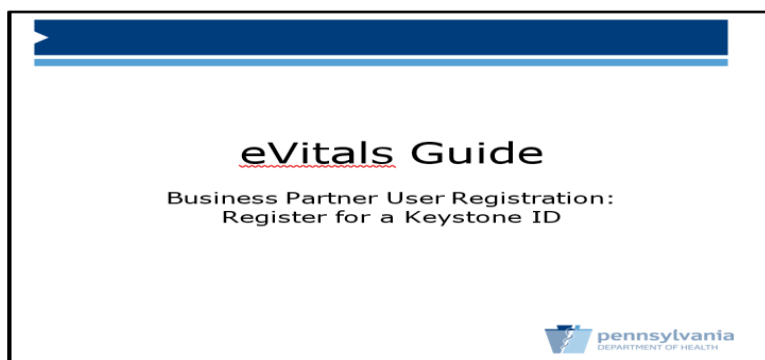


## Quick Reference Sheet – eVitals User Guide

1. Business Partner User Registration: Register for a Keystone ID



2. This guide outlines the process for the user.



## Quick Reference Sheet – eVitals User Guide

3. For the individuals who don't have Keystone ac

**Commented [CK1]:** These instructions are for individuals who do not already have a Keystone ID. Move to top of document


**Business Partner User Registration – New Keystone ID**

These instructions are for individuals who do not already have a Keystone ID business partner account.

Business partner accounts begin with **b-** (e.g., b-test)

Multiple Commonwealth systems use the Keystone ID for single sign-on (SSO) so that users may maintain one set of credentials.

If you have not previously established a Keystone ID, these steps will help you to create one.



4. Navigate to the eVitals website at <http://evitals.health.pa.gov> and click **Business Partner Login**.

**Business Partner User Registration – New Keystone ID**

Navigate to the **eVitals** website at <http://evitals.health.pa.gov> and click **Business Partner Login**.

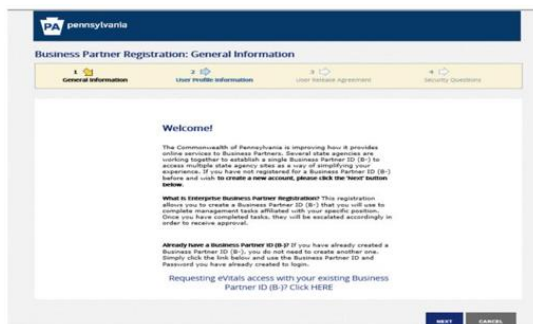


## Quick Reference Sheet – eVitals User Guide

- Click **Register** for eVitals.

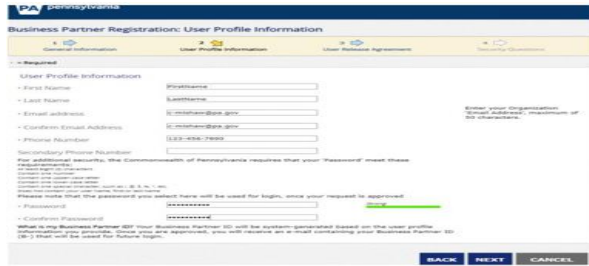


- Read the Business Partner Registration **General Information** and click **Next**.



- Complete your profile on the **User Profile Information** page and click **Next**.

## Quick Reference Sheet – eVitals User Guide



**Business Partner Registration: User Profile Information**

**Required**

**User Profile Information**

First Name:

Last Name:

Email Address:

Confirm Email Address:

Phone Number:

Secondary Phone Number:

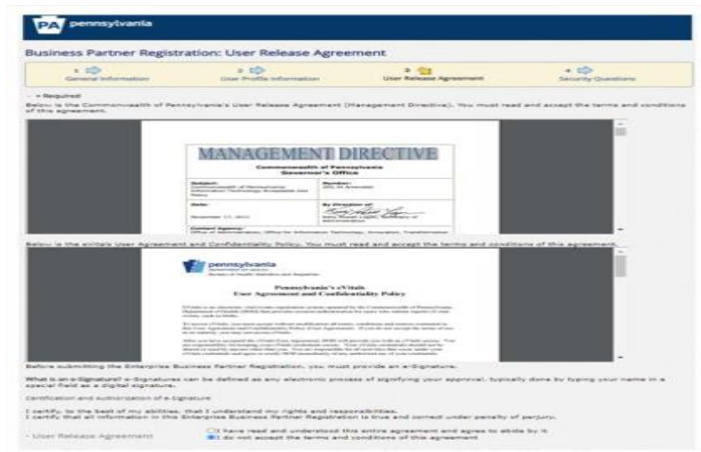
**Password**

Please note that the password you select here will be used for login, once your request is approved.

Enter your organization's name and address in the field below.

**BACK** **NEXT** **CANCEL**

8. Read and accept the Commonwealth's **Management Directive for IT Acceptable Use Policy** user agreement and provide your electronic signature by entering your full name. When click complete, **Next**.



**Business Partner Registration: User Release Agreement**

**Required**

Before to the Commonwealth of Pennsylvania's User Release Agreement (Management Directive), you must read and accept the terms and conditions of this agreement.

**MANAGEMENT DIRECTIVE**

**Pennsylvania's eVitals**

**User Agreement and Confidentiality Policy**

Before submitting the eVitals Business Partner Registration, you must provide an e-signature.

**Certification and authorization of a signature**

I certify, to the best of my abilities, that I understand my rights and responsibilities.

I certify that all information in this eVitals Business Partner Registration is true and correct under penalty of perjury.

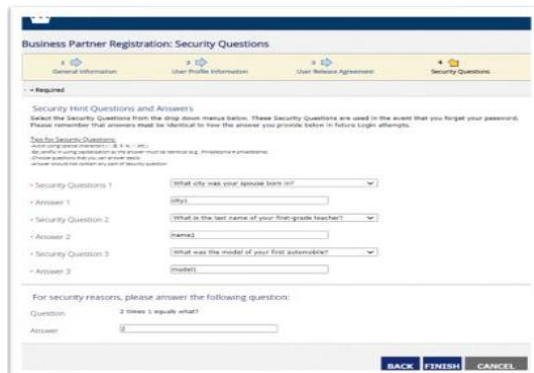
☐ I have read and understood the entire agreement and agree to abide by it.

☐ I do not accept the terms and conditions of this agreement.

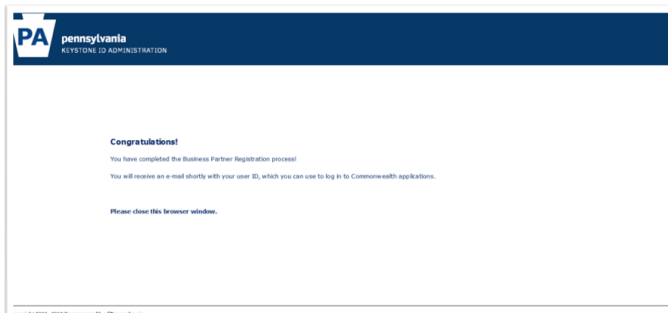
**User Release Agreement**

9. On the **Security Questions** page, select three security questions from the drop-down lists and provide answers. **Tip:** Provide answers that you will remember in the event you ever need to reset your password. Then answer a CAPTCHA question and click **Finish** to submit the registration.

## Quick Reference Sheet – eVitals User Guide

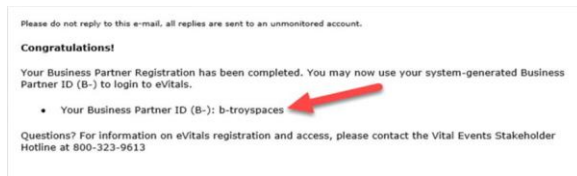


10. View the confirmation page to verify your registration request was successfully submitted.  
Close the confirmation page.



11. You will receive an automated email, which provides you with your system-generated Business Partner ID. This is your username for logging in to eVitals.  
**Note:** This email also contains Vital Events Stakeholder Hotline information for users.

## Quick Reference Sheet – eVitals User Guide



12. Once you have received the email on the previous page, you may use your new Business Partner ID to request access to eVitals. Please refer to the instructions for Business Partner User Registration for Existing DAVE Users if you currently report births through DAVE, or New Users if you do not currently report.



13. You will receive emails from the various email account domains. Please white list emails coming from this account so that important messages do not go into your SPAM or junk mail.

@train.org @pa.gov @gcomsoft.com

## Quick Reference Sheet – eVitals User Guide