

# External Business Partner User Account Registration Instructions

To register for a Pa. Department of Health external business partner user account:

1. Go to [www.login.state.pa.us](http://www.login.state.pa.us).
2. Select Register on the left side of page.
3. Complete form. At bottom of page, select Register.
4. Now that you have completed the user account registration process, email your **User ID and email address** to DSI at [RA-DSI@pa.gov](mailto:RA-DSI@pa.gov), which will grant you access to SharePoint. **You will receive notice via email with a link to your electronic library. The [www.login.state.pa.us](http://www.login.state.pa.us) is not the website used to upload plans. It is the website used only to register. Please allow 48 hours to receive the email with the link to your library.**

**Once you have received the email with a link to your electronic library, remember to type USER\ before typing in your username.**

For more detailed information please see below: