dotGrants 2.0
Rail Freight Programs Login Help
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dotGrants Rail Freight Users – Access through new dotGrants

Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

Sign into dotGrants by clicking this link
dotGrants Rail Freight Users – New dotGrants Landing Page

Note: The ‘Links’ tab will provide quick links to dotGrants modules available to the user, such as Rail Freight Public portal etc.
dotGrants Bureau of Rail Freight (BRF) Users – New Rail Freight Public Portal Welcome page

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<td>Applications</td>
<td>Information about application closing for BRF 2018 RFAP Assistance Program and BRF 2019 RFAP Assistance Program.</td>
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<td>2</td>
<td>Enter dotGrants</td>
<td>Navigate to dotGrants login page.</td>
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<td>3</td>
<td>Enter Rail Freight Programs</td>
<td>Clicking this button will process your login credentials and on success will navigate to the user home page.</td>
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<td>4</td>
<td>Continue as Guest</td>
<td>Navigate to a page where you can proceed as a Guest User, to Register and Initiate Grant Application(s).</td>
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<td>Help</td>
<td>Login online help document (PDF).</td>
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dotGrants BRF Users – Guest User Registration

User clicks on Continue as Guest button in the New Rail Freight Public Portal Welcome page.
User clicks REGISTER and selects Business Partner under “What type of user are you?” options.
User clicks “Click Here” link next to “Are you a Rail Freight Guest User” text.
User enters all required information under user profile information, picks all security questions, checks the user release agreement, enters the legal full name, and clicks FINISH.
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**
  - What city was your spouse born in?
  - Answer: penndot1

- **Security Question 2**
  - What is your favorite movie?
  - Answer: penndot2

- **Security Question 3**
  - What was the name of the street you lived on?
  - Answer: penndot3

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.

- **Legal Full Name**
  - Rail Freight

What is e-signature? Click Here

[FINISH] [CANCEL]
The system displays “Task completed successfully” message as shown in the below screen shot. User receives two separate emails with user name and temporary password.
dotGrants BRF Users – User Receives Emails on Approval

New User receives two separate emails with user name and temporary password.

Request Approved: Enterprise Business Partner Registration for dotGrants Guest

DONOTREPLY@pa.gov

To: dotGrants

Your Business Partner Registration Request has been approved. You may now use your system-generated Business Partner ID (BP): b-rafreight to login to dotGrants.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.

Business Partners Account Information

DONOTREPLY@pa.gov

To: dotGrants

Your temporary password for dotGrants is 4Q6uR8eB#1

Please note that this temporary password will expire in 24 hours. If you log in after 24 hours, you will have to use the “forgot password” process to obtain another temporary password.

If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDOT IT Service Desk at (855)-783-8330.
User clicks on Continue as Guest button.

User enters user name and temporary password and clicks SIGN IN.
User enters the new password, confirms new password, clicks FINISH
The system redirects to Applicant/Consultant Registration page. The user can either select “yes” or “no” from “are you a consultant” drop-down list.
dotGrants BRF Users – Authorized Official Registration

User selects “no” from “are you a consultant” drop-down list, enters all required information, and clicks Continue.
dotGrants BRF Users – Consultant Registration

User selects “yes” from “are you a consultant” and “no” from “Is your Authorized Official already registered in dotGrants” drop-down lists in the Applicant/Consultant Registration page respectively, if their organization does not have an authorized official registered in dotGrants. User enters all required information under “Tell us a little about you” and “Organization Authorized Official Details” sections and clicks Continue.
User receives the registration success message as shown in the below screenshot.

If organization is new, then system asks to verify a few additional information about organization. User enters Company Legal Name, Company Type and clicks Continue.

The system displays “Verify your information” section with the two subsections, Personal Information and Organization Information. User can edit the personal and organization information by clicking Edit and then clicks Continue.
The system displays registration confirmation. User can now initiate a RFAP or a RTAP application.
dotGrants BRF Users – New Rail Freight PennDOT (Internal) Users’ Home Page

dotGrants Rail Freight Programs

dotGrants Rail Freight Programs Portal

This dotGrants sub system was designed to assist the agency staff to effectively organize and manage online grant applications. Through this portal you will be able to perform the following tasks.

- Review Rail Freight Assistance Program (RFAP) and Rail Transportation Assistance Program (RTAP) applications.
- Collect and retain program required documentation as part of Rail Freight Project Management and Fiscal Inspection.
- Liquidate and reissue funding back to the correct SAA appropriation (Grant Adjustments).
- Issuance of Retractment payment that accures across multiple Request for Reciprocations (RFRs).
- Carloading and Grant Closeout.

Rail Freight Programs Penn-DOT users’ home page

Rail Freight Applications
The Bureau of Rail Freight administers the Rail Freight Assistance Program and the Rail Transportation Assistance Program applications.

Rail Freight Grants
The Bureau of Rail Freight administers the funding for the RFAP and the RTAP and is responsible for the evaluation of grant applications.

Rail Freight Organizations
Review the Rail Freight grants applications based on the list of eligible organizations.