

TRANSITION TO COMMONWEALTH KEYSTONE LOGIN

The Department of Community and Economic Development (DCED) is updating its Electronic Single Application (ESA) to use the new Commonwealth Keystone Login. Please note, effective December 20, 2019, all users that access DCED systems must use the Commonwealth Keystone Login to create new user accounts or merge existing PLogin/Logon.net accounts. You only need to migrate your old account if you require access to your application history. We strongly encourage all users who need to migrate their accounts to do so prior to any application deadlines to avoid last minute technical difficulties, and to avoid losing access to their past applications should the old system be removed in June 2020.

For issues, please contact DCED's Customer Service Center at 717-787-3405 or email ra-dcedcs@pa.gov.

ACCOUNT MIGRATION:

1. Click here to migrate your account to the Keystone Login (Credentialing system):
<https://keystonelogin.pa.gov/Migration/CreateUser>
2. Enter PA Login info:
 - a. PA Login **USERNAME**:
 - b. PA Password: (whatever you made it, 8 characters min, upper case, lower case, number and symbol) ****If you need me to update this please let me know so that we can get your account migrated****
3. Create a new Keystone Login USERNAME
4. Enter in your email address:
5. Enter your DOB xx/xx/xxxx
6. Create a new password (must be 12 characters min, upper, lower, number and symbol).
7. Re-enter your new password
8. Select and answer 3 security questions
9. Click Submit

If the migration was successful, it will tell you that your migration has been successful. If it was not successful, the top of the screen should tell you in red writing what the issue is.

You will not ever need to go back into the Keystone Login system again, unless you need to change your password later.

ELECTRONIC SINGLE APPLICATION FOR ASSISTANCE LOGIN ---the site you will access to create your application.

Once you migrate your account successfully, you will then want to go to the ESA
Login: <https://dced.pa.gov/singleapp>

Please use your Keystone Login credentials from here out to access the ESA.

Once you are logged into ESA, you will follow these steps:

1. Check your user settings in the red ribbon, and make sure that you have something selected aside from the "other" default.
2. Double check to make sure that you have your Federal ID number entered as 9 Digits, no dashes or spaces.
3. Click update once these steps have been taken.
4. Project Name: Whatever is familiar to you and whatever you could pick out of a list if you had 50 applications that you were working on.
5. You may be asked if you need help finding your application. SELECT NO.
6. You may be asked if you're applying on behalf of your organization. SELECT ON BEHALF OF MY ORGANIZATION
7. Slight possibility that you'll be asked if you're applying based on a GAT Offer, SELECT NO (if you see this question).
8. Click CREATE/BEGIN NEW APPLICATION
9. The next page will say Program Name and there is a box to type in. Type in **PROGRAM KEY WORD:** _____ and CLICK SEARCH
10. Scroll down and you should see **your program** along with an apply button in blue writing to the right of the program name.
11. Click APPLY and this will put you into the application.
 - a. All RED DIAMOND fields are the ones that you need to be concerned with. If there isn't a red diamond, do not worry about the field and keep moving on.

ELECTRONIC SIGNATURE PORTAL—the site you can use to log in to eSign documents.

<https://apps.dced.pa.gov/eSignature/account/login>

If you do not have your original eSignature request email, but you have successfully migrated your account/created a new Keystone login account, you can access the eSignature portal directly by clicking on the link and entering your Keystone Login Username and your Keystone Login Password (12 characters min. upper, lower, number and symbol combination).