



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) Programs

Desktop Guide



*How to Apply Using DCED'S
Electronic Single Application*



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DCED Customer Service Desk 1-800-379-7448

Introduction

Applicants can access the electronic single application several ways from DCED's website www.newPA.com. The fastest way to access the application is by clicking the Single Application link located in the top right corner of the home page. However, applicants can also access the application by clicking on the Funding & Programs link or from the Educational Improvement Tax Credit or the Opportunity Scholarship Tax Credit pages.

If you have a problem at any time during the application process, please contact DCED Customer Service at 1-800-379-7448.

The image shows a screenshot of the DCED website home page. A red box at the top center contains the text: "This link will take you directly to the Single Application Web page." An arrow points from this box to the "Single Application" link in the top navigation menu, which is circled in red. Another red box on the right side contains the text: "Information on all DCED Programs and How to Apply can be found by clicking this button." An arrow points from this box to the "Funding & Programs" link in the secondary navigation menu, which is also circled in red. The website header includes the PA logo, the text "pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT", and a navigation menu with links for Home, About Us, Why PA?, News, Contact Us, and Single Application. Below the header is a search bar and a main banner image of a scientist in a lab coat with the text "Stimulating Job Creation and Business Growth". The page is divided into sections for Business, Community, Local Government, and DCED. The Business section includes a "Learn More" button. The Featured Content section highlights "Lower Interest Rates On Four Loan Programs" at 1.5%, "EIT/PIT/LST Tax Registers" available from 12/17/12, "Opportunity Scholarship Tax Credit", and "Act 32 Information". The News section lists several recent announcements from the Corbett Administration. The Popular Topics section lists various resources such as the 2013 Annual Action Plan, Opportunity Scholarship Tax Credit funds, and Act 32.

The Single Application page provides general information about the application.

The screenshot shows the DCED website's 'Single Application' page. At the top, there is a navigation bar with 'Business', 'Community', 'Local Government', and 'Funding & Programs'. A search bar on the right asks 'What are you looking for?'. Below the navigation bar, a breadcrumb trail reads 'You Are Here: Home > Funding Programs, Loans, Tax Credits, and Grants > Apply for Programs & Funding'. The main heading is 'Single Application'. Below it, a yellow banner states 'Eligible applicants must apply for funding through DCED's Single Application for Assistance.' A section titled 'What is the Single Application?' contains a paragraph where the link 'Single Application for Assistance' is circled in red. To the right, a blue box titled 'How To Apply' explains the process and includes an 'Apply' link. A sidebar on the left lists various categories under 'Inside This Section'.

Information about the Single Application is available on the Single Application page. Click on the **Single Application for Assistance** link or the **Apply** link in the How to Apply box to go to the login page.



The **Apply** link can also be found on the **Funding & Programs** page and the **EITC** and **OSTC** program pages in the **How to Apply** box.



One-time Registration & Login

All applicants **must** complete a two-step, **one-time** registration process. If you already have a user name and password, you can use this information to log in to the application. However, if you are a first-time user, you must complete the one-time registration process.

Enter User Name and Password.

If you are a first-time user, you must complete the two-step, one-time registration which includes setting up the user name and password, and your Single Application information. See the following pages for details.



Reminder: Always keep your user name and password in a safe place.

PA Login Information

Creating a user name and password is the first step in completing the DCED Electronic Single Application. This information is connected to the PA Power Port registration system, which allows you to have one user name and password for any applications across commonwealth agencies that use the PA Power Port login. While DCED captures this information in its application, you must log in to the PA Power Port website at www.login.state.pa.us/login if you need to make changes to the information or forget the password.

The screenshot shows the 'Single Application Registration Information' form on the PA Power Port website. The form is titled 'PA Login Information' and includes a 'Required Fields' section. The fields are: First Name, Last Name, Address, City, State (PA), Zip Code, Email Address, User Name, Password, Confirm Password, Security Question, and Security Answer. A 'Reset' button is located above the 'Are You Applying As?' section, which has radio buttons for 'For Profit', 'Non Profit', 'Government', and 'Other'. A yellow 'SUBMIT' button is at the bottom. Four callout boxes provide additional instructions: 'USER NAME – must be a unique user name. If the user name you are trying to use already exists, please select another.'; 'PASSWORD – it is case sensitive and requires a minimum of 8 characters that must include one of each of the following: uppercase letter, lowercase letter, number and symbol.'; 'SECURITY QUESTIONS/ANSWER protects the identity of the account. The security answer is case sensitive.'; and 'PLEASE SELECT FOR PROFIT – This information will be used to accurately determine programs in which you would be an eligible applicant. See following page for details.'



All fields marked with a red diamond are required.



Single Application Information

The second step of the registration process is your Single Application Account Information. To accurately determine what DCED programs you will be eligible for, you need to tell us if you are applying on behalf of a for-profit, non-profit or government entity. This information becomes your “User Settings” and should only be changed if necessary. An option to automatically populate the Applicant Information section with this information is available. Any required changes to this information can be done in the application by clicking “User Settings” in the red menu bar.

The next screen will differ depending on which type of entity you’ve selected. In this case, we will use a “For Profit” business. Remember—only fields marked with a red diamond are required.

Apply as a For Profit business to display EITC and OSTC program buttons.

Single Application Information

Reset

Are You Applying As? For Profit Non Profit Government Other

Company/Entity Type: Limited Liability Partnership Partnership
 Sole Proprietorship Limited Liability Corporation
 S Corporation C Corporation

Federal Employers Identification Number (FEIN) Or SSN: *

[Vendor Registration](#) To apply for a SAP Vendor Number please click the link

SAP Vendor #
(xxxxxx or xxxxxx-xxx)

[Department of State](#) For information on how to register your business click the link

Incorporated in PA? Yes

Registered to do business in PA? Yes

Company/Entity Name: *

CEO: *

CEO Title: *

Application Contact Name:

Title of the Contact person

Phone: Ext.
(xxx-xxx-xxxx)

E-mail
(if different from above)

Application contact information is not a required field; however, if this information is added, it will populate into the application if you select that option on the applicant tab.

Create or Edit Application

Once you have successfully registered your user name and password, this page will appear each time you log on to the application. You have a choice to create a new application, edit an incomplete application, or delete an incomplete application. Once you create an application, you can exit and return to the application as many times as necessary to complete.

Begin a New Application

USER SETTINGS – This is the information you entered into your Single Application Account Information. You can update this information as necessary by clicking on User Settings.

To apply for **EITC** or **OSTC** programs, click the appropriate program button. The buttons will only appear if you have your User Settings set up as a “For-Profit” business. To change the User Settings, click on User Settings in the red menu bar.

The screenshot shows the 'Begin a New Application' page with a navigation bar containing 'Home', 'Help', 'Contact Us', and 'Logout'. A red menu bar below the navigation bar contains 'Submitted Applications' and 'User Settings'. The main content area has the heading 'Begin a New Application' and instructions: 'To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No"'. Below this, there are two buttons: 'EITC' and 'OSTC'. Further down, there are two dropdown menus: 'Do you need help selecting your program?' with 'Yes' selected, and 'Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor's Action Team (GAT)?' with 'No' selected. At the bottom, there is a yellow button labeled 'CREATE A NEW APPLICATION'.

Edit or Delete Incomplete Application

If you decide to exit the application prior to completion, it will be saved and displayed under **Incomplete Applications** on this page. You have the option to **Edit** the application or **Withdraw** the application.

Incomplete Applications
Incomplete applications will be automatically withdrawn by DCED one year of inactivity.

id	Applicant/Company	Project Name	Program	Updated		
8029647		Opportunity Scholarship Test Application 2	Opportunity Scholarship Tax Credit	1/8/2013	EDIT	WITHDRAW

Click **EDIT** to enter the incomplete application

Click **WITHDRAW** to delete an incomplete application

The screenshot shows a table with columns: 'id', 'Applicant/Company', 'Project Name', 'Program', 'Updated', and two empty columns. The first row contains the data: '8029647', an empty cell, 'Opportunity Scholarship Test Application 2', 'Opportunity Scholarship Tax Credit', '1/8/2013', 'EDIT', and 'WITHDRAW'. Two callout boxes with red borders and arrows point to the 'EDIT' and 'WITHDRAW' buttons in the table.

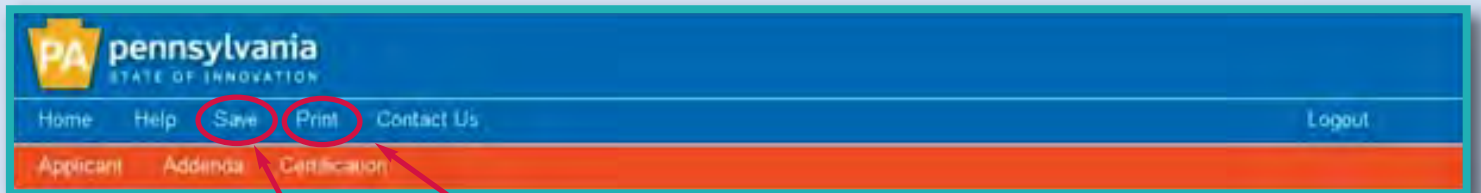


Note: If you select Withdraw, the application is deleted.



Application Menu Bars

Options to Save or Print the application appear on the blue menu bar. The application is saved as you move through the application. However, if you are stepping away from your computer for a period of time, please click on the **Save** button. You can print the application after selecting a program.



The option to Print the application is available after selecting a program.

The application saves information as you click from tab to tab; however, if you step away from your computer for a period of time, click **Save**.

Applicant Tab

You can choose to populate the application by selecting the **Use Account Information** button. When selecting the button, the fields will fill with the information stored in **User Settings**. Two additional fields are required, **NAICS Code** and **Enterprise Type**. A dropdown box will be available to select the NAICS Code. The Enterprise Type requires a check box to be selected (see page 9.)

The screenshot shows the 'Applicant Information' form on the Pennsylvania State of Innovation website. The 'Applicant' tab is selected in the top navigation bar. The 'USE ACCOUNT INFORMATION' button is circled in red. A callout box points to this button with the text: 'Optional - To populate the application with the information you entered into your User Settings, click the USE ACCOUNT INFORMATION button.' Another callout box points to the 'NAICS Code' field with the text: 'NAICS Code – This field does not populate from User Settings. A dropdown box will help you to select the NAICS Code; continue to make selections until a 4-digit number appears in the box.' The form includes fields for Applicant Name, NAICS Code, FEIN/SSN Number, CEO, CEO Title, SAP Vendor #, Contact Name, Contact Title, and Phone. The 'Applicant Entity Type' section has radio buttons for Limited Liability Partnership, Government, Sole Proprietorship, S Corporation, Partnership, Non-Profit Corporation, Limited Liability Company, and C Corporation.

Enterprise Type

This field does **not** populate from User Settings. Please check all that apply.

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining
<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters	<input type="checkbox"/> Research & Development
<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Continue – This will move you through the application page by page.

[Continue](#)

Addenda Tab

The Addenda Tab is program-specific information required by the program office in accordance with the program guidelines. All items are required.

State: PA
County: -- Select County --
Municipality: -- Select Municipality --
PA House: *
PA Senate: *
US House: *

1. Please enter the Business Tax Year End month and day(MMDD) *
2. Please enter the company PA Corporate Tax Account ID Number. If your company structure does not have one, please enter zero's (0000-000). *
3. Will the contribution be personal property or services? *
- If yes, please upload a document that describes the property or service and appropriate information establishing the value of the contribution.
Upload Files
Click "Browse" to select a file. You can attach files up to a total size of 1 SMB.
File 1 [] Browse...

Select the County and Municipality based on where the business is located. Out-of-state companies should select statewide project.

The County and Municipality selections determine the Legislators that appear. If more than one selection is possible, you will need to select the Legislator.

To determine the amount of the tax credit, select the type of commitment from the dropdown box in Question 4, enter the dollar amount to be donated into Question 5 and select the Calculate Tax Credit link in Question 6. The amount of the calculated tax credit amount will appear in Question 6 and be entered in the budget on the printed copy of the submitted application.

4. This application is for the following commitment (please use drop down list): *

The dropdown box for Question 4 will differ based upon the program selection. The program commitment selected and dollar amount donated (Question 5) will be used to calculate the tax credit amount.

EITC Program Commitment Selections

4. This application is for the following commitment (please use drop down list): *

- EIO Year 1 of a 1 Year Commitment (75% Tax Credit)
- EIO Year 1 of a 2 Year Commitment (90% Tax Credit)
- EIO Year 2 of a 2 Year Commitment (90% Tax Credit)
- PKSQ 1 year only Commitment
- SO Year 1 of a 1 Year Commitment (75% Tax Credit)
- SO Year 1 of a 2 Year Commitment (90% Tax Credit)
- SO Year 2 of a 2 Year Commitment (90% Tax Credit)

OSTC Program Commitment Selections

4. This application is for the following commitment (please use drop down list): *

- Year 1 of a 1 Year Commitment (75% Tax Credit)
- Year 1 of a 2 Year Commitment (90% Tax Credit)
- Year 2 of a 2 Year Commitment (90% Tax Credit)

The calculated tax credit amount is displayed. This amount will be entered in the budget on the printed copy of the submitted application.

Enter whole dollar amount of donation.

5. Please enter the dollar amount to be donated per year through the Educational Improvement Tax Credit Program *

6. Tax Credit Amount: * (Questions 4 & 5 are used to calculate your total tax credit.)
0
[Calculate Tax Credit](#)

Click Calculate Tax Credit – the calculated tax credit will display. If the program commitment or the donated amount is changed, click Calculate Tax Credit to recalculate the tax credit amount.

Certification Tab

If all the fields marked with a red diamond are not satisfied, the application will provide the required sections and fields that are missing information. You will not be able to submit the application until all required information is completed.

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Home Help Save Print Contact Us Logout

Applicant **Applicants** Certification

Applicant: Web Application #: 8030425
Program: Educational Improvement Tax Credit [Program Fact Sheet](#) [Program Guidelines](#)

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application to DCED:

Applicant

- ♦ Entity Type is required.
- ♦ Applicant Name is required.
- ♦ NAICS Code is not a valid four digit code.
- ♦ FEIN Number is required.
- ♦ Ceo is required.
- ♦ Ceo Title is required.
- ♦ Contact Name is required.
- ♦ Contact Title is required.
- ♦ Phone Number must be a valid phone number; please use "-" instead of spaces. Must include area code xxx-xxx-xxxx.
- ♦ Phone Number is required.
- ♦ Mailing Address is required.
- ♦ City is required.
- ♦ Zip Code is required.
- ♦ Enterprise Type is required.
- ♦ Applicant Information has not saved correctly.

Project Site Location(s)

- ♦ Project Site 1: County is required.
- ♦ Project Site 1: Municipality is required.
- ♦ Project Site 1: PA House District is required.
- ♦ Project Site 1: PA Senate District is required.
- ♦ Project Site 1: US Congressional House District is required.

Program Budget

- ♦ Funding Source "Educational Improvement Tax Credit " must have a Grand Total greater than zero.

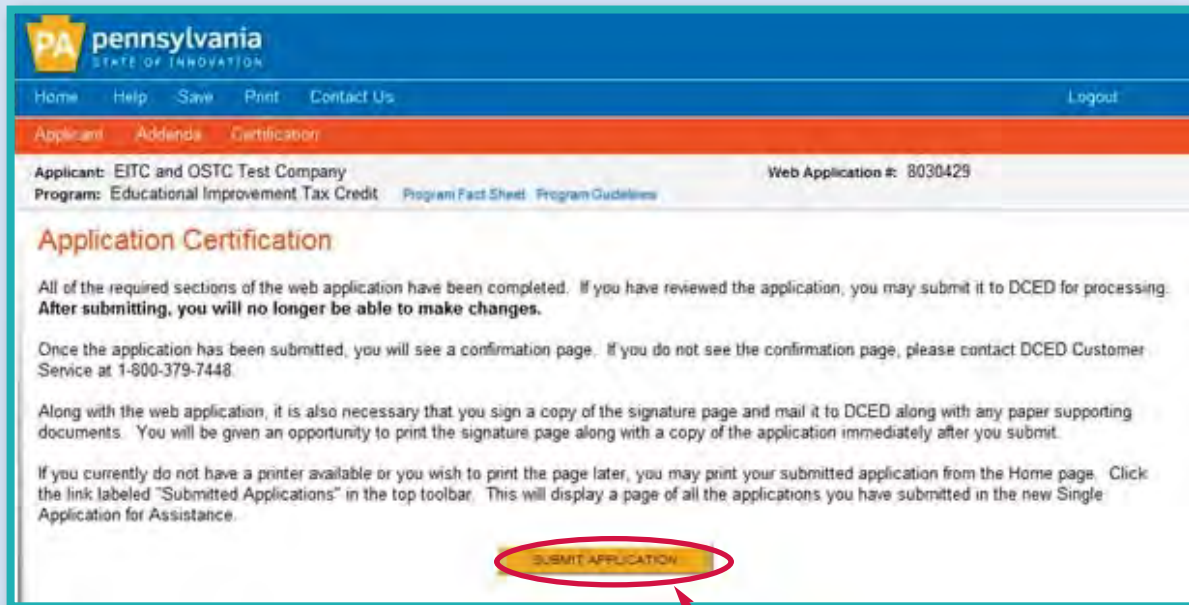
This is your Web Application number. Please keep this number for reference. Once you successfully submit the application, you will receive confirmation with your 12-digit Single Application number.

Click the links to go directly to the tab where information is required.

Submit Application

Once you have completed all required information, you are ready to submit the application. You must click the “**Submit Application**” button to send the application to DCED.

After clicking the **Submit Application** button, you will receive a confirmation page that includes the 12-digit Single Application number for tracking purposes. The option to print a copy of the completed application and signature page are available. You are required to mail the signed signature page to DCED.



Click the **Submit Application** button to electronically submit the application to DCED

Successfully Submitted Application

The Application Certification page displays the 12-digit Single Application number, which is your confirmation that the application has been submitted to DCED. You have the option to print the signature page or the entire application.

The applicant cannot make changes to the application once it has been submitted to DCED. If changes are required, please contact DCED at 1-800-379-7448.

The screenshot shows the 'Application Certification' page on the Pennsylvania State of Innovation website. The page header includes the PA logo and navigation links: Home, Help, Print, Contact Us, and Logout. The main content area displays the following information:

- Applicant:** EITC and OSTC Test Company
- Program:** Educational Improvement Tax Credit
- Web Application #:** 8030429 (circled in red)
- Single Application ID #:** 201303189498 (circled in red)

The page contains the following text and links:

The web application has been successfully submitted to DCED for processing. It is necessary that you sign a copy of the signature page and mail it to DCED along with any paper supporting documents.

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following address:

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

Callouts from the image:

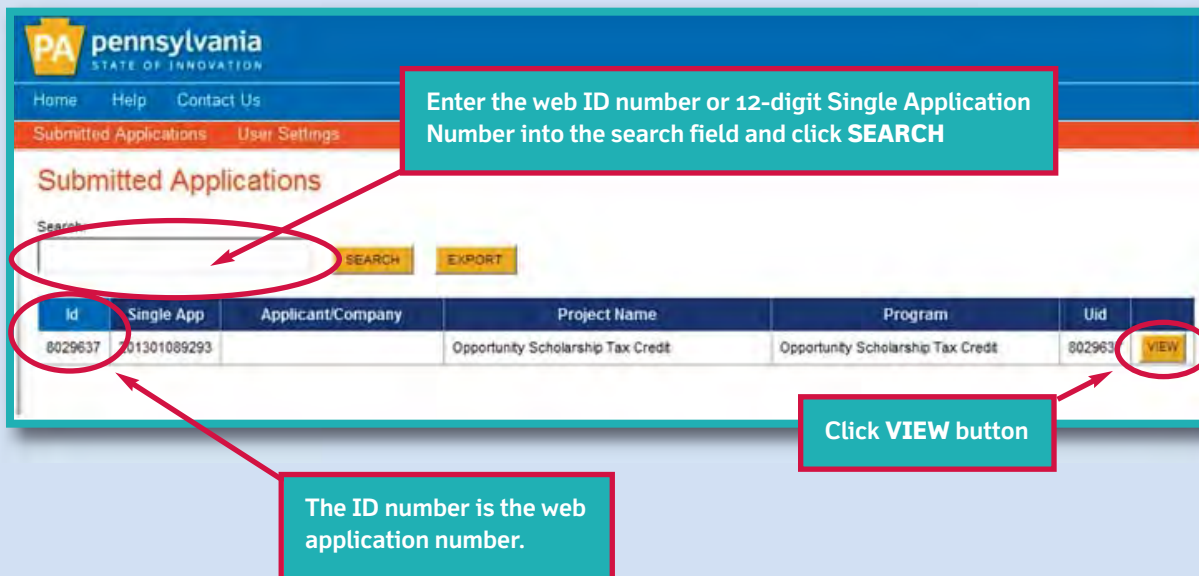
- Web ID # is displayed.** (Points to the Web Application #)
- The 12-digit Single Application number will be displayed.** (Points to the Single Application ID #)
- Applicant has options to print the entire application or the signature page only. NOTE: The printed copy of the application for EITC and OSTC programs will contain additional information supplied by the program office.** (Points to the print links)
- Mail the signed signature page to the address shown.** (Points to the mailing address)

View / Print Submitted Application

To view your submitted application, simply go to the home page and click on Submitted Applications in the red menu bar.



All successfully submitted applications will appear under **Submitted Applications**. You can search for the application by entering the web ID in the search field or by scrolling through the applications shown. To view the application, click on the **VIEW** button.





The submitted application will open to the **Application Certification**. Options to print the application and signature page are available.

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Home Help Print Contact Us Logout

Certification

Applicant: EITC and OSTC Test Company Web Application #: 8030429
Program: Educational Improvement Tax Credit Program Fact Sheet Program Guidelines

Application Certification

Single Application ID #: 201303189498

The web application has been successfully submitted to DCED for processing. It is necessary that you sign a copy of the signature page and mail it to DCED along with any paper supporting documents.

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following address:

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

Options to print the entire application or the signature page only are available. NOTE: The printed copy of the application for EITC and OSTC programs will contain additional information supplied by the program office.

For more information, contact:

Pennsylvania Department of Community and Economic Development

Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Tel: 866.466.3972 | newPA.com

