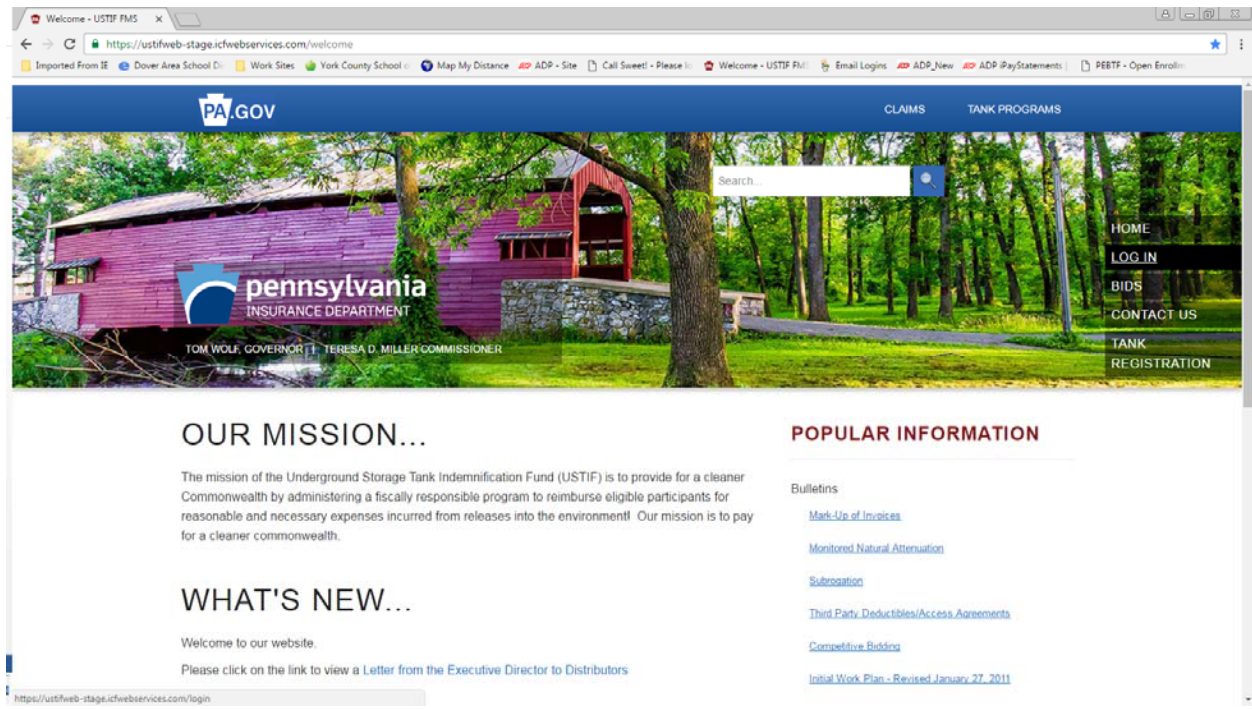


USTIF BILLING SYSTEM NEW ACCOUNT SET-UP WALKTHROUGH

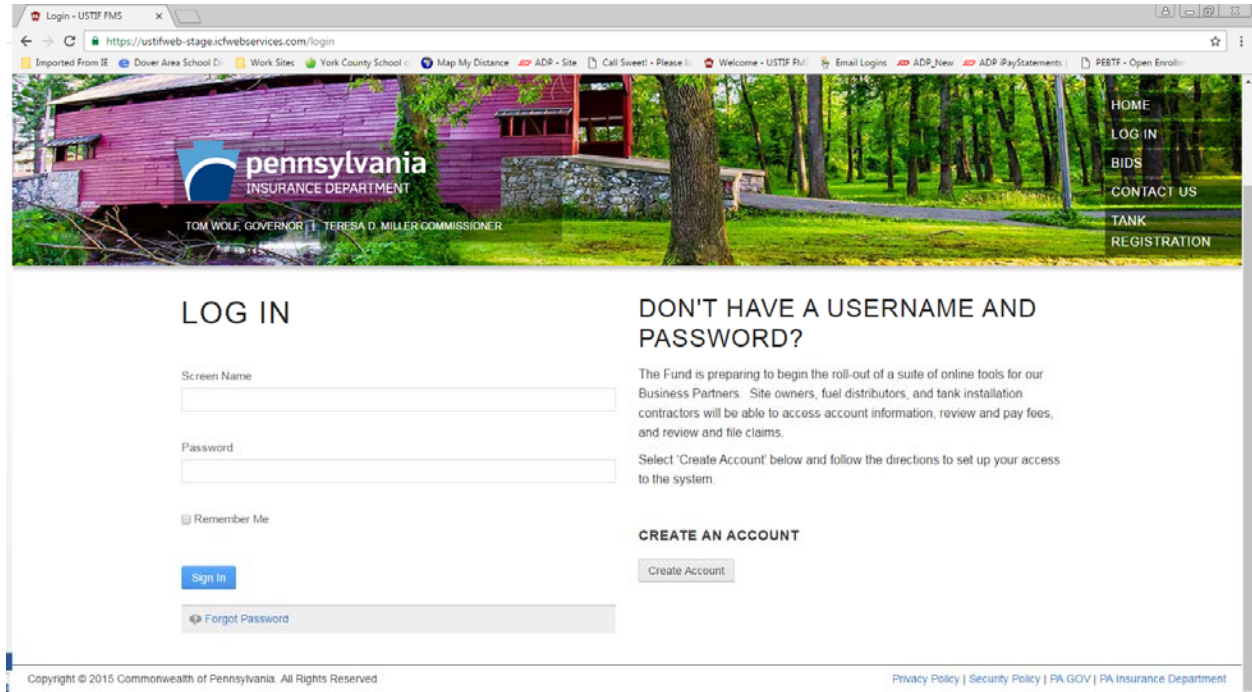


Setting up an Account in FBS

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:

The screenshot shows the Pennsylvania Insurance Department website. The header includes the PA.GOV logo, navigation links for CLAIMS and TANK PROGRAMS, a search bar, and a menu with HOME, LOG IN, BIDS, CONTACT US, TANK, and REGISTRATION. The main content area is titled 'REQUEST ACCESS TO YOUR ACCOUNT'. Below this, there is a section for 'Account Type (select all that apply)' with three checkboxes: Owner, TIIP Company, and Distributor. A 'Continue' button is at the bottom of the form. The footer contains copyright information for 2015 Commonwealth of Pennsylvania and links to Privacy Policy and Security Policy.

PA.GOV CLAIMS TANK PROGRAMS

Search

HOME
LOG IN
BIDS
CONTACT US
TANK
REGISTRATION

REQUEST ACCESS TO YOUR ACCOUNT

Account Type (select all that apply)

☐ Owner

☐ TIIP Company

☐ Distributor

Continue

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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'.

This screenshot shows the same 'REQUEST ACCESS TO YOUR ACCOUNT' form, but with the 'Owner' checkbox selected. Below the checkbox, there are two text input fields for 'Owner eFACTS ID' and 'Owner EIN'. The 'Continue' button remains at the bottom. The website header and footer are identical to the previous screenshot.

PA.GOV CLAIMS TANK PROGRAMS

Search

HOME
LOG IN
BIDS
CONTACT US
TANK
REGISTRATION

REQUEST ACCESS TO YOUR ACCOUNT

Account Type (select all that apply)

☒ Owner

Owner eFACTS ID

Owner EIN

☐ TIIP Company

☐ Distributor

Continue

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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_FeeBillingportal&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_id=column-2&p_p_col_pos=1&p_p_col_count=2&p_p_col_id=column-2&p_p_col_pos=1&p_p_col_count=2. The page header features the Pennsylvania Insurance Department logo and navigation links: LOG IN, BIDS, CONTACT US, TANK, and REGISTRATION. The main content area is titled "REQUEST ACCESS TO YOUR ACCOUNT". Under "Account Type (select all that apply)", the "TIIP Company" checkbox is selected. Below this, there are two text input fields for "TIIP Company eFACTS ID" and "TIIP Company EIN". At the bottom of the form is a blue "Continue" button.

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" checkbox selected under "Account Type (select all that apply)". The text input fields are now for "Distributor ID" and "Distributor EIN". The blue "Continue" button remains at the bottom of the form. The footer of the page includes the text "Copyright © 2015 Commonwealth of Pennsylvania. All Rights Reserved" and links to "Privacy Policy", "Security Policy", "PA.GOV", and "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'.

The screenshot shows a web browser window with the URL https://ustifweb-stage.icfwebservices.com/create_ustif_login?p_id=AccountManagement_WAR_FeeBillingportal&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_id=column-2&p_p_col_pos=1&p_p_col_c.... The page title is "REQUEST ACCESS TO YOUR ACCOUNT". Below the title, there is a section "Account Type (select all that apply)". Under this section, there are two checkboxes: "Owner" (checked) and "Distributor" (checked). Below the "Owner" checkbox, there are two input fields: "Owner eFACTS ID" and "Owner EIN". Below the "Distributor" checkbox, there are two input fields: "Distributor ID" and "Distributor EIN". At the bottom of the form, there is a blue button labeled "Continue".

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

The screenshot shows a web browser window with the URL https://ustifweb-stage.icfwebservices.com/create_ustif_login?p_id=58&p_p_lifecycle=0&p_p_state=maximized&p_p_mode=view&saveLastPath=false&_struts_action=%2Flogin%2Fcreate_account&distributorID=34789&orgar.... The page features a banner for the "pennsylvania INSURANCE DEPARTMENT" with the text "TOM WOLF, GOVERNOR" and "TERESA D. MILLER, COMMISSIONER". On the right side of the banner, there is a vertical menu with links: "LOG IN", "BIDS", "CONTACT US", "TANK", and "REGISTRATION". Below the banner, there is a message: "Congratulations! Your organization has been found in the system." Below this message, there is a section "Account Type: Distributor" and "Organization: USTIF TESTING ACCT 3". Below this section, there are four input fields: "Screen Name (Required)" with the value "USTIF3", "Email Address (Required)" with the value "mhpholodpa+USTIF3", "First Name (Required)" with the value "USTIF3", and "Last Name (Required)" with the value "TEST". At the bottom of the form, there is a blue button labeled "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.

The screenshot shows the Pennsylvania Insurance Department website. The header includes the PA.GOV logo and navigation links for CLAIMS and TANK PROGRAMS. A search bar is present. The main banner features a red barn and the text "pennsylvania INSURANCE DEPARTMENT" with "TOM WOLF, GOVERNOR" and "TERESA D. MILLER, COMMISSIONER". On the right, a menu lists HOME, LOG IN, BIDS, CONTACT US, TANK, and REGISTRATION. The main content area displays a confirmation message: "Thank you for creating an account. Your email verification code and password have been sent to mhphotopa-ustif3a@gmail.com". Below this, there is a "Screen Name" field with "ustif3", a "Password" field, a "Remember Me" checkbox, a "Sign In" button, and a "Forgot Password" link.

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 screenshot shows a Gmail inbox. The selected email is titled "https://ustifweb-stage.icfwebservices.com: Email Address Verification" and is from "ra-ustif <ra-ustif@pa.gov>". The email content includes a greeting "Dear USTIF3 TEST," followed by a request to verify the email address for "https://ustifweb-stage.icfwebservices.com" at a specific URL. A verification code "f9945241-962e-4877-b4ec-66eac83bc922" is provided. The email is signed "Sincerely, ra-ustif" with contact information "ra-ustif@pa.gov" and "https://ustifweb-stage.icfwebservices.com". The Gmail interface shows the inbox list on the left, the email content in the center, and account status at the bottom (0 GB of 15 GB used).

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.

PA.GOV CLAIMS TANK PROGRAMS

Search

HOME
LOG IN
BIDS
CONTACT US
TANK
REGISTRATION

VERIFY EMAIL ADDRESS

PLEASE ENTER YOUR VERIFICATION CODE

Email Verification Code

f9945241-962c-4877-b4ec-66eac83bc922

Verify

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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)

PA.GOV CLAIMS TANK PROGRAMS

Search

HOME
LOG IN
BIDS
CONTACT US
TANK
REGISTRATION

Thank you for creating an account. Your email verification code and password have been sent to mhphotodps+ustif3a@gmail.com

Screen Name

ustif3

Password

☐ Remember Me

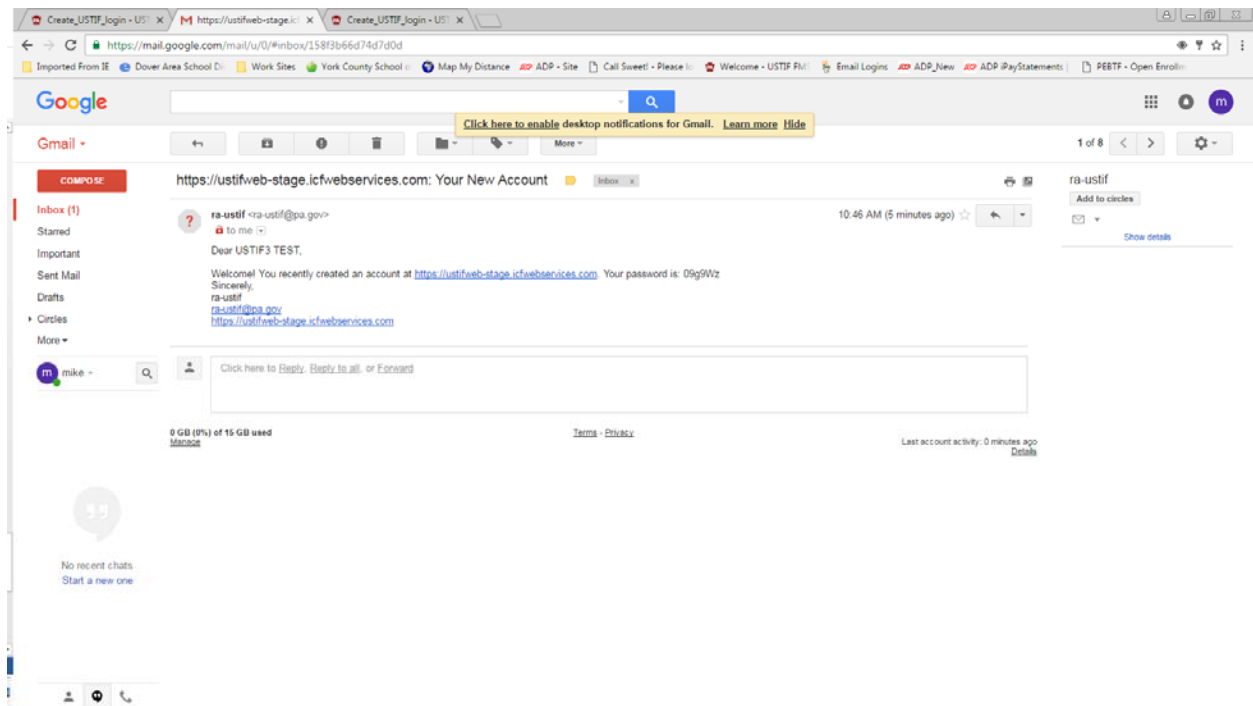
Sign In

[Forgot Password](#)

Now, click on the tab with your email inbox.

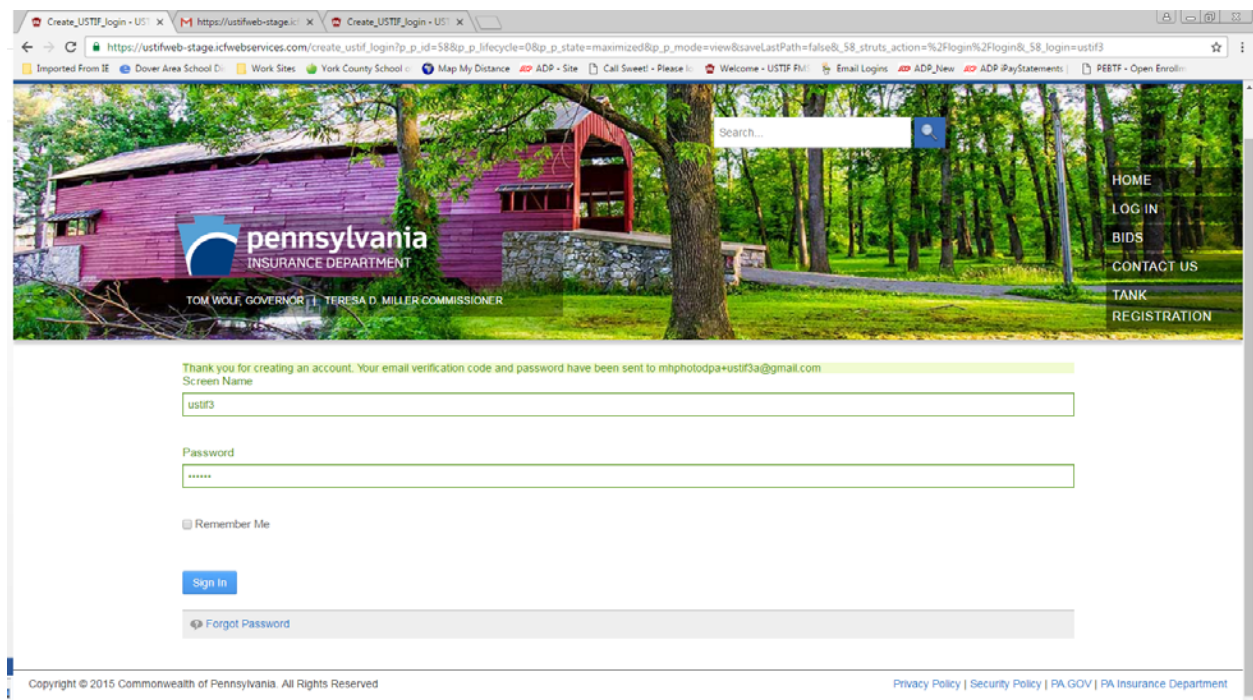
Click on the message with the title: 'Your New Account'.

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.

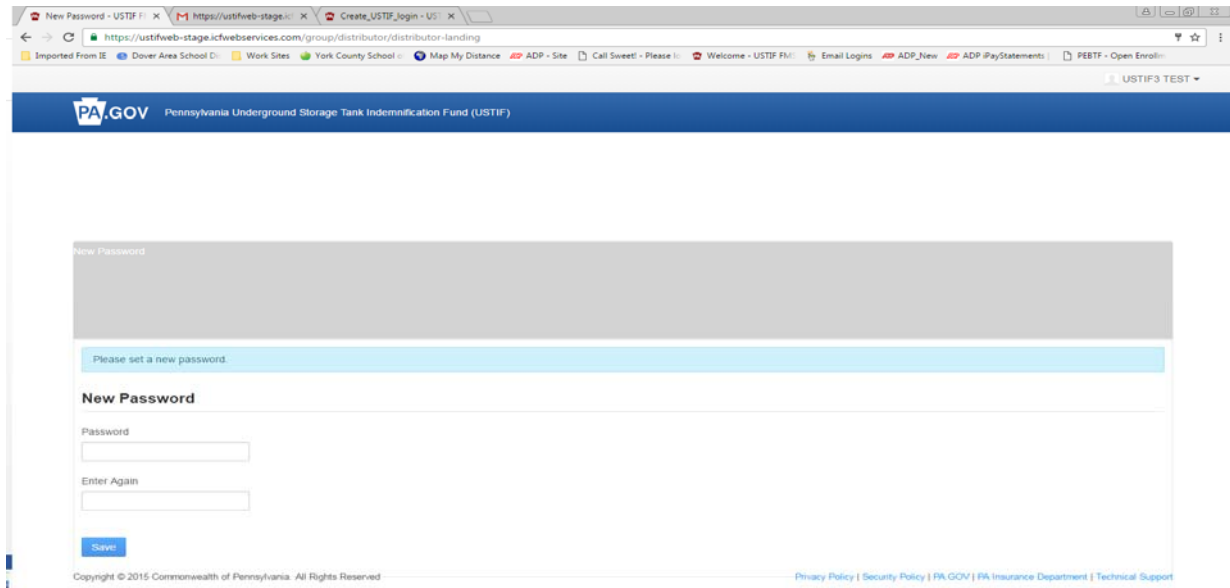
Then proceed to click 'Sign In'.



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 multiple tabs. The active tab is titled "New Password - USTIF" and the address bar shows the URL "https://ustifweb-stage.icfwebservices.com/group/distributor/distributor-landing". The browser's address bar also displays a list of bookmarks including "Imported from IE", "Dover Area School", "Work Sites", "York County School", "Map My Distance", "ADP - Site", "Call Sweett - Please", "Welcome - USTIF FM", "Email Logins", "ADP_New", "ADP (PayStatements)", "PEBTF - Open Enroll", and "USTIF3 TEST". The page header features 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 with the text "Please set a new password." Below this, the "New Password" section includes two input fields: "Password" and "Enter Again". A blue "Save" button is positioned at the bottom of the form. The footer of the page contains the text "Copyright © 2015 Commonwealth of Pennsylvania. All Rights Reserved." and a series of links: "Privacy Policy", "Security Policy", "PA.GOV", "PA Insurance Department", and "Technical Support".

Click Save – and you are good to go!