

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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# Introduction

Applicants can access the electronic single application several ways from DCED's website [www.newPA.com](http://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 screenshot shows the DCED website home page. At the top left is the PA logo and the text "pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT". To the right are flags for various countries. Below the logo is a navigation menu with links: Home, About Us, Why PA?, News, Contact Us, and Single Application. The "Single Application" link is circled in red. Below the navigation menu is a search bar with the text "What are you looking for?". Below the search bar is a main content area with a large image of a scientist in a lab coat and gloves, with the text "Stimulating Job Creation and Business Growth". To the right of the image is a "Business" section with a "Learn More" button. Below the "Business" section are sections for "Community", "Local Government", and "DCED". At the bottom of the page are three columns of content: "Featured Content" with links to "Lower Interest Rates On Four Loan Programs 1.5%", "EIT/PIT/LST Tax Registers", "Opportunity Scholarship Tax Credit", and "Act 32 Information"; "News" with several articles; and "Popular Topics" with a list of links.

This link will take you directly to the Single Application Web page.

Information on all DCED Programs and How to Apply can be found by clicking this button.



The Single Application page provides general information about the application.

The screenshot shows a website header with navigation links: Business, Community, Local Government, and Funding & Programs. A search bar is on the right. Below the header, 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." Underneath, 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 "How To Apply" box contains an "Apply" link. A red arrow points from the circled link to a callout box.

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.

**Electronic Signature is here! In an effort to streamline the application process for our customers, DCED will no longer require applicants to mail the signed signature page beginning May 5, 2014. Note that you are still required to print and attach the signature page to any additional supplemental information required by the program office.**

**Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.**

**REGISTER**  
(First Time User? Click the button above)

**FORGOT PASSWORD**  
(Forgot Your Password? Click the button above)

**Login**

**What's New?**  
For an overview of the changes in the new Single Application, please read [Help](#).

User Name

Password

**LOGIN**

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](http://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 Pennsylvania State of Innovation website. The form is titled "PA Login Information" and includes a "Required Fields" legend. 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. Below these is the "Single Application Information" section with a "Reset" checkbox and radio buttons for "Are You Applying As?" (For Profit, Non Profit, Government, Other). A yellow "SUBMIT" button is at the bottom. Five callout boxes provide additional instructions: 1. "USER NAME – must be a unique user name. If the user name you are trying to use already exists, please select another." 2. "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." 3. "SECURITY QUESTIONS/ANSWER protects the identity of the account. The security answer is case sensitive." 4. "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." 5. A general note: "All fields marked with a red diamond are required."

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 in 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 Pennsylvania State of Innovation website. The top navigation bar includes Home, Help, Contact Us, and Logout. Below this is a red menu bar with Submitted Applications and User Settings (circled in red). The main content area is titled 'Begin a New Application' and contains instructions, a Project Name input field, and dropdown menus for 'Do you need help selecting your program?' and 'Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor's Action Team (GAT)?'. At the bottom is a yellow 'CREATE A NEW APPLICATION' button. Two callout boxes provide additional instructions: one points to the 'User Settings' link in the red menu bar, and another points to the 'EITC' and 'OSTC' buttons.

### 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.

Click **EDIT** to enter the incomplete application

Click **WITHDRAW** to delete an incomplete application

The screenshot shows the 'Incomplete Applications' section of the website. It includes a warning: 'Incomplete applications will be automatically withdrawn by DCED one year of inactivity.' Below this is a table with the following data:

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

Two callout boxes provide instructions: one points to the 'EDIT' button in the table, and another points to the 'WITHDRAW' button 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.)

**Applicant** Addenda Certification

Applicant:  
Program: Educational Improvement Tax Credit Program Fact Sheet Program Guidelines

### Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

**USE ACCOUNT INFORMATION**

Applicant Entity Type:

- Limited Liability Partnership
- Partnership
- Government
- Non-Profit Corporation
- Sole Proprietorship
- Limited Liability Company
- S Corporation
- C Corporation

Applicant Name: \_\_\_\_\_

NAICS Code  \*

FEIN/SSN Number  \*

(xxxxxxxx)

CEO: \_\_\_\_\_

CEO Title: \_\_\_\_\_ \*

SAP Vendor #:

(xxxxxxx or xxxxxxx-xxx)

Contact Name: \_\_\_\_\_ \*

Contact Title: \_\_\_\_\_ \*

Phone:  \* Ext.

(xxx-xxx-xxxx)

**Optional - To populate the application with the information you entered into your User Settings, click the USE ACCOUNT INFORMATION button.**

**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.**



# 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.

PA pennsylvania STATE OF INNOVATION

Home Help Save Print Contact Us Logout

Applicant **Addenda** Certification

Applicant: Web Application #: 8030425

Program: Educational Improvement Tax Credit Program Fact Sheet Program Guidelines

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(MM/DD) \*

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 1.5MB.

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)
- PKSO 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.

The screenshot shows the Pennsylvania DCED application portal. The 'Certification' tab is selected. The 'Web Application #' is 8030425. The 'Application Certification' section lists the following incomplete sections and required fields:

- 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 not required to mail the signed signature page to DCED unless you have supplemental information required for your application.

Check this box to certify the information being submitted is accurate. Select the radio button to represent the submitter.

Check this box to agree with signature page submission of required supplement information.

Type your name here.

The **Submit Application** button will appear after all the required information is in the application. You MUST 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.

**Web ID # is displayed.**

**The 12-digit Single Application number will be displayed.**

**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.**

**Do not mail the Signature page unless supplemental information must be sent to DCED.**

**PA pennsylvania STATE OF INNOVATION**

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 #: 201405210074**

The web application has been successfully submitted to DCED for processing.

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201405210074 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click on the top toolbar.

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

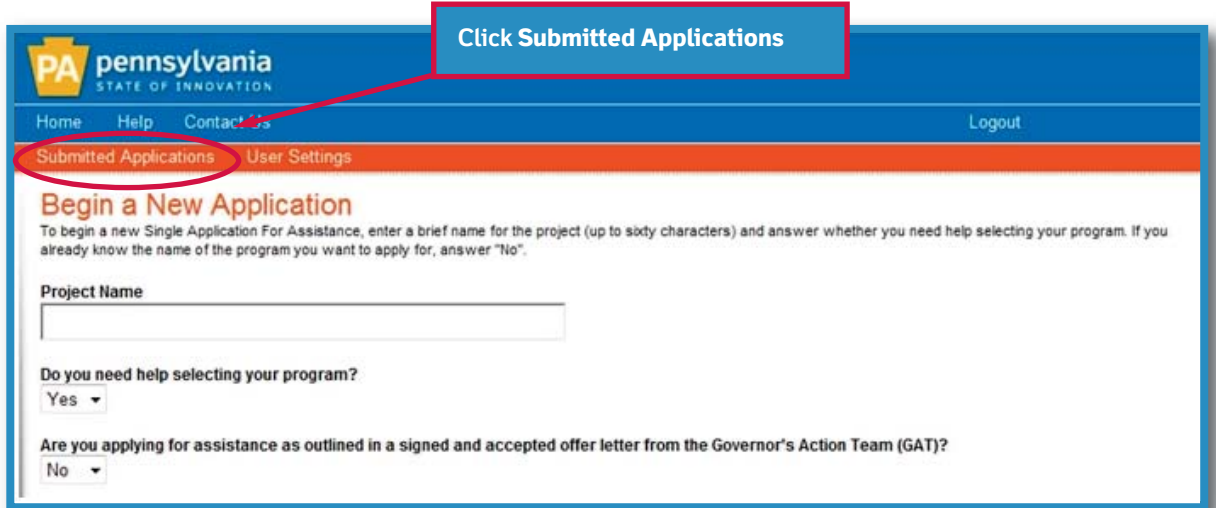
The signature page along with any paper supporting documents can be mailed to the following address:

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

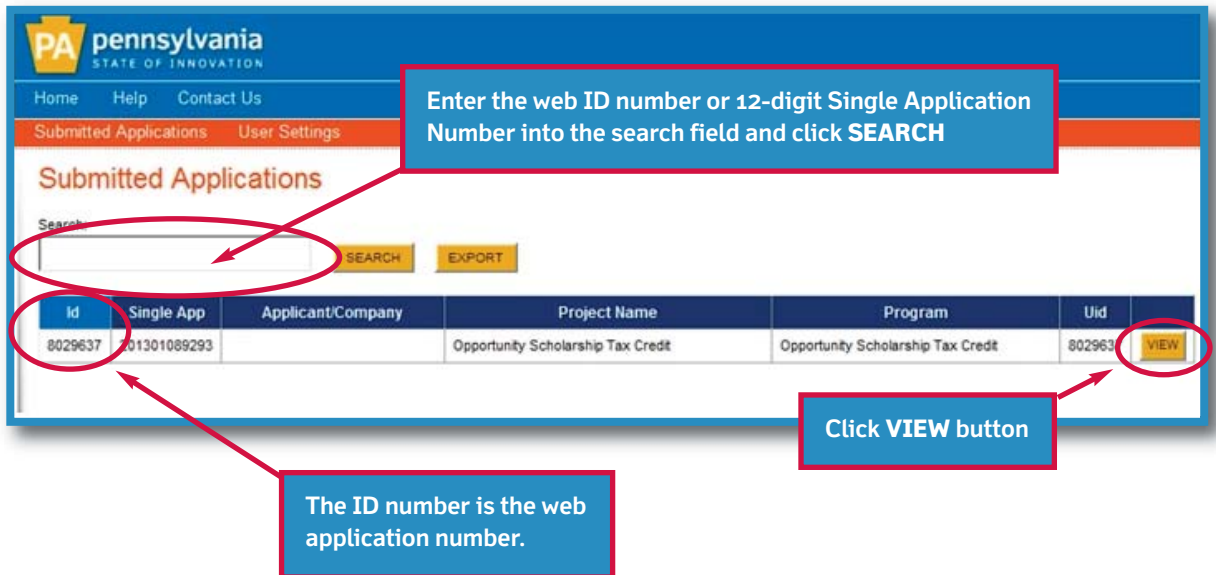


## View / Print Submitted Application

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.

**PA** pennsylvania  
STATE OF INNOVATION

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 #: 201405210074

The web application has been successfully submitted to DCED for processing.

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201405210074 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

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 St., 4th FL | Harrisburg, PA 17120-0225

866.466.3972 | [newPA.com](http://newPA.com)



Tom Wolf, Governor