**Step 1 –** Register for access to Partner Portal

1. Select this link <https://apps.dced.pa.gov/esa-partner/>.
2. Log in with your Keystone Login username and password. You **MUST** log in using the user id and password used to submit your grant application.
3. Fill out the required fields. (**see highlighted fields in the screenshot below**). You **MUST**

use the email address listed for the contact person in your grant application.

1. Submit Access Request.



**Step 2 –** Wait 24 hours for PEMA to approve and assign a Single Application ID# (12-digit number)

**Step 3** - Uploading your Final Report form and supporting documents after waiting 24 hours

* + 1. Log into the Partner Portal: <https://apps.dced.pa.gov/esa-partner/>. (You will see the screen below)
		2. Click on “Upload Comments/Documents”
		3. Select Agency as PEMA from the first dropdown
		4. Then select the ESA from second dropdown
		5. Then select “Final Report” as document type from 3rd dropdown to upload the document.

**Failure to file a complete Final Report on or before the expiration of the term of the Agreement is grounds for OSFC to seek the return of all Program funds awarded.**