

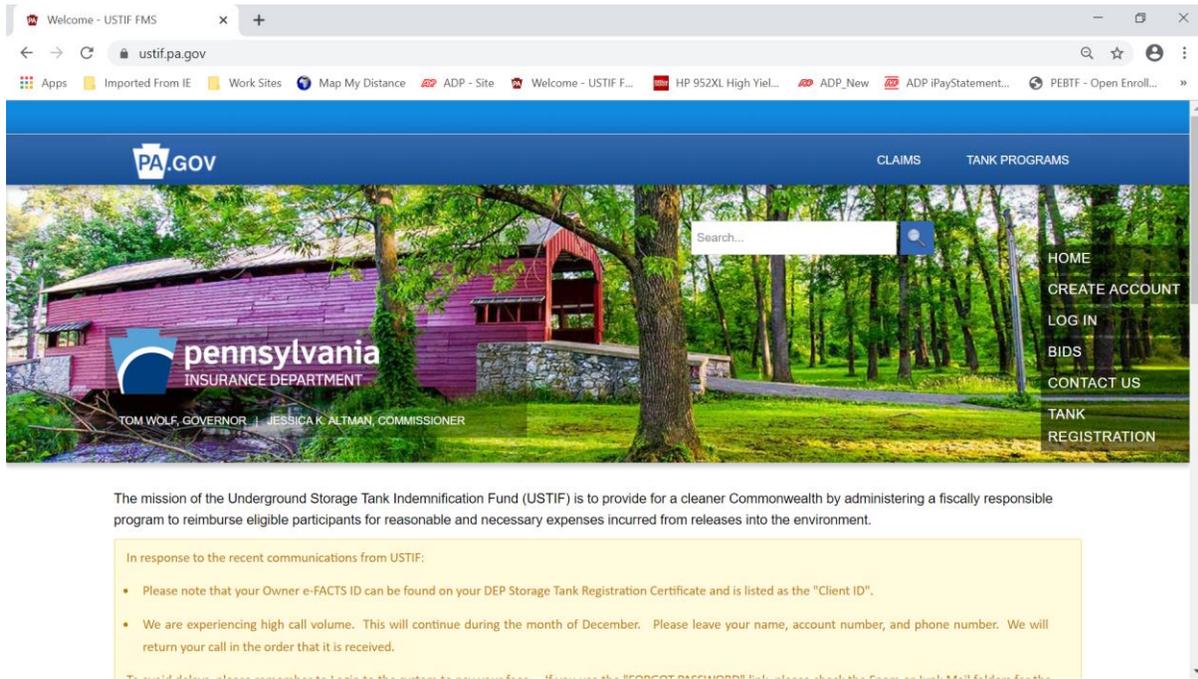
**USTIF BILLING SYSTEM
NEW ACCOUNT SET-UP WALKTHROUGH**



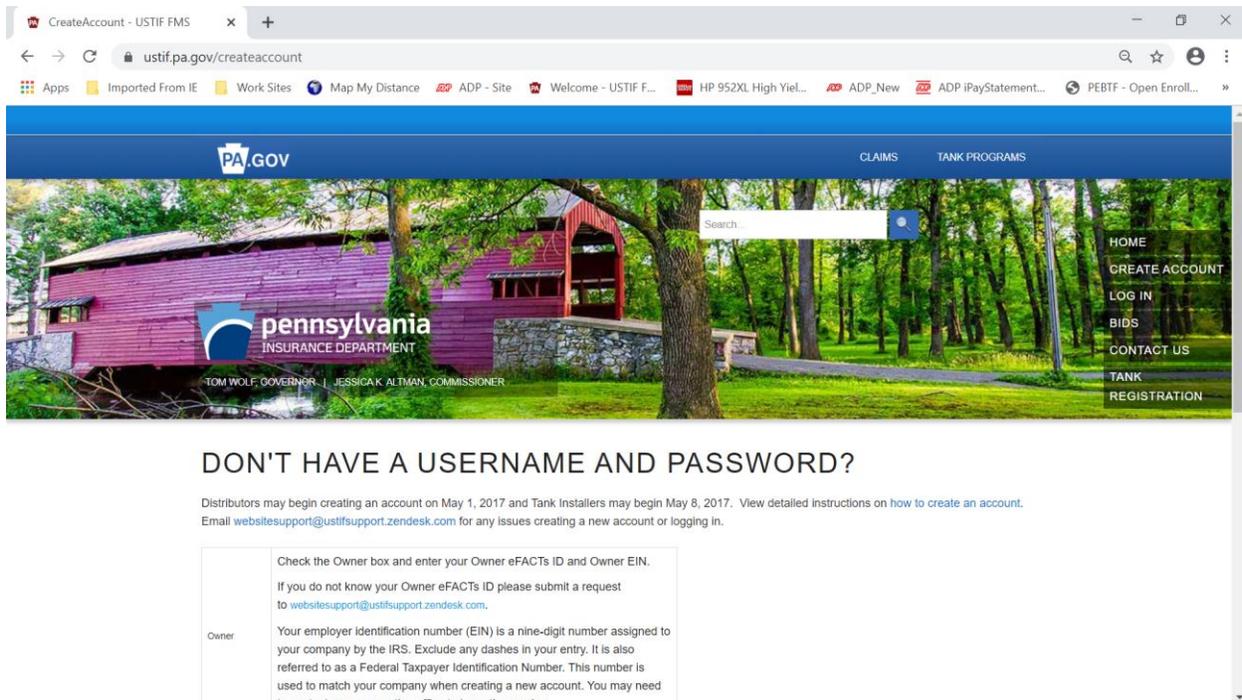
Setting up an Account in FBS

To begin, we will find ourselves on the welcome page for USTIF: <https://ustif.pa.gov>.

On the right hand side of the page, proceed to click on 'Log In' (in between 'Home' and 'Bids').

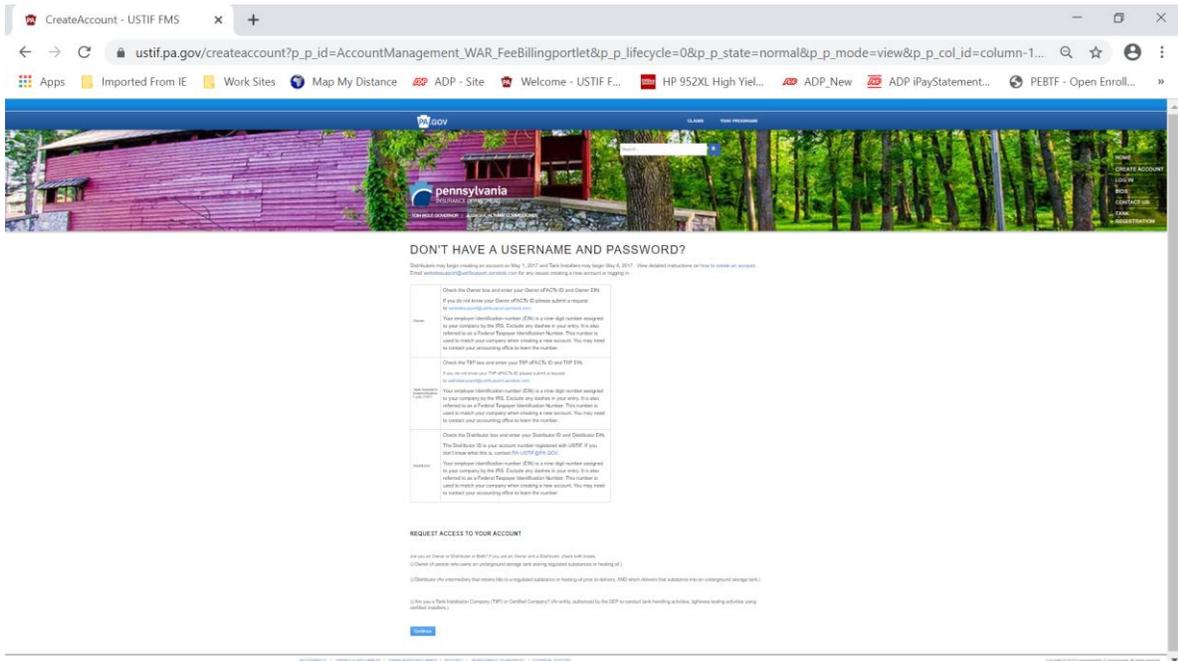


Next, proceed to click on the button 'Create Account'.

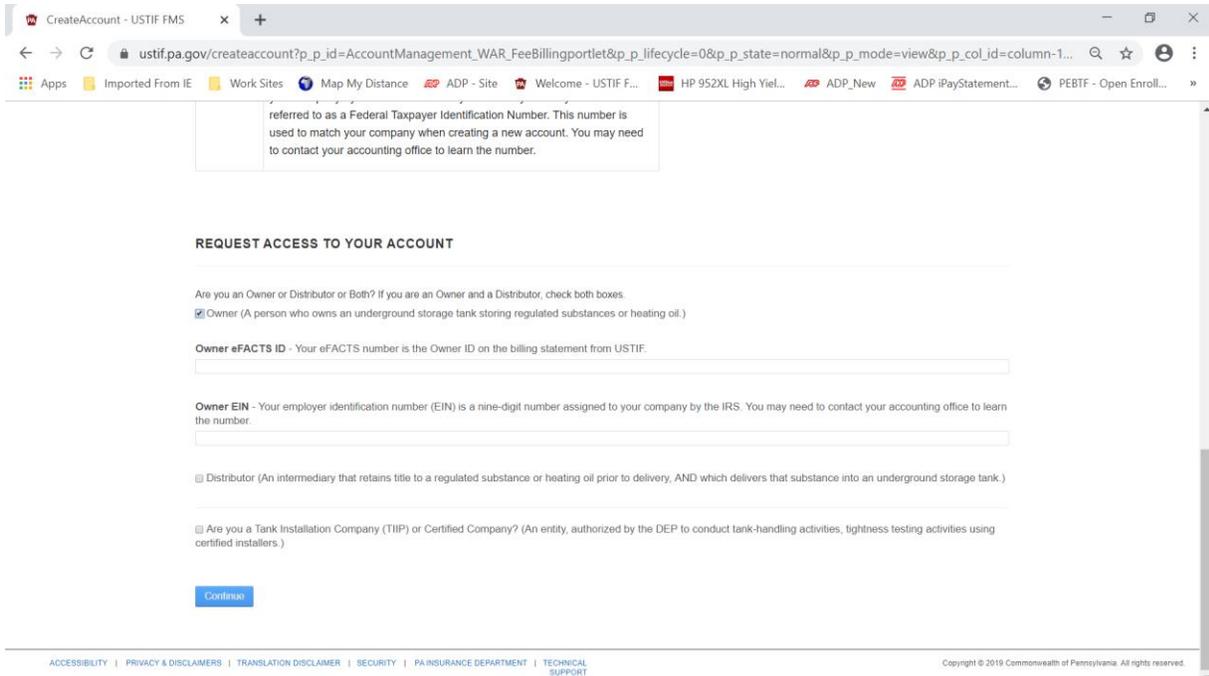


Clicking the 'Create Account' button will lead you to this page. It will then prompt you to mark your designated account type.

Please read the following information carefully:



If you are *solely* an owner, check off the Owner box and fill in the two corresponding fields with your Owner eFACTS ID* and Owner EIN Number information**. Once finished, click 'Continue'.
 *(the Owner eFACTS ID is the same Owner ID number located on the statement)
 **(the EIN Number information is also known as the Taxpayer Identification Number)



If you are *solely* a TIIP Company, check off the TIIP Company box and fill in the two corresponding fields

with your TIIP Company eFACTS ID* and TIIP Company EIN information. Once finished, click 'Continue'.
*(the eFACTS ID is the same as the Account Number indicated on your statement)

referred to as a Federal Taxpayer Identification Number. This number is used to match your company when creating a new account. You may need to contact your accounting office to learn the number.

REQUEST ACCESS TO YOUR ACCOUNT

Are you an Owner or Distributor or Both? If you are an Owner and a Distributor, check both boxes.

Owner (A person who owns an underground storage tank storing regulated substances or heating oil.)

Distributor (An intermediary that retains title to a regulated substance or heating oil prior to delivery, AND which delivers that substance into an underground storage tank.)

Are you a Tank Installation Company (TIIP) or Certified Company? (An entity, authorized by the DEP to conduct tank-handling activities, tightness testing activities using certified installers.)

TIIP Company eFACTS ID - Your eFACTS number is the account number on the billing statement from USTIF.

TIIP Company EIN - Your employer identification number (EIN) is a nine-digit number assigned to your company by the IRS. You may need to contact your accounting office to learn the number.

[Continue](#)

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If you are *solely* a distributor, check off the Distributor Box and fill in the two corresponding fields with your USTIF Distributor ID and EIN Number information*. Once finished, click 'Continue'.
*(the EIN Number information is also known as the Taxpayer Identification Number)

referred to as a Federal Taxpayer Identification Number. This number is used to match your company when creating a new account. You may need to contact your accounting office to learn the number.

REQUEST ACCESS TO YOUR ACCOUNT

Are you an Owner or Distributor or Both? If you are an Owner and a Distributor, check both boxes.

Owner (A person who owns an underground storage tank storing regulated substances or heating oil.)

Distributor (An intermediary that retains title to a regulated substance or heating oil prior to delivery, AND which delivers that substance into an underground storage tank.)

Distributor ID - The Distributor ID is your account number registered with USTIF.

Distributor EIN - Your employer identification number (EIN) is a nine-digit number assigned to your company by the IRS. You may need to contact your accounting office to learn the number.

Are you a Tank Installation Company (TIIP) or Certified Company? (An entity, authorized by the DEP to conduct tank-handling activities, tightness testing activities using certified installers.)

[Continue](#)

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If you are a distributor *and* an owner, you have the option of creating a joint account. Check off the Distributor and Owner boxes and fill in the corresponding fields with your Owner eFACTS ID and Owner EIN, as well as your USTIF Distributor ID and EIN Number information. Once finished, click 'Continue'.

The screenshot shows a web browser window with the URL ustif.pa.gov/createaccount?p_p_id=AccountManagement_WAR_FeeBillingportlet&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_id=column-1.... The page title is "CreateAccount - USTIF FMS". The main heading is "REQUEST ACCESS TO YOUR ACCOUNT".

Below the heading, there is a question: "Are you an Owner or Distributor or Both? If you are an Owner and a Distributor, check both boxes." There are two checked radio buttons: "Owner (A person who owns an underground storage tank storing regulated substances or heating oil.)" and "Distributor (An intermediary that retains title to a regulated substance or heating oil prior to delivery, AND which delivers that substance into an underground storage tank)".

There are four input fields for identification numbers:

- Owner eFACTS ID** - Your eFACTS number is the Owner ID on the billing statement from USTIF.
- Owner EIN** - Your employer identification number (EIN) is a nine-digit number assigned to your company by the IRS. You may need to contact your accounting office to learn the number.
- Distributor ID** - The Distributor ID is your account number registered with USTIF.
- Distributor EIN** - Your employer identification number (EIN) is a nine-digit number assigned to your company by the IRS. You may need to contact your accounting office to learn the number.

At the bottom, there is an unchecked radio button: "Are you a Tank Installation Company (TIIP) or Certified Company? (An entity, authorized by the DEP to conduct tank-handling activities, tightness testing activities using certified installers.)".

A blue "Continue" button is located at the bottom of the form.

At the very bottom of the page, there is a footer with links: "ACCESSIBILITY | PRIVACY & DISCLAIMERS | TRANSLATION DISCLAIMER | SECURITY | PA INSURANCE DEPARTMENT | TECHNICAL SUPPORT" and "Copyright © 2019 Commonwealth of Pennsylvania. All rights reserved."

Fill in your information within the corresponding fields, as per the screen below, and then click 'SAVE'.

The screenshot shows the same web browser window with the URL ustif.pa.gov/createaccount?p_p_id=58&p_p_lifecycle=0&p_p_state=maximized&p_p_mode=view&saveLastPath=false&_58_struts_action=%2Flogin%2Fcreate.... The page title is "CreateAccount - USTIF FMS".

The top of the page features a banner for the Pennsylvania Insurance Department, including the text "PENNSYLVANIA INSURANCE DEPARTMENT" and "TOM WOLF, GOVERNOR | JESSICA K. ALTMAN, COMMISSIONER". There are also links for "CONTACT US" and "TANK REGISTRATION".

The main content area displays a confirmation message: "Congratulations! Your organization has been found in the system." Below this, it shows "Account Type: Distributor" and "Organization: USTIF TEST ACCT 2".

There is a section titled "Choose your new Screen Name" with a note: "Must be a unique screenname, less than 76 characters, using at least one letter and any other letters, numbers, or '-'". The "Screen Name (Required)" field contains the text "TESTACCOUNT".

Below that, there are three more required fields:

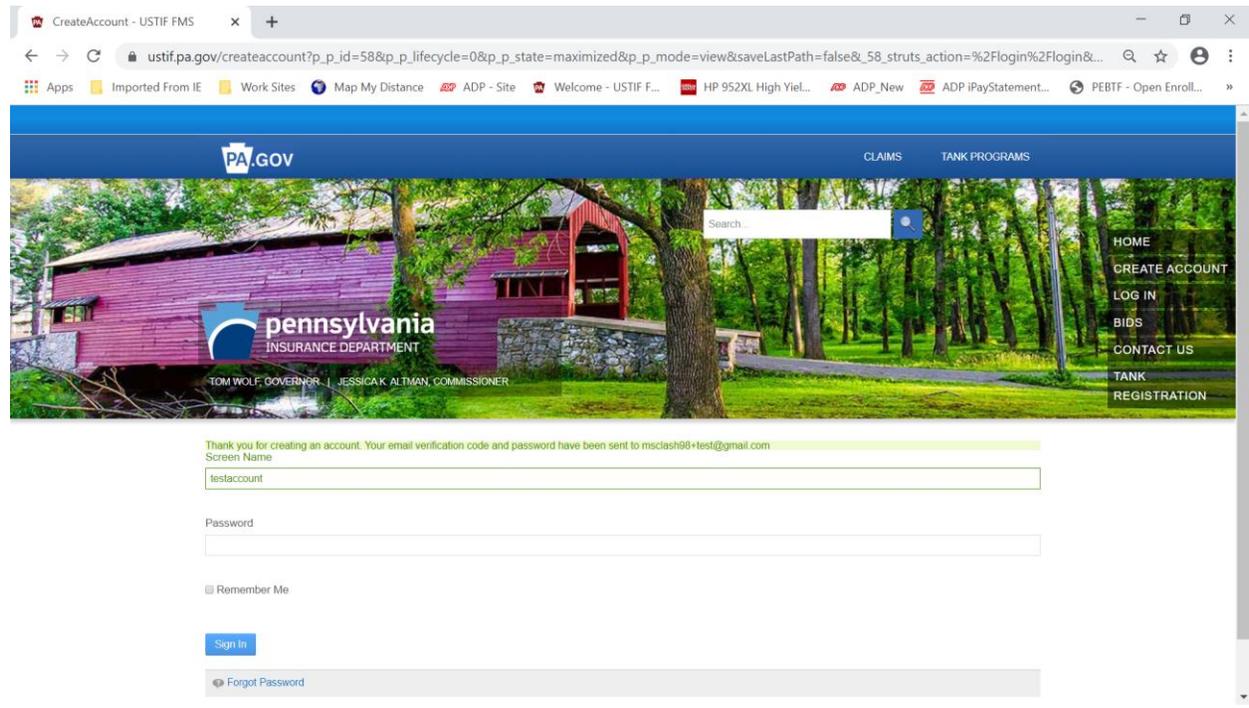
- Email Address (Required)**: "test@test.com"
- First Name (Required)**: "Test"
- Last Name (Required)**: "Account"

A blue "Save" button is located at the bottom of the form.

At the very bottom of the page, there is a footer with links: "ACCESSIBILITY | PRIVACY & DISCLAIMERS | TRANSLATION DISCLAIMER | SECURITY | PA INSURANCE DEPARTMENT | TECHNICAL SUPPORT" and "Copyright © 2019 Commonwealth of Pennsylvania. All rights reserved."

Keep this screen open.

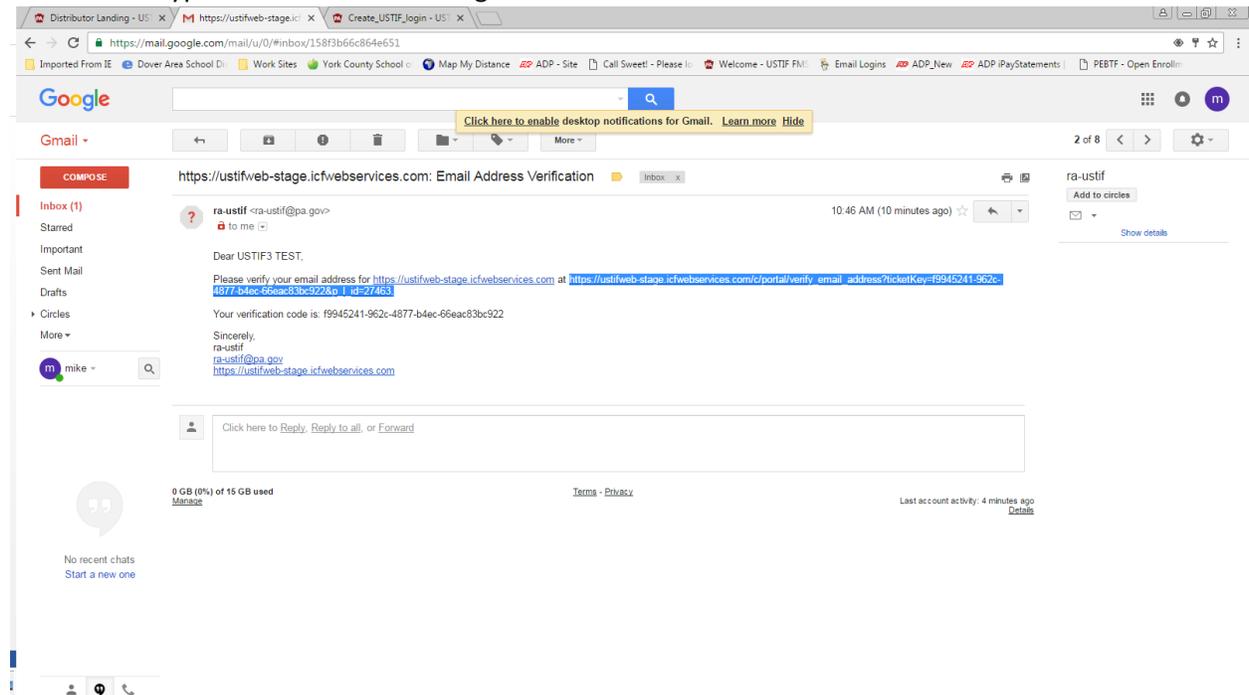
In a new tab (or through Outlook), proceed to your email account for two verification emails from the USTIF system.



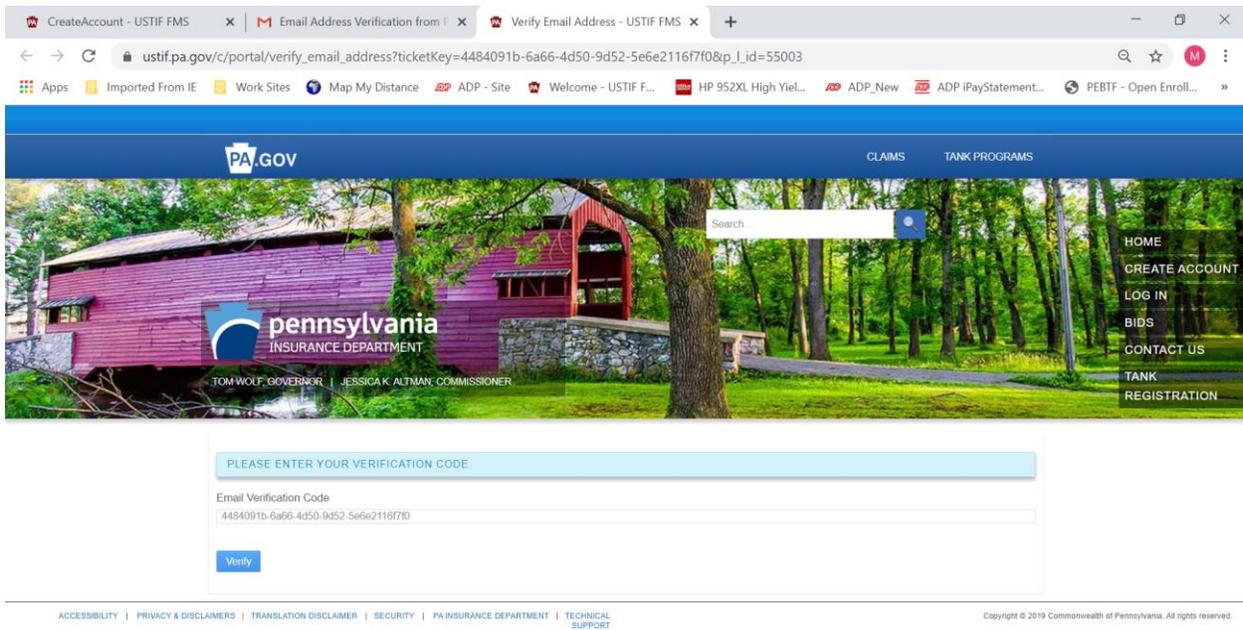
Proceed to first open the 'Email Address Verification' message.

Contained in the email is a hyperlink (i.e. the highlighted link on the screen below), and a verification code which you will need.

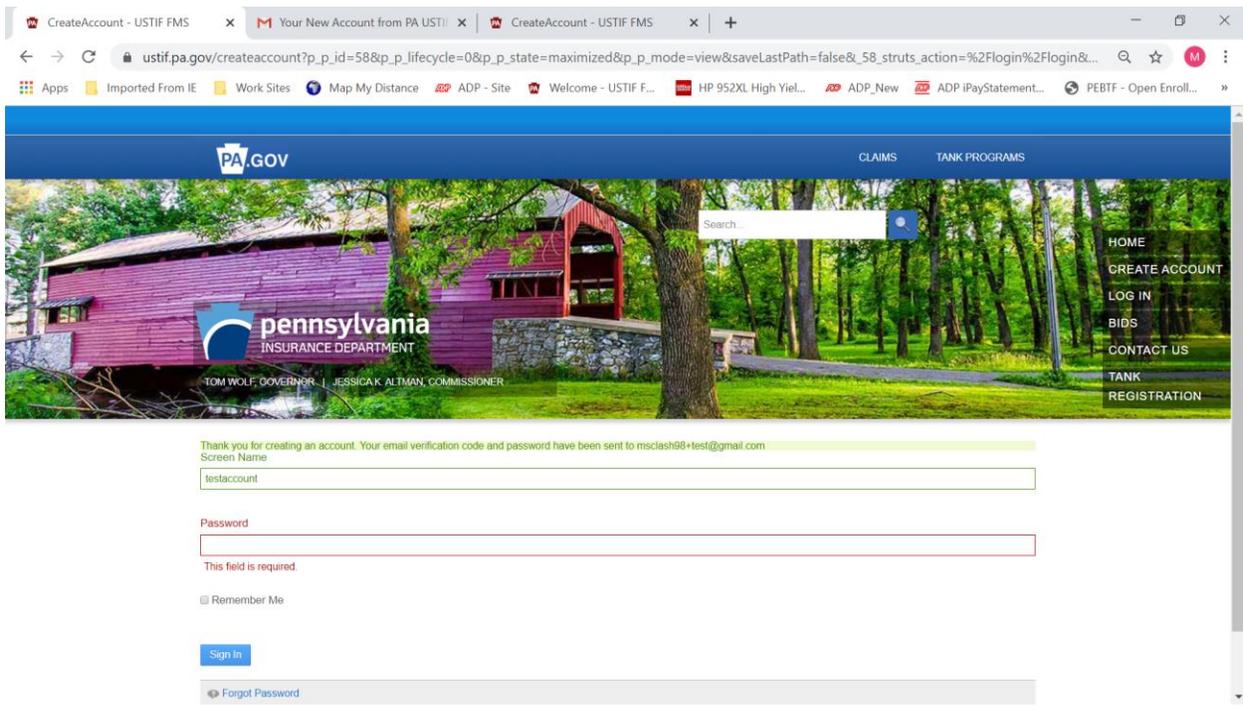
Click on the hyperlink within the message.



The hyperlink will open a new tab, and will take you to a screen similar to this. Proceed with copying and pasting the verification code within the 'Email Address Verification' message. Click VERIFY on this screen.



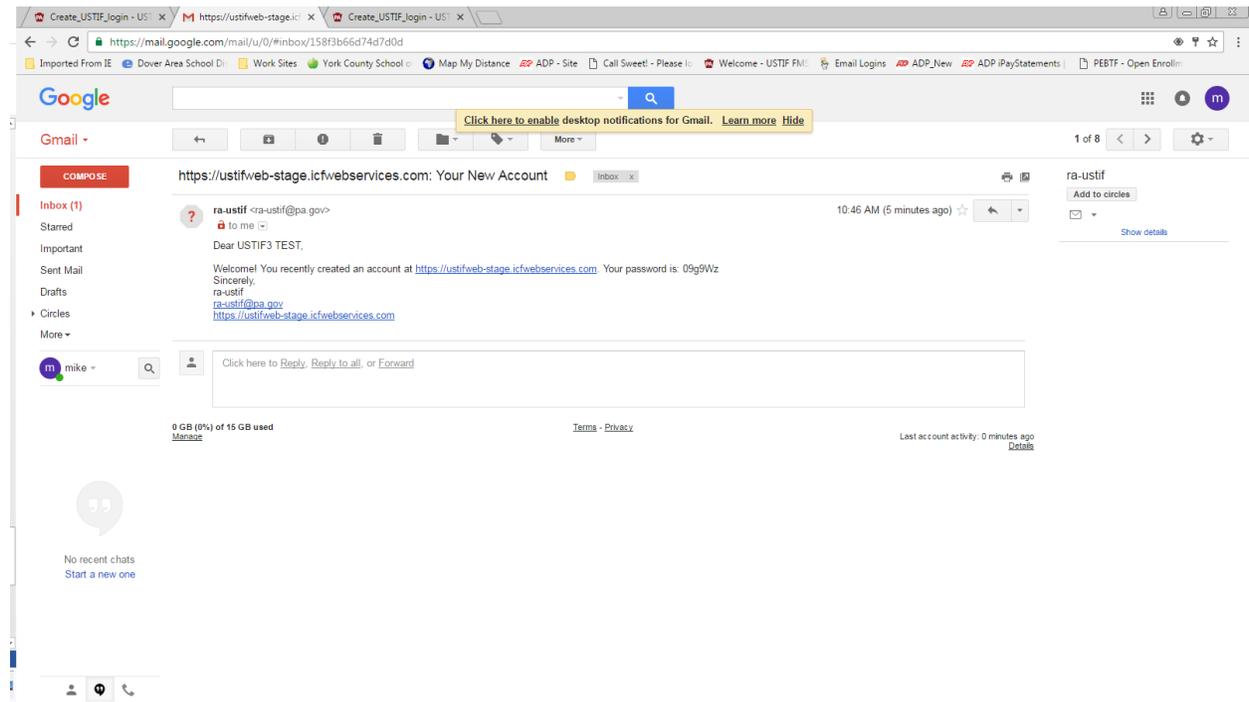
Once the screen loads after clicking 'VERIFY', you may close that tab. Congrats! You are more than halfway done. Go back to the first tab where you completed the username information (re: top of page 5)



Now, click on the tab with your email inbox.

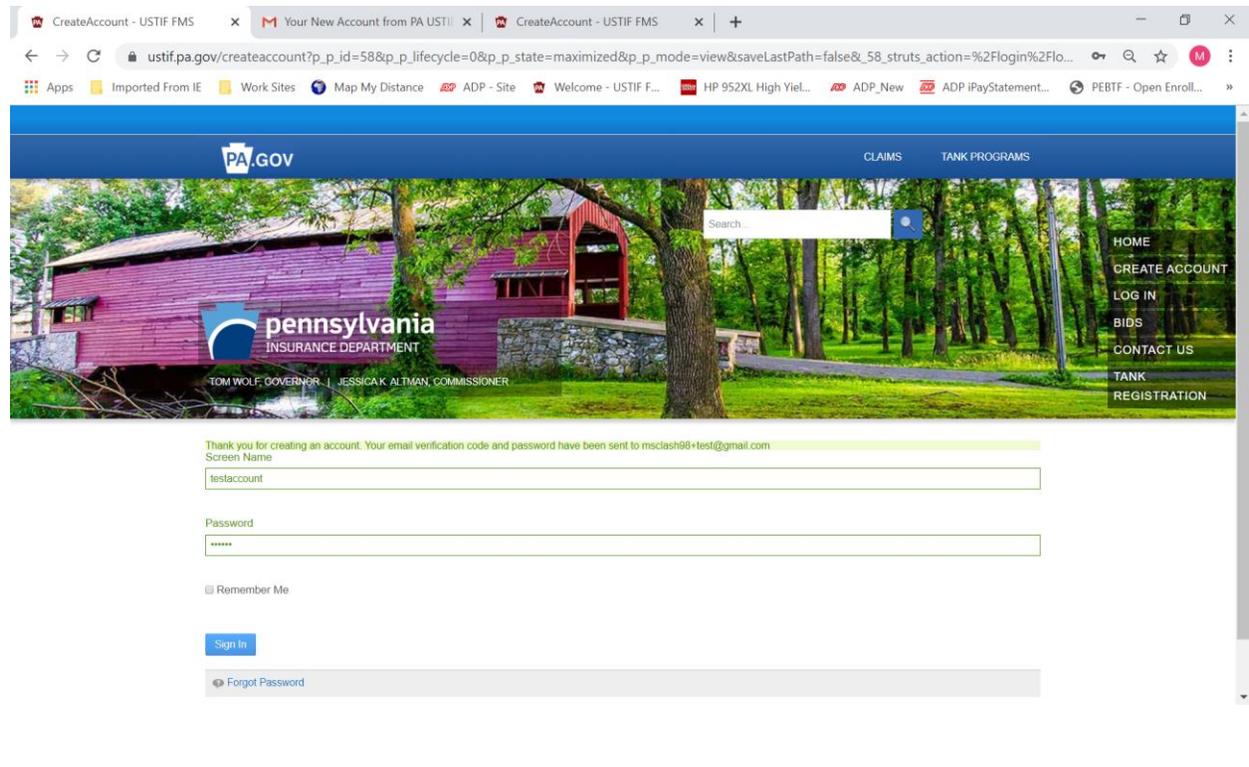
Click on the message with the title: 'Your New Account'.

Within the message is a temporary password. Copy the password onto your clipboard.



Copy and paste the temporary password into the screen below, within the 'Password' field.

Then proceed to click 'Sign In'.



The next screen that will load should be a prompt to create your unique password.
Type in a New Password using the guidelines below:

Password Complexity: Passcodes must be at least EIGHT characters long,
and use at least one character from the following four character sets:

- Lower case letters: a, b, c, d, ..., x, y, z
- Upper case letters: A, B, C, D, ..., X, Y, Z
- Numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
- Special characters: ~ ! @ # \$ % ^ & * _ - + = ` | \ () { } [] ; : " ' < > , . ? /

The screenshot shows a web browser window with the URL `ustif.pa.gov/group/distributor/distributor-landing`. The page header includes the PA.GOV logo and the text "Pennsylvania Underground Storage Tank Indemnification Fund (USTIF)". The main content area is titled "Please set a new password." and contains a "New Password" section. This section has two input fields: "Password" and "Enter Again", followed by a blue "Save" button. Below the form is a "Password policy:" section with the following requirements:

- Minimum Length: 8 characters
- Maximum Length: 256 characters
- Minimum complexity: Passwords should contain at least one character from three of the four following character sets
 - Lowercase
 - Uppercase
 - Numbers
 - Special characters: `~!@#$%^&* _-+=`|\(){}[];:~!@#< > , . ? /`

At the bottom of the page, there is a footer with links for "ACCESSIBILITY", "PRIVACY & DISCLAIMERS", "TRANSLATION DISCLAIMER", "SECURITY", and "PA INSURANCE DEPARTMENT | TECHNICAL SUPPORT". On the right side, it says "Copyright © 2019 Commonwealth of Pennsylvania. All rights reserved."

Click Save – and you are good to go!