pennsylvania
DEPARTMENT OF TRANSPORTATION

TSAMS

TSAMS Access Guide

This guide provides TSAMS Users with instructions for accessing TSAMS.

Introduction: Obtaining Access to TSAMS

TSAMS uses PennDOT's Engineering & Construction Management System (ECMS) user accounts. To facilitate management of user accounts by external organizations, ECMS requires user accounts to be created through the organization by the organization's Security Administrator. Each external organization in ECMS is called a Business Partner, and each Business Partner has a designated Security Administrator. ECMS Business Partner registration is also used for the ePermitting system (also known as EPS), so if you are a municipality or consultant who uses EPS to manage Highway Occupancy Permit applications, then your same username and password can be used for TSAMS. However, your user account will need to be given permission to also access TSAMS, which can be handled by your organization's Security Administrator.

PLEASE USE THE DECISION FLOW-CHART ON THE FOLLOWING PAGE to determine what type of TSAMS access you need and where to go in this document for more information/instructions on that type of access.

Contact Us

If you have still have questions after reviewing this guidance, please contact the PennDOT Central Office Traffic Signal Unit resource account at signals@pa.gov.
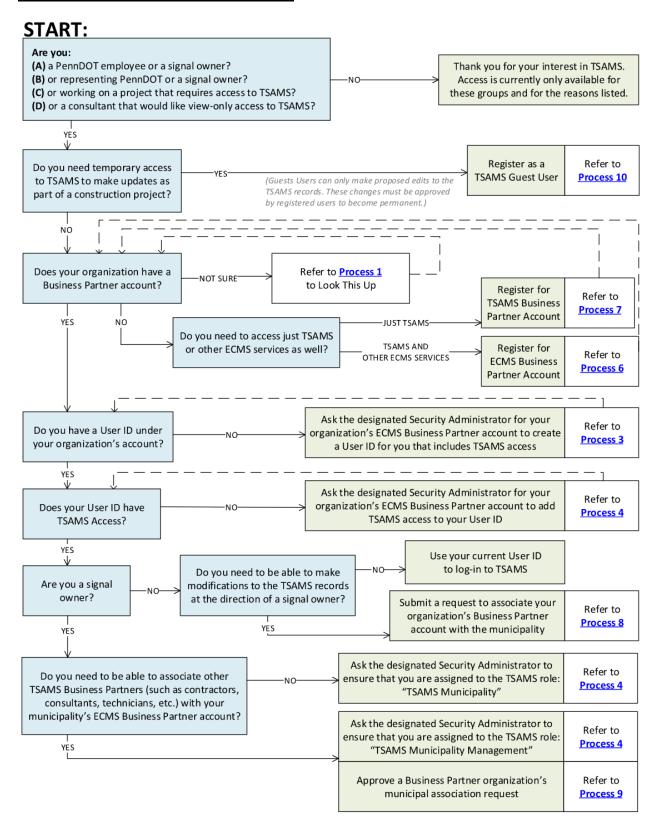
Version History

Version	Date	Description
1.0	July 2020	Initial publication
1.1	July 2023	• Update TSAMS URL & links • Change references to Internet Explorer to Microsoft Edge with IE mode • Added links to TSAMS User Guides on the last page

![Pennsylvania Department of Transportation logo] TSAMS

TSAMS Access Decision Flow-Chart

START:

Are you:
(A) a PennDOT employee or a signal owner?
(B) or representing PennDOT or a signal owner?
(C) or working on a project that requires access to TSAMS?
(D) or a consultant that would like view-only access to TSAMS?

— NO → Thank you for your interest in TSAMS. Access is currently only available for these groups and for the reasons listed.

YES ↓

Do you need temporary access to TSAMS to make updates as part of a construction project?

— YES → *(Guests Users can only make proposed edits to the TSAMS records. These changes must be approved by registered users to become permanent.)* → Register as a TSAMS Guest User | Refer to **Process 10**

NO ↓

Does your organization have a Business Partner account?

— NOT SURE → Refer to **Process 1** to Look This Up

YES ↓   NO ↓

Do you need to access just TSAMS or other ECMS services as well?

— JUST TSAMS → Register for TSAMS Business Partner Account | Refer to **Process 7**

— TSAMS AND OTHER ECMS SERVICES → Register for ECMS Business Partner Account | Refer to **Process 6**

Do you have a User ID under your organization's account?

— NO → Ask the designated Security Administrator for your organization's ECMS Business Partner account to create a User ID for you that includes TSAMS access | Refer to **Process 3**

YES ↓

Does your User ID have TSAMS Access?

— NO → Ask the designated Security Administrator for your organization's ECMS Business Partner account to add TSAMS access to your User ID | Refer to **Process 4**

YES ↓

Are you a signal owner?

— NO → Do you need to be able to make modifications to the TSAMS records at the direction of a signal owner?

— NO → Use your current User ID to log-in to TSAMS

— YES → Submit a request to associate your organization's Business Partner account with the municipality | Refer to **Process 8**

YES ↓

Do you need to be able to associate other TSAMS Business Partners (such as contractors, consultants, technicians, etc.) with your municipality's ECMS Business Partner account?

— NO → Ask the designated Security Administrator to ensure that you are assigned to the TSAMS role: "TSAMS Municipality" | Refer to **Process 4**

YES ↓

Ask the designated Security Administrator to ensure that you are assigned to the TSAMS role: "TSAMS Municipality Management" | Refer to **Process 4**

Approve a Business Partner organization's municipal association request | Refer to **Process 9**

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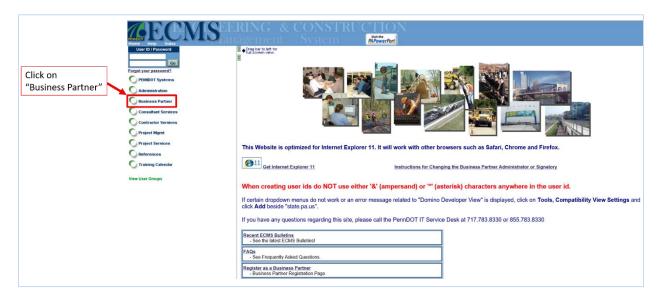**Process 1: Determine if your organization is a PennDOT ECMS Business Partner**

The following instructions detail how to look-up whether an organization is a registered PennDOT ECMS Business Partner on the ECMS website.

STEP 1 – Open the ECMS Website

Go to https://www.dotdom2.state.pa.us/ECMS/ECMSHome.nsf/frmECMSFrameset?Open using Microsoft Edge with Internet Explorer mode (note: other web browsers are not fully compatible with site). No login is required to search for business partners.

STEP 2 – Open the "Business Partner Search" Webpage

In the menu on the left side of the ECMS website, click on "Business Partner" to expand the business partner options list. Once the "Business Partner" options list has expanded, then click on "Business Partner Search".

STEP 3 – Select/Enter the Organization's Details

Once the "Business Partner Search" page opens, select/enter the organization's details:

- *Type:* click the circle adjacent to "Private Sector" or "Government Agency"

- *Doing Business As:* select your organization's role from the drop-down field

- *Name:* enter the beginning of the organization's name. Note, the search looks for names beginning with whatever search criteria is entered. Sometimes the names are entered in a variety of ways, such as "Anytown Borough" or "Borough of Anytown", "Township of Anytown" or "Anytown Township", and "City of Anytown" or "Anytown City".

Once the organization's details have been selected/entered, click on "Search**"**.

Note: if one name format fails to return the correct results, try again with other name formats. For example: searching for "Harrisburg" returns no results, whereas searching for "City of Harrisburg" returns the correct result (see example below).

If you're still experiencing issues locating your organization's name, another option is to perform a search using the other search parameters (and not enter a name in the "Name" field). This will return all results that meet the other search parameters, which can then be reviewed to find the name you're looking for (if your organization is in the system).

STEP 4 – No Search Results vs. Search Results

If your organization is not found, then your organization will need to register as a new Business Partner. Please refer to *Process 6: Register an Organization as an ECMS Business Partner*.

If your organization is found in a Business Partner search, then your organization is already a Business Partner, so new business partner registration is not required. Please note the six-digit number (with leading zeros) in parenthesis in the first column, which is the Business Partner ID Number (BPID). Once you have determined that your organization is a registered Business Partner, return to the *TSAMS Access Decision Flow-Chart* to determine your next step.

Process 2: Determine the Security Administrator for your Business Partner account

Every Business Partner organization has a Security Administrator who has the ECMS permissions to manage the organization's accounts. This individual will be a member of the Business Partner organization.

If you don't know who the Security Administrator is for your organization, contact the ECMS Help Desk at (717)-783-8330 or toll free at (855)-783-8330. You will need to provide the six-digit Business Partner ID (BPID) when calling (if you don't know your organization's BPID, refer to *Process 1: Determine if your organization is a PennDOT ECMS Business Partner*).

If the Security Administrator needs to be changed, refer to the following instructions: https://www.penndot.gov/Doing-Business/Documents/ECMS%20Business%20Partner%20Registration%20Documents/Changing%20Admin%20or%20Signatory%20Instructions.pdf

Process 3: Creating a new User ID under a Business Partner account

The following instructions detail how a Security Administrator creates a new User ID under a registered PennDOT ECMS Business Partner account on the ECMS website. Direct your Security Administrator to these instructions with your request for a User ID.

STEP 1 – Open the ECMS Website

Go to https://www.dotdom2.state.pa.us/ECMS/ECMSHome.nsf/frmECMSFrameset?Open using Microsoft Edge with Internet Explorer mode (note: other web browsers may not be fully compatible).

STEP 2 – Login as Security Administrator

Enter the Security Administrator User ID and Password into the "User ID / Password" fields in the upper left corner of the ECMS website and click on the "Go" button.

STEP 3 – Open the "Application Security" Webpage

In the menu on the left side of the ECMS website, click on "Administration" to expand the administration options list. Once the "Administration" options list has expanded, then click on "Application Security."

STEP 4 – Open the "Create User" Webpage

Once the "Application Security" page opens, a list of security function options will appear on the screen. Click on "Create User" to open the webpage.

STEP 5 – Enter the User Details

Once the "Create User" page opens, enter the required user information:

- *Full Name:* enter the first name, middle initial, last name, and suffix for the user

- *Phone number:* enter the user's phone number

- *Email Address:* enter the user's email address

- *User ID:* create a User ID for the user

- *New Password:* create a temporary password for the user

- *Confirm Password:* re-enter the temporary password created for the user

Click on the required User Details in the provided fields

STEP 6 – Select the Appropriate 'Security Group' Access

Click "TSAMSBP Security Groups" to expand the list of access options for TSAMS. *If the "TSAMSBP Security Group" does not appear as an option, refer to [Process 5: Adding "TSAMSBP Security Group" Option to an Organization's Business Partner account](#).*

To ensure the quality of the traffic signal asset data in the TSAMS database, PennDOT has established database security using Role-Based Access Controls (RBAC) through ECMS. The roles define which system functionality each TSAMS user can access, what data each TSAMS user can view, and what data each TSAMS user can enter or modify.

The various TSAMS roles (known as "Security Groups" in ECMS) are as follows:

- Government Agency Business Partners

  - *Municipality* – This role allows users to make edits to the TSAMS records for the assets located within the Municipality and 'view-only' access to all other TSAMS records.

  - *Municipality Management* - Those with the Municipality Management role can do everything that those with the TSAMS Municipality role can do, but these users can also associate other Business Partners (such as maintenance contractors, technicians, or consultants) to grant them permission to modify TSAMS records for the assets located within the Municipality.

- Private Sector Business Partners

  - *Vendor Maintenance* – This role allows users to create and update TSAMS maintenance information for their assigned municipalities and 'view-only' access to all other TSAMS records.

  - *Vendor Consultant* – This role allows users 'view-only' access to all TSAMS records.

- PennDOT

  - *Signal Engineering* – This role allows certain PennDOT Central Office users to have full

use of all TSAMS capabilities, including read/write access to all TSAMS records (including the TSAMS 'Approved Products' tables).

- *District Administrator* – This role allows PennDOT District Personnel read/write access to all TSAMS records for the assets located within their assigned District and 'view-only' access to all other TSAMS records.

- *Traffic* – This role allows PennDOT District Signals or Traffic Operations Personnel read/write access to all TSAMS records for the assets located within their assigned District and 'view-only' access to all other TSAMS records.

- *All Others* – This role allows PennDOT users 'view-only' access to all TSAMS records.

Click on the box for the appropriate user access role.

STEP 7 – Save & Exit

Scroll down to the very bottom of the "Create User" webpage and click the "Save & Exit" button. This step is required to create the user's account.

STEP 8 – Send the User their User ID and Temporary Password

The Security Administrator should then provide the user with both their User ID and temporary password. The user will be prompted to create a new password when the user logs into TSAMS for the first time with the log-in information provided by the Security Administrator.

Process 4: Adding TSAMS Access to an Existing User ID under a Business Partner account

The following instructions detail how a Security Administrator adds TSAMS access to an existing User ID under a registered PennDOT ECMS Business Partner account on the ECMS website. Direct your Security Administrator to these instructions with your request for access.

To ensure the quality of the traffic signal asset data in the TSAMS database, PennDOT has established database security using Role-Based Access Controls (RBAC) through ECMS. The roles define which system functionality each TSAMS user can access, what data each TSAMS user can view, and what data each TSAMS user can enter or modify.

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- Private Sector Business Partner

  - *Vendor Maintenance* – This role allows users to create and update TSAMS maintenance information for their assigned municipalities and 'view-only' access to all other TSAMS records.

  - *Vendor Consultant* – This role allows users 'view-only' access to all TSAMS records.

- PennDOT

  - *Signal Engineering* – This role allows certain PennDOT Central Office users to have full use of all TSAMS capabilities, including read/write access to all TSAMS records (including the TSAMS 'Approved Products' tables).

  - *District Administrator* – This role allows PennDOT District Personnel read/write access to all TSAMS records for the assets located within their assigned District and 'view-only' access to all other TSAMS records.

  - *Traffic* – This role allows PennDOT District Signals or Traffic Operations Personnel read/write access to all TSAMS records for the assets located within their assigned District and 'view-only' access to all other TSAMS records.

  - *All Others* – This role allows PennDOT users 'view-only' access to all TSAMS records.

STEP 1 – Open the ECMS Website

Go to https://www.dotdom2.state.pa.us/ECMS/ECMSHome.nsf/frmECMSFrameset?Open using Microsoft Edge with Internet Explorer mode (note: other web browsers are not fully compatible with site).

STEP 2 – Login as Security Administrator

Enter the Security Administrator User ID and Password into the "User ID / Password" fields in the upper left corner of the ECMS website and click on the "Go" button.

STEP 3 – Open the "Application Security" Webpage

In the menu on the left side of the ECMS website, click on "Administration" to expand the administration options list. Once the "Administration" options list has expanded, then click on "Application Security."

STEP 4 – Open the "Business Partner User Maintenance" Webpage

Once the "Application Security" page opens, a list of security function options will appear on the screen. Click on "User Maintenance" to open the webpage.

STEP 5 – Edit the User's Access Role

Once the "User Maintenance" page opens, the list of users within the municipality will be shown on the webpage. Click on the user's name to edit their access role. In the next screen, click the "Edit" button to modify the user's access role.

STEP 6 – Select the Appropriate 'Security Group' Access

Click "TSAMSBP Security Groups" to expand the list of access options for TSAMS. *If the "TSAMSBP Security Group" does not appear as an option, refer to Process 5: Adding "TSAMSBP Security Group" Option to an Organization's Business Partner account.*

Click on the box for your appropriate "Security Group" role.

STEP 7 – Save & Exit

Scroll down to the very bottom of the "Create User" webpage and click the "Save & Exit" button. This step is required to create the user's account.

Process 5: Adding "TSAMSBP Security Group" Option to an Organization's Business Partner account

These instructions are applicable if your organization is already registered as an ECMS Business Partner, but the Security Administrator for your organization is unable to see the "TSAMS BP Security Group" option in the "User Maintenance" webpage (i.e. isn't able to assign TSAMS access roles to users).

To fix this, the organization will need to request that TSAMS be added to the existing Business Partner account for the organization.

Send a letter on municipal letterhead to RA-pdECMDSecurity@pa.gov, requesting that TSAMS be added to the Business Partner account. Be sure to include the municipality's six-digit Business Partner ID (BPID) in the letter (if you don't know your organization's BPID, refer to *Process 1: Determine if your organization is a PennDOT ECMS Business Partner).*

A sample letter is available here:
https://www.tsams.penndot.gov/tsams/documents/TSAMS_BP_Sample_Letter.pdf

Process 6: Register an Organization as an ECMS Business Partner

These instructions detail how to register an organization as a new ECMS Business Partner. The registration process requires the completion of both an electronic form and a paper agreement. Both parts must be submitted for the registration to be complete. *Please note that if your organization is only interested in accessing TSAMS and none of the other PennDOT ECMS capabilities, refer to Process 7: Register an Organization as a TSAMS Business Partner.*

STEP 1 – Open the ECMS Website

Go to https://www.dotdom2.state.pa.us/ECMS/ECMSHome.nsf/frmECMSFrameset?Open using Microsoft Edge with Internet Explorer mode (note, other web browsers are not fully compatible with site).

STEP 2 – Open the "Business Partner Registration" webpage

In the menu on the left side of the ECMS website, click on "Business Partner" to expand the business partner options list. Once the "Business Partner" options list has expanded, then click on "Registration."

STEP 3 – Select the Appropriate 'Business Partner Type"

Once the "Business Partner Registration" page opens, click on the dot next to either "Government Agency" or "Private Sector Organization" to select your organization's "Business Partner Type". *(Note: if you are a municipality- you MUST choose "Government Agency". You will sign the wrong agreement if you incorrectly choose "Private Sector Organization").*

STEP 4 – Click on "Register" to Open the "Business Partner Registration" Form

After clicking on your organization's "Business Partner Type", click the "Register" button at the bottom of the page.

STEP 5 – Enter the Organization's Information into the Registration Form

Once the "Business Partner Registration" page opens, note that there are five tabs on this webpage, all of which have fields which need to be completed: "General Info", "Legal Address", "Mailing Address", "Administrator Info", and "Authorized Signatory". Enter your organization's information into all five tabs.

STEP 5A – General Info

Be sure the "Business Partner Name" exactly matches the official legal name of your organization. If you are a municipal signal owner, select "Municipality" in the "Doing Business As" section.

STEP 5B – Legal Address

STEP 5C – Mailing Address

STEP 5D – Administrator Info

The "Administrator" is the individual who will be responsible for creating additional user accounts, commonly referred to as the "Security Administrator". It is recommended that the "Administrator" be an employee of the organization who maintains regular office hours.
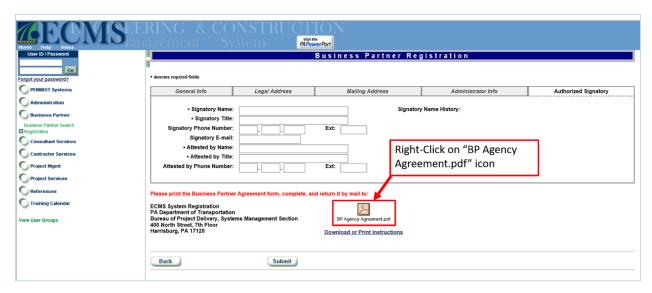
STEP 5E – Authorized Signatory

The "Signatory Name" must match the name of the person who will sign the printed, paper version of agreement. For municipalities, the signatory must have been granted authority to sign by resolution of the municipal governing body.

STEP 6 – Open BP Agency Agreement PDF Form

Once your organization's information has been entered into all five tabs of the "Business Partner Registration" form, right-click on the PDF icon for the "BP Agency Agreement.pdf" and select "Open link in new tab".

STEP 7 – Save and/or Print the Paper Agreement

Once the "BP Agency Agreement.pdf" document opens in a new tab, save the paper agreement to your computer and/or print a hard copy of the agreement.
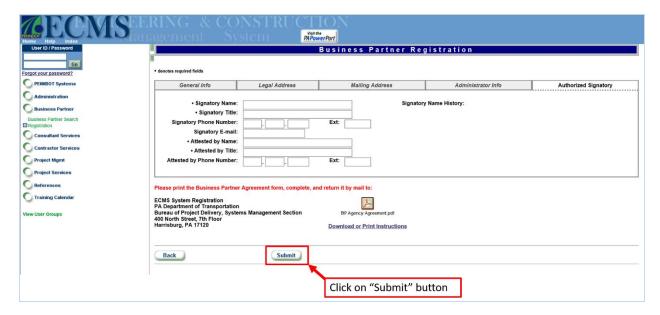
STEP 8 – Submit the Online Business Partner Registration Form

Return to your ECMS "Business Partner Registration" webpage tab. Review the information you've entered and click the "Submit" button to submit the electronic form portion of the registration.

STEP 9 – Complete the Paper Agreement

Now that you've submitted the electronic form, you must also complete and submit the paper agreement. Enter your organization's information into the paper agreement electronically or by hand in accordance with the instructions provided. *(Municipal signal owners – please note the*

special requirements for a resolution of the municipal governing body.)

Mail the completed, original paper agreement (with the municipal resolution, if required) to the address indicated on the agreement:

ECMS System Registration
PA Department of Transportation
Bureau of Project Delivery, Systems Management Section
400 North Street, 7th Floor
Harrisburg, PA 17120

STEP 10 – Wait to Receive Notification of ECMS Business Partner Registration Approval

The organization's designated Security Administrator will be notified by email when the agreement and ECMS Business Partner registration are both approved. This process normally takes a few weeks.

STEP 11 – Next Steps

Once the paper agreement and the ECMS Business Partner registration have been approved, the organization's Security Administrator can create individual user accounts under the organization's Business Partner account. Refer to *Process 3: Creating a new User ID under a Business Partner account* for instructions.

Process 7: Register an Organization as a TSAMS Business Partner

These instructions detail how to register an organization as a new TSAMS Business Partner. This type of Business Partner account is for those who are only interested in accessing TSAMS and none of the other PennDOT ECMS capabilities. *Please note - signal owners/municipalities should not use this type of limited registration.*

STEP 1 – Complete the TSAMS Business Partner Form

Complete the TSAMS Business Partner form by with your organization's information.

This electronic form (shown below) can be found online at the following web address: https://www.tsams.penndot.gov/tsams/documents/TSAMS_Log_In_Request_Form.pdf.

STEP 2 – Submit the TSAMS Business Partner Form

To submit your registration, e-mail the completed form to: RA-pdECMDSecurity@pa.gov.

STEP 3 – Wait to Receive Notification of TSAMS Business Partner Registration Approval

The organization's designated Security Administrator will be notified by email when the TSAMS Business Partner Form has been approved. This process may take a few weeks.

STEP 4 – Next Steps

Once the registration has been approved, the organization's Security Administrator can create individual user accounts under the organization's TSAMS Business Partner account. Refer to *Process 3: Creating a new User ID under a Business Partner account* for instructions.
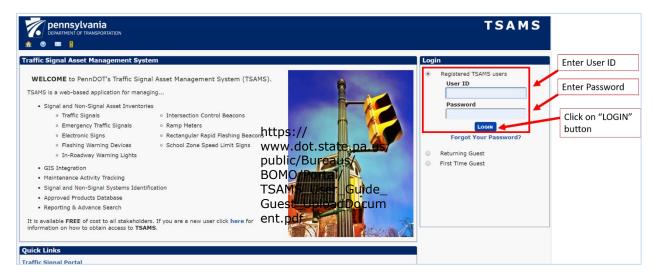
Process 8: Request Municipal Association

These instructions detail how a registered ECMS or TSAMS Business Partner submits a request for their organization to be associated with a municipality. This association allows contractor, consultant, technician, or vendor organizations to make modifications to the TSAMS signal records for that municipality. More specifically, the associated Business Partner organization will be able to add and/or edit both signals and non-signals records. Business Partners can be associated with multiple municipalities.

STEP 1 – Log-in to TSAMS

Open the TSAMS website and login using the appropriate User Login.

STEP 2 – Open your Profile Page

After logging-in, click on the "Profile" icon, located in the upper-right corner of the TSAMS home page, next to the "Logout" text.
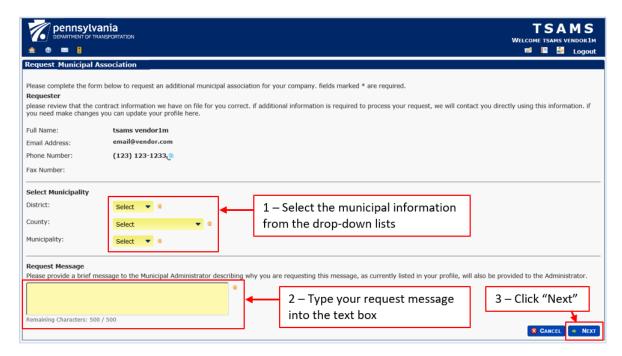
STEP 3 – Open the "Request Municipal Association" Page

Once the "Profile" page opens, click on the "Request Municipal Association" button located at the lower-left corner of the "Profile" page.

STEP 4 – Complete the Municipal Association Form

Once the "Request Municipal Association" page opens, complete the municipal association form by first selecting the municipal information from the drop-down lists and then typing your request message into the text box. Your request message must explain why you are requesting the municipal association. Once this form is complete, click on the "Next" button.

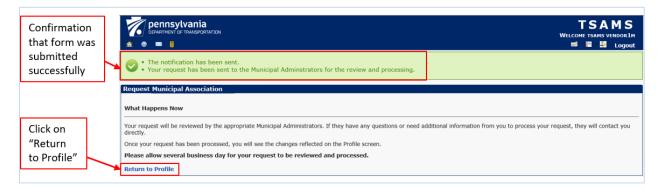STEP 5 – Review and Submit the Municipal Association Form

Review the form information you entered on the previous page. If the information is incorrect, click on the "Edit" button, which will take you back to the previous page, where you will be able to edit the municipal information and the request message, as necessary.

If the information is correct, click on the "Submit" button. Submitting this form will send an email notification to the municipality's Security Administrator for their review and approval of this Municipal Association Form.

STEP 6 – Confirm Form was Submitted

A green confirmation message will appear at the top of the page if the municipal association form was submitted successfully. To return to your "Profile" page, click on "Return to Profile".

STEP 7 – Submit Another Request for Municipal Association

Business Partner organizations can be associated with multiple municipalities. If you are interested in requesting an association with other municipalities, repeat STEPS 3 through 6 for those municipalities.
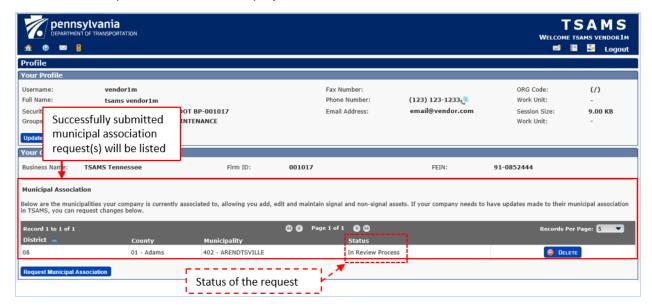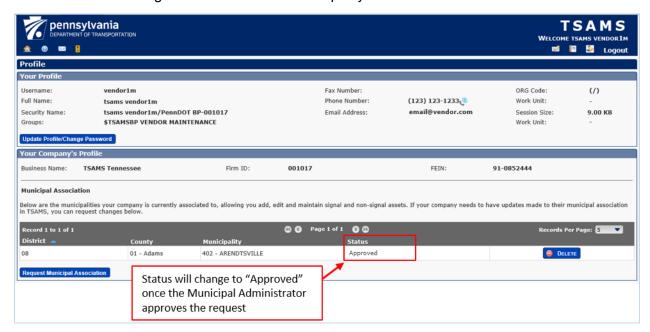
STEP 8 – List of Municipal Association Requests

Successfully submitted municipal association requests will be listed under the "Municipal Association" portion of your "Profile" page (and for all others within your organization). The status of the requests will also be displayed.

STEP 9 – Receiving Approval for Association

When the municipality's Security Administrator reviews and approves your municipal association request, the status of the association will change to "Approved" on your "Profile" page (and for all others within your organization). Your organization will now be able to make edits to the TSAMS signal records for that municipality.
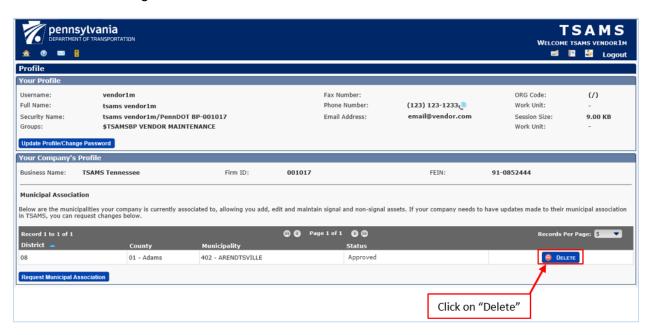
STEP 10 – Deleting a Request or Municipal Association

If a Business Partner needs to delete their municipal association request or their municipal association with a municipality, simply click on the "Delete" button for the municipal association on your "Profile" page. *Please note that this will delete the association for all members of the Business Partner organization.*
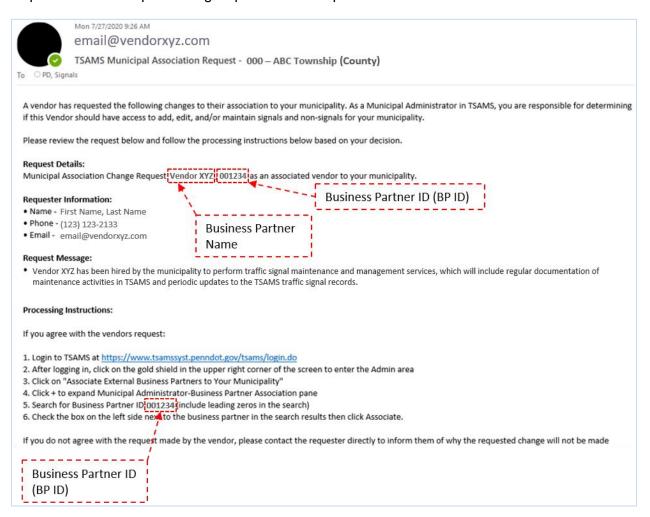

Click on "Delete"

Process 9: Approve Municipal Association Request(s)

These instructions detail how a municipality's Security Administrator approves a Business Partner's request to be associated with the municipality. This association allows contractors, consultants, technicians, or vendors to make modifications to the TSAMS signal records for that municipality. More specifically, the associated Business Partner will be able to add and/or edit both signals and non-signals records. Business Partners can be associated with multiple municipalities.

STEP 1 – Receive Email with Request Details

The municipality Security Administrator receives an email notification after a Business Partner successfully submits a request for municipal association through TSAMS (refer to *Process 8: Request Municipal Association* for more information on how to submit a request). The email notification includes the requester's contact information and request message. Note that the Business Partner ID (BP ID) for the requester's organization has been identified for you. Next-step instructions for processing requests are also provided at the end of the email.
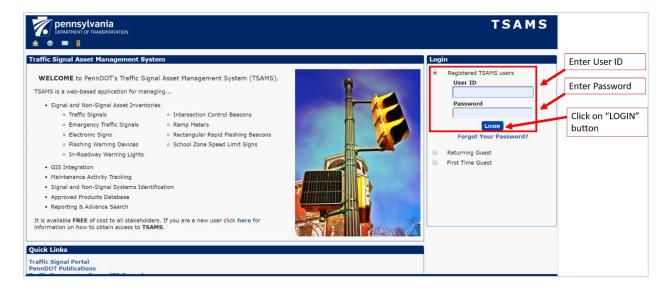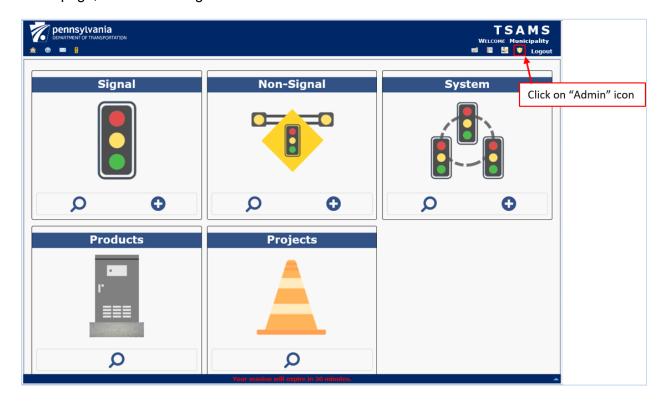
STEP 2 – Log-in to TSAMS

If the request should be approved, then open the [TSAMS website](#) and login using the appropriate User Login.

STEP 3 – Open your Admin Functions Page

After logging-in, click on the "Admin" shield icon, located in the upper-right corner of the TSAMS home page, next to the "Logout" text.
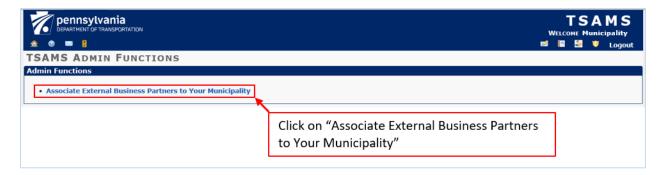
STEP 4 – Open the Municipality Business Partners Management Page

Once the "Admin Functions" page opens, click on "Associate External Business Partners to Your Municipality" to open the municipality's business partners management page.

STEP 5 – Expand the "Municipal Business Partner Association" tab

Once the "Admin Functions" page opens, click on the "+" button for the "Municipal Administrator - Business Partner Association" tab.

STEP 6 – Search for the Business Partner

Once the "Municipal Administrator - Business Partner Association" tab expands, enter the Business Partner ID (BP ID) into the field and click on the "Search" button.
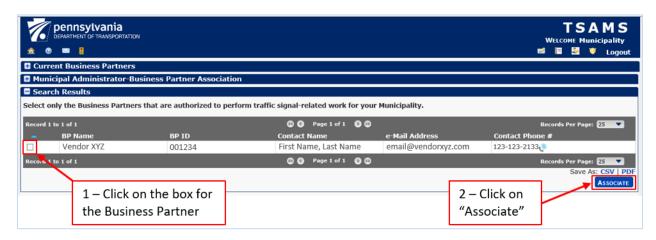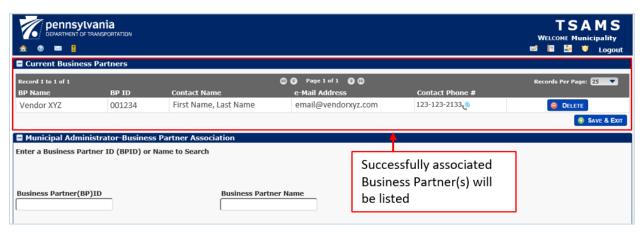
STEP 7 – Associate the Business Partner

Once the Business Partner search results appear, click on the box for the Business Partner. Then click on the "Associate" button to authorize the Business Partner organization to make modifications to the TSAMS signal records for your municipality.

STEP 8 – Confirm Business Partner Municipal Association

Once the Business Partner has been successfully associated with the municipality, you will be returned to the municipality's business partners management page. The associated Business Partner(s) will appear under the "Current Business Partners" tab. Click on the "+" button for the "Current Business Partners" to see the list.
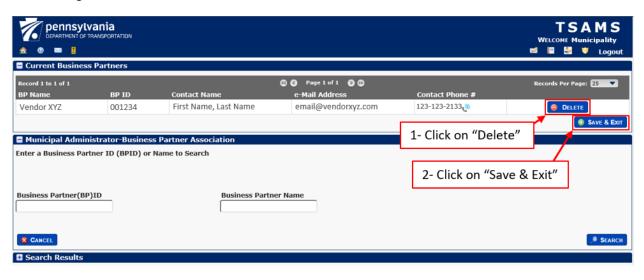
STEP 9 – Deleting a Municipal Association

If the municipal Security Administrator needs to delete a Business Partner's municipal association, simply click on the "Delete" button for the Business Partner on the municipality's business partner management page, then click on the "Save & Exit" button to confirm the removal. *Please note that this will delete the association for all members of the Business Partner organization.*

Process 10: Register as a Guest User

The following instructions detail how to register as a Guest User on the TSAMS website.

Guest User access is available for those needing temporary/short-term access to TSAMS to create or modify TSAMS records as part of a construction project. Guest Users are only able make proposed edits to TSAMS records for signals in construction or testing status. These proposed edits must be approved by PennDOT to become permanent. *Please note - signal owners should not use this type of login access.*

STEP 1 – Open the TSAMS Website

Open the TSAMS website and click on the grey dot next to "First Time Guest." After clicking on the dot, the blue "Register" button will appear. Click on the "Register" button.
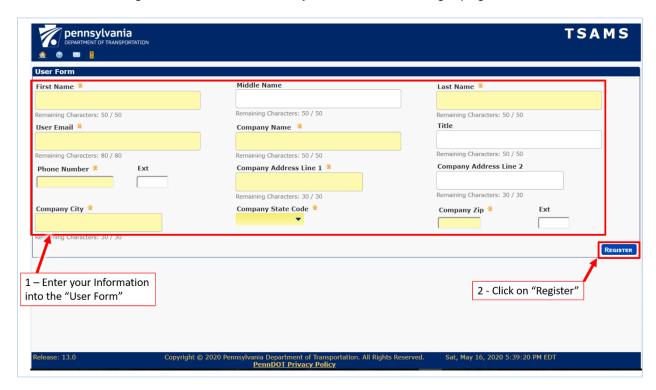
STEP 2 – Complete Guest User Registration Form

Once the 'User Form" page opens, enter your personal information into the fields. Once the User Form is complete – click on the blue "Register" button. Clicking on this button will submit this Guest User registration form and return you to the TSAMS login page.

STEP 3 – Registration Email with Login Details

After your Guest User registration form is submitted, an email will be sent to the email listed in the Guest User registration form. This email will include the 'Login Details' for your Guest User account (see example below). You will need your email address and the Pin Number to login.

FROM: signals@pa.gov

SUBJECT LINE: TSAMS: New User Registration PIN Number

Your Login Details are below:

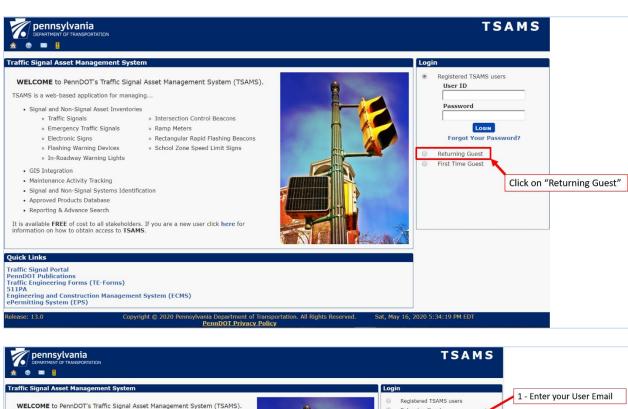**First Name, Last Name** : youremail@email.com
Login Pin Number : ####

Reply   Forward

STEP 4 – Login as a Returning Guest User

After receiving your 'Login Details' email, go to the [TSAMS website](#) and click on the grey dot next to "Returning Guest". After clicking on the dot, the 'Login Details' fields will appear. Enter your User Email and the User Pin (the Pin Number emailed to you after submitting your Guest User registration form) into the fields. Once you've entered your 'Login Details', click on the blue "Login" button. Once you successfully login, the TSAMS Home page will open.

Additional TSAMS & ECMS Access Resources

- ECMS Password Help Video
  - http://www.dot.state.pa.us/TSAMS/ECMSHelp/ECMS%20Password%20Help%20Audio%20v1.4.mp4

- TSAMS Quick Reference Guide – Municipalities
  - http://www.dot.state.pa.us/TSAMS/Municipality/TSAMS%20uses%20ECMS%20Security%20to%20assign%20user%20IDs.pdf

- TSAMS User Guide – Signal Owners (or their designated representatives)
  - https://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSAMS_User_Guide_Signal_Owners.pdf

- TSAMS User Guide – PennDOT Engineering Districts
  - https://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSAMS_User_Guide_Districts.pdf

- TSAMS User Guide – Guest User – Document Upload
  - https://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSAMS_User_Guide_Guest_UploadDocument.pdf