

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 | <ul style="list-style-type: none"> • 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 |

TSAMS Access Decision Flow-Chart

START:

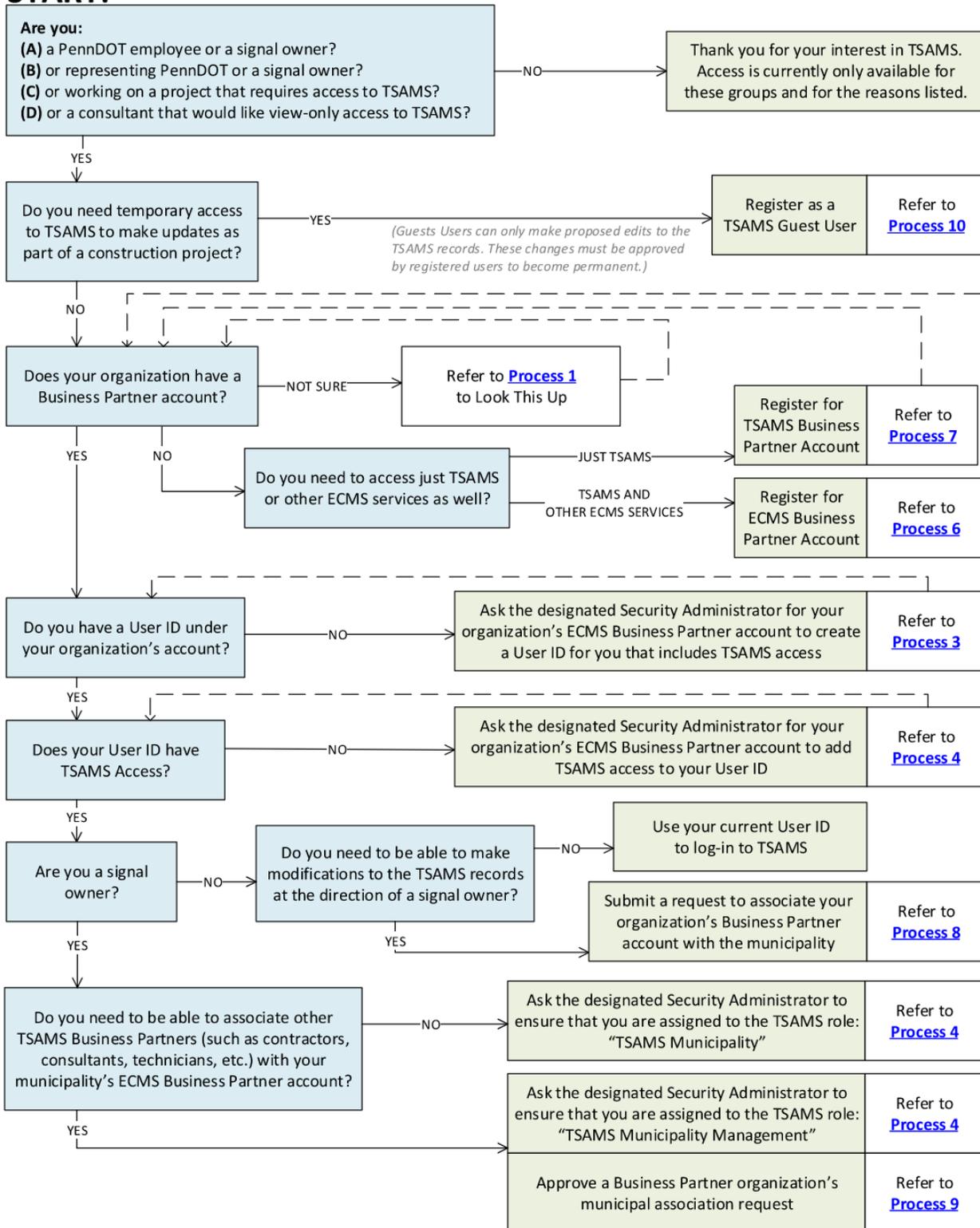


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Process 1: Determine if your organization is a PennDOT ECMS Business Partner

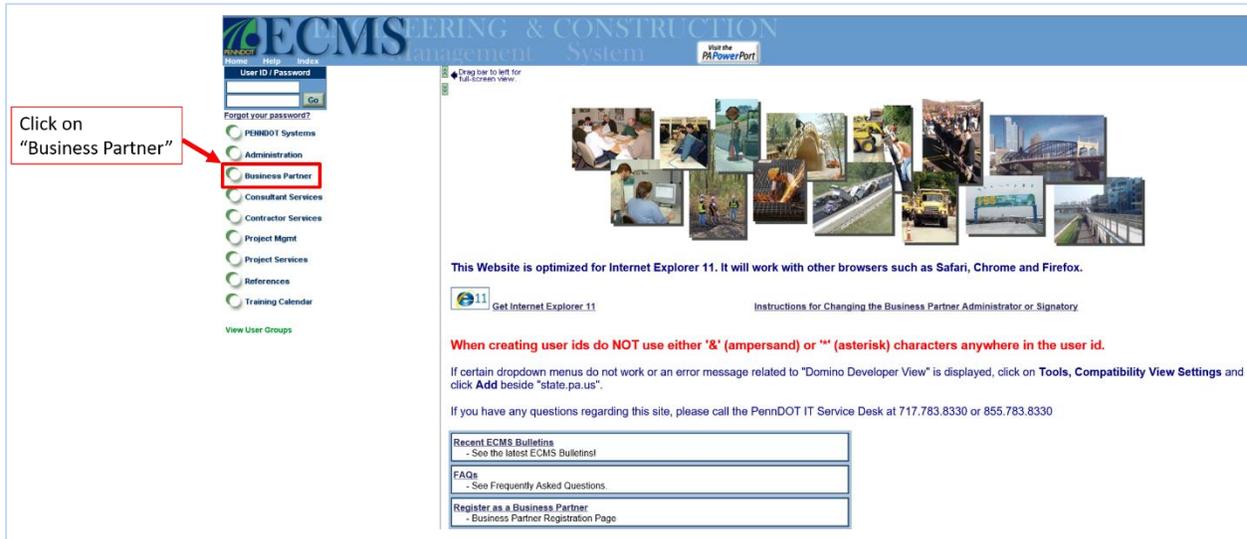
The following instructions detail how to look-up whether an organization is a registered PennDOT ECMS Business Partner on the ECMS website.

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”.

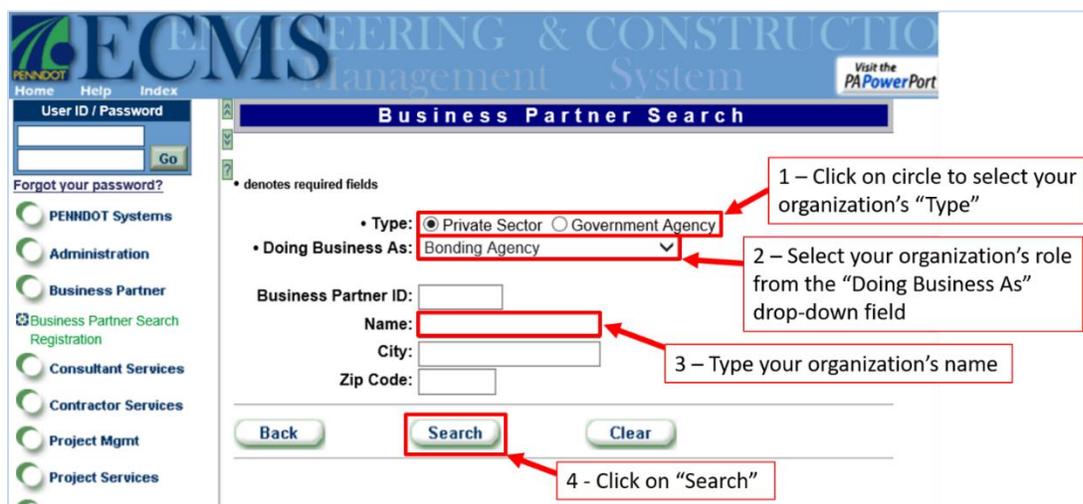


STEP 3 – Select/Enter the Organization’s Details

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”.



Business Partner Search

• denotes required fields

• **Type**: Private Sector Government Agency

• **Doing Business As**: Bonding Agency

Business Partner ID:

Name:

City:

Zip Code:

Back Search Clear

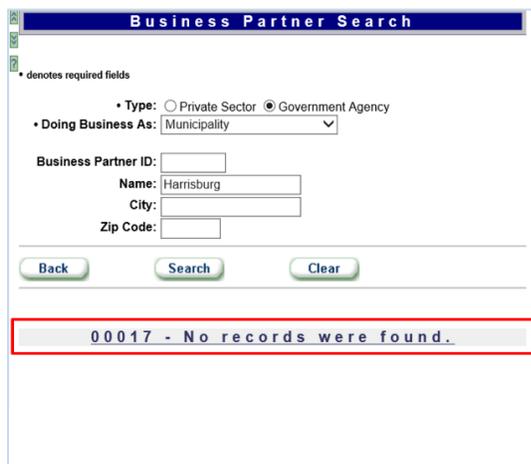
1 – Click on circle to select your organization’s “Type”

2 – Select your organization’s role from the “Doing Business As” drop-down field

3 – Type your organization’s name

4 – 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).



Business Partner Search

• denotes required fields

• **Type**: Private Sector Government Agency

• **Doing Business As**: Municipality

Business Partner ID:

Name: Harrisburg

City:

Zip Code:

Back Search Clear

00017 - No records were found.



Business Partner Search

• denotes required fields

• **Type**: Private Sector Government Agency

• **Doing Business As**: Municipality

Business Partner ID:

Name: City of Harrisburg

City:

Zip Code:

Back Search Clear

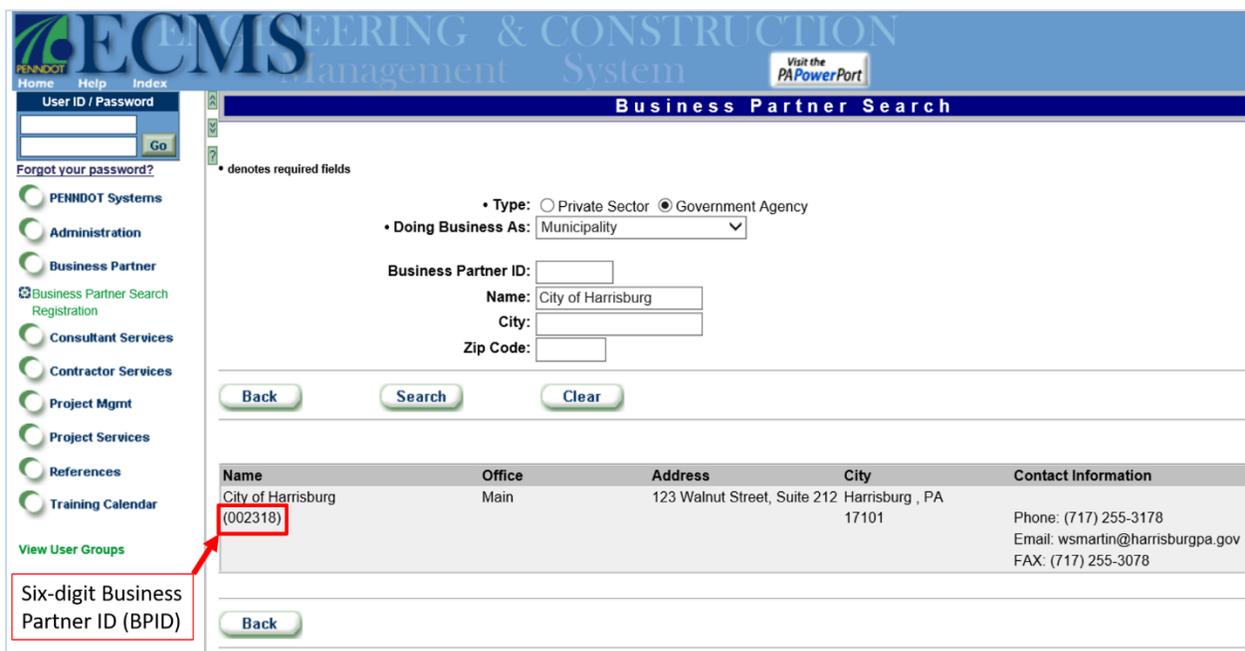
| Name | Office | Address | City | Contact Information |
|--------------------|--------|------------------------------|-----------------|--|
| City of Harrisburg | Main | 123 Walnut Street, Suite 212 | Harrisburg , PA | |
| (002318) | | | 17101 | Phone: (717) 255-3178 Email: wsmartin@harrisburgpa.gov FAX: (717) 255-3078 |

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.



ECMS ENGINEERING & CONSTRUCTION Management System

Home Help Index

User ID / Password:

Forgot your password?

- PENNDOT Systems
- Administration
- Business Partner
- Business Partner Search Registration
- Consultant Services
- Contractor Services
- Project Mgmt
- Project Services
- References
- Training Calendar

View User Groups

Business Partner Search

• denotes required fields

• Type: Private Sector Government Agency

• Doing Business As:

Business Partner ID:

Name:

City:

Zip Code:

| Name | Office | Address | City | Contact Information |
|--------------------------------|--------|------------------------------|--------------------------|--|
| City of Harrisburg (002318) | Main | 123 Walnut Street, Suite 212 | Harrisburg , PA 17101 | Phone: (717) 255-3178 Email: wsmartin@harrisburgpa.gov FAX: (717) 255-3078 |

Six-digit Business Partner ID (BPID)

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

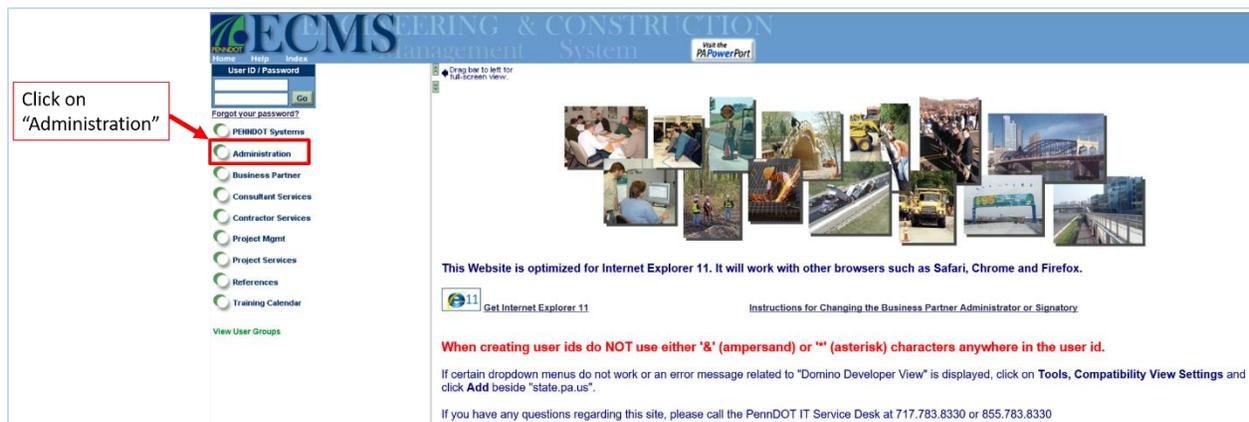
Go to <https://www.dotdom2.state.pa.us/ECMS/ECMSHome.nsf/firmECMSFrameset?Open> using Microsoft Edge with [Internet Explorer mode](#) (note: other web browsers may not be fully compatible).

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

Create User

* denotes required fields

• User Name: First Name M Last Name Jr
(* first, MI, * last, suffix)

• Phone Number: 717 - 123 - 4567 x-

Fax Number: - -

• Email Address: email@email.gov

• User ID: (8 or more positions)

New Password: (6 or more positions)

Confirm Password:

Check to Grant Group Access and un-check to Revoke Group Access:

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.

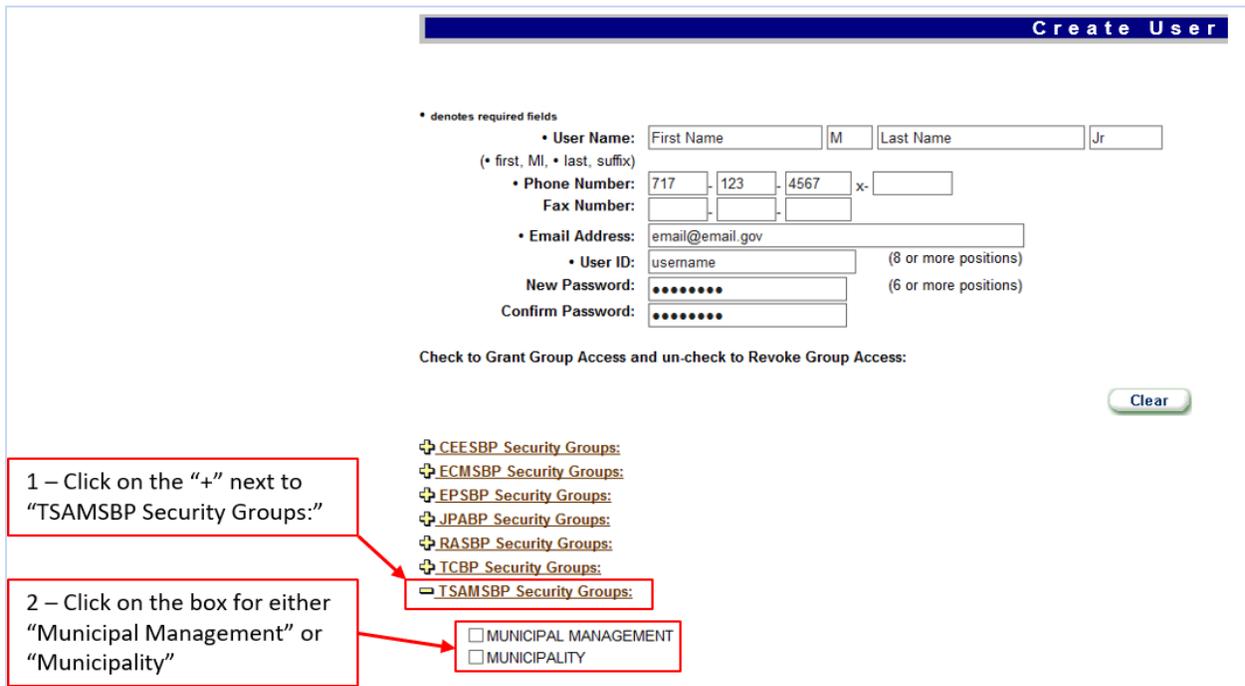
The various TSAMS roles (known as “Security Groups” in ECMS) are as follows:

- 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.



Create User

• denotes required fields

• **User Name:** First Name [] M [] Last Name [] Jr []
(• first, MI, • last, suffix)

• **Phone Number:** 717 [] 123 [] 4567 [] x- []

Fax Number: [] [] [] []

• **Email Address:** email@email.gov

• **User ID:** username [] (8 or more positions)

New Password: [] (6 or more positions)

Confirm Password: []

Check to Grant Group Access and un-check to Revoke Group Access:

CEESBP Security Groups:
 ECMSBP Security Groups:
 EPSBP Security Groups:
 JPABP Security Groups:
 RASBP Security Groups:
 TCBP Security Groups:
 TSAMSBP Security Groups:
 MUNICIPAL MANAGEMENT
 MUNICIPALITY

1 – Click on the “+” next to “TSAMSBP Security Groups:”

2 – Click on the box for either “Municipal Management” or “Municipality”

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.

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

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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.
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- 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

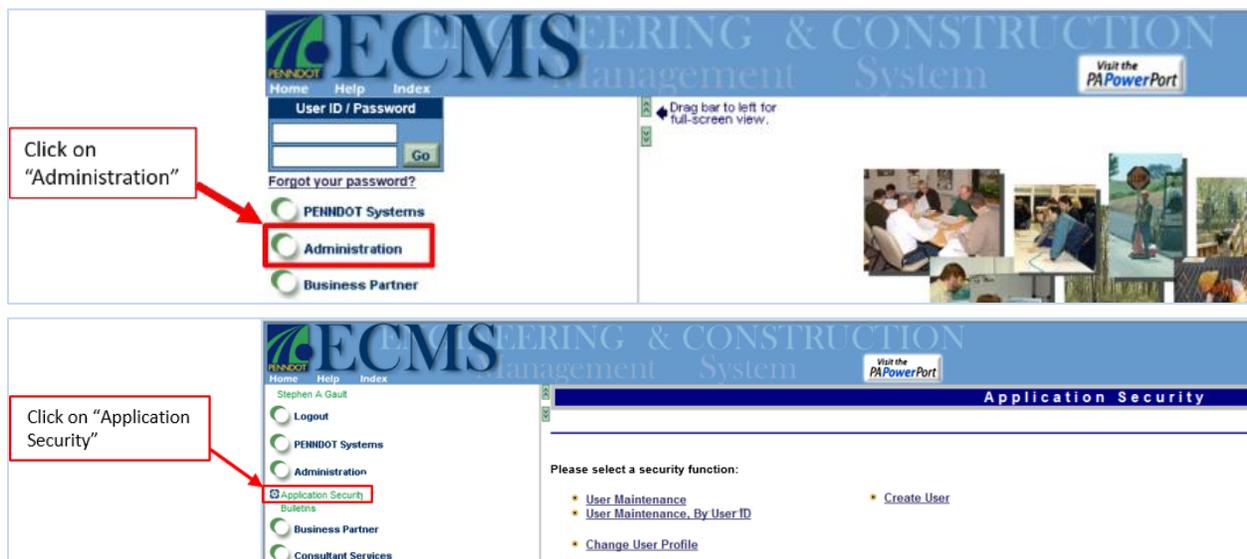
Go to <https://www.dotdom2.state.pa.us/ECMS/ECMSHome.nsf/frmECMSFrameset?Open> using Microsoft Edge with [Internet Explorer mode](#) (note: other web browsers are not fully compatible with site).

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.

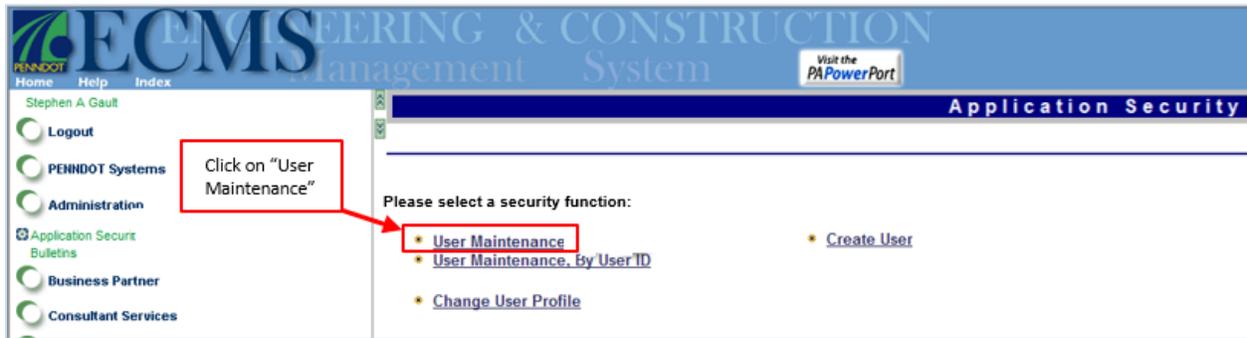
STEP 3 – Open the “Application Security” Webpage

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.



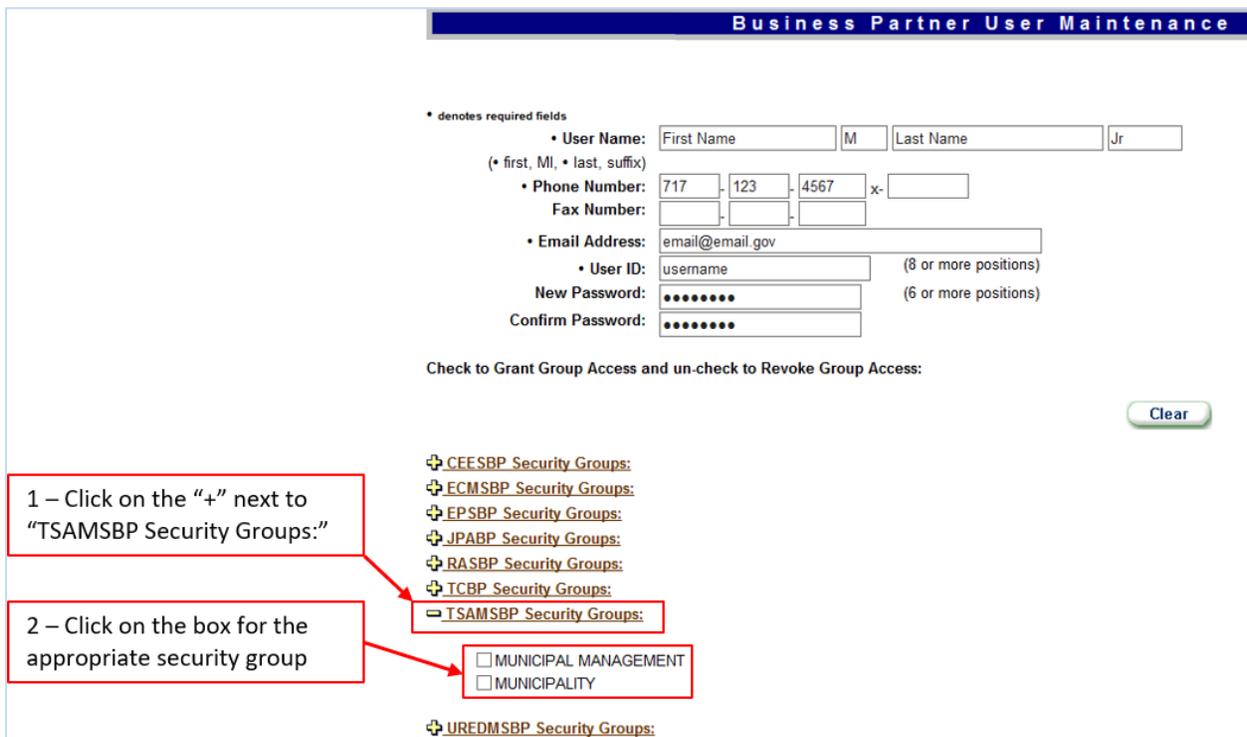
STEP 5 – Edit the User’s Access Role

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

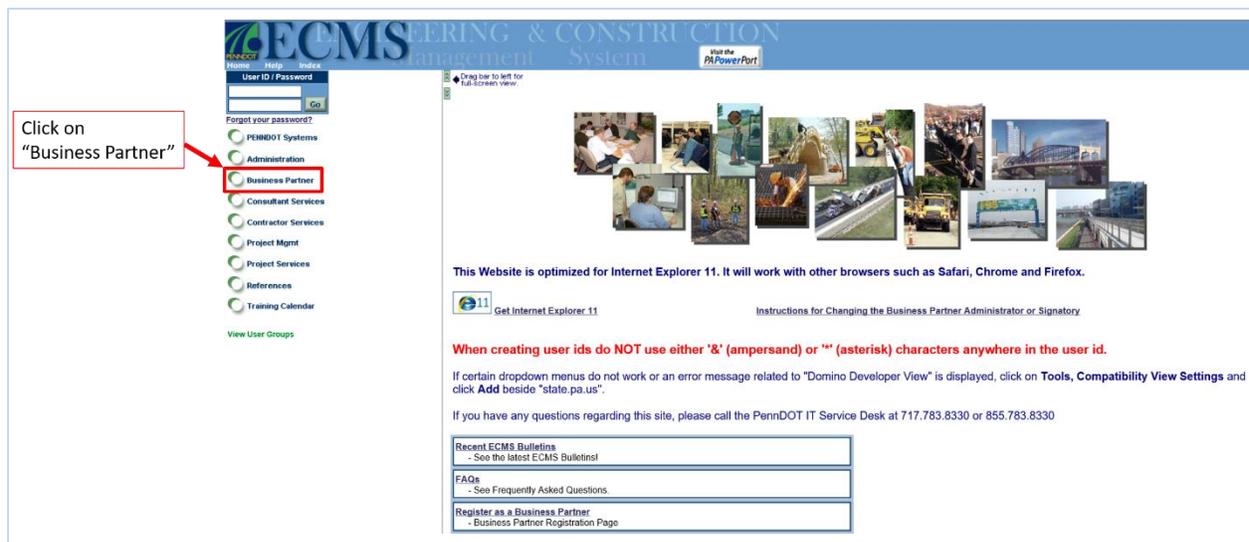
These instructions detail how to register an organization as a new ECMS Business Partner. The registration process requires the completion of both an electronic form and a paper agreement. Both parts must be submitted for the registration to be complete. *Please note that if your organization is only 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.”



The screenshot shows the ECMS website interface. On the left side, there is a vertical navigation menu with the following items: Home, Help, Index, User ID / Password, PERNDOT Systems, Administration, Business Partner, Consultant Services, Contractor Services, Project Mgmt, Project Services, References, and Training Calendar. A red box highlights the 'Business Partner' link, and a red arrow points to it from a text box on the left that says 'Click on "Business Partner"'. The main content area of the website includes a header for 'Engineering & Construction Management System', a grid of images, and several text-based sections: 'This Website is optimized for Internet Explorer 11...', 'When creating user ids do NOT use either '&' (ampersand) or '*' (asterisk) characters anywhere in the user id.', 'If certain dropdown menus do not work or an error message related to "Domino Developer View" is displayed, click on Tools, Compatibility View Settings and click Add beside "state.pa.us".', and 'If you have any questions regarding this site, please call the PennDOT IT Service Desk at 717.783.8330 or 855.783.8330'. At the bottom, there are three links: 'Recent ECMS Bulletins - See the latest ECMS Bulletins!', 'FAQs - See Frequently Asked Questions', and 'Register as a Business Partner - Business Partner Registration Page'.



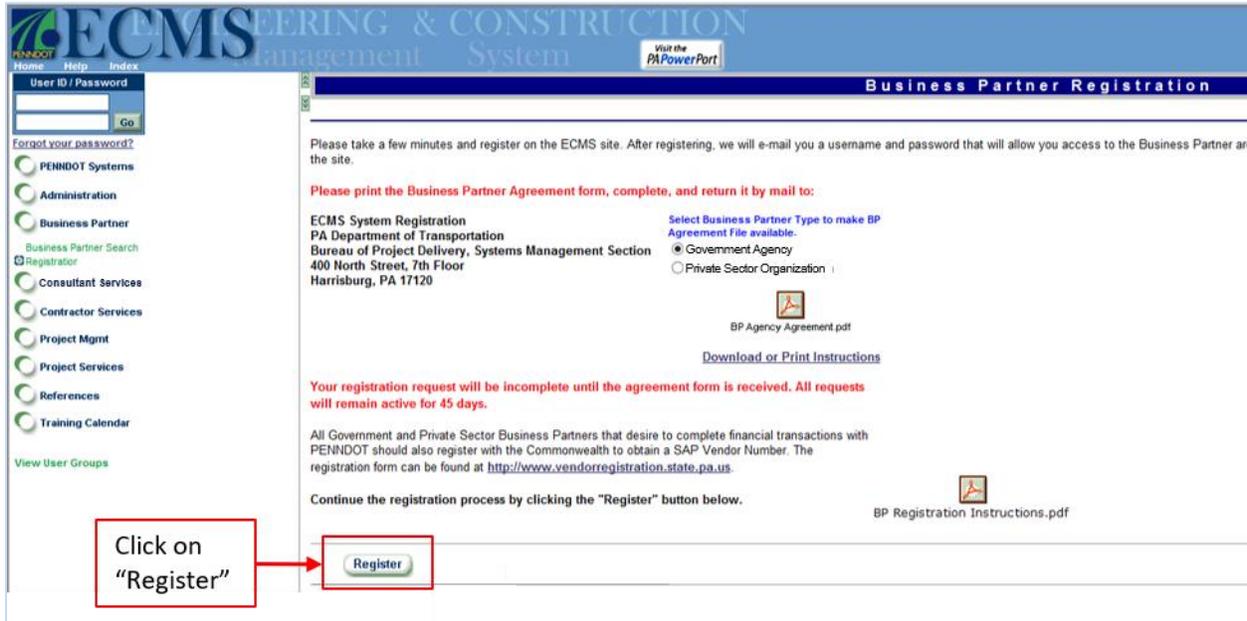
STEP 3 – Select the Appropriate ‘Business Partner Type’

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.

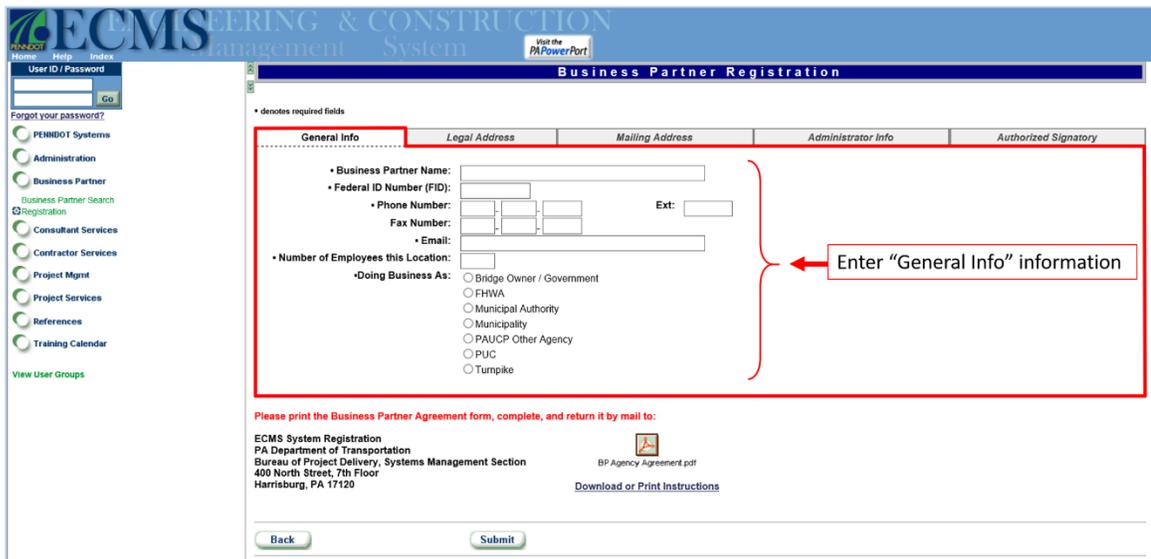


STEP 5 – Enter the Organization’s Information into the Registration Form

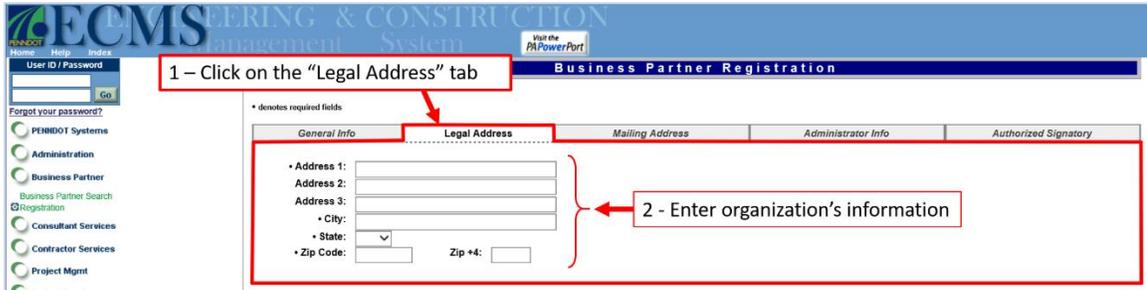
Once the “Business Partner Registration” page opens, note that there are five tabs on this webpage, all of which have fields which need to be completed: “General Info”, “Legal Address”, “Mailing Address”, “Administrator Info”, and “Authorized Signatory”. Enter your organization’s information into all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

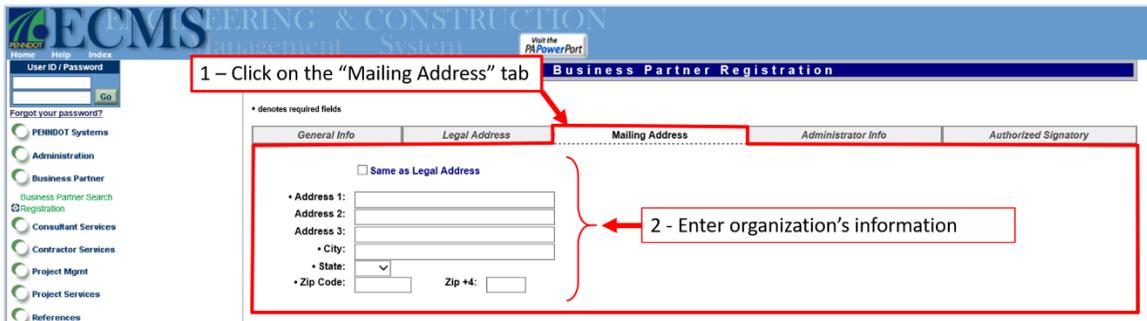


STEP 5B – Legal Address



The screenshot shows the 'Business Partner Registration' page with the 'Legal Address' tab selected. A red box highlights the 'Legal Address' tab and is labeled '1 - Click on the "Legal Address" tab'. Another red box highlights the address input fields (Address 1, Address 2, Address 3, City, State, Zip Code) and is labeled '2 - Enter organization's information'. A legend indicates that an asterisk denotes required fields.

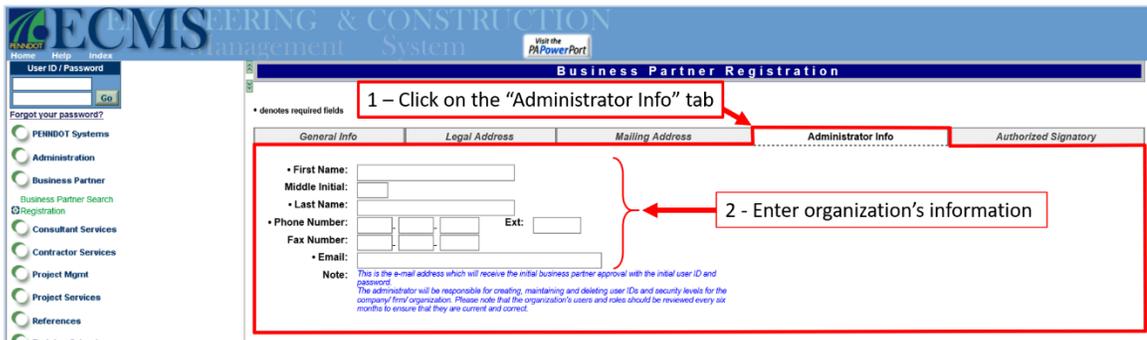
STEP 5C – Mailing Address



The screenshot shows the 'Business Partner Registration' page with the 'Mailing Address' tab selected. A red box highlights the 'Mailing Address' tab and is labeled '1 - Click on the "Mailing Address" tab'. Another red box highlights the address input fields (Address 1, Address 2, Address 3, City, State, Zip Code) and is labeled '2 - Enter organization's information'. A checkbox labeled 'Same as Legal Address' is present above the address fields. A legend indicates that an asterisk denotes required fields.

STEP 5D – Administrator Info

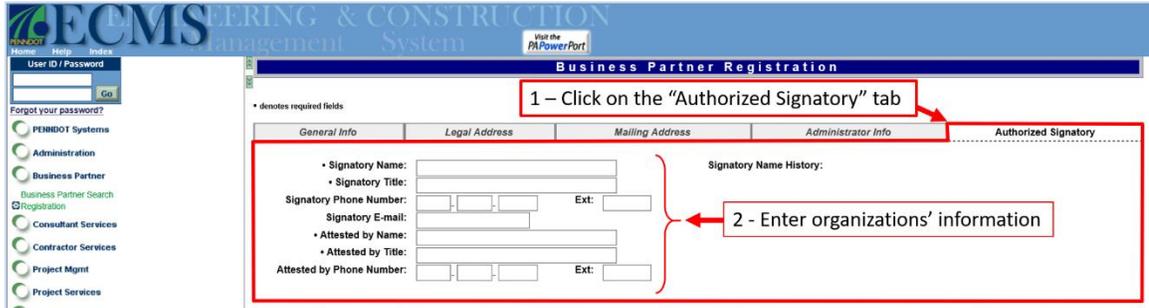
The "Administrator" is the individual who will be responsible for creating additional user accounts, commonly referred to as the "Security Administrator". It is recommended that the "Administrator" be an employee of the organization who maintains regular office hours.



The screenshot shows the 'Business Partner Registration' page with the 'Administrator Info' tab selected. A red box highlights the 'Administrator Info' tab and is labeled '1 - Click on the "Administrator Info" tab'. Another red box highlights the input fields for First Name, Middle Initial, Last Name, Phone Number, Fax Number, and Email, and is labeled '2 - Enter organization's information'. A legend indicates that an asterisk denotes required fields. A note at the bottom states: 'Note: This is the e-mail address which will receive the initial business partner approval with the initial user ID and password. The administrator will be responsible for creating, maintaining and deleting user IDs and security levels for the company/firm/organization. Please note that the organization's users and roles should be reviewed every six months to ensure that they are current and correct.'

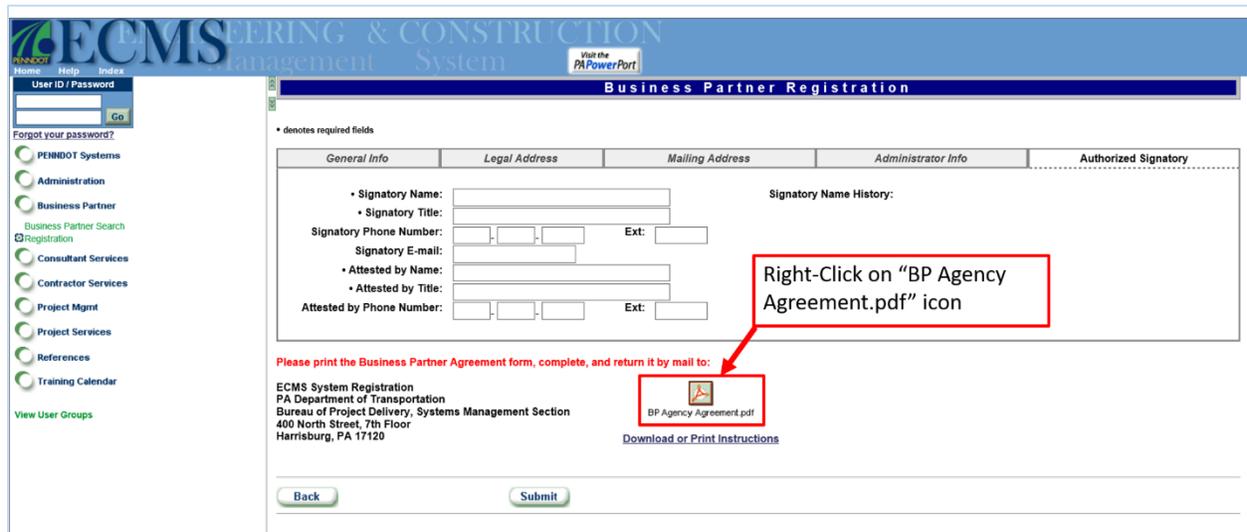
STEP 5E – Authorized Signatory

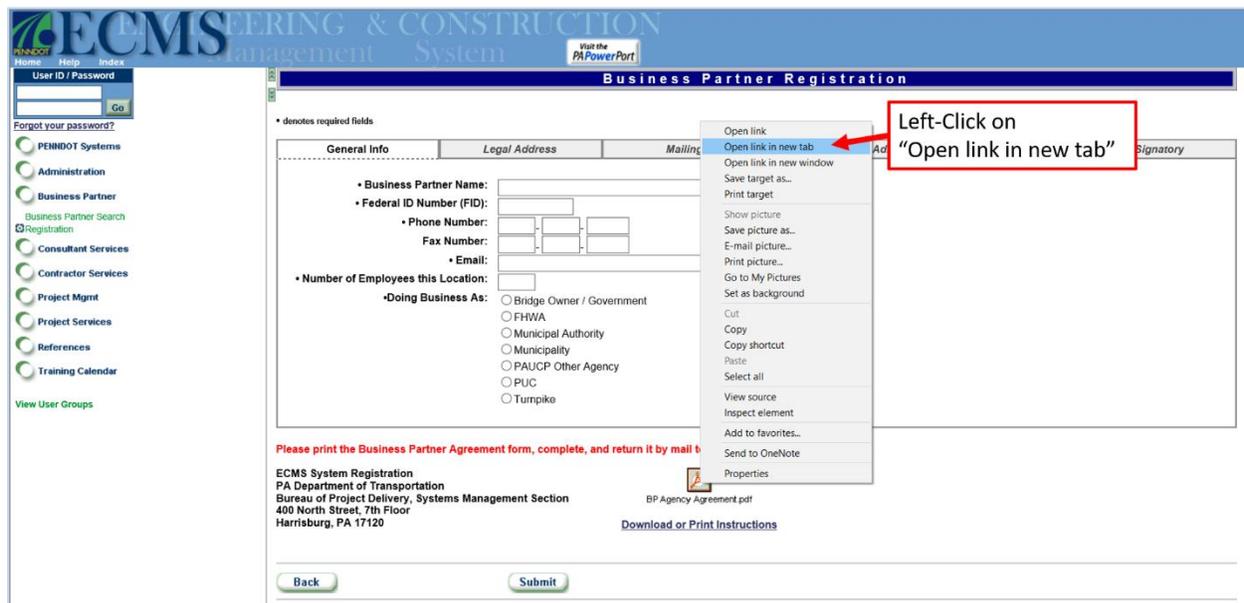
The “Signatory Name” must match the name of the person who will sign the printed, paper version of agreement. For municipalities, the signatory must have been granted authority to sign by resolution of the municipal governing body.



STEP 6 – Open BP Agency Agreement PDF Form

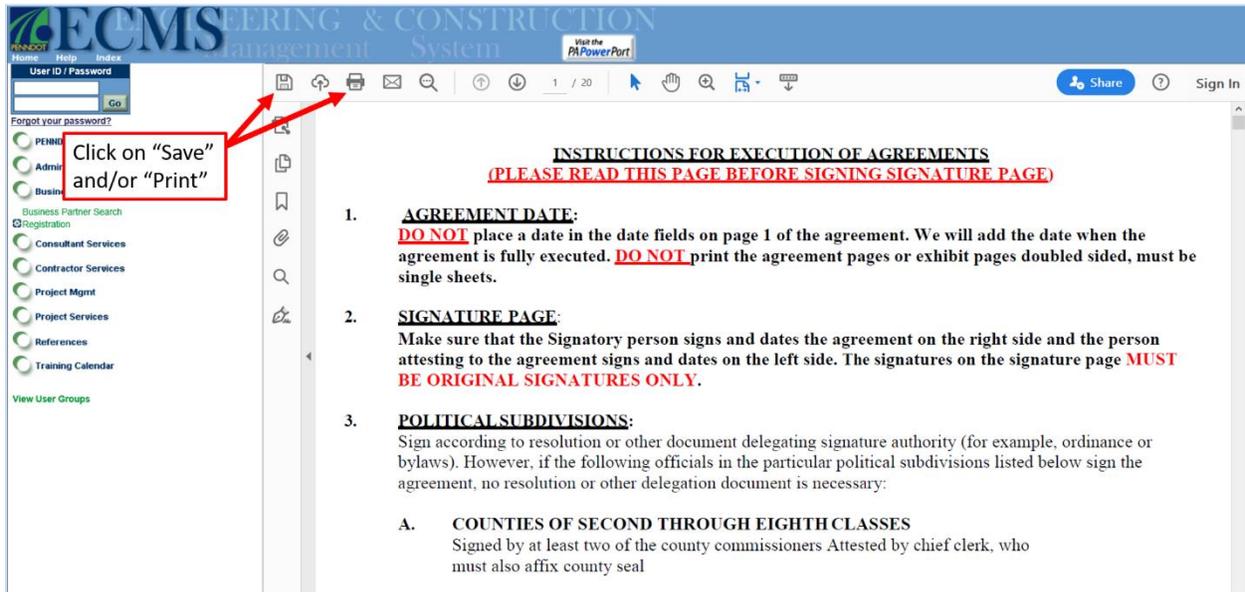
Once your organization’s information has been entered into all five tabs of the “Business Partner Registration” form, right-click on the PDF icon for the “BP Agency Agreement.pdf” and select “Open link in new tab”.





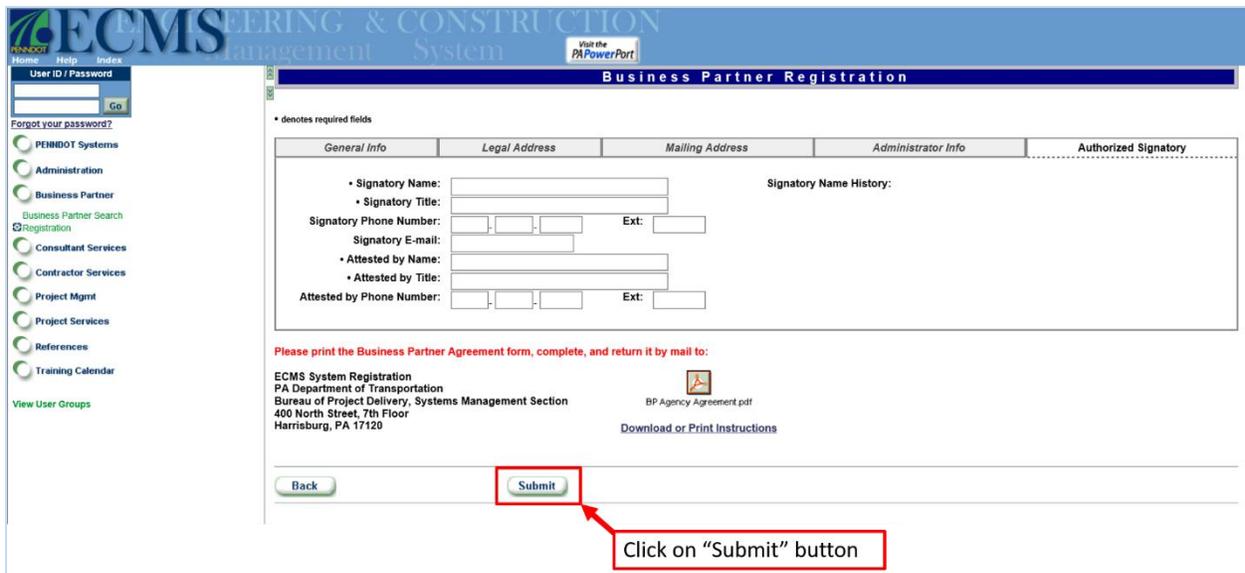
STEP 7 – Save and/or Print the Paper Agreement

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.

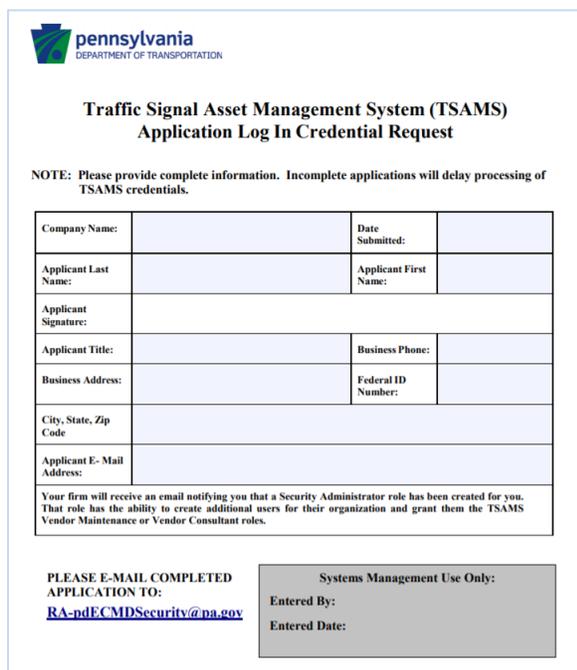
Process 7: Register an Organization as a TSAMS Business Partner

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.



**Traffic Signal Asset Management System (TSAMS)
Application Log In Credential Request**

NOTE: Please provide complete information. Incomplete applications will delay processing of TSAMS credentials.

| | | | |
|---------------------------|--|-----------------------|--|
| Company Name: | | Date Submitted: | |
| Applicant Last Name: | | Applicant First Name: | |
| Applicant Signature: | | | |
| Applicant Title: | | Business Phone: | |
| Business Address: | | Federal ID Number: | |
| City, State, Zip Code | | | |
| Applicant E-Mail Address: | | | |

Your firm will receive an email notifying you that a Security Administrator role has been created for you. That role has the ability to create additional users for their organization and grant them the TSAMS Vendor Maintenance or Vendor Consultant roles.

PLEASE E-MAIL COMPLETED APPLICATION TO:
RA-pdECMDSecurity@pa.gov

| | |
|------------------------------|--|
| Systems Management Use Only: | |
| Entered By: | |
| Entered Date: | |

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

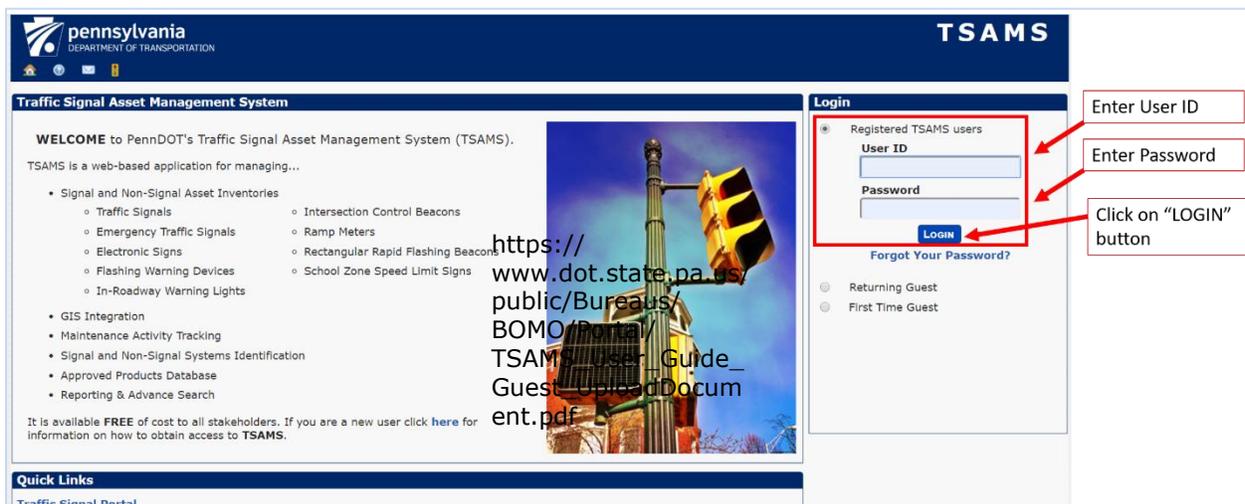
Once the registration has been approved, the organization’s Security Administrator can create individual user accounts under the organization’s TSAMS Business Partner account. Refer to [Process 3: Creating a new User ID under a Business Partner account](#) for instructions.

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.



The screenshot shows the TSAMS login interface. On the left, there is a 'Welcome' message and a list of system features. On the right, there is a 'Login' form with fields for 'User ID' and 'Password', and a 'LOGIN' button. A red box highlights the login form, and three red arrows point to the 'User ID' field, the 'Password' field, and the 'LOGIN' button. A text box on the right contains the following instructions: 'Enter User ID', 'Enter Password', and 'Click on "LOGIN" button'. A watermark URL is visible in the center: https://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSAMS_User_Guide_Guest_uploadedDocument.ent.pdf

STEP 2 – Open your Profile Page

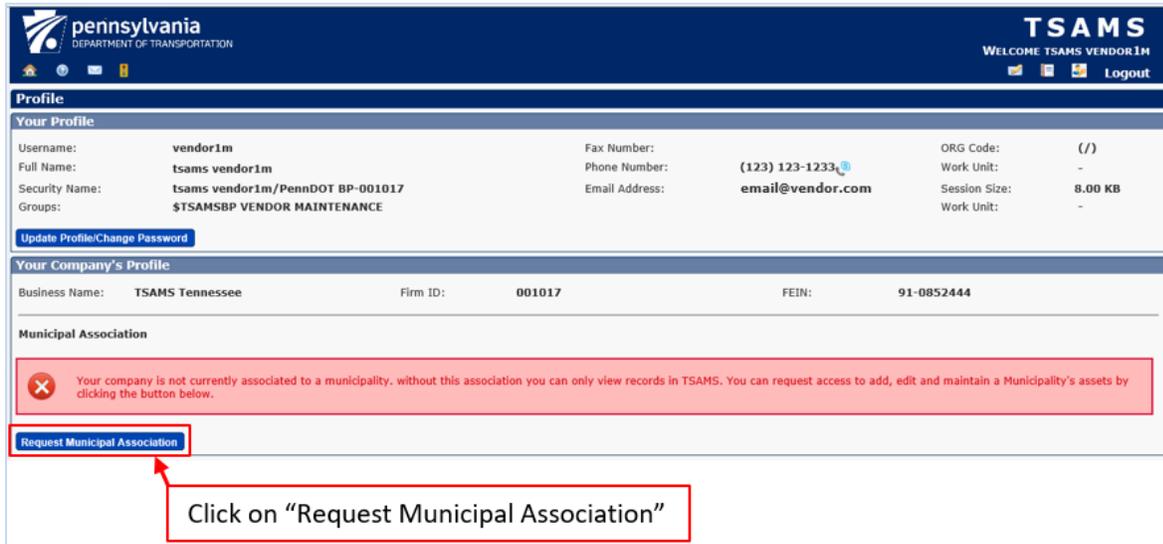
After logging-in, click on the “Profile” icon, located in the upper-right corner of the TSAMS home page, next to the “Logout” text.



The screenshot shows the TSAMS home page after login. The top right corner displays 'WELCOME TSAMS VENDOR:IN' and a 'Logout' link. A red box highlights a profile icon (a person silhouette) next to the 'Logout' text, with a red arrow pointing to it. A text box on the right contains the instruction: 'Click on "Profile" icon'. Below the navigation bar, there are three main sections: 'Signal', 'Non-Signal', and 'System', each with a search icon and a plus sign. At the bottom, there are three more sections: 'Products', 'Projects', and 'ITS/Operations'.

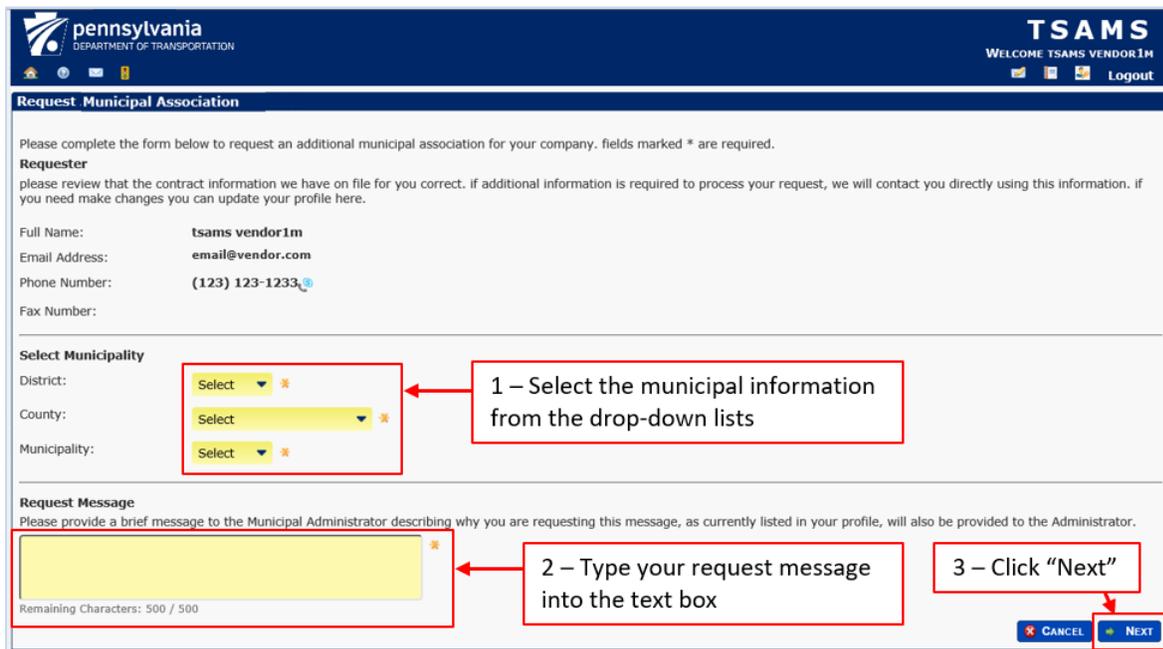
STEP 3 – Open the “Request Municipal Association” Page

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

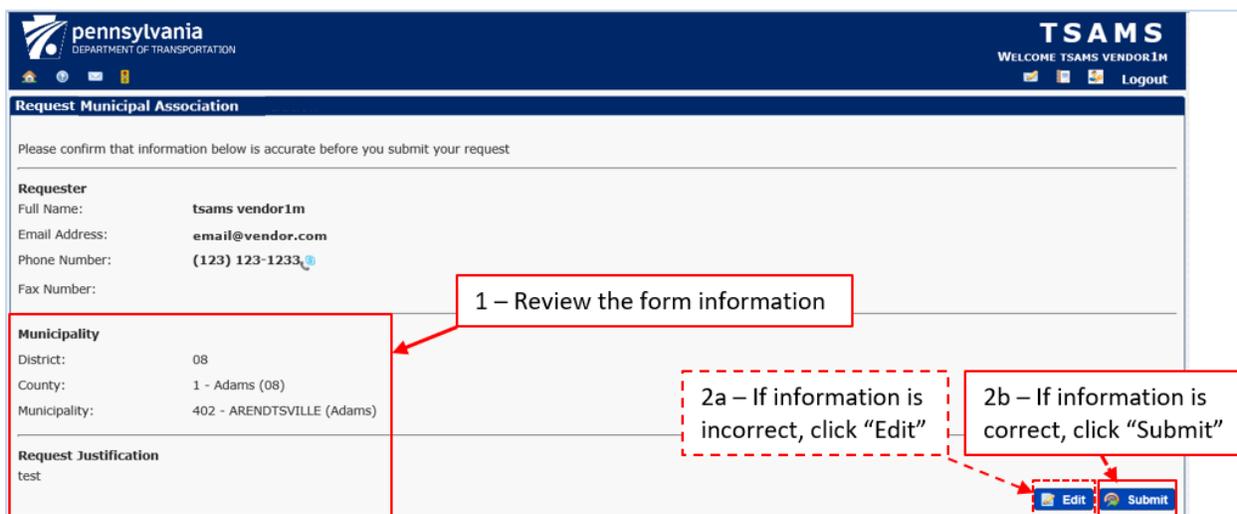
Once the “Request Municipal Association” page opens, complete the municipal association form by first selecting the municipal information from the drop-down lists and then typing your request message into the text box. Your request message must explain why you are requesting the municipal association.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



STEP 5 – Review and Submit the Municipal Association Form

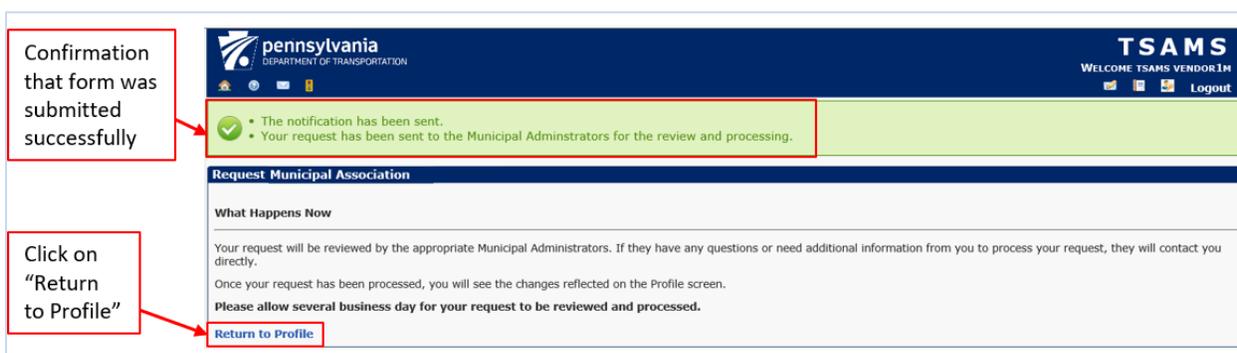
Review the form information you entered on the previous page. If the information is incorrect, click on the “Edit” button, which will take you back to the previous page, where you will be able to edit the municipal information and the request message, as necessary.

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.

Profile

Your Profile

Username: vendor1m Fax Number: ORG Code: (/)

Full Name: tsams vendor1m Phone Number: (123) 123-1233 Work Unit: -

Security Name: tsams vendor1m/PennDOT BP-001017 Email Address: email@vendor.com Session Size: 9.00 KB

Groups: \$TSAMSBP VENDOR MAINTENANCE Work Unit: -

Your Company's Profile

Business Name: TSAMS Tennessee Firm ID: 001017 FEIN: 91-0852444

Municipal Association

Below are the municipalities your company is currently associated to, allowing you add, edit and maintain signal and non-signal assets. If your company needs to have updates made to their municipal association in TSAMS, you can request changes below.

| District | County | Municipality | Status | |
|----------|------------|-------------------|-------------------|--------|
| 08 | 01 - Adams | 402 - ARENDSVILLE | In Review Process | DELETE |

Request Municipal Association

Status of the request

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.

Profile

Your Profile

Username: vendor1m Fax Number: ORG Code: (/)

Full Name: tsams vendor1m Phone Number: (123) 123-1233 Work Unit: -

Security Name: tsams vendor1m/PennDOT BP-001017 Email Address: email@vendor.com Session Size: 9.00 KB

Groups: \$TSAMSBP VENDOR MAINTENANCE Work Unit: -

Your Company's Profile

Business Name: TSAMS Tennessee Firm ID: 001017 FEIN: 91-0852444

Municipal Association

Below are the municipalities your company is currently associated to, allowing you add, edit and maintain signal and non-signal assets. If your company needs to have updates made to their municipal association in TSAMS, you can request changes below.

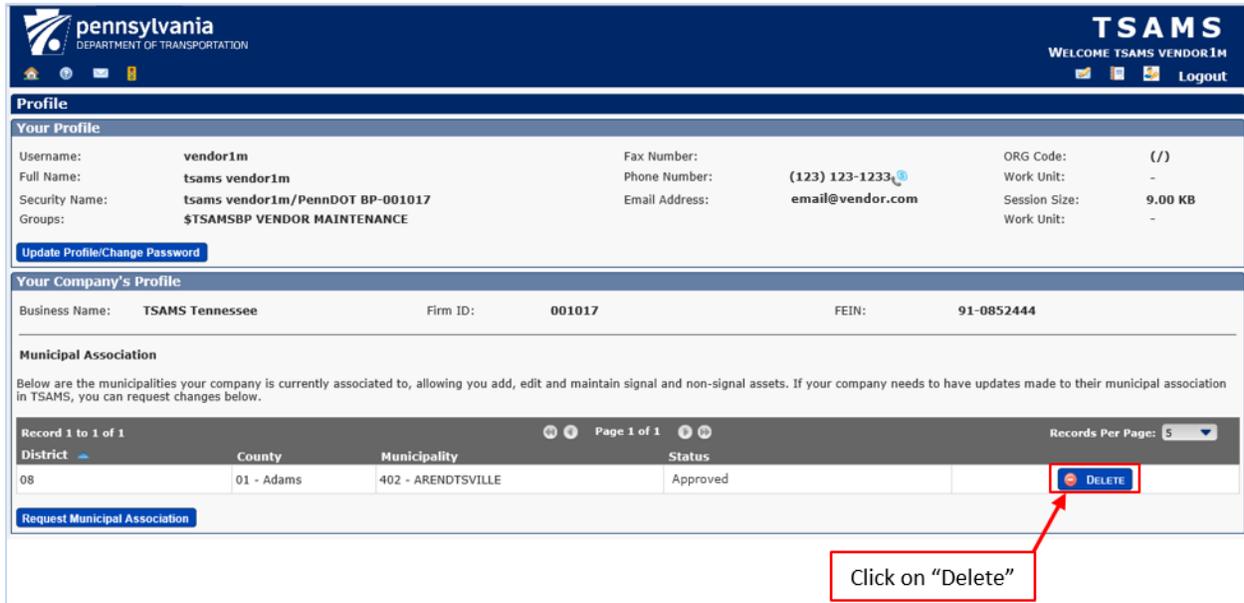
| District | County | Municipality | Status | |
|----------|------------|-------------------|----------|--------|
| 08 | 01 - Adams | 402 - ARENDSVILLE | Approved | DELETE |

Request Municipal Association

Status will change to “Approved” once the Municipal Administrator approves the request

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.*



The screenshot shows the TSAMS Vendor Profile page. The 'Municipal Association' section contains a table with one record. The 'DELETE' button for this record is highlighted with a red box, and a red arrow points from a text box labeled 'Click on "Delete"' to the button.

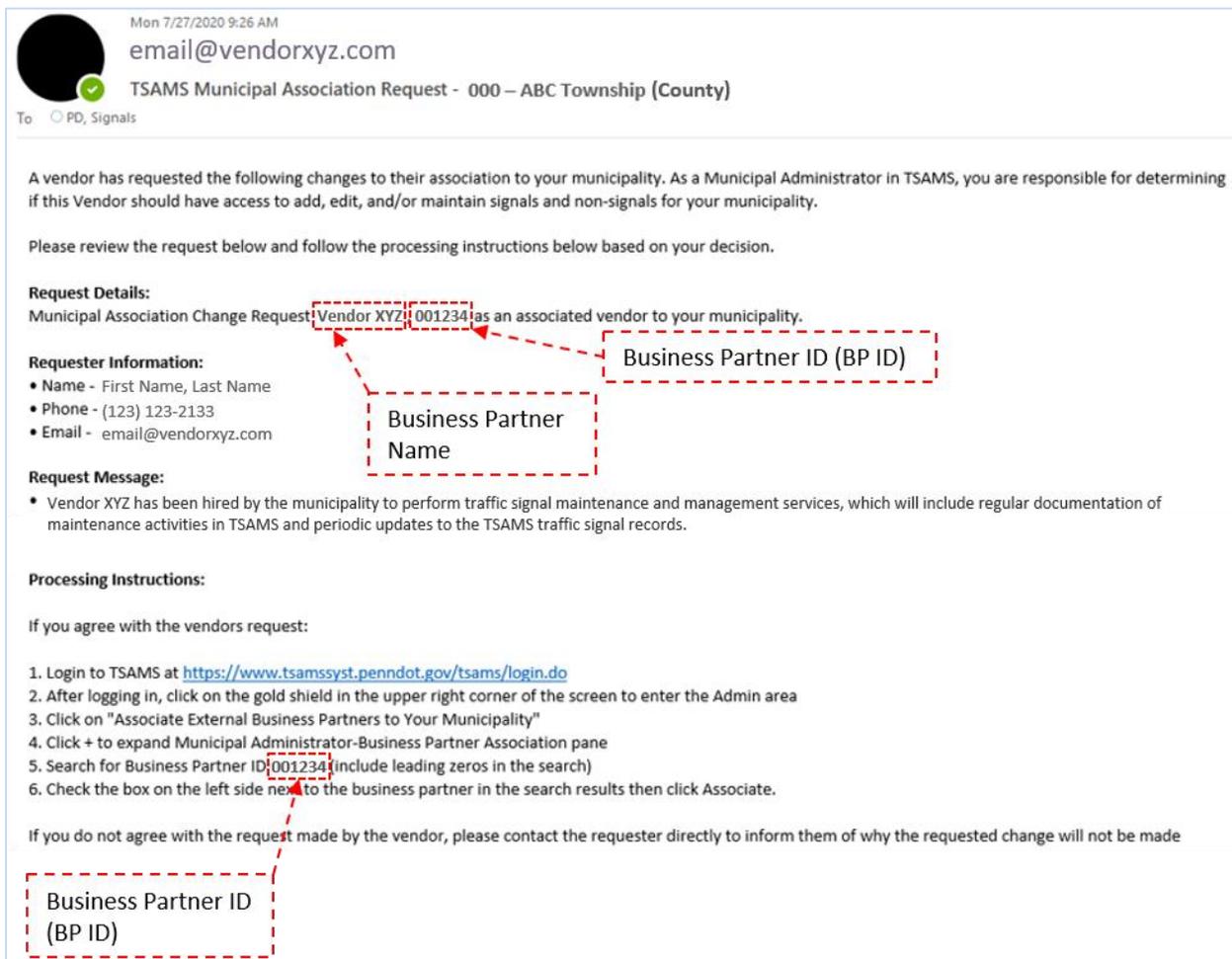
| District | County | Municipality | Status | Action |
|----------|------------|-------------------|----------|------------------------|
| 08 | 01 - Adams | 402 - ARENDSVILLE | Approved | DELETE |

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.



Mon 7/27/2020 9:26 AM
email@vendorxyz.com
To: TSAMS Municipal Association Request - 000 – ABC Township (County)
To: PD, Signals

A vendor has requested the following changes to their association to your municipality. As a Municipal Administrator in TSAMS, you are responsible for determining if this Vendor should have access to add, edit, and/or maintain signals and non-signals for your municipality.

Please review the request below and follow the processing instructions below based on your decision.

Request Details:
Municipal Association Change Request! Vendor XYZ! 001234 has an associated vendor to your municipality.

Requester Information:

- Name - First Name, Last Name
- Phone - (123) 123-2133
- Email - email@vendorxyz.com

Request Message:

- Vendor XYZ has been hired by the municipality to perform traffic signal maintenance and management services, which will include regular documentation of maintenance activities in TSAMS and periodic updates to the TSAMS traffic signal records.

Processing Instructions:

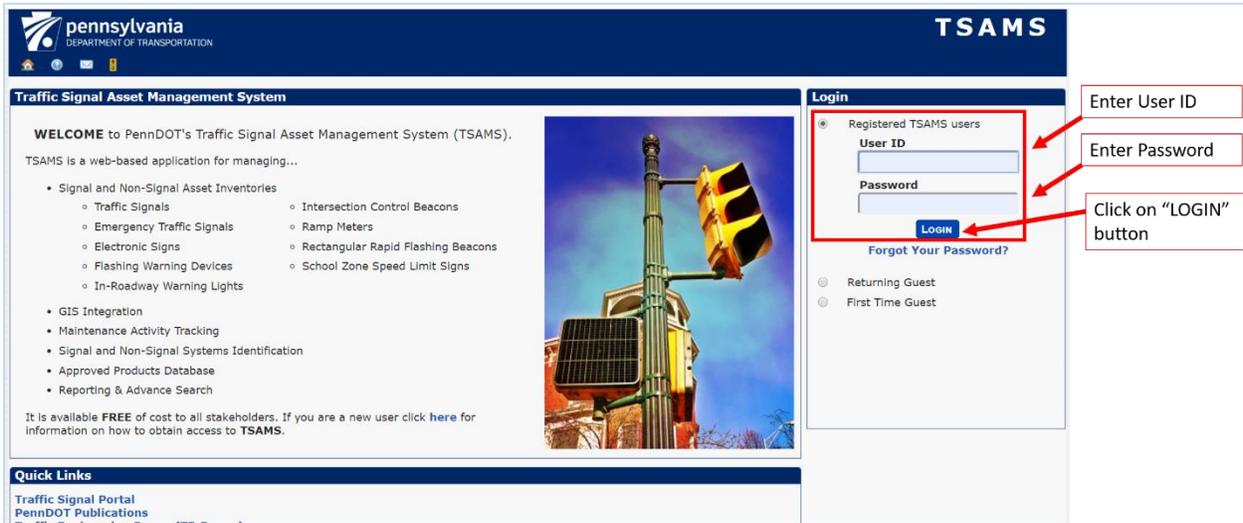
If you agree with the vendors request:

1. Login to TSAMS at <https://www.tsamssyst.penndot.gov/tsams/login.do>
2. After logging in, click on the gold shield in the upper right corner of the screen to enter the Admin area
3. Click on "Associate External Business Partners to Your Municipality"
4. Click + to expand Municipal Administrator-Business Partner Association pane
5. Search for Business Partner ID: 001234 (include leading zeros in the search)
6. Check the box on the left side next to the business partner in the search results then click Associate.

If you do not agree with the request made by the vendor, please contact the requester directly to inform them of why the requested change will not be made.

STEP 2 – Log-in to TSAMS

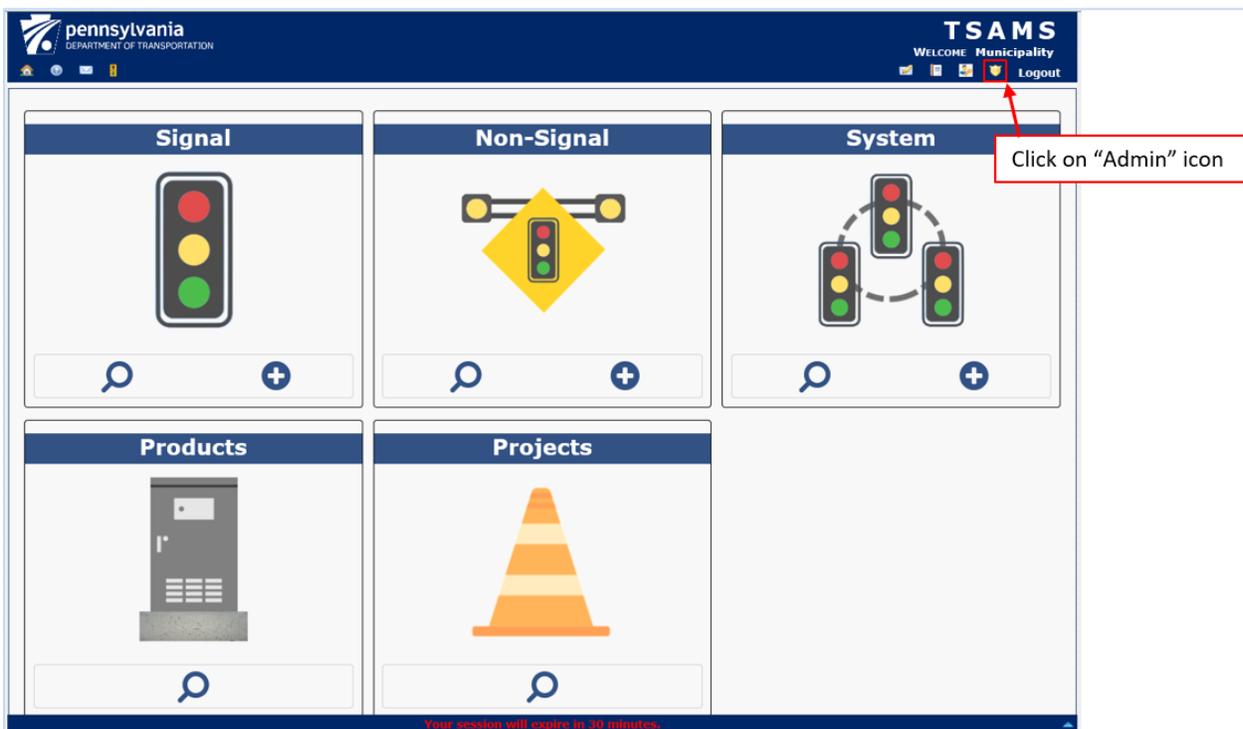
If the request should be approved, then open the [TSAMS website](#) and login using the appropriate User Login.



The screenshot shows the TSAMS login interface. On the left, there is a 'WELCOME' message and a list of system features. On the right, the 'Login' section is highlighted with a red box. Three red arrows point to the 'User ID' field, the 'Password' field, and the 'LOGIN' button. To the right of the screenshot, three text boxes with arrows provide instructions: 'Enter User ID', 'Enter Password', and 'Click on "LOGIN" button'.

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.



The screenshot shows the TSAMS home page after login. The top right corner displays 'WELCOME Municipality' and a 'Logout' link. A red box highlights a shield icon next to the 'Logout' text, with an arrow pointing to it from a text box that says 'Click on "Admin" icon'. The main content area features five dashboard tiles: 'Signal', 'Non-Signal', 'System', 'Products', and 'Projects', each with a search icon and a plus sign.

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.



Record 1 to 1 of 1

| BP Name | BP ID | Contact Name | e-Mail Address | Contact Phone # |
|-------------------------------------|--------|-----------------------|---------------------|-----------------|
| <input type="checkbox"/> Vendor XYZ | 001234 | First Name, Last Name | email@vendortex.com | 123-123-2133 |

Records Per Page: 25

Save As: CSV | PDF

ASSOCIATE

1 – Click on the box for the Business Partner

2 – Click on “Associate”

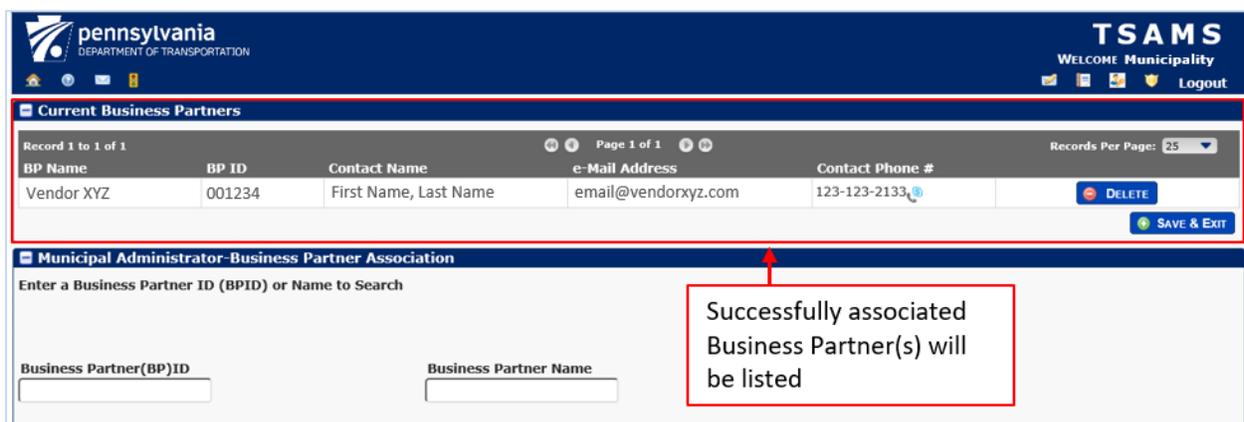
STEP 8 – Confirm Business Partner Municipal Association

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.



Current Business Partners

Click on “+” button for the “Current Business Partners”



Current Business Partners

Record 1 to 1 of 1

| BP Name | BP ID | Contact Name | e-Mail Address | Contact Phone # |
|------------|--------|-----------------------|---------------------|-----------------|
| Vendor XYZ | 001234 | First Name, Last Name | email@vendortex.com | 123-123-2133 |

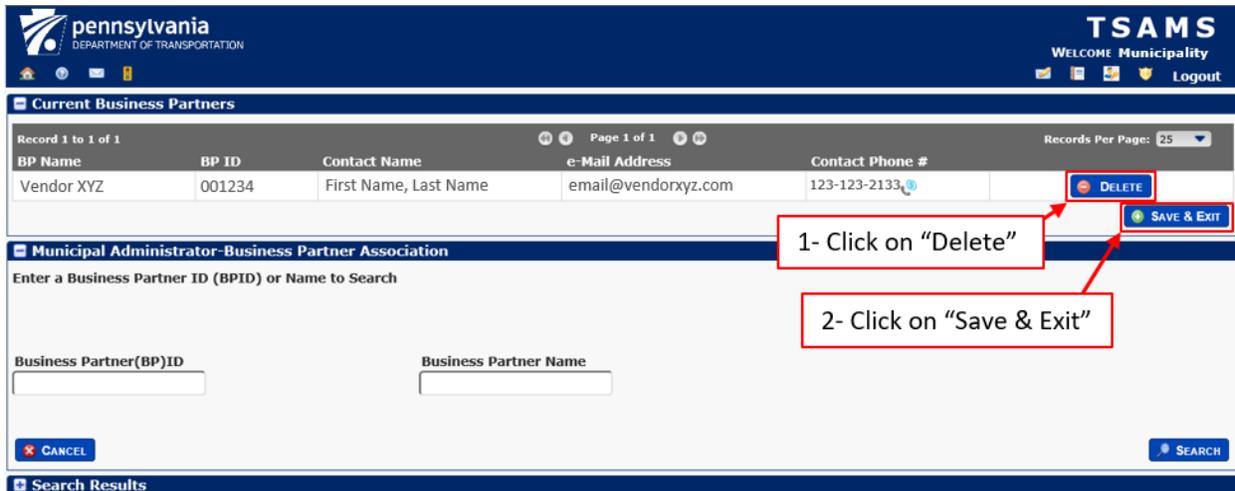
DELETED

SAVE & EXIT

Successfully associated Business Partner(s) will be listed

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.*



The screenshot displays the TSAMS web application interface. At the top, the Pennsylvania Department of Transportation logo and the TSAMS header are visible. The main content area is titled "Current Business Partners" and contains a table with the following data:

| BP Name | BP ID | Contact Name | e-Mail Address | Contact Phone # | |
|------------|--------|-----------------------|---------------------|-----------------|--|
| Vendor XYZ | 001234 | First Name, Last Name | email@vendorxyz.com | 123-123-2133 | DELETE SAVE & EXIT |

Below the table is the "Municipal Administrator-Business Partner Association" section, which includes a search form with the following fields:

- Enter a Business Partner ID (BPID) or Name to Search
- Business Partner(BP)ID:
- Business Partner Name:
- [CANCEL](#) [SEARCH](#)

Red boxes and arrows highlight the "DELETE" and "SAVE & EXIT" buttons in the table, with callouts: "1- Click on 'Delete'" and "2- Click on 'Save & Exit'".

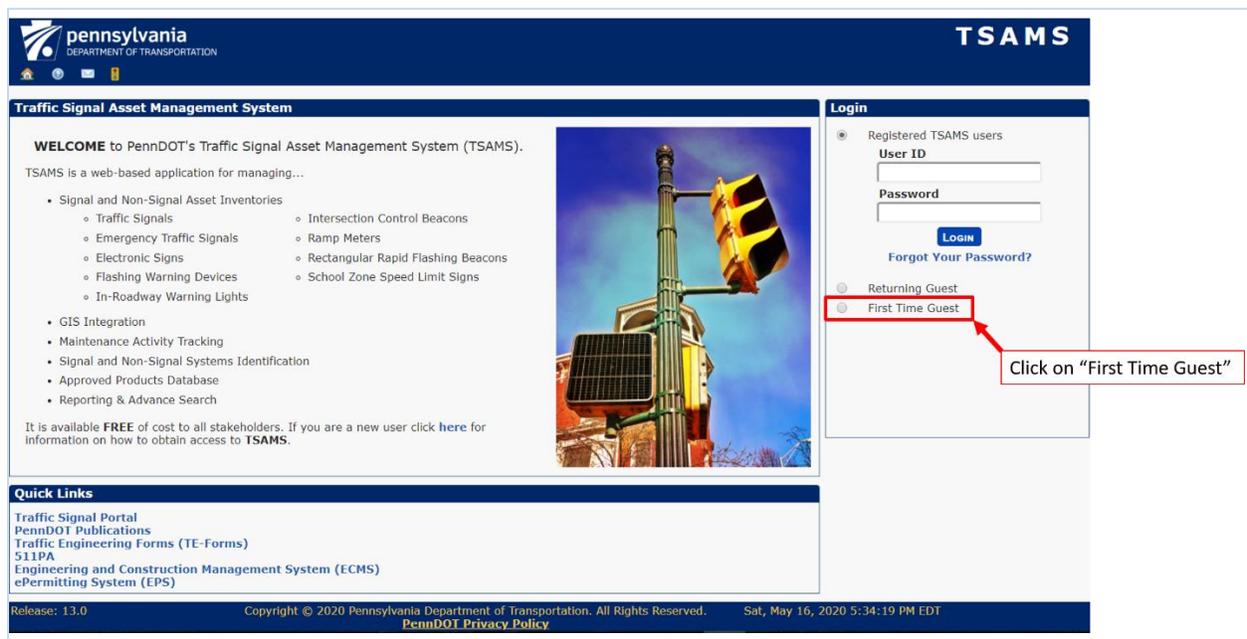
Process 10: Register as a Guest User

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

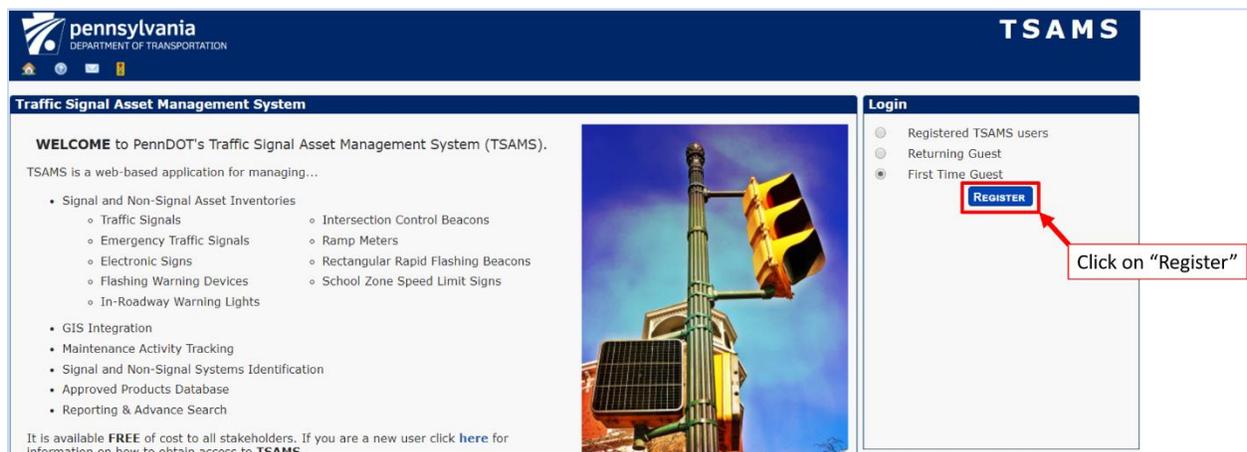
Guest User access is available for those needing temporary/short-term access to TSAMS to create or modify TSAMS records as part of a construction project. Guest Users are only able to make proposed edits to TSAMS records for signals in construction or testing status. These proposed edits must be approved 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.



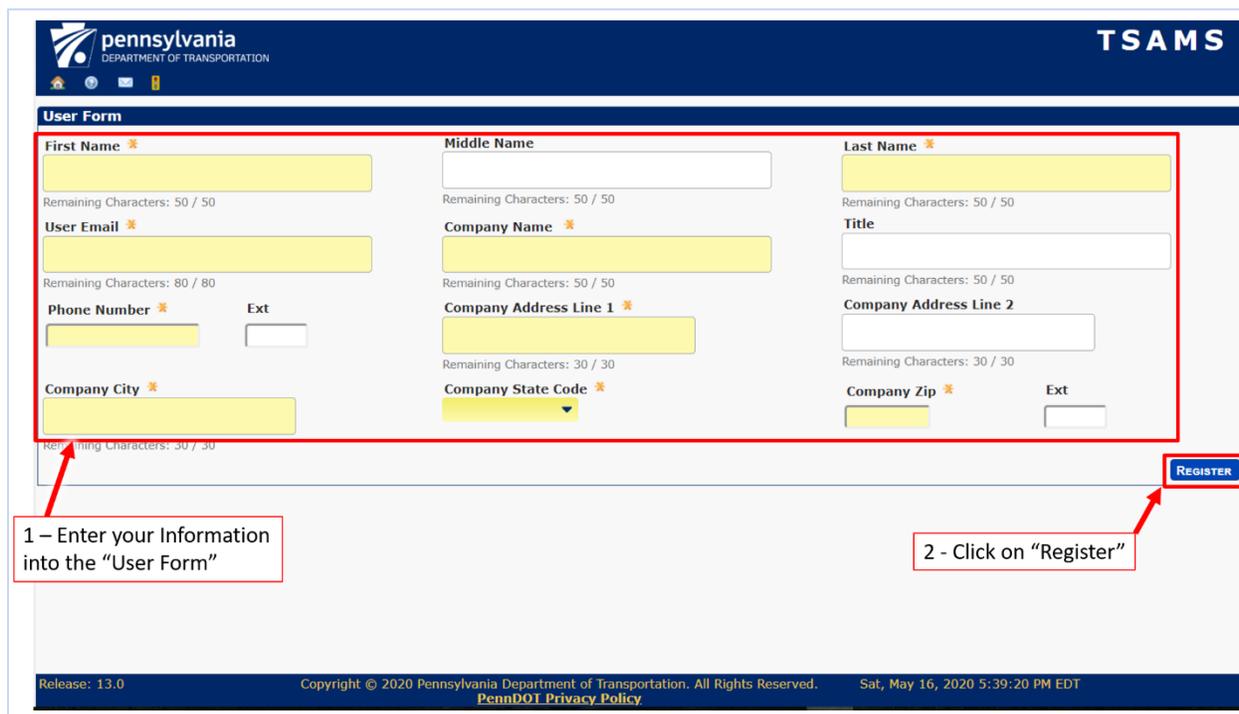
The screenshot shows the TSAMS website interface. On the left, there is a 'Traffic Signal Asset Management System' section with a 'WELCOME' message and a list of features. In the center is a photograph of a traffic signal. On the right, the 'Login' section is visible, showing radio buttons for 'Registered TSAMS users', 'Returning Guest', and 'First Time Guest'. The 'First Time Guest' option is selected, and a red box highlights it with an arrow pointing to a callout box that says "Click on 'First Time Guest'". Below the radio buttons, there are input fields for 'User ID' and 'Password', a 'LOGIN' button, and a link for 'Forgot Your Password?'.



The screenshot shows the TSAMS website interface. On the left, there is a 'Traffic Signal Asset Management System' section with a 'WELCOME' message and a list of features. In the center is a photograph of a traffic signal. On the right, the 'Login' section is visible, showing radio buttons for 'Registered TSAMS users', 'Returning Guest', and 'First Time Guest'. The 'First Time Guest' option is selected, and a red box highlights the 'REGISTER' button with an arrow pointing to a callout box that says "Click on 'Register'".

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.

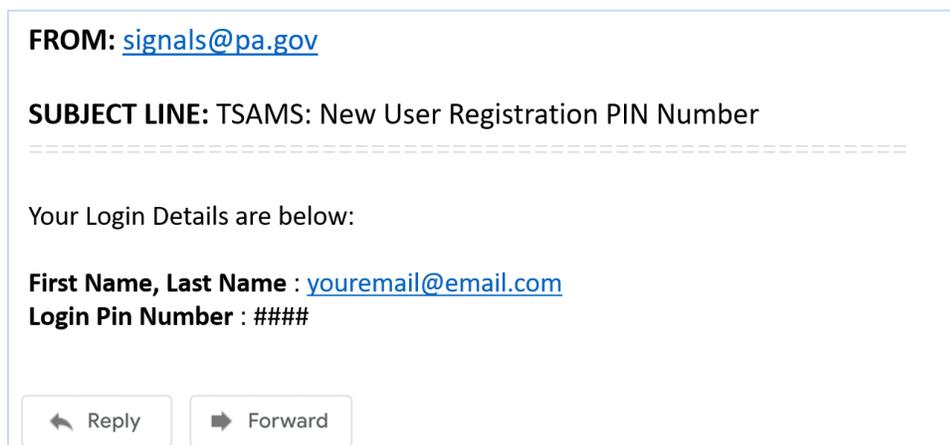


1 – Enter your Information into the “User Form”

2 - Click on “Register”

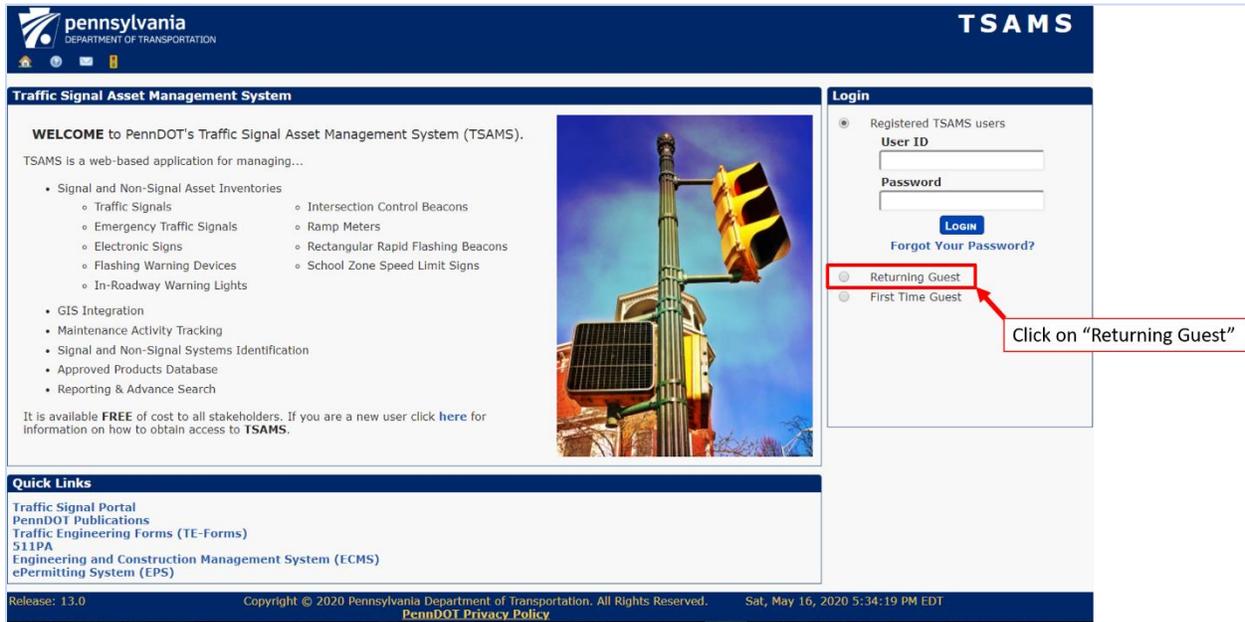
STEP 3 – Registration Email with Login Details

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.

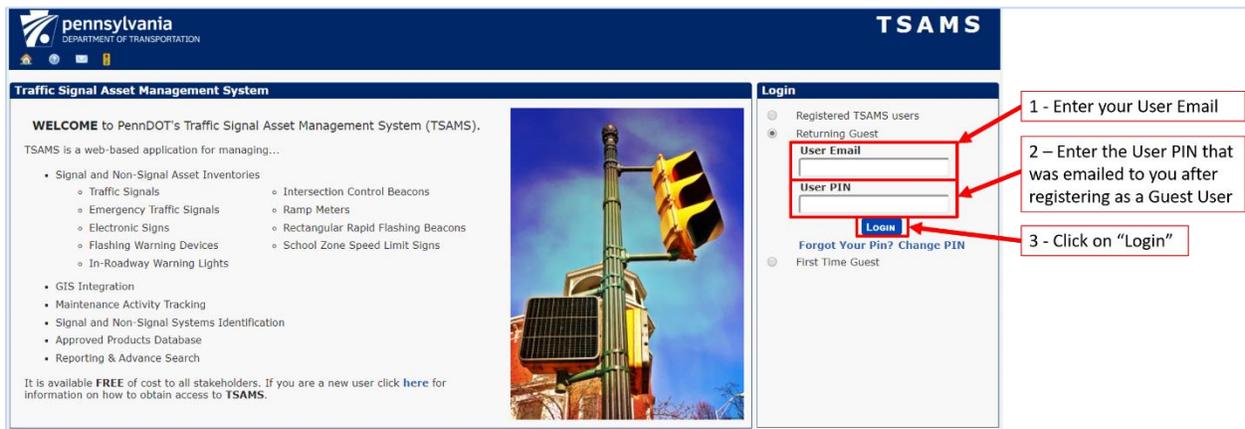


STEP 4 – Login as a Returning Guest User

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.



The screenshot shows the TSAMS website interface. On the left, there is a 'WELCOME' message and a list of system features. On the right, the 'Login' section is visible, with radio buttons for 'Returning Guest' and 'First Time Guest'. A red box highlights the 'Returning Guest' option, and a red arrow points to it with the text 'Click on "Returning Guest"'. The 'Registered TSAMS users' section includes fields for 'User ID' and 'Password', and a 'LOGIN' button. Below these fields is a link for 'Forgot Your Password?'.



This screenshot shows the login form with three numbered instructions:

- 1 - Enter your User Email
- 2 - Enter the User PIN that was emailed to you after registering as a Guest User
- 3 - Click on "Login"

 Red boxes and arrows highlight the 'User Email' and 'User PIN' input fields, and the 'LOGIN' button. The 'Returning Guest' radio button is also highlighted with a red box. The rest of the page content is identical to the previous screenshot.

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