eVitals Guide

Business Partner User Registration:
Request eVitals Access for
New Users to Birth Reporting

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Business Partner User Registration – New User

This guide outlines the process for a new user to birth reporting in Pennsylvania to request an eVitals account.

The user's organization must first be registered in the Department of Health's Identity Manager System. See the *eVitals Guide: Business Partner Organization Registration* for further details on this process.

Each user must also establish their own Business Partner ID (Keystone ID), then request access with this ID to eVitals.

If you do not have a Business Partner ID (b- account) yet, please see the eVitals Guide for Business Partners – User Registration for New Keystone ID Users.

All eVitals users must complete the mandatory training associated with their eVitals role before receiving the credentials for their user account.

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Business Partner User Registration – Existing DAVE User

Once you have established a Business Partner ID, visit the eVitals website http://evitals.health.pa.gov and click **Business Partner Login**.

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Business Partner User Registration – New User

Enter your Keystone ID username and password (i.e., your b- account) and click **Login**.
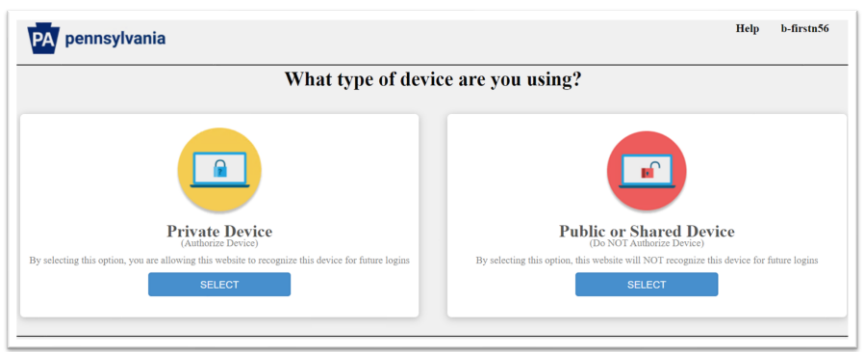

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The prompt for multifactor authentication will display. Enter the security code, which was sent to you via email. Then click **Submit**.

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Select **Private Device** or **Public/Shared Device**.

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If you are a new user for birth reporting and you have not had an account in the DAVE system, you should select **No** in response to "Do you have a DAVE account and migration key?". Then click **Next.**

If you do have a DAVE account, please stop and follow the instructions in the guide for "User Registration for Existing DAVE Users".

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Business Partner User Registration – New User

You are now on the **Request eVitals Profile** page.
In the top section, enter any additional name or phone information.

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In the bottom section, request facility access by using the **Look Up** button.

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Business Partner User Registration – New User

Using the **Facility Look up**, search for the facility by typing in full or using the wildcard feature:

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After selecting the facility, the facility address information is populated:

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Select a **Job Title** from the drop-down list that applies to you:

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Select the **Required Role** from the drop-down list that you are requesting:

- **Certifier** – select if you are responsible for certifying the case
- **Data Entry** – select if you are responsible for entering the case but are not authorized to certify the case
- **Facility Administrator** – select if you are the primary contact at the facility responsible for approving user accounts (limited to 1 person/facility)
- **Deputy Facility Administrator** – select if you are responsible for assisting or backing up the facility administrator (limited to 3 people/facility)
- **Internal Employee** (DO NOT USE – This option is only available to PA Department of Health staff)

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Click **Add Facility**.
You may request additional facilities by returning to the **Facility Lookup** and repeating the process.

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Once your facility request(s) have populated the table, click **Submit.**

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Your request status is displayed. If for any reason you need to cancel the request, you can cancel here. Otherwise, your request is submitted to the facility administrator at your location for processing.


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Your account will be active once the facility administrator at that location approves your enrollment. A system-generated email will be sent to you regarding the approval or denial once the facility administrator has acted on your enrollment request.

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Business Partner User Registration – All Users

To obtain an eVitals user account, mandatory training is required. For the list of mandatory training, visit https://www.health.pa.gov/topics/Reporting-Registries/eVitals and then select the "eVitals Sign Up" icon from the toolbar.
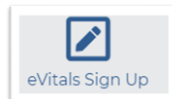
eVitals Sign Up

Training requirements are outlined under Step 2 of the eVitals Sign Up page.

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Business Partner User Registration – All Users

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

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