Green Light – Go
dotGrants
Registration and Login Instructions

Last revised February 27, 2020
Section I – Introduction to dotGrants

Beginning with Local Grants awarded in fiscal year 2017, the Pennsylvania Department of Transportation (PennDOT) is utilizing the dotGrants online system to electronically administer local grants under the Green Light-Go program, including grant agreement execution and reimbursement requests. The year of your grant is provided in the identification number of your Grant Reimbursement Agreement (i.e. 2015GLG123 or GLG-2017-12345-1234). Grants awarded in fiscal years 2014, 2015, and 2016 utilized paper agreements and do not require dotGrants account access.

Please note, submission of applications during the annual grant application period does not require a dotGrants account. After creating the application, you will receive an email link with direct access to your saved application. A dotGrants user account is only required if the funding is awarded.

Please read the following instructions carefully. The dotGrants application is used by several PennDOT programs. These instructions are specific to Green Light-Go. Some functions of dotGrants are not applicable and should not be used for Green Light-Go. Therefore, the general dotGrants instructions provided on the PennDOT website may provide different information and should not be referenced for Green Light-Go.

If you have remaining questions after reviewing this guidance, please contact the PennDOT program resource account at GLG@pa.gov.

Section II – dotGrants Login

To begin, go to the following page in your web browser: https://dotgrants.penndot.gov/dotGrants/ (must use Internet Explorer or Chrome). Click the Sign into dotGrants button on this page.
On the next screen, enter your username and password and click **Sign In**.

If you do not have a dotGrants Account, please refer to Section III – dotGrants Account Registration.

If you had a dotGrants account prior to May 2019 and are unable to login, please refer to Section IV – dotGrants 2.0 Account Migration.

### Section III – New dotGrants Account Registration

**A. Create Identify Services Portal User Account**

To begin, go to the following page in your web browser: [https://dotgrants.penndot.gov/dotGrants/](https://dotgrants.penndot.gov/dotGrants/). Click the **Sign into dotGrants** button on this page.
On the next screen, do not enter a username or password. Click the **Register** button at the bottom.

On the next screen, choose **Business Partner**.
Do NOT click the Request Access button on the next screen. This is not used for Green Light-Go.

Enter the following information and then click the Next button:

- Municipality name in the Organization Name box
- Municipality’s Federal Employer Identification Number (FEIN) in the FEIN box
- City of the municipality’s postal mailing address in the Organization City box
- Postal ZIP code for the municipality’s mailing address in the Organization Zip Code box

On the next page, you will begin to setup your user profile.

- Be sure to properly enter your email address. Your username and password will be sent to this email, and this email will be used if you forget your password and need to reset it.
- The same email address cannot be used by multiple users in the dotGrants system for security purposes. If you share an email address, such as mytownship@internet.com, you will need to set up another email address to use to register for dotGrants. There are many free email services available on the internet which can be used for this purpose. Note, the email used to register as a user is not the same email address used to notify you of activities related to your grant. This email address is only used for username and password communications.
- You must pick three security questions and provide answers. These will be used to verify your identity if you forget your password.
• You must check the box to accept the User Release Agreement and type your name **exactly** as entered in the First Name and Last Name boxes above, with one space between.

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**Enterprise Business Partner Registration for dotGrants: User Profile Information**

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**User Profile Information**

**User ID**

- First Name
- Last Name

- Email Address
- Confirm Email Address

- Phone Number
- Position Title

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**Security Questions**

Pick 3 Questions that only you will be able to answer. If you forget your password, we'll ask you these questions to verify your identity.

- **Security Question 1**
  - Please select a security question.
  - Answer

- **Security Question 2**
  - Please select a security question.
  - Answer

- **Security Question 3**
  - Please select a security question.
  - Answer

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**User Release Agreement**

- I understand and agree with the Commonwealth of Pennsylvania User Release Agreement.

I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms as stated.

- Legal Full Name

What is e-signature? Click Here

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Click **Next** to continue.
The next screen is used to ensure your account request gets properly routed to the Green Light-Go program and not to other PennDOT programs that use dotGrants. Enter information as follows:

- **Organization Role Selection**: check “I want to request access as a Delegated Administrator to manage by organization.”
- **DO NOT click “I want access for myself.” We cannot approve your account if you do this!**
- **dotGrants Application Access**: choose “Business Partner – Grantee”
- **Program Office**: choose “BOMO – Green Light-Go/ARLE”
- Enter the street address, post office city, state, county, and zip code
- Enter a short description of why you need access to dotGrants, such as “I will be submitting reimbursement requests for Anytown Borough’s Green Light-Go application.”

Click **Finish**. Your request will come to us for approval. It may take a few days for your request to be approved. You will receive a message similar to the following:
B. **Identity Services Portal Account Approval**

After your account has been approved by the Green Light-Go Program staff at PennDOT, you will receive two emails: one with your username, and the other with a temporary password.

No action is required at this stage.

C. **dotGrants Account Approval**

Your account should be set up in dotGrants shortly after receiving your username and temporary password by email. When your dotGrants account is set up, you will receive a third email indicating your account is fully approved and active.

Return to the dotGrants page: [https://dotgrants.penndot.gov/dotGrants/](https://dotgrants.penndot.gov/dotGrants/) and click **Sign into dotGrants** then sign in with the username and temporary password. You will be prompted to choose a new password at this time.

You will then be redirected into dotGrants and should have full access to your grants.

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**Section IV – dotGrants 2.0 Account Migration**

The login to dotGrants changed in May 2019. All PennDOT applications are transitioning to a common login platform called ESEC. Since ESEC will be used across different PennDOT services, your ESEC account needs to be linked to a dotGrants account, which is a two-step process. Although this creates more steps to initially generate the accounts, it should make it easier for you to manage as there will be fewer usernames and passwords to remember.

If you were previously registered for dotGrants, you should have received a new ESEC username and password via email on May 31, 2019. If you do not have this information, please contact us at GLG@pa.gov.