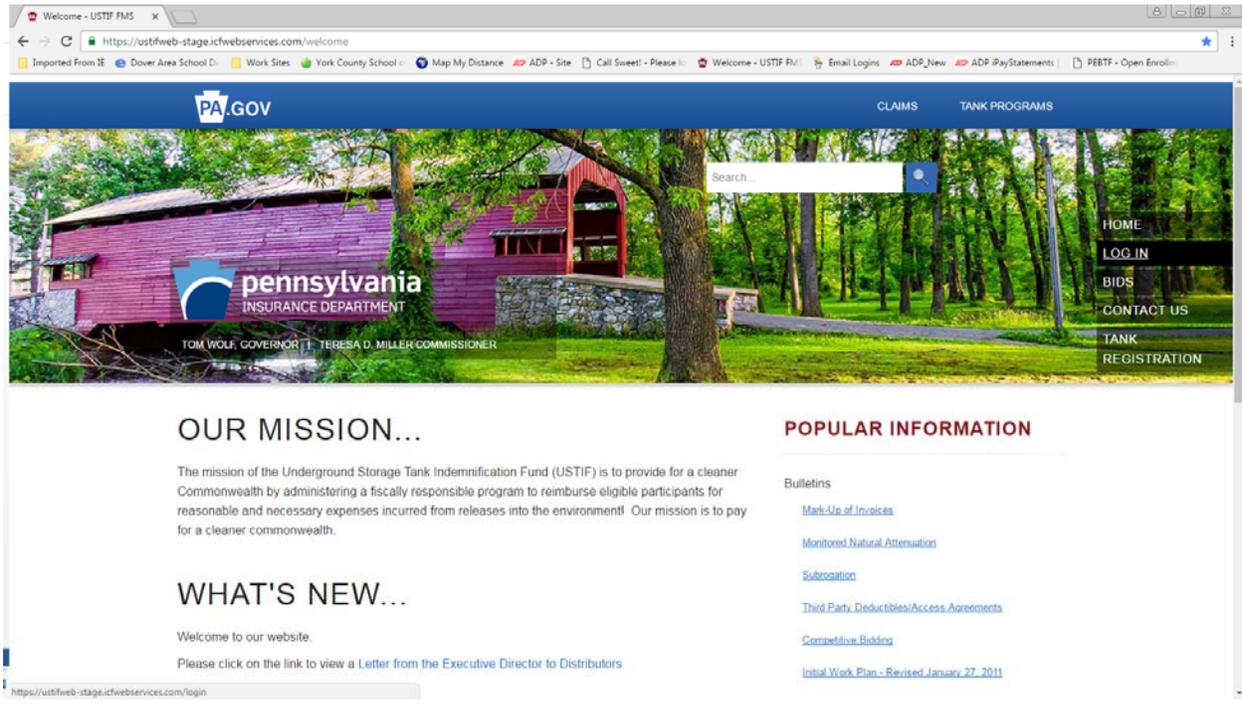


**USTIF BILLING SYSTEM
NEW ACCOUNT SET-UP WALKTHROUGH**

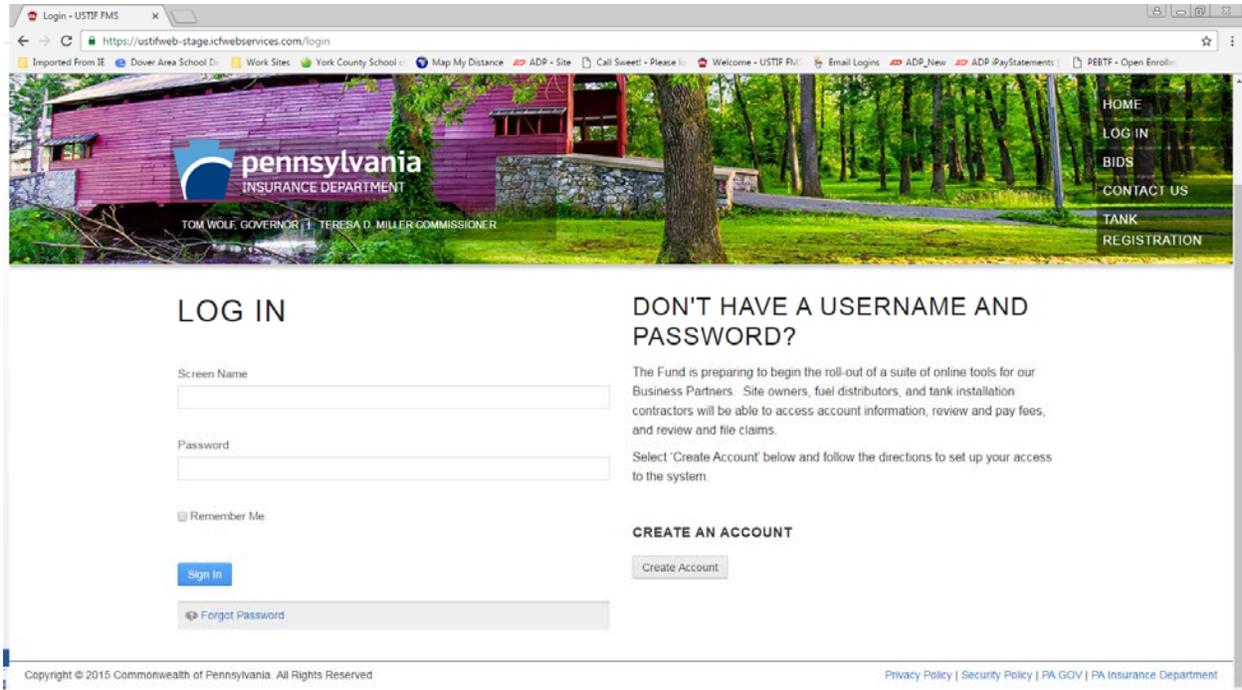


Setting up an Account in FBS

To begin, we will find ourselves on the welcome page for USTIF: <https://ustif.pa.gov>.¹ On the right hand side of the page, proceed to click on 'Log In' (in between 'Home' and 'Bids').



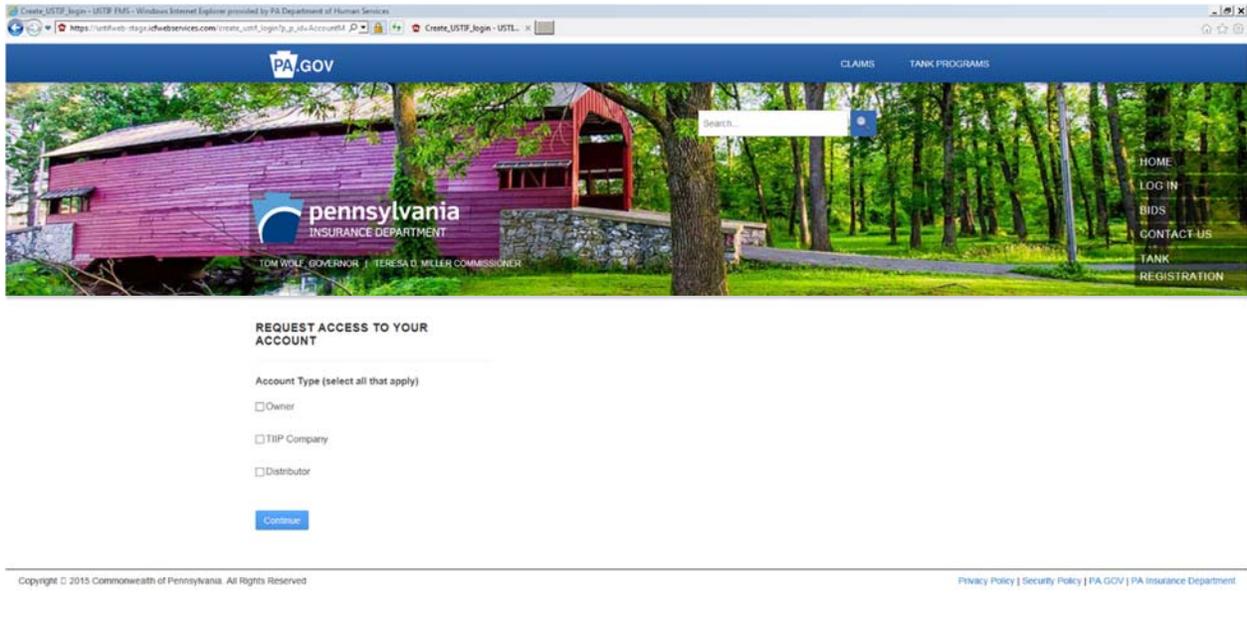
Next, proceed to click on the button 'Create Account'.



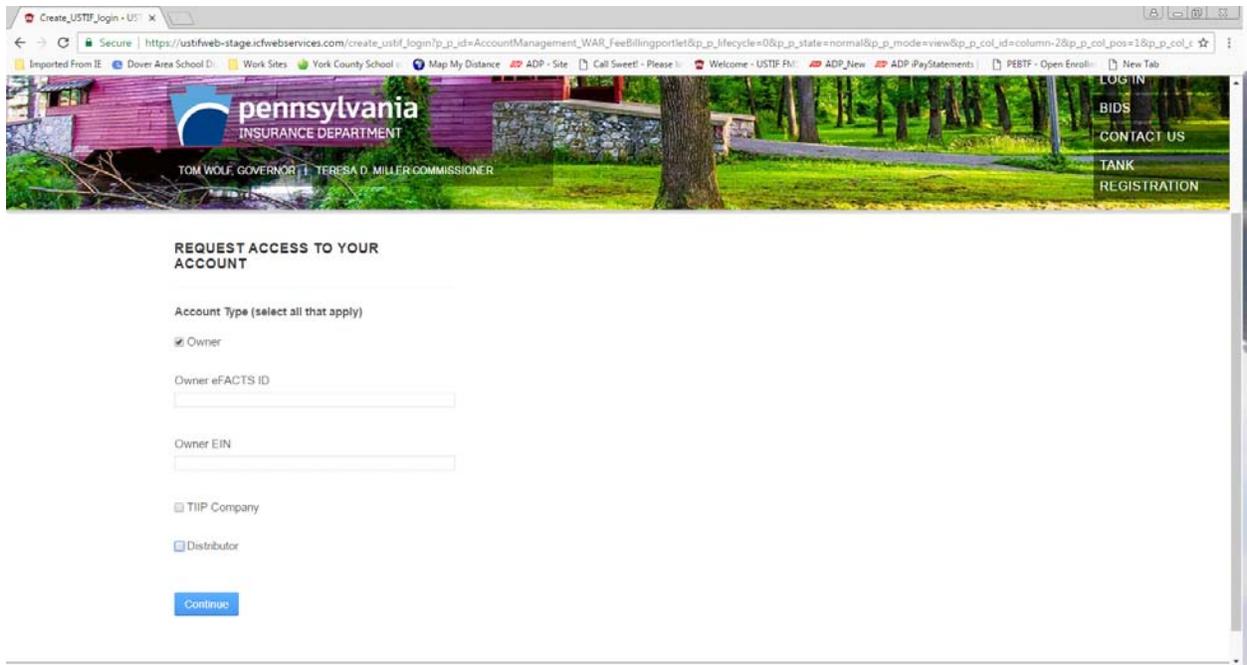
¹ The link within the displayed image: <https://ustifweb-stage.icfwebservices.com/welcome> was the previous website address for the USTIF homepage. It will now henceforth permanently be at <https://ustif.pa.gov>.

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'.



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 screenshot shows a web browser window with the URL https://ustifweb-stage.icfwebservices.com/create_ustif_login?p_id=AccountManagement_WAR_FeeBillingportlet&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_id=column-28&p_p_col_pos=1&p_p_col_count=2&.... The page header features the Pennsylvania Insurance Department logo and navigation links: LOGIN, BIDS, CONTACT US, TANK, and REGISTRATION. The main content area is titled "REQUEST ACCESS TO YOUR ACCOUNT" and includes a section for "Account Type (select all that apply)". The "TIIP Company" option is selected with a checked checkbox. Below this, there are two input fields: "TIIP Company eFACTS ID" and "TIIP Company EIN". A "Continue" button is located at the bottom of the form.

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 screenshot shows the same web browser window as above, but with the "Distributor" option selected under "Account Type (select all that apply)". The "TIIP Company" option is now unselected. The input fields are labeled "Distributor ID" and "Distributor EIN". The "Continue" button remains at the bottom of the form. The footer of the page contains the text "Copyright © 2015 Commonwealth of Pennsylvania. All Rights Reserved" and "Privacy Policy | Security Policy | PA.GOV | PA Insurance Department".

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'.

REQUEST ACCESS TO YOUR ACCOUNT

Account Type (select all that apply)

Owner

Owner eFACTS ID

Owner EIN

THIP Company

Distributor

Distributor ID

Distributor EIN

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

Congratulations! Your organization has been found in the system.

Account Type: Distributor

Organization: USTIF TESTING ACCT 3

Screen Name (Required)

Email Address (Required)

First Name (Required)

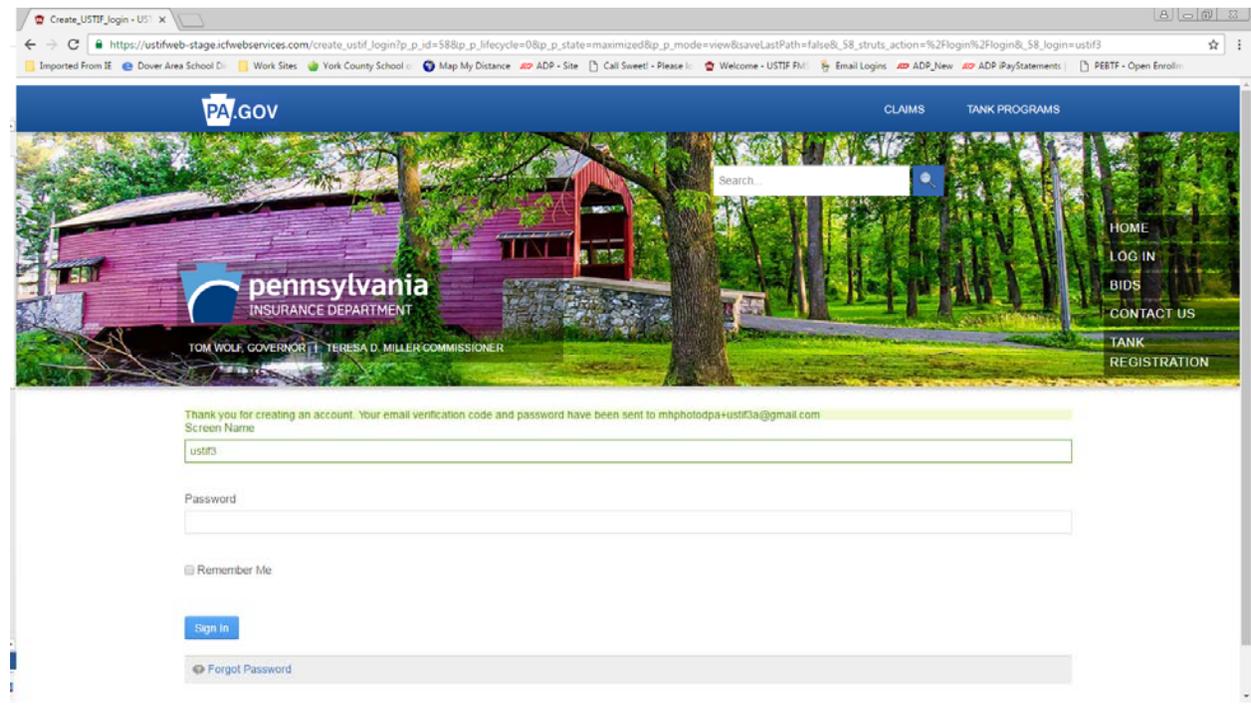
Last Name (Required)

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Keep this screen open.

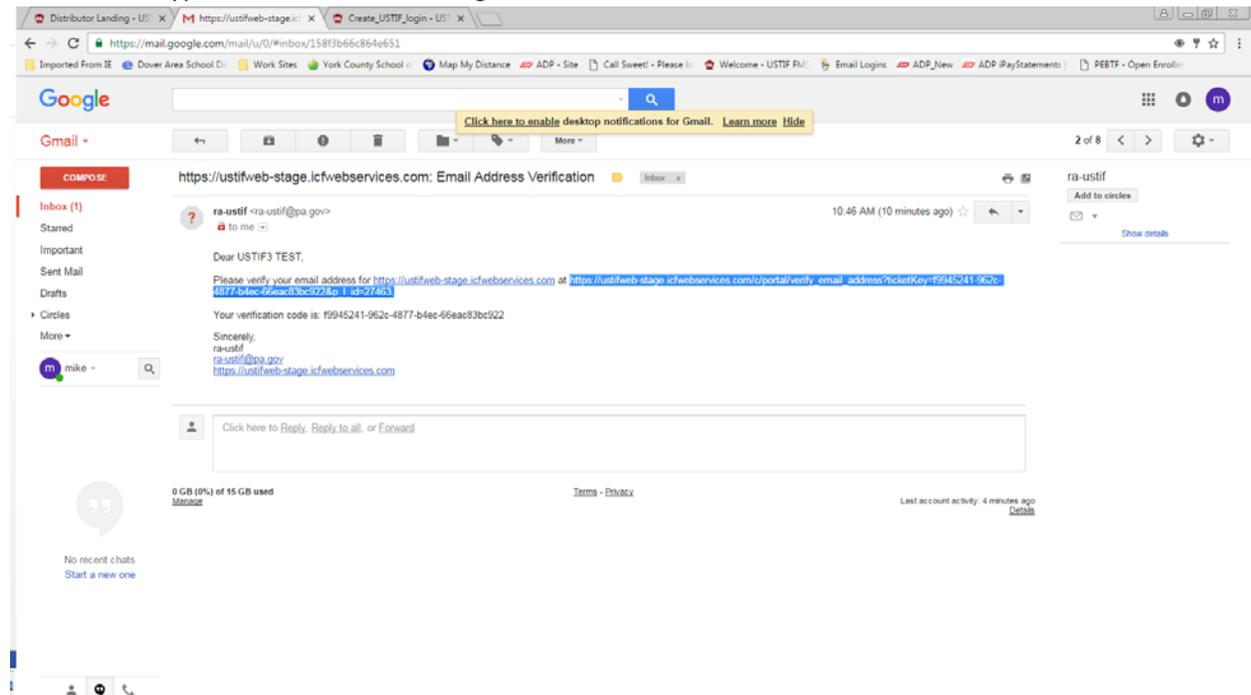
In a new tab (or through Outlook), proceed to your email account for two verification emails from the USTIF system.



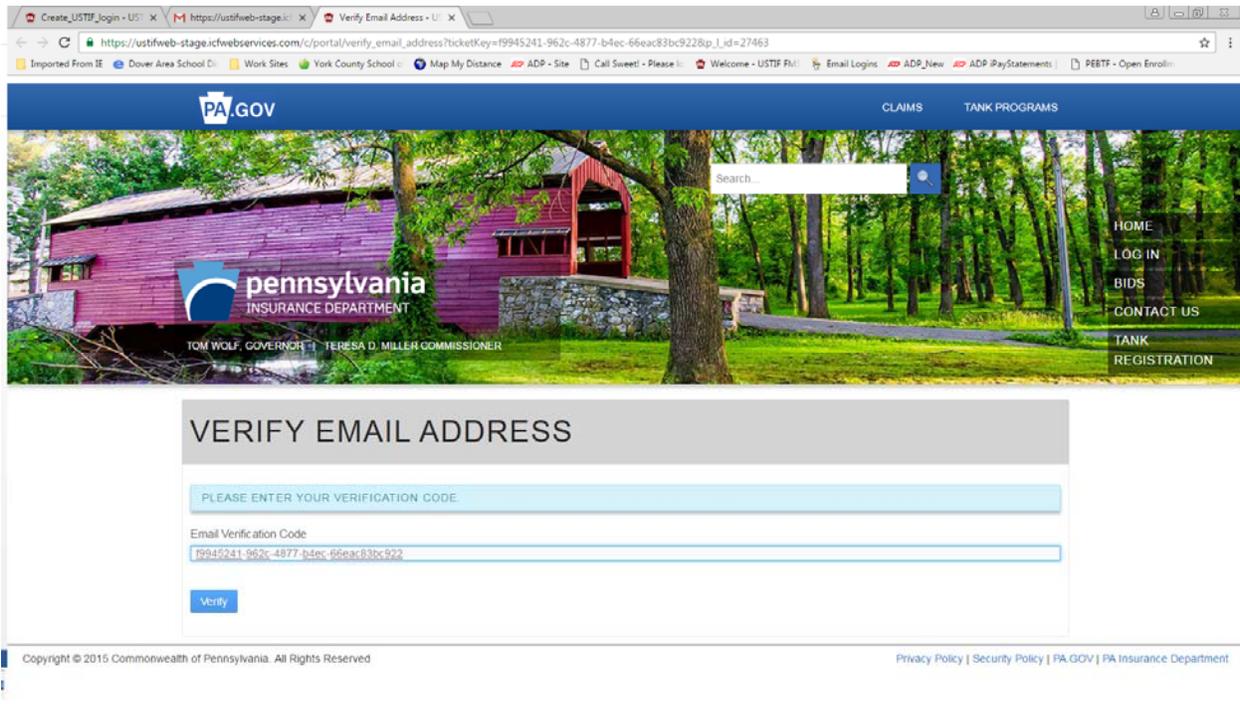
Proceed to first open the 'Email Address Verification' message.

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

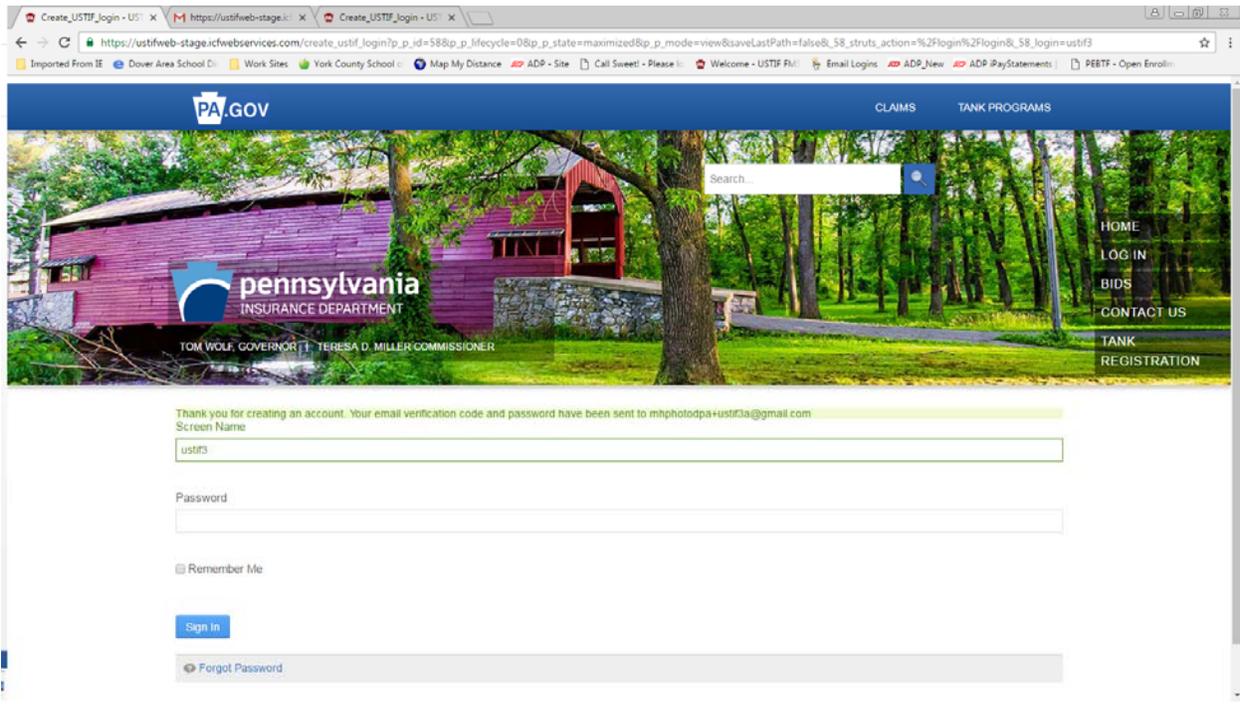
Click on the hyperlink within the message.



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.



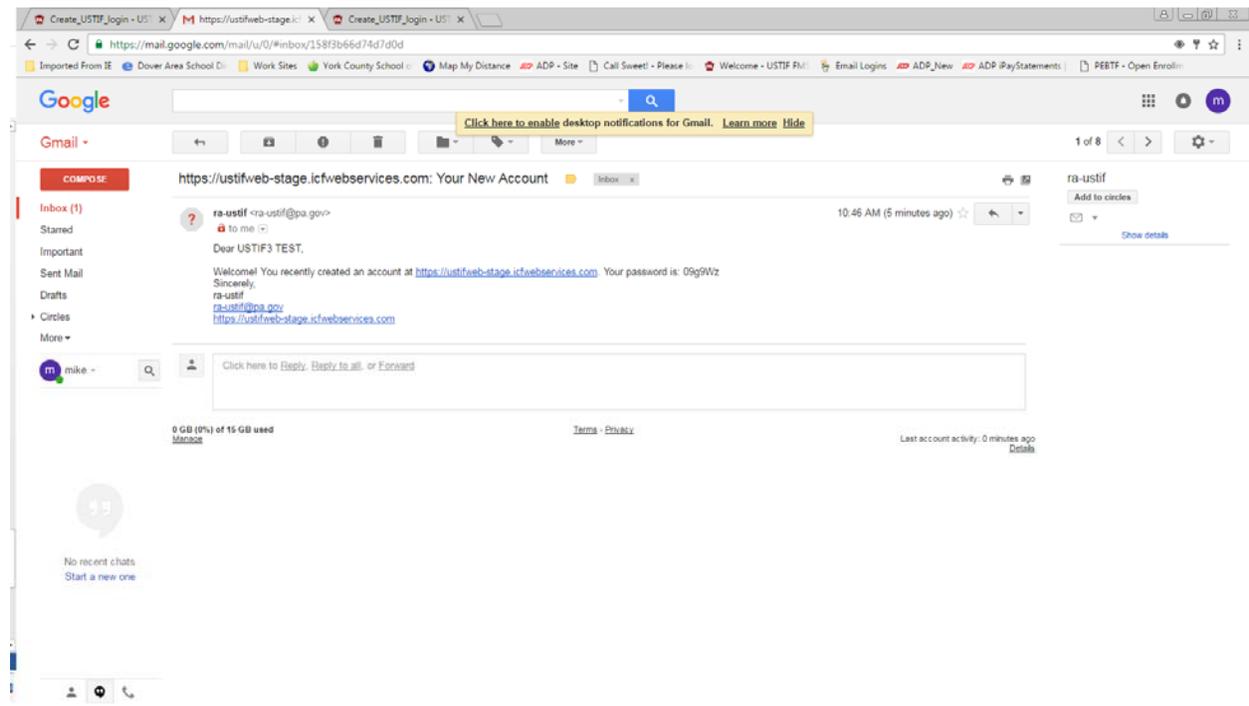
Once the screen loads after clicking 'VERIFY', you may close that tab. Congrats! You are more than halfway done. Go back to the first tab where you completed the username information (re: top of page 5)



Now, click on the tab with your email inbox.

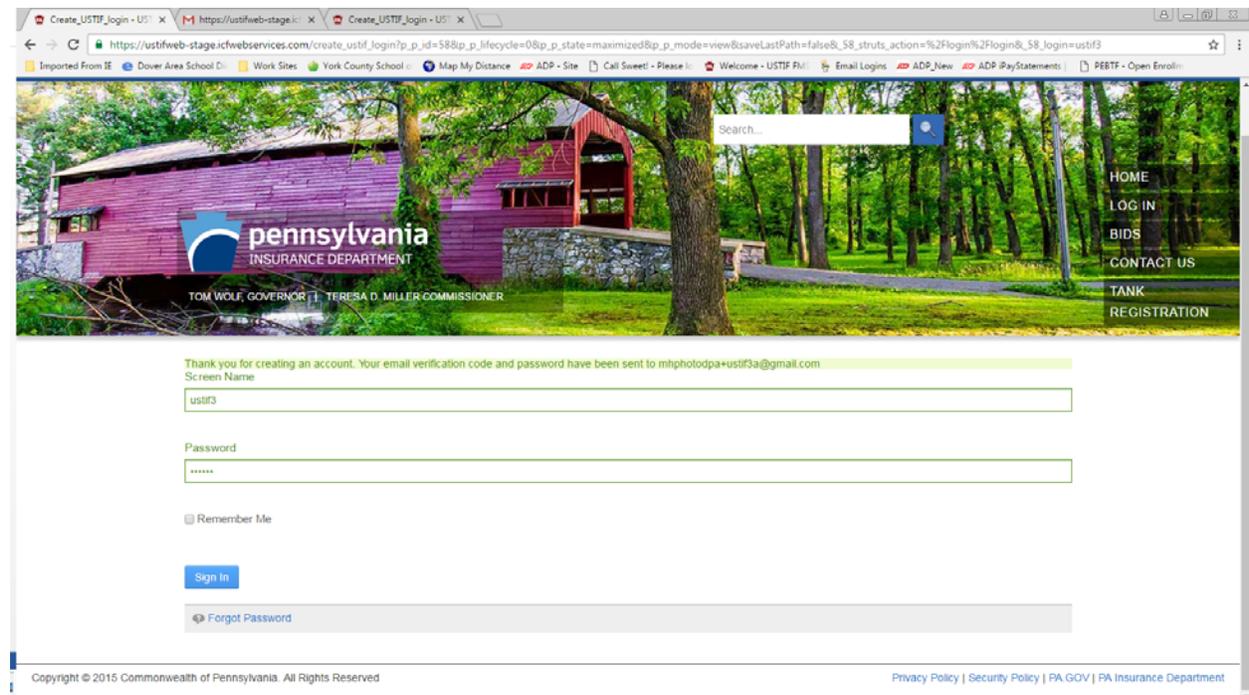
Click on the message with the title: 'Your New Account'.

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.

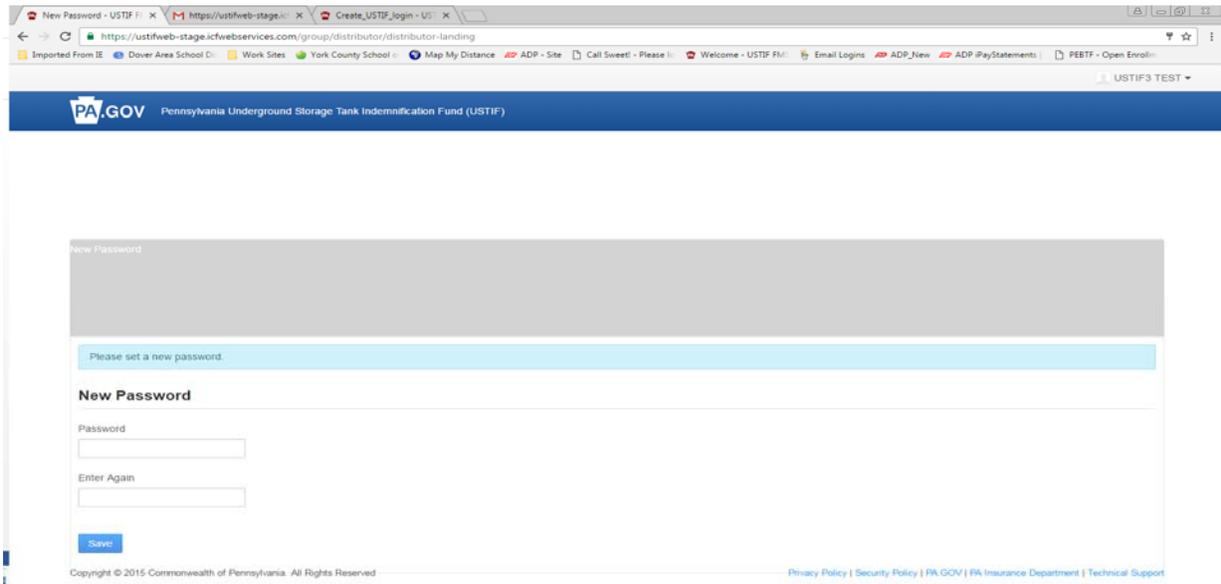
Then proceed to click 'Sign In'.



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 <https://ustifweb-stage.icfweb-services.com/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 "New Password" and contains a light blue banner that says "Please set a new password." Below this, there is a section titled "New Password" with two input fields: "Password" and "Enter Again". A blue "Save" button is located below the input fields. At the bottom of the page, there is a footer with the text "Copyright © 2015 Commonwealth of Pennsylvania. All Rights Reserved" and a link to "Privacy Policy | Security Policy | PA.GOV | PA Insurance Department | Technical Support".

Click Save – and you are good to go!