Name: James
Last Name: Schultz
Email: brjshultz@berks.gov
Desk Phone: 717-250-4552
Mobile Phone:

Please provide the following information about your company:

Organization Tax ID:
Organization Name:

Provide a brief explanation for why access is required:

Rationale:

Please select your role in the organization:

User Role: I am an administrator employer user (responsible for administering user accounts within the organization) I am a non-administrator employer user

Request CWIS Access for an Existing County b-dash User: Next Steps

- Your delegated administrator(s) (DAs) will receive an email notifying them of the your CWIS access request.
- Once one of them approves the request, you will receive an email notifying you of the approval and you will be able to login to the CWIS worker portal: (www.pelican.state.pa.us/cwiswp/default.aspx).

County FEINs

Co #	County	FEIN Organization	EIN
1	Adams	York/Adams(OMR County/County-Joinder)	236003050
2	Allegheny	Allegheny(OMR County/County-Joinder)	256001017
3	Armstrong	Armstrong/Indiana(OMR County/County-Joinder)	251253020
4	Beaver	Beaver(OMR County/County-Joinder)	256001019
5	Bedford	Bedford/Somerset(OMR County/County-Joinder)	251194914
6	Berks	Berks(OMR County/County-Joinder)	236003049
7	Blair	Blair	251418927
8	Bradford	Bradford/Sullivan(OMR County/County-Joinder)	231690527
9	Bucks	Bucks(OMR County/County-Joinder)	236003044
10	Butler	Butler(OMR County/County-Joinder)	256001020
11	Cambria	Cambria(OMR County/County-Joinder)	256001022
12	Cameron	Cameron/Elk(OMR County/County-Joinder)	251187202
13	Carbon	Carbon/Monroe/Pike(OMR County/County-Joinder)	231866869
14	Centre	Centre(OMR County/County-Joinder)	246000724
15	Chester	Chester(OMR County/County-Joinder)	236003040
16	Clarion	Clarion(OMR County/County-Joinder)	256000899
17	Clearfield	Clearfield/Jefferson(OMR County/County-Joinder)	251196740
18	Clinton	Lycoming/Clinton(OMR County/County-Joinder)	232187674
19	Columbia	Columbia/Montour/Snyder/Union(OMR County/County-Joinder)	231867460
20	Crawford	Crawford(OMR County/County-Joinder)	690230044
21	Cumberland	Cumberland/Perry(OMR County/County-Joinder)	236003119
22	Dauphin	Dauphin(OMR County/County-Joinder)	236003043
23	Delaware	Delaware(OMR County/County-Joinder)	236003046
24	Elk	Cameron/Elk(OMR County/County-Joinder)	251187202
25	Erie	Erie(OMR County/County-Joinder)	256001027
26	Fayette	Fayette(OMR County/County-Joinder)	256001029
27	Forest	Forest/Warren(OMR County/County-Joinder)	256003371
28	Franklin	Franklin/Fulton(OMR County/County-Joinder)	236003024
29	Fulton	Franklin/Fulton(OMR County/County-Joinder)	236003024
30	Greene	Greene(OMR County/County-Joinder)	256001034
31	Huntingdon	Huntingdon/Mifflin/Juniata(OMR County/County-Joinder)	236003101
32	Indiana	Armstrong/Indiana(OMR County/County-Joinder)	251253020
33	Jefferson	Clearfield/Jefferson(OMR County/County-Joinder)	251196740
34	Juniata	Huntingdon/Mifflin/Juniata (OMR County/County-Joinder)	236003101
35	Lackawanna	Lackawanna/Susquehanna (OMR County/County-Joinder)	690231011

County FEINs Cont'd

36	Lancaster	Lancaster (OMR County/County-Joinder)	236003055
37	Lawrence	Lawrence(OMR County/County-Joinder)	256001037
38	Lebanon	Lebanon(OMR County/County-Joinder)	236003032
39	Lehigh	Lehigh(OMR County/County-Joinder)	231663078
40	Luzerne	Luzerne/Wyoming(OMR County/County-Joinder)	246000731
41	Lycoming	Lycoming/Clinton(OMR County/County-Joinder)	232187674
42	McKean	McKean(OMR County/County-Joinder)	256001039
43	Mercer	Mercer(OMR County/County-Joinder)	251355400
44	Mifflin	Huntingdon/Mifflin/Juniata(OMR County/County-Joinder)	236003101
45	Monroe	Carbon/Monroe/Pike(OMR County/County-Joinder)	231866869
46	Montgomery	Montgomery(OMR County/County-Joinder)	236003126
47	Montour	Columbia/Montour/Snyder/Union(OMR County/County-Joinder)	231867460
48	Northampton	Northampton(OMR County/County-Joinder)	246000741
49	Northumberland	Northumberland(OMR County/County-Joinder)	246000742
50	Perry	Cumberland/Perry(OMR County/County-Joinder)	236003119
51	Philadelphia	Philadelphia(OMR County/County-Joinder)	236803847
52	Pike	Carbon/Monroe/Pike(OMR County/County-Joinder)	231866869
53	Potter	Potter(OMR County/County-Joinder)	246000746
54	Schuylkill	Schuylkill(OMR County/County-Joinder)	236003048
55	Snyder	Columbia/Montour/Snyder/Union(OMR County/County-Joinder)	231867460
56	Somerset	Bedford/Somerset(OMR County/County-Joinder)	251194914
57	Sullivan	Bradford/Sullivan(OMR County/County-Joinder)	231690527
58	Susquehanna	Lackawanna/Susquehanna(OMR County/County-Joinder)	690231011
58	Tioga	Tioga(OMR County/County-Joinder)	251685775
59	Union	Columbia/Montour/Snyder/Union(OMR County/County-Joinder)	231867460
61	Venango	Venango(OMR County/County-Joinder)	256001041
62	Warren	Forest/Warren(OMR County/County-Joinder)	256003371
63	Washington	Washington(OMR County/County-Joinder)	256001043
64	Wayne	Wayne(OMR County/County-Joinder)	246000758
65	Westmoreland	Westmoreland(OMR County/County-Joinder)	256001046
66	Wyoming	Luzerne/Wyoming(OMR County/County-Joinder)	246000731
67	York	York/Adams(OMR County/County-Joinder)	236003050