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)

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)
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’.

Fill in your information within the corresponding fields, as per the screen below, and then click ‘SAVE’.
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: ~ ! @ # $ % ^ & * - _ + = ` | ( ) { } [ ] : ; " ' < > , . ? /

Click Save – and you are good to go!