

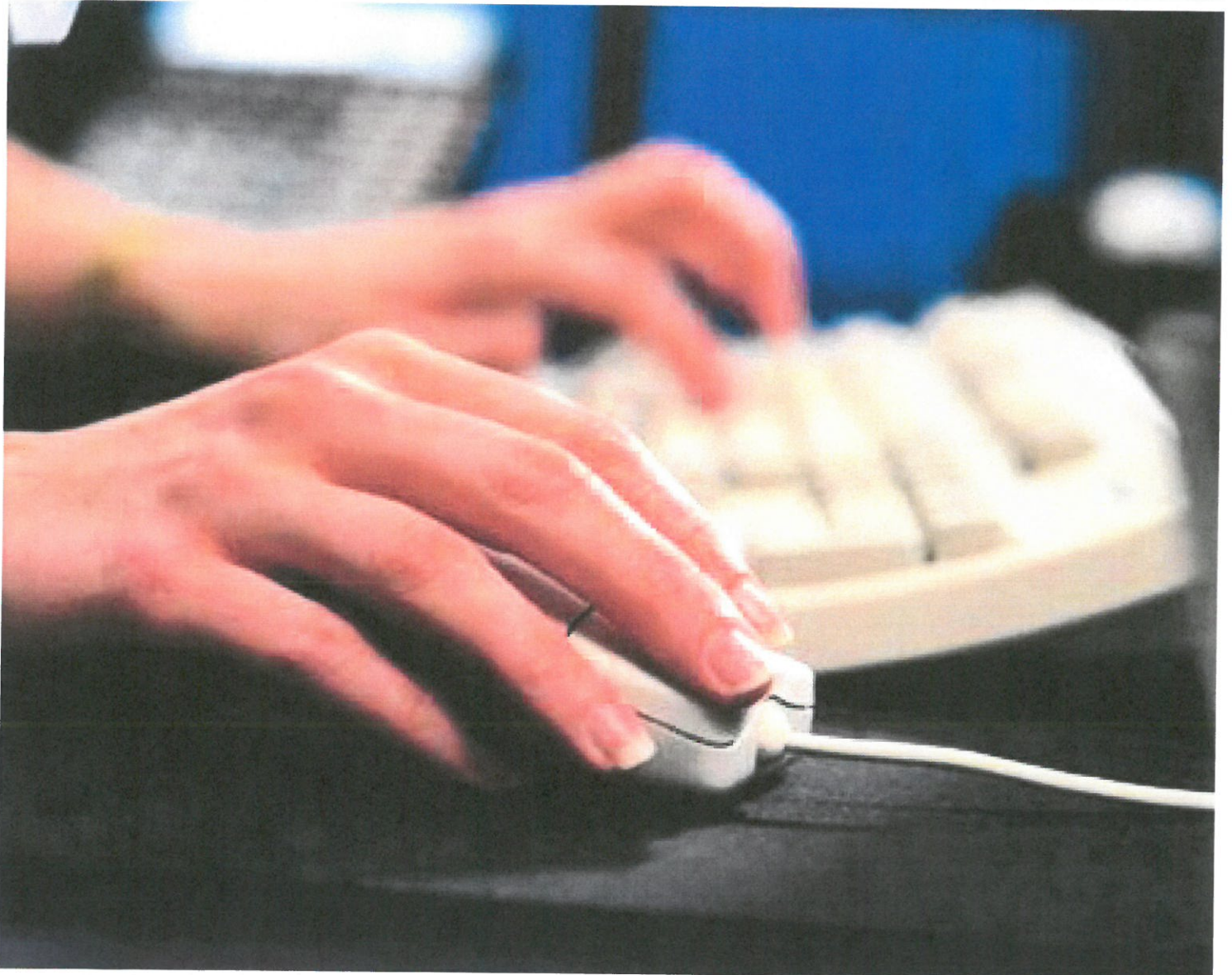


# Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) Programs

*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.

**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.**

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**Opportunity Scholarship Tax Credit**

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RFP Requests from Members of Penn State's Vertical Land Applications Database  
Jan 11, 2013  
Corbett Administration Awards Grant to Support Infrastructure Investments and Job Creation in Blair County  
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Corbett Administration Awards Grant to Support Infrastructure Investments and Job Creation in Jefferson County  
Jan 11, 2013

**Popular Topics**  
• 2013 Annual Action Plan - 08/13/13  
• Opportunity Scholarship Tax Credit Funds Still Available  
• Find a Location for Your Business With PAsiteSearch.com  
• Act 32  
• American Fact Finder  
• EIT Rates and PSD Codes  
• Municipal Statistics  
• Tax Information  
• Starting a Business  
• Small Business Procurement Initiative  
• Key Industries  
• Weatherization Help



The Single Application page provides general information about the application.

Business Community Local Government Funding & Programs

Inside This Section

- Search for Programs & Funding
- Apply for Programs & Funding
- Program Funding Types
- Investment Tracker
- Highlighted Programs
- How to Apply
- Organizations
- Connectors

## Single Application

Eligible applicants must apply for funding through DCED's Single Application for Assistance

### What is the Single Application?

The **Single Application for Assistance** allows the applicant to apply for various programs using one form while capturing specific program information needed to evaluate the project for possible funding. The application is designed to help applicants comprehend the program requirements up front and expedite the review process.

**How To Apply**

After downloading and reading a program's guidelines, you can apply through the Single Application.

Log In

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.

The screenshot shows the Pennsylvania State of Innovation login page. The header includes the PA logo and the text 'pennsylvania STATE OF INNOVATION'. Below the header are links for 'Help' and 'Contact Us'. The main content area is divided into two sections. On the left, there is an 'Important Note' and two buttons: 'REGISTER' and 'FORGOT PASSWORD'. On the right, there is a 'Login' section with 'What's New?' information, 'User Name' and 'Password' input fields, and a 'LOGIN' button. Two callout boxes with red arrows point to the 'REGISTER' and 'LOGIN' buttons. The first callout box says 'Enter User Name and Password.' and the second callout box says '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.'

**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 PA Power Port website. The form is titled "PA Login Information" and includes the following fields:

- First Name (Required)
- Last Name (Required)
- Address (Required)
- City (Required)
- State (PA) (Required)
- Zip Code (Required)
- Email Address (Required)
- User Name (Required)
- Password (Required)
- Confirm Password (Required)
- Security Question (Required)
- Security Answer (Required)

Below the login information is the "Single Application Information" section, which includes a "Reset" button and a radio button selection for "Are You Applying As?":

- For Profit
- Non Profit
- Government
- Other

A yellow "SUBMIT" button is located at the bottom of the form.

Callout boxes provide additional instructions:

- USER NAME** – must be a unique user name. If the user name you are trying to use already exists, please select another.
- PASSWORD** – it is case sensitive and requires a minimum of 8 characters that must include one of each of the following: uppercase letter, lowercase letter, number and symbol.
- SECURITY QUESTIONS/ANSWER** protects the identity of the account. The security answer is case sensitive.
- PLEASE SELECT FOR PROFIT** – This information will be used to accurately determine programs in which you would be an eligible applicant. See following page for details.



All fields marked with a red diamond are required.





## Single Application Information

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

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

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

**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.**

**Single Application Information**

Reset

Are You Applying As?  For Profit  Non Profit  Government  Other

Company/Entity Type

<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Partnership
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Liability Corporation
<input type="checkbox"/> S Corporation	<input type="checkbox"/> 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)



# Create or Edit Application

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

## Begin a New Application

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

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

**Begin a New Application**

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer “No”.

If you are applying for the Education Improvement Tax Credit (EITC) or the Opportunity Scholarship Tax Credit (OSTC), please check the appropriate button. If not, please continue below.

Project Name

Do you need help selecting your program?  
Yes ▾

Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor’s Action Team (GAT)?  
No ▾

## Edit or Delete Incomplete Application

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


**Incomplete Applications**

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

Id	Applicant/Company	Project Name	Program	Updated		
8029647		Opportunity Scholarship Test Application 2	Opportunity Scholarship Tax Credit	1/8/2013	<input type="button" value="EDIT"/>	<input type="button" value="WITHDRAW"/>

Click **EDIT** to enter the incomplete application

Click **WITHDRAW** to delete an incomplete application

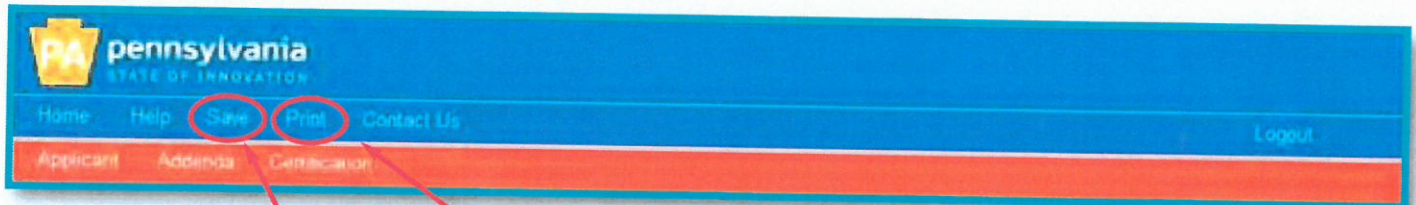
 **Note:** If you select **Withdraw**, the application is deleted.





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

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



## Applicant Tab

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

The screenshot shows the 'Applicant' tab in the Pennsylvania State of Innovation system. The 'Applicant' tab is highlighted in red. The 'Program' is 'Educational Improvement Tax Credit'. The 'Applicant information' section is titled 'Applicant information' and includes a sub-header 'To copy your Registration information into the application, click the "Use Account Information" button below.' The 'USE ACCOUNT INFORMATION' button is circled in red. A callout box points to this button with the text: 'Optional - To populate the application with the information you entered into your User Settings, click the USE ACCOUNT INFORMATION button.' Below the button are several form fields: 'Applicant Entry Type' (checkboxes for Limited Liability Partnership, Government, Sole Proprietorship, S Corporation, Partnership, Non-Profit Corporation, Limited Liability Company, C Corporation), 'Applicant Name', 'NAICS Code', 'FEIN/SSN Number' (with a dropdown arrow), 'CEO', 'CEO Title', 'SAP Vendor #' (with a dropdown arrow), 'Contact Name', 'Contact Title', and 'Phone' (with a dropdown arrow and 'Ext' field). A second callout box points to the NAICS Code field with the text: 'NAICS Code - This field does not populate from User Settings. A dropdown box will help you to select the NAICS Code; continue to make selections until a 4-digit number appears in the box.'





## 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"/> Export 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.

The screenshot shows the 'Addenda' tab in a web application. At the top, there's a navigation bar with 'Home', 'Help', 'Save', 'Print', and 'Contact Us'. Below that, a red header contains 'Applicant', 'Addenda', and 'Cancellation'. The main content area includes:
 

- Applicant: [Redacted]
- Program: Educational Improvement Tax Credit
- Web Application #: 8030426
- State: PA
- County: Select County
- Municipality: Select Municipality
- PA House: [Redacted]
- PA Senate: [Redacted]
- US House: [Redacted]
- Question 1: Please enter the Business Tax Year End month and day (MM/DD)
- Question 2: Please enter the company PK Corporate Tax Account ID Number
- Question 3: Will the contribution be personal property or services?
- Upload Files section with a 'Browse' button.

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.

This screenshot shows Question 4: "This application is for the following commitment (please use drop-down list)". A dropdown menu is open, showing various commitment options. A red callout box points to this dropdown.

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

This screenshot shows the dropdown menu for EITC Program Commitment Selections. The options include:
 

- 50 Year 1 of a 1 Year Commitment (50% Tax Credit)
- 50 Year 1 of a 2 Year Commitment (50% Tax Credit)
- 50 Year 2 of a 2 Year Commitment (50% Tax Credit)
- PAK-11 year only Commitment
- 50 Year 1 of a 1 Year Commitment (10% Tax Credit)
- 50 Year 1 of a 2 Year Commitment (10% Tax Credit)
- 50 Year 2 of a 2 Year Commitment (10% Tax Credit)

## OSTC Program Commitment Selections

This screenshot shows the dropdown menu for OSTC Program Commitment Selections. The options include:
 

- Year 1 of a 1 Year Commitment (10% Tax Credit)
- Year 1 of a 2 Year Commitment (10% Tax Credit)
- Year 2 of a 2 Year Commitment (10% Tax Credit)
- Non-Resident Substantial Operations

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

This screenshot shows Questions 5 and 6. Question 5 asks for the dollar amount to be donated per year. Question 6 shows the calculated Tax Credit Amount as 0. A 'Calculate Tax Credit' button is visible. Red callout boxes provide instructions for entering the donation amount and calculating the credit.

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.





## 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 State of Innovation web application interface. At the top, there is a navigation bar with links for Home, Help, Save, Print, Contact Us, and Logout. Below this is a red navigation bar with tabs for Applicant, Addenda, and Certification. The Certification tab is selected and circled in red. The main content area displays the following information:

**Applicant:**  
Program: Educational Improvement Tax Credit [Program Fact Sheet](#) [Program Guidelines](#)

**Web Application #: 8030425** (circled in red)

### Application Certification

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

**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

Two callout boxes provide additional instructions:

- A blue callout box with a red border points to the Web Application number, stating: "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."
- A blue callout box with a red border points to the Project Site Location(s) section, stating: "Click the links to go directly to the tab where information is required."



## Submit Application

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

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

pa pennsylvania  
STATE OF PENNSYLVANIA

Home Help Save Print Contact Us Logout

Application Addenda Certification

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

### Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it to DCED for processing. **After submitting, you will no longer be able to make changes.**

Once the application has been submitted, you will see a confirmation page. If you do not see the confirmation page, please contact DCED Customer Service at 1-800-379-7448.

Along with the web application, it is also necessary that you sign a copy of the signature page and mail it to DCED along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

If you currently do not have a printer available or you wish to print the page later, you may print your submitted application from the Home page. Click the link labeled "Submitted Applications" in the top toolbar. This will display a page of all the applications you have submitted in the new Single Application for Assistance.

**SUBMIT APPLICATION**

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





## Successfully Submitted Application

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

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

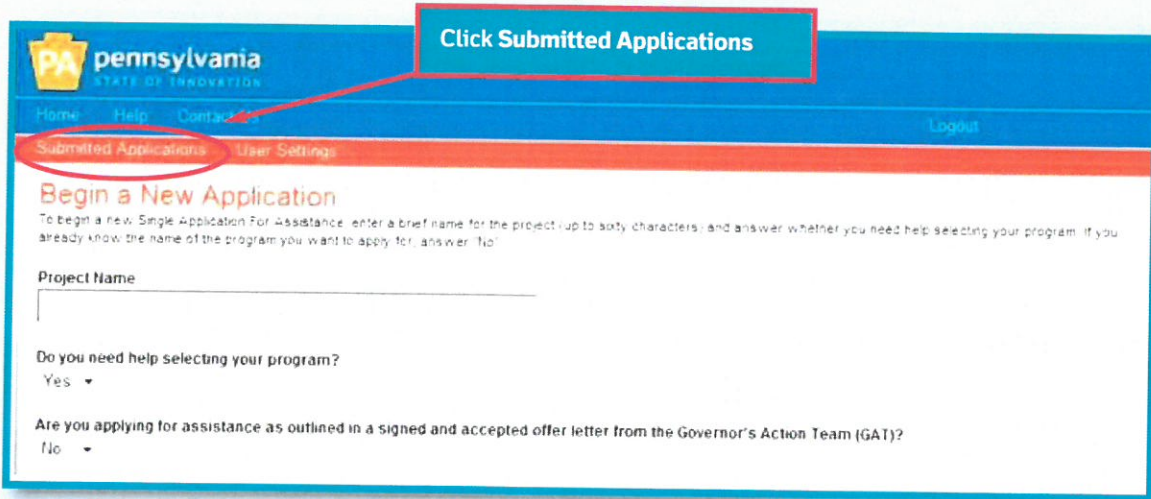
The screenshot shows the 'Application Certification' page for the Pennsylvania Department of Community and Economic Development. The page includes the following elements:

- Header:** Pennsylvania State of Innovation logo and navigation links (Home, Help, Print, Contact Us, Logout).
- Applicant Information:** Applicant: EITC and OSTC Test Company; Program: Educational Improvement Tax Credit. A **Web Application ID: 8030429** is displayed and circled in red, with a callout box stating "Web ID # is displayed."
- Application Certification Section:** Features the **Single Application ID #: 201303189498**, which is circled in red and pointed to by a callout box stating "The 12-digit Single Application number will be displayed."
- Text:** "The web application has been successfully submitted to DCED for processing. It is necessary that you sign a copy of the signature page and mail it to DCED along with any paper supporting documents." and "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 Options:** Two links are provided: [Print Signature Page only](#) and [Print Entire Application with Signature Page](#). A callout box explains: "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."
- Mailing Address:** "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"  
A callout box at the bottom left states: "Mail the signed signature page to the address shown."

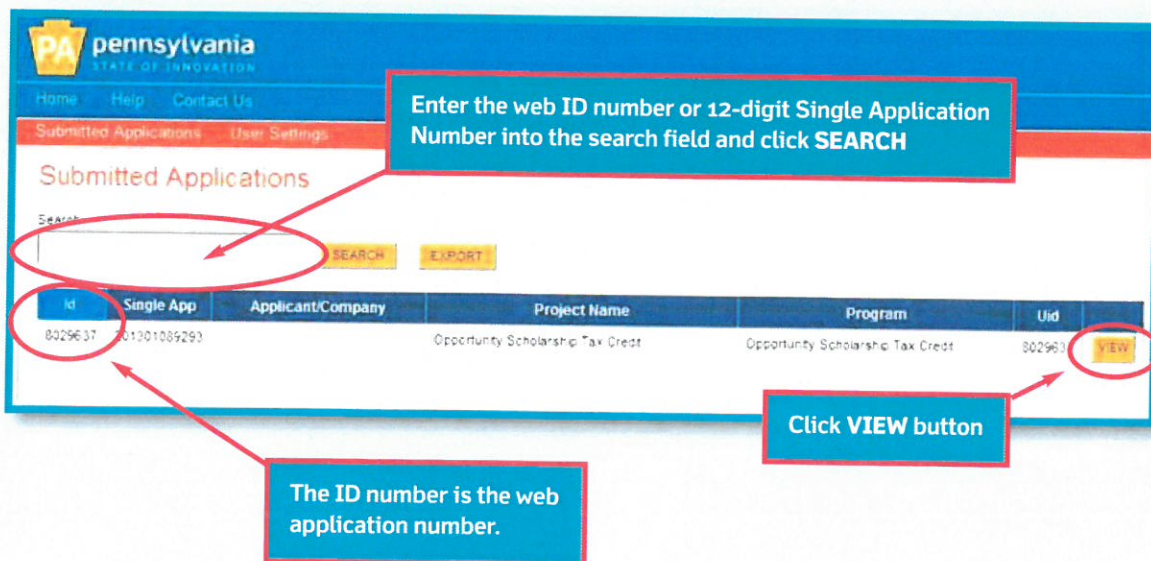


## View / Print Submitted Application

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 PENNSYLVANIA

Home Help Print Contact Us Legal

**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 #: 201300189498

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

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

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

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

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

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

For more information, contact:

**Pennsylvania Department of Community and Economic Development**

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

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

