



UTILITY RELOCATION-ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

PURPOSE

The purpose of the Utility Relocation-Electronic Document Management System (UR-EDMS) is to improve the efficiency of the Utility Relocation business process in preparation for roadway and highway structure construction.

UR-EDMS is a system module within the PennDOT Electronic Document Management System (EDMS). It is accessible through the PennDOT intranet for PennDOT employees and through the internet (<https://www.dot15.state.pa.us/uredmsweb/home.jsp>) for external business partners. It is a Web-based electronic document management system designed to work with Utility Relocation documents.

EDMS is a group of computer software and hardware tools that help electronically capture, store, and index paper documents such as application forms, engineering drawings, correspondence, checks, photos, and other documents.

EDMS functions as an electronic filing cabinet. The electronic storage and indexing of these documents allows for easier search and retrieval, faster document transfer, better revision control and saves on storage space. It also eliminates lost and misplaced files. The system takes an existing business workflow that involves routing, distribution and approval and automates the whole process decreasing turn-around time and improving overall efficiency.

BENEFITS

Some of the key benefits for Utility Companies to use UR-EDMS are:

- Electronic submissions which allow for faster completion times for reviews and issuing documents/agreements.
- Save time and money compared to corresponding through the U.S. Postal Service.
- Electronic document storage capability.
- Electronic signature capabilities and access to pre-populated forms.

REGISTRATION PROCESS

Registering as a PennDOT business partner is a 3-step process.

Note: If an organization is already a registered PennDOT business partner and needs to register as an External Utility Business Partner, they must contact the ECMS Help Desk (717-783-7711) for instructions on how to request this additional access.

1. Access the PennDOT ECMS web site, www.dot2.state.pa.us. Click on the Business Partner title in the navigation bar on the left, and then click on Registration. Download the Business Partner Registration form, print it, complete it and send it to the address indicated on the web site.

Note: Municipalities registering as a Business Partner should register as a government agency business partner.

2. On that same web page, press the Register button (found at the bottom left hand corner of the screen), fill out the requested information contained in all 5 Tabs on the screen and electronically submit this form to PennDOT.

Suggestion: Complete the paper agreement and then input the electronic registration. Verify that the information on the hardcopy and the electronic forms are the same, submit the electronic registration to the Department and mail in the three page agreement.

3. Once the application has been approved, the organization's designated System Administrator (Tab 4 of the registration information form) will receive an email notification assigning the organization a Business Partner ID number and a Systems Administrator User ID and password. This email should be received in about 2 weeks after the Department has received both the paper and electronic registration forms.

For additional UR-EDMS training materials contact the Central Office Utility Relocation Unit.

Contact Info.

Pennsylvania Department of Transportation
Bureau of Design
Utilities and Right-of-Way Section
P.O. Box 3362
Harrisburg, Pennsylvania 17105-0094
Phone: (717) 787-4037 Fax: (717) 705-2380