

## CREATING YOUR PROFILE FOR PARTNER PORTAL

The screenshot shows the 'ESA-Partner Application' interface. At the top, there are navigation links: 'My Applications', 'My Profile', and 'My Requests'. The main heading is 'Profile Information'. The form contains several fields: 'Email \*' with the value 'c-sadimula@pa.gov', 'First Name \*' with the placeholder 'First Name', 'Last Name \*' with the placeholder 'Last Name', and 'Phone Number \*' which is empty. Below these is a 'Partner Type \*' dropdown menu with options: '-- Select Partner Type --', 'Business', and 'Individual'. A blue 'Submit Request' button is located at the bottom right of the form area.

**First Name \***

First Name

Enter your first name in the field.

**Phone Number \***

Enter your phone number in the field.

**Partner Type \***

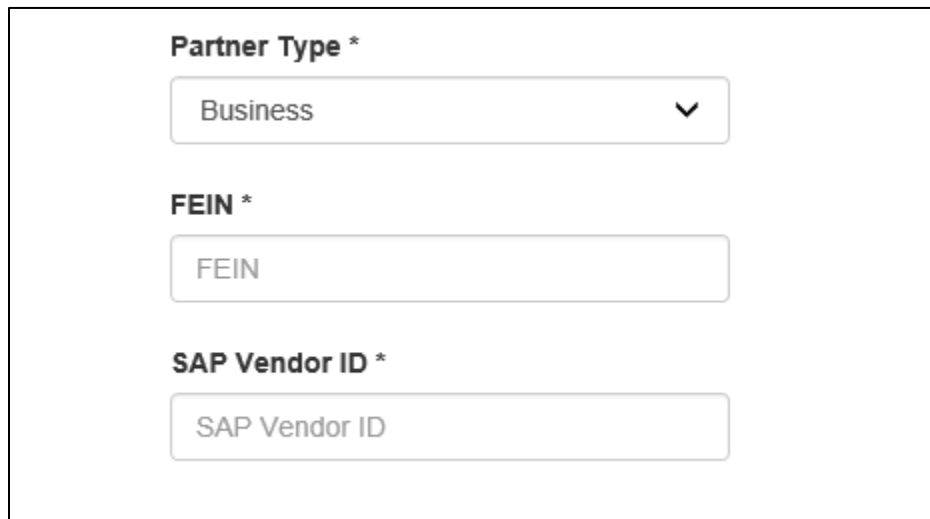
-- Select Partner Type --  
Business  
Individual

Select your partner type from the pulldown. You **MUST** choose **Business**

## BUSINESS PARTNER TYPE

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Please chose the Business Partner Type, the following screen appears:



The screenshot displays a registration form with the following fields:

- Partner Type \***: A dropdown menu with the option "Business" selected.
- FEIN \***: A text input field containing the placeholder text "FEIN".
- SAP Vendor ID \***: A text input field containing the placeholder text "SAP Vendor ID".

You are required to enter your business' FEIN and SAP Vendor ID numbers as shown. Both numbers should reflect the organization's profile from Electronic Single Application (<https://www.esa.dced.state.pa.us>) where the grant application was entered. Please contact your Grant Program manager if you are unsure about your organization's profile.

*NOTE: The asterisk (\*) denotes a required field.*

ALL ACCOUNTS ASSOCIATED WITH PEMA-ADMINISTERED GRANT USING THE PARTNER PORTAL ARE **BUSINESS** ACCOUNTS. THEREFORE, INDIVIDUAL ACCOUNT TYPE **SHOULD NOT** BE CHOSEN.

**After initial registration or log in, please contact shehockenb@pa.gov or 717-651-2013 to request access to applications.**