



pennsylvania

DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

ESA Partner Portal User Guide

REGISTER – NEW USER

If you are a new user, you need to register.

To Log in or register please use link below:

ESA Partner Portal: <https://apps.dced.pa.gov/esa-partner/>

PA ESA-Partner Application Log In

General Facts:


- Create a new Keystone Login account – [Registration](#)
 - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
 - You will be asked to create your profile, login information and security questions.
 - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)
 - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- If you need application technical assistance, please contact the DCED Customer Service Center Monday-Friday 8:30AM-5PM at 800-379-7448

Username*

Password*

[Log in](#)

Powered by

 **KEYSTONE LOGIN**

[Register](#)

[Forgot Password](#)

[Forgot Username](#)

[Learn more about Keystone Login](#)

[Having Trouble Registering](#)

REGISTRATION

Enter all the information in the fields marked in the right margin by a red asterisk. *These are required fields.* The rest of the fields are optional.

Register

Fill in the information below to register.

Name Prefix: ▾

First Name:

Last Name:

Name Suffix: ▾

User Name:

Company:

Title:

Address1:

Address2:

City:

State:

Zip:

Phone:

Fax:

Email Address:

The password must pass these rules:

- Must be between 8 to 128 characters in length.
- Do not include any of your user name, your first name, or your last name

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Password:

Confirm Password:

If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.

Question:

Answer:

[Start Over](#)

[Register](#)

* Denotes a required field.

[Privacy Policy](#) | [Security Policy](#)

This site works best with Edge or Internet Explorer 11

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- **NAME PREFIX:** Choose your title: Mr., Mrs., Ms., Dr. or Other from the pulldown list.
- **FIRST NAME:** Type your first name. The field will accept up to 20 characters.
- **LAST NAME:** Type your last name. This field also accepts 20 characters.
- **USER NAME:** Create a user name. This field also accepts up to 20 characters without spaces.
- **NAME SUFFIX:** Choose Jr. or Sr. from the pulldown list.
- **ADDRESS 1:** Enter your address. This field will accept up to 42 characters.
- **ADDRESS 2:** Add more address detail here, such as an apartment or box number.
- **CITY:** Type the name of your city. The field accepts up to 20 characters.
- **STATE:** Type the name of your state. This field also accepts up to 20 characters.


- **ZIP:** Type your zip code. This field accepts up to 12 characters.
- **PHONE:** Type your phone number, including area code. This field accepts ten digits.
- **FAX:** Type your fax number, including area code. This field also accepts ten digits.
- **EMAIL ADDRESS:** Enter your email address. This field accepts up to 20 characters.
- **USER ID:** Create your desired user ID here. The field allows up to 16 characters.
- **PASSWORD:** Create your desired password here. The password must be between 8 and 128 characters. Do not include any part of your user name, your first name, or your last name.


NOTE: The password must have three of these four attributes: one uppercase letter; one lowercase letter; one numeric character; and one non-character (such as: !, #, %, or &.)

- **CONFIRM PASSWORD:** Re-enter your password. This field has the same restrictions as the Password field.
- **QUESTION:** This is a security question in case you lose or forget your username or password. It helps to confirm your identity since it will be a question unique to you. The question can contain up to 50 characters.

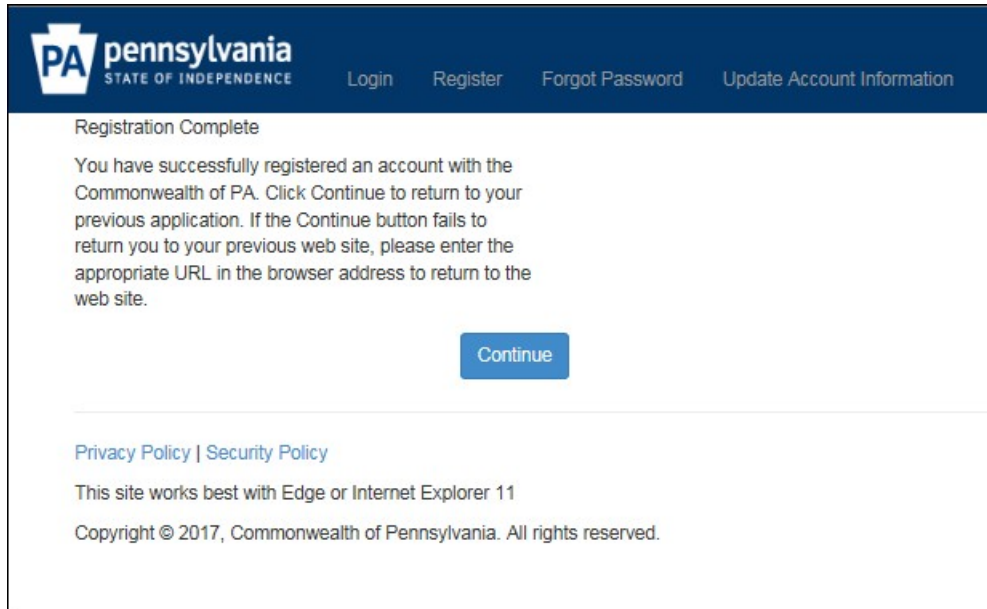
NOTE: Please use a question that you will be sure to remember.

- **ANSWER:** This is the answer to the question that you created. The answer field may have up to 20 characters.

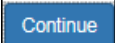
Click  to clear all the fields and reenter your information. *Note: Your information will not be saved.*

Click  to enter your information. The following screen appears:

REGISTRATION COMPLETE AND CONTINUE



The screenshot shows the top navigation bar of the Pennsylvania State of Independence website. The navigation bar is dark blue with the PA logo and the text "pennsylvania STATE OF INDEPENDENCE" on the left. To the right of the logo are four links: "Login", "Register", "Forgot Password", and "Update Account Information". Below the navigation bar, the main content area has a white background. It starts with the heading "Registration Complete". Below this heading is a paragraph of text: "You have successfully registered an account with the Commonwealth of PA. Click Continue to return to your previous application. If the Continue button fails to return you to your previous web site, please enter the appropriate URL in the browser address to return to the web site." In the center of this text is a blue button with the word "Continue" in white. Below the text and button is a horizontal line. Underneath the line are two links: "Privacy Policy | Security Policy". Below the links is a line of text: "This site works best with Edge or Internet Explorer 11". At the bottom of the page is a copyright notice: "Copyright © 2017, Commonwealth of Pennsylvania. All rights reserved."

Click  to return to the application you were previously using. You can also enter the URL in the browser address window to return to the web site.

After you return to the application and log in with the newly created ID, it will take you to the page where partner profile needs to be created. See the following page for more information on creating a profile.

CREATING YOUR PROFILE

The screenshot shows a web application interface for creating a profile. At the top, there is a dark blue header with the text "PA ESA-Partner Application". Below the header, on the left, are three 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", "Phone Number *" which is empty, and "Partner Type *" which is a dropdown menu showing "Business" selected. 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.

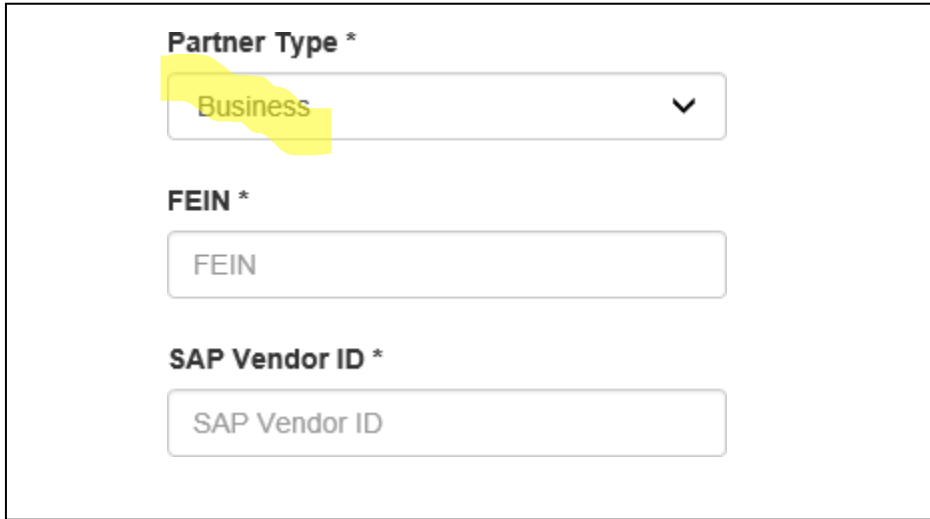
Partner Type *

-- Select Partner Type --
Business

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

BUSINESS PARTNER TYPE

If you chose the Business Partner Type, the following screen appears:



The screenshot shows a registration form with three fields. The first field is a dropdown menu labeled "Partner Type *" with "Business" selected. The second field is a text input labeled "FEIN *" with "FEIN" entered. The third field is a text input labeled "SAP Vendor ID *" with "SAP Vendor ID" entered. The "Business" option in the dropdown is highlighted in yellow.

You are required to enter your business' FEIN and SAP Vendor ID numbers as shown.

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

When you have registered, please contact Victoria Neve at vneve@pa.gov or 717-307-6123 and she will give you permissions to the Partner Portal.

ADD OR CHANGE A PROFILE

To add or change your information, click [My Profile](#). The following screen appears:

PA **ESA-Partner Application** Hello.doejanek123@gmail.com! [Log off](#)

[My Applications](#) **My Profile**

[My Profile](#)

[My Requests](#)

[My Invoices](#)

First Name

Last Name

Phone Number

Email Id doejanek123@gmail.com

Partner Type Individual
SSN: XXX-XX-9999

[Update Profile](#)

To update your phone number or email ID, click [Update Profile](#).

NOTE: After the user's profile has been created, the First Name, Last Name and Partner Type fields cannot be changed. This applies to internal and external users.

After you have entered your new data, click [Update Profile](#) again. The confirmation message, "Partner Profile Updated," appears at the bottom of the screen, as shown below:

[My Applications](#)

[My Profile](#)

[My Requests](#)

[My Invoices](#)

My Profile

First Name

Last Name

Phone Number

Email Id

Partner Type Individual
SSN: XXX-XX-9999

Partner Profile Updated

[Update Profile](#)

MY APPLICATIONS

My Applications has list of all the applications the partner has access to. Clicking the links on the right side of the table below will open different sections from/in the partner portal.

Details – on click, This will open the app in ESA and partner can either have read only or update access.

Invoices- on click, This will open the My Invoices/receipts section in Partner portal

Documents – on click, this will open the upload comments/documents section in partner portal.

[My Applications](#)
[My Profile](#)
[My Requests](#)
[My Invoice/Receipts](#)
[Denied Invoice/Receipts](#)
[Upload Comments/Documents](#)
[Tracking](#)
[SSRS Reports](#)
[Reporting](#)

Request Access for Applications

Approved Applications

Agency Code	Agency Description	Program Name	Applicant Name	Project Name	Web App ID	ESA ID	Requested Date	
PennDOT	Department of Transportation	Master Planning Agreements Program	York County Planning Commission	York County Master Agreement FY 2022-2028	8182675	202105272641	06/16/2022	Details Invoices Documents
PennDOT	Department of Transportation	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Washington Township Supervisors Dba Washington Township	PICGIP	8182333	202104232493	06/15/2022	Details Invoices Documents
PennDOT	Department of Transportation	Green Light-Go Program	Lower Providence Township	TEST-GLG-2	8182653	202105242622	04/20/2022	Details Invoices Documents
OB	Department of Office of Budget	Redevelopment Assistance Capital Program (RACP)	Disney Corporation	Northeast Disney	8183114	202111163143	03/03/2022	Details Invoices Documents
OB	Department of Office of Budget	Redevelopment Assistance Capital Program (RACP)	Penny's Pumpkins	Penny's Pumpkins	8183707	202111183164	02/09/2022	Details Invoices Documents

1 2 3 ... 19 »

INVOICES

1. Click on My Invoice/Receipts, The page opens with all the list of ESAID's approved for the partner as below


PA **ESA-Partner Application** Hello, c-kmoola@pa.gov! [Log off](#)

[My Applications](#)
[My Profile](#)
[My Requests](#)
My Invoice/Receipts
[Denied Invoice/Receipts](#)
[Upload Comments/Documents](#)
[Tracking](#)
[SSRS Reports](#)
[Reporting](#)

Invoice Applications

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	
PennDOT	Master Planning Agreements Program	York County Planning Commission	York County Master Agreement FY 2022-2028	C920001471	202105272641	06/03/2021	Details
LCB	PLCB - Reducing Underage and Dangerous Drinking Grant (RUDD)	Haverford Township	Plymouth Township	C930000092	202010201389	12/14/2020	Details
PEMA	Hazardous Material Response Fund (HMRF)	PEMA TECH HAZARDS TEST 0527	PEMA TECH HAZARDS TEST 0527 HMRF	C950000298	202005278038	07/01/2020	Details
PEMA				C950000294	202004167944	06/24/2020	Details
PennDOT	Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program	Via Of The Lehigh Valley Inc	IGD 5310 Application Test	C920001178	202005068006	06/15/2020	Details

1 2 3 ... 7 »

2. Click on Filter symbol  to search for the ESAID. Enter the ESAID that you would like to create receipt for/verify submitted or saved receipts then Click on "APPLY" button.

Invoice Applications

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested	
PennDOT	Master Planning Agreements Program	York County Planning Commission	York County Master Agreement FY 2022-2028	C920001471		06/03/2021	Details
LCB	PLCB - Reducing Underage and Dangerous Drinking Grant (RUDD)	Haverford Township	Plymouth Township	C930000092		12/14/2020	Details
PEMA	Hazardous Material Response Fund (HMRF)	PEMA TECH HAZARDS TEST 0527	PEMA TECH HAZARDS TEST 0527 HMRF	C950000298		07/01/2020	Details
PEMA				C950000294	202004167944	06/24/2020	Details
PennDOT	Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program	Via Of The Lehigh Valley Inc	IGD 5310 Application Test	C920001178	202005068006	06/15/2020	Details

Type:

Value:

1 2 3 ... 7 »

Note: Filters can be applied on ALL the columns in the table

3. Only the filtered row will be displayed as below, click on “Details”

Invoice Applications

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	
PennDOT	Master Planning Agreements Program	York County Planning Commission	York County Master Agreement FY 2022-2028	C920001471	202105272641	06/03/2021	Details

4. Clicking on “Details” opens a new window with all the list of receipts as shown below

CreateNewInvoiceReceipt

Saved & Submitted Receipts

ReceiptNbr	Agency	Contract	ESAID	Vendor Name	Vendor Desc	Service Desc	Service Start Date	Service End Date	Requested Amount	Approved Amount	Uploaded Documents	Action	InvoiceNbr	Invoice Status	Receipt status
21091412474239	PennDOT	C920001471	202105272641	details check 3	test 3	newtest 2	09/08/2020	09/08/2021	\$50,000.00		2021 EMPG Guidance pdf				Submitted
21091412472444	PennDOT	C920001471	202105272641	details check 2	test 2	newtest 2	09/08/2020	09/08/2021	\$40,000.00		2021 EMPG Guidance pdf				Submitted
21091412470581	PennDOT	C920001471	202105272641	details check	test	newtest	09/08/2020	09/08/2021	\$30,000.00		2021 EMPG Guidance pdf				Submitted
21090710320992	PennDOT	C920001471	202105272641	details check	test	newtest	09/08/2020	09/08/2021	\$800.00		KPRTR (1).pdf		C920001471-002	Invoice Process Stopped	PreInvoiceCreat
21090318103014	PennDOT	C920001471	202105272641	details check	test	newtest	09/08/2020	09/08/2021	\$300.00		when counterfeit.pdf testetestetst.docx		C920001471-002	Invoice Process Stopped	PreInvoiceCreat

Submit

Add Invoice RECEIPT

Partners may create an invoice receipt on this screen. One application can have many invoices associated with it.

CreateNewInvoiceReceipt

Saved & Submitted Receipts

ReceiptNbr	Agency	Contract	ESAID	Vendor Name	Vendor Desc	Service Desc	Service Start Date	Service End Date	Requested Amount	Approved Amount	Uploaded Documents	Action	InvoiceNbr	Invoice Status	Receipt status	More Details	Rework Comments
20071512500867	PEMA	C950000138	201905146955	test2	linutem2	test2	07/08/2019	08/07/2020	1000.00		Invoice HSGP Completed list Document v.1.0_Responses.pdf	Edit Delete			Saved	Details	
20071119564425	PEMA	C950000327	201905086759	new prod test1	new prod test1	new prod test1	09/08/2019	09/09/2020	1.00		Clark 04.20.20-05.01.20.pdf	Edit			Rework	Details	test
20063015213531	PEMA	C950000302	201905076726	test	test	test	09/08/2020	09/08/2021	300.00		Clark 04.20.20-05.01.20.pdf	Edit			Rework	Details	Test

Submit

Create A Receipt

Click [Create New Invoice Receipt](#) to create a new invoice receipt. The following screen appears:

My Applications
My Profile
My Requests
My Invoice/Receipts
Denied Invoice/Receipts
Upload Documents

Create a Receipt

Agency:
--Select Agency--

Cancel

Version - -09

The user selects an Agency from the Agency pulldown list. Click [Cancel](#) to return to the previous screen. The following screen appears:

My Applications
My Profile
My Requests
My Invoice/Receipts
Denied Invoice/Receipts
Upload Documents

Create a Receipt

Agency:
PEMA

Select Contract:

Cancel

Version - -09

The **Select Contract** pulldown list appears. Select an appropriate contract number. The following screen appears:

For Non-HSGP

Create a Receipt

Total Approved Funding	DisbursementAmt	LiquidationAmt	Remaining Balance	Submitted Balance	Saved Balance	Total Advance Paid	Total Personnel Amt	Total LETPP Amt
\$ 16,718	\$ 0	\$ 0	\$ 16,718	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Agency: <input type="text" value="PEMA"/>	Select Contract: <input type="text" value="C95000327"/>	Select ESA: <input type="text" value="201905086759-Lebanon County FF"/>
Vendor Name:* <input type="text" value="Vendor Name"/>	Vendor Desc:* <input type="text" value="Vendor Desc"/>	Service Desc/CIR#/Equip#: <input type="text" value="Service Desc"/>
Start Date:* <input type="text" value="Start Date"/>	End Date:* <input type="text" value="End Date"/>	Amount:* <input type="text" value="Amount"/>

*In order to save a receipt, Please upload documents

Add Documents

Clear

Cancel Request

Save

Version - 08

Note that the **Select ESA** field loads with a list of ESA numbers. By default, it loads the first ESA number in the list. *The user must choose an ESA number associated with their contract.*

The following required fields also appear. Users must complete the required fields, marked by an asterisk (*).

- **Vendor Name*** - Enter your vendor name. (Grantee Name)
- **Vendor Desc*** – Enter your vendor description. (Grantee Desc)
- **Service Desc*** – Enter your service description.
- **Start Date*** – Enter a start date in MM/DD/YYYY format.
- **End Date*** – Enter an end date in MM/DD/YYYY format.
- **Amount*** – Enter a dollar amount. You can enter either a whole number or a whole number with two decimal places.

For PEMA Homeland Security Grant Program – HSGP

Create a Receipt

Total Approved Funding	DisbursementAmt	LiquidationAmt	Remaining Balance	Submitted Balance	Saved Balance	Total Advance Paid	Total Personnel Amt	Total LETPP Amt
\$ 399,154	\$ 0	\$ 0	\$ 399,154	\$ 1,961.21	\$ 0	\$ 0	\$ 0	\$ 0

Agency:

Select Contract:

Select ESA:

Vendor Name:*

Vendor Desc:*

Service Desc/CIR#/Equip#:*

Start Date:*

End Date:*

Amount:*

Advanced Flag:

Advanced Perc%:

Advance Paid Amount:

Solution Area:*

Internal Order:*

Cost Center:*
 SelectAll
 3136002401 Adams
 3136002102 Allegheny
 3136002103 Armstrong
 3136000404 Berks

Payment ref/check #:

Personnel:

LETPP:

*In order to save a receipt, Please upload documents

Total Personnel Amount on the Contract is less than 50% of the Total Approved amount on the contract

Total LETPP Amount on the Contract is more than 25% of the Total Approved amount on the contract

InvoiceNbr	Invoice Date	Amount	Invoice Status
C950000294-001	06/01/2020	\$ 4,799.86	Invoice Paid
Invoiced Amount		\$ 4,799.86	Balance Amount: \$ 495,001

Following are new fields added to Receipt create/edit screen – For HSGP

- Advanced Flag:** This field indicate Invoice receipt is advance fund or not. It is optional.
- Advanced Perc%:** Once we checked the Advance Flag check box, this field expects percentage number. This field is optional.
- Advanced Paid Amount:** This is the amount paid in advance. This field expects amount number. This field is optional.
- Internal Order** This field is a drop-down available for Partners with all the Internal orders under the “appropriation tab” for that specific project (PEMA MASTER PROJECT).
- Solution Area:** This field is a drop-down available for Partners with all the **Budget subcategories** in the “Budget Page” for the projects. This is mandatory.
- Cost Center:** All the counties cost center info is displayed as multi checkbox list. It’s mandatory field for HSGP
- Personnel:** Yes or No dropdown. If **YES** in Personnel field, then Personnel Amount field pops up. 50% MAX in personnel cost of the total \$ on the contract is allowed. If **NO**, then Personnel Amount field doesn’t show up on the screen.

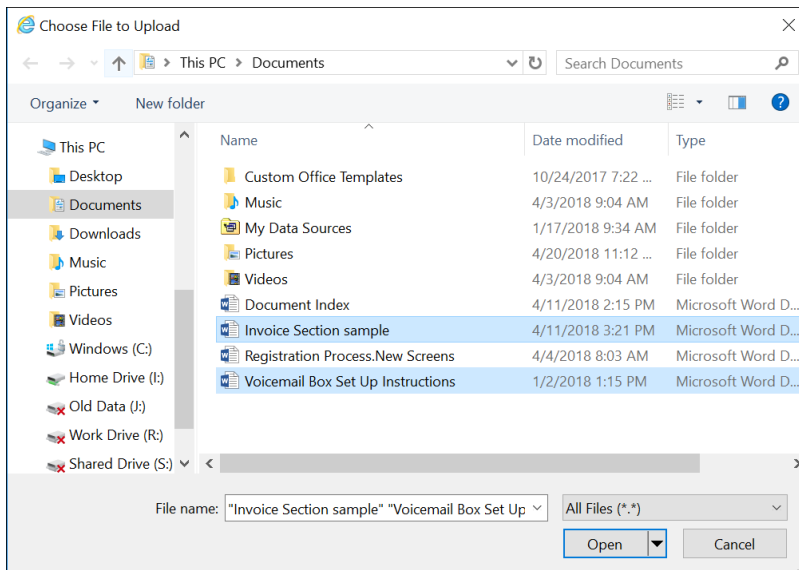
- h) **LETPP** : Yes or No dropdown. If **YES**, then LETPP Amount field pops up. The value is **25% minimum** of the total \$ of the contract. If **NO**, then LETPP Amount field does not show up on the screen.
- i) **Payment ref/check**: This is a reference number for the payment or check number.

Add Documents

This function allows the user to attach supporting documents to the invoice. File types allowed are:

- .txt
- .doc
- .docx
- .xlsx
- .pdf

Click **Add Documents** to begin attaching documents. The **Choose Files** and **Upload** buttons appear at the bottom left corner of the screen. Click **Choose Files**. The **Choose File to Upload** window appears; pick as many files as you wish. Select only the file(s) you wish to upload.



To select multiple files, press the Control key when selecting files. The file names will be highlighted in the file list as shown above. In the File name: field, the corresponding file names are displayed in double quotes, but not separated by a comma or semicolon.

Click **Open** to return to the **Create a Receipt** screen. Click **Cancel** to return to the **Create a Receipt** screen without choosing any files. The following screen displays:

- [My Applications](#)
- [My Profile](#)
- [My Requests](#)
- [My Invoice/Receipts](#)
- [Denied Invoice/Receipts](#)
- [Upload Documents](#)

Create a Receipt

Agency: <input type="text" value="PEMA"/>	Select Contract: <input type="text" value="C95000114"/>	Select ESA: <input type="text" value="201908304440-2019 ECTF Sustainm"/>
Vendor Name:* <input type="text" value="Vendor Name"/>	Vendor Desc:* <input type="text" value="Vendor Desc"/>	Service Desc:* <input type="text" value="Service Desc"/>
Start Date:* <input type="text" value="Start Date"/>	End Date:* <input type="text" value="End Date"/>	Amount:* <input type="text" value="Amount"/>

Partner Portal_doc.docx
 Advance relief.PNG
 budget balance Invoice.png

3 files

Version - 09

Note that the names of the selected files appear above the Browse field. The same files are listed *in* the Browse field.

Click . The *Upload Successful* message appears as shown below:



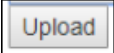
Add Invoice

Agency: <input type="text" value="DCED"/>	Select Contract: <input type="text" value="C000063071"/>	Select ESA: <input type="text" value="201605042686"/>
Vendor Name * <input type="text" value="test edit"/>	Vendor Desc * <input type="text" value="test edit"/>	Service Desc * <input type="text" value="test edit"/>
Start Date * <input type="text" value="5/5/2015"/>	End Date * <input type="text" value="5/5/2018"/>	Amount * <input type="text" value="46546"/>

tetsWorksheet.xlsx

uatsummary all.sql

To add another document to the receipt, click . The Choose Files and Upload buttons appear at the bottom left. Click to upload any additional documents. The document name

appears to the right of the button. Then click  to upload the new document to the previously saved invoice. The message **Uploaded successfully** appears when your choice(s) has been saved.

Two read only grids added to Create Invoice/Receipt screen

a) **Top Grid:** Display Budget Balance

Total Approved Funding	DisbursementAmt	LiquidationAmt	Remaining Balance	Submitted Balance	Saved Balance	Total Advance Paid	Total Personnel Amt	Total LETPP Amt
\$ 500,000	\$ 4,799.86	\$ 0	\$ 495,000.14	\$ 600	\$ 165,560	\$ 200	\$ 154,253.02	\$ 191,350

Total Approved Funding: Total Amount the is approved on the Contract in ESA.

Disbursement Amount: Total Invoice Paid amount for the Contract in ESA.

Remaining Balance: (Total Approved Funding - Disbursement Amount)

Saved Balance: Total Amount saved for the contract in Partner portal

Submitted Balance: Total Amount submitted to Program Office for the Contract

Total Advance Paid: Total amount paid in advance for the contract.


Total Personnel Amt: Personnel amount of all sub applications for the contract + Personnel Amount in the partner portal for the Contract

Total LETPP Amt: LETPP amount of all sub applications for the contract + LETPP Amount in the partner portal for the Contract

b) **Bottom Grid:** Display Summary data of invoices

InvoiceNbr	Invoice Date	Amount	Invoice Status
C950000294-001	06/01/2020	\$ 4,799.86	Invoice Paid
Invoiced Amount		\$ 4,799.86	Balance Amount: \$ 495,001

New Invoice Receipt Message

If the user clicks  but has no approved applications that have a corresponding contract, the following message appears:

PA ESA-Partner Application
Hello.doejenek123@gmail.com! [Log off](#)

[My Applications](#)

[My Profile](#)

[My Requests](#)

[My Invoices](#)

Create a Receipt

You have no approved applications that have a Contract created to create an Invoice.

[Go Home](#)

SAVE RECEIPTS



Click **Save** to save your choices on the **Create a Receipt** screen. A confirmation message appears "Receipt is saved Successfully". Click OK. To go back to *the Saved & Submitted Receipts screen*, Click



The screenshot shows the 'ESA-Partner Application' form. A modal window is open in the center with the text 'apps.dced.pa.gov says Receipt is saved Successfully' and an 'OK' button. The form fields include: Agency (PEMA), Vendor Name (test), Start Date (09/09/2020), End Date (09/08/2021), Advanced Flag, Advanced Perc% (AdvancedPerc), Solution Area (Training), Internal Order (T19001601005), Payment ref/check # (paymentRef), Personnel, Select ESA (201905146955-2019 NW Regional 1), Service Desc/CIR#/Equip# (tets), Amount (800), Advance Paid Amount (AdvancePaidAmount), Cost Center (3136002401 Adams), and LETPP. At the bottom, there are buttons for 'Add Documents', 'Clear', 'Cancel Request', and 'Save'. A message at the bottom states: 'Total LETPP Amount on the Contract is less than 25% of the Total Approved amount on the contract'.

IMPORTANT: Remember to save or the data you have entered will be lost.



Click **Create New Invoice Receipt** to create another receipt. See [Create A Receipt](#) for more information.

Editing and Deleting RECEIPTS

- [My Applications](#)
- [My Profile](#)
- [My Requests](#)
- [My Invoice/Receipts](#)
- [Denied Invoice/Receipts](#)
- [Upload Documents](#)


[Create New Invoice Receipt](#)

Saved & Submitted Receipts

	ReceiptNbr	Agency	Contract	ESAIID	Vendor Name	Vendor Desc	Service Desc	Service Start Date	Service End Date	Amount	Uploaded Documents	Action	InvoiceNbr	Invoice Status	Receipt status
<input type="checkbox"/>	19101711205974	PEMA	C950000115	201910094470	South Central Mountains Regional Task Force	South Central Mountains Regional Task Force	South Central Mountains Regional Task Force	10/17/2019	10/30/2019	200.00	C950000075.pdf	Edit Delete			Saved
<input type="checkbox"/>	20010909572596	PEMA	C950000114	201908304440	details check	details check	details check	05/08/2019	03/05/2021	800000.00	aaaa.pdf	Edit			Rework
<input type="checkbox"/>	20010315222044	PEMA	C950000114	201908304440	testnsgp	testnsgp	testnsgp	05/08/2019	08/06/2019	6000.00	aaaa.pdf	Edit			Rework
<input type="checkbox"/>	20010311485633	PEMA	C950000055	201812274008	newtest	testnsgp	newtest	05/05/2019	08/06/2019	60500.00	aaaa.pdf	Edit			Rework
<input type="checkbox"/>	20010310592663	PEMA	C950000114	201908304440	newtest1	newtest1	Firstcheck1	04/11/2020	01/18/2020	60005.00	aaaa.pdf	Edit			Rework
<input type="checkbox"/>	20010217101721	PEMA	C950000114	201908304440	newtest	newtest	newtest	05/05/2019	03/05/2021	6050.00	EITR (1).pdf	Edit			Rework
<input type="checkbox"/>	20010216290211	PEMA	C950000114	201908304440	testnsgp	testnsgp	testnsgp	05/05/2019	03/13/2020	6000.00	EITR (1).pdf	Edit			Rework

Editing a receipt

You can edit or delete a saved receipt, depending on its status. The status is found in the far-right **Receipt Status** column. Invoices can be edited or deleted when are in Saved Status. They can only be edited when in Rework status. Invoices with a status of Submitted, Approved or Denied cannot be edited because they are already submitted to the internal system (i.e. ESA\SAP).

To begin editing the receipt, click . The screen preloads with all the saved values in the input fields:

Total Approved Funding	DisbursementAmt	LiquidationAmt	Remaining Balance	Submitted Balance	Saved Balance	Total Advance Paid	Total Personnel Amt	Total LETPP Amt
\$ 399,154	\$ 0	\$ 0	\$ 399,154	\$ 1,961.21	\$ 800	\$ 0	\$ 0	\$ 0

Agency: PEMA

Vendor Name: test

Start Date: 09/09/2020

Advanced Flag:

Solution Area: Training

Payment ref/check #: paymentRef

Select Contract: C950000138

Vendor Desc: test

End Date: 09/08/2021

Advanced Perc: AdvcnedPerc

Internal Order: T19001601005

Personnel:

Select ESA: 201905146955

Service Desc/CIR#/Equip#: tets

Amount: 800

Advance Paid Amount: AdvancePaidAmount

Cost Center: SelectAll, 3136002401 Adams, 3136002102 Allegheny, 3136002103 Armstrong, 3136002104...

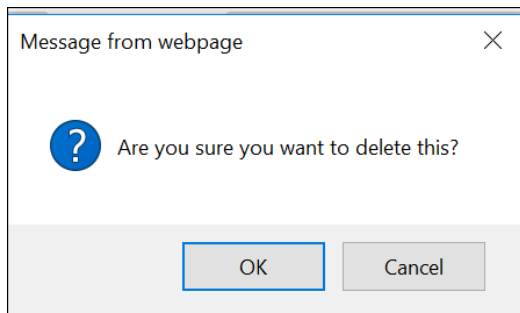
LETTP:

Document 5 (2).pdf


Make necessary changes and then click to save your edits. A pop up message displays saying “Receipt updated successfully”. Click to return to the **Saved and Submitted Receipts** screen. The receipt can be saved and edited continually until it is submitted.

Delete Attachment

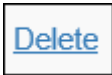
To delete an existing attachment, click . The following window appears:

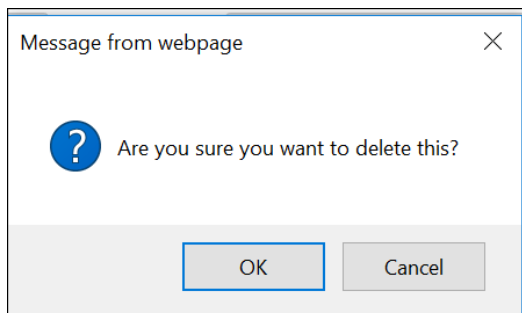


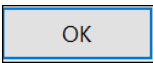
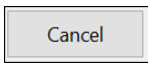
Click . Click to return to the **Saved and Submitted Receipts** screen.

IMPORTANT: You must click  to permanently delete the attachment.

Delete Receipt

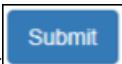
To delete the receipt, click  on the **Saved and Submitted Receipts** screen. A confirmation dialog box will appear, as shown below.



Click  to delete or  to return to the **Saved & Submitted Receipts** screen. The previously saved invoice will be permanently deleted.

Submit an Invoice Receipt

You are ready to submit saved receipts when all changes and additions have been completed. To submit an invoice receipt to the internal system, click on a gray checkbox (in the far-left column) next to the Saved invoice(s) you wish to submit.

Click . You can submit as many invoices as you wish. **After the invoice has been submitted, it cannot be edited.**

Create New Invoice Receipt

Saved & Submitted Receipts

ReceiptNbr	Agency	Contract	ESAIID	Vendor Name	Vendor Desc	Service Desc	Service Start Date	Service End Date	Requested Amount	Approved Amount	Uploaded Documents	Action	InvoiceNbr	Invoice Status	
<input checked="" type="checkbox"/>	20101405172845	PEMA	C950000138	201905146955	test	test	tets	09/09/2020	09/08/2021	800.00		Document 5 (2).pdf	Edit Delete		
<input type="checkbox"/>	20071119564425	PEMA	C950000327	201905086759	new prod test1	new prod test1*	new prod test1	09/08/2019	09/09/2020	1.00		Clark 04.20.20-05.01.20.pdf	Edit		
<input type="checkbox"/>	20063015213531	PEMA	C950000302	201905076726	test	test	test	09/08/2020	09/08/2021	300.00		Clark 04.20.20-05.01.20.pdf	Edit		
	20082609264066	PEMA	C950000013	201805316082	details check	newtest	newtest	05/08/2019	07/08/2020	1.00		Hoyos 04.18.20-05.01.20.pdf			
	20081912564319	PEMA	C950000004	201805316126	newtest	newtest	newtest	05/08/2019	07/08/2020	200.00		test.pdf			
	20071512500867	PEMA	C950000138	201905146955	test2	linutem2	test2	07/08/2019	08/11/2020	1961.21		Invoice HSGP Completed list Document v.1.0 _Responses .pdf			

Submit

NOTE: Select contracts with same ID to submit as group. All invoices submitted to the internal system can no longer be edited.

Add New Partner Invoice

To continue adding invoices, click

Once it successfully submitted, Status will be changed to "Submitted".

20012815184228	PEMA	C950000115	201910094470	South Central Mountains Regional Task Force	South Central Mountains Regional Task Force	South Central Mountains Regional Task Force	01/01/2020	12/31/2020	200.00		CertDoc.pdf				Submitted
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