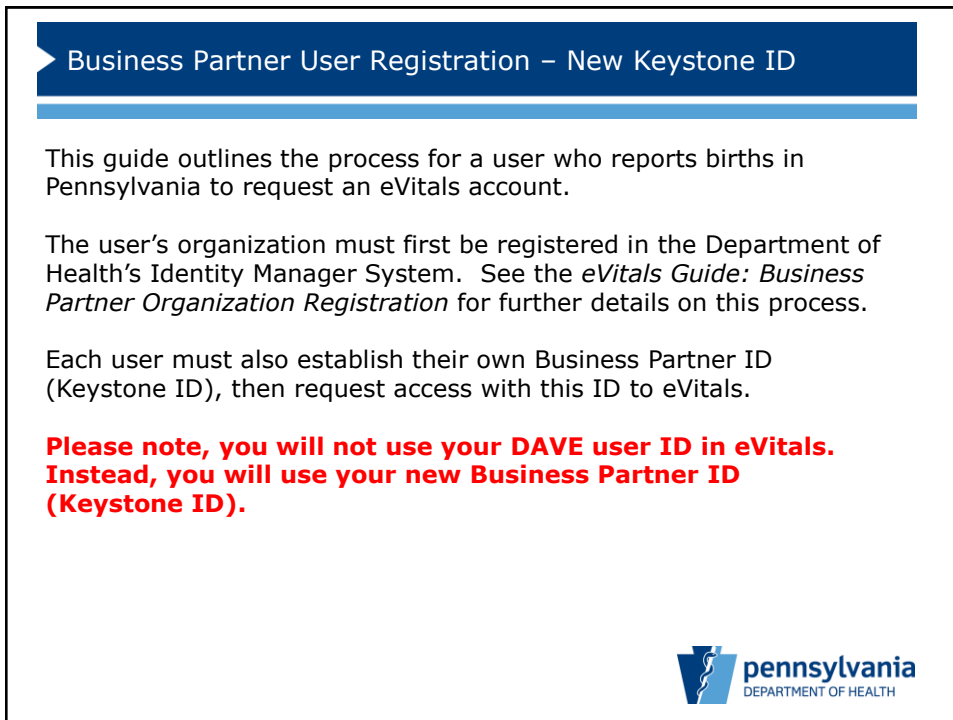


1



2

Business Partner User Registration – New Keystone ID

These instructions are for individuals who do not already have a Keystone ID business partner account.

Business partner accounts begin with **b-** (e.g. b-test)

Multiple Commonwealth systems use the Keystone ID for single sign-on (SSO) so that users may maintain one set of credentials.

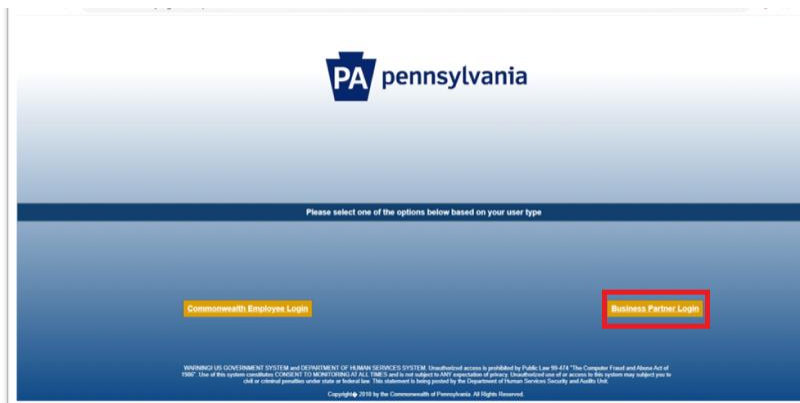
If you have not previously established a Keystone ID, these steps will help you to create one.



3

Business Partner User Registration – New Keystone ID

Navigate to the eVitals website at <http://evitals.health.pa.gov> and click **Business Partner Login**.



4

Business Partner User Registration – New Keystone ID

Click **Register for eVitals**.

PA pennsylvania

Keystone Key

Username

Password

LOGIN

Self-service for Business Partner

- Forgot User ID
- Forgot Password
- Register for eVitals**
- Edit Profile

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1996". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audit Unit.

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DEPARTMENT OF HEALTH

5

Business Partner User Registration – New Keystone ID

Read the Business Partner Registration **General Information** and click **Next**.

PA pennsylvania

Business Partner Registration: General Information

1 General Information | 2 User Profile Information | 3 User Release Agreement | 4 Security Questions

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to Business Partners. Several state agencies are working together to establish a single Business Partner ID (B-ID) to access multiple state agency sites as a way of simplifying your experience. If you have not registered for a Business Partner ID (B-ID) before and wish to create a new account, please click the "Next" button below.

What is Enterprise Business Partner Registration? This registration allows you to create a Business Partner ID (B-ID) that you will use to complete management tasks affiliated with your specific position. Once you have completed tasks, they will be escalated accordingly in order to receive approval.

Already have a Business Partner ID (B-ID)? If you have already created a Business Partner ID (B-ID), you do not need to create another one. Simply click the link below and use the Business Partner ID and Password you have already created to login.

Requesting eVitals access with your existing Business Partner ID (B-ID) Click [HERE](#)

NEXT **CANCEL**

DEPARTMENT OF HEALTH

6

Business Partner User Registration – New Keystone ID

Complete your profile on the **User Profile Information** page and click **Next**.



7

Business Partner User Registration – New Keystone ID

Read and accept the Commonwealth's **Management Directive for IT Acceptable Use Policy** user agreement and provide your electronic signature by entering your full name. When complete, click **Next**.



8

Business Partner User Registration – New Keystone ID

On the **Security Questions** page, select three security questions from the drop-down lists and provide answers.

Tip: Provide answers that you will remember in the event you ever need to reset your password.

Then answer a CAPTCHA question and click **Finish** to submit the registration.



9

Business Partner User Registration – New Keystone ID

View the confirmation page to verify your registration request was successfully submitted. Close the confirmation page.



10

Business Partner User Registration – New User


You will receive an automated email, which provides you with your system-generated Business Partner ID. This is your username for logging in to eVitals.

Note: This email also contains Vital Events Stakeholder Hotline information for users.


Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Congratulations!

Your Business Partner Registration has been completed. You may now use your system-generated Business Partner ID (B-) to login to eVitals.

- Your Business Partner ID (B-): b-troyspaces 

Questions? For information on eVitals registration and access, please contact the Vital Events Stakeholder Hotline at 800-323-9613





11

Business Partner User Registration – New Keystone ID

Once you have received the email on the previous page, you may use your new Business Partner ID to request access to eVitals.

Please refer to the instructions for Business Partner User Registration for Existing DAVE Users if you currently report births through DAVE, or New Users if you do not currently report.





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Business Partner User Registration – All Users

You will receive emails from the various email account domains. Please white list emails coming from this account so that important messages do not go into your SPAM or junk mail.

@train.org

@pa.gov

@gcomsoft.com

