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**
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 Single Application page provides general information about the application.

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.
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.

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.

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.

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.
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

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.

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.

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 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.)
Enterprise Type
This field does not populate from User Settings. Please check all that apply.

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

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

<table>
<thead>
<tr>
<th>EITC Program Commitment Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>The calculated tax credit amount is displayed. This amount will be entered in the budget on the printed copy of the submitted application.</td>
</tr>
</tbody>
</table>

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.

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.

Enter whole dollar amount of donation.

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.

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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.

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 electronically submit 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.
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.