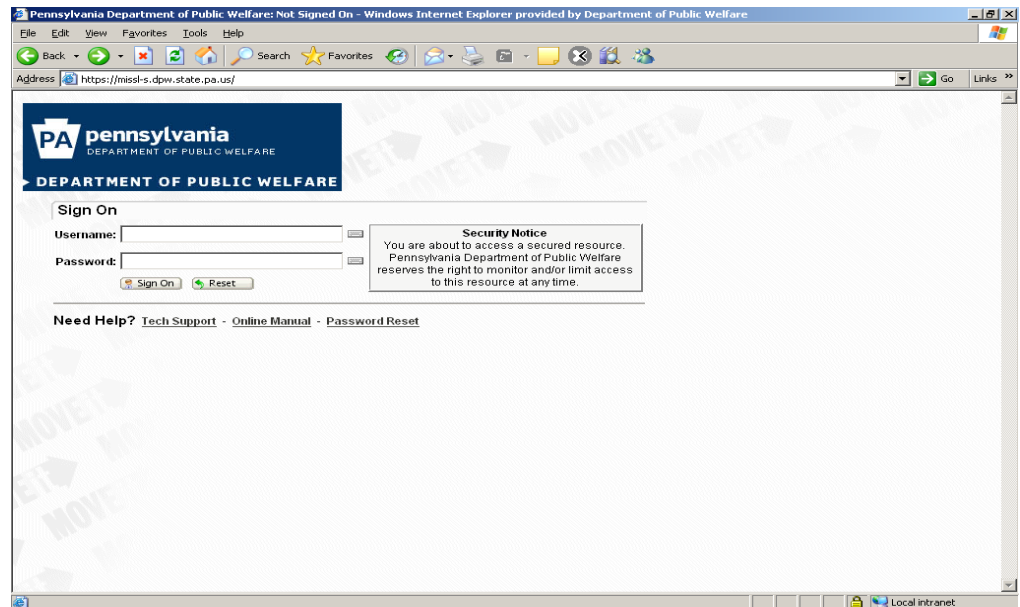


Three Pre-Requisites that Each Business Partner Must Complete Before Their Secure eGovernment (SeGov) Training Session:

1. Each Business Partner needs to test access to the SeGov system from the PC that they had registered their IP address for. Click on the following SeGov URL **before your scheduled** training session:

<https://misssl.dpw.state.pa.us>

- a. If successful, you will see the following SeGov “Sign On” webpage:



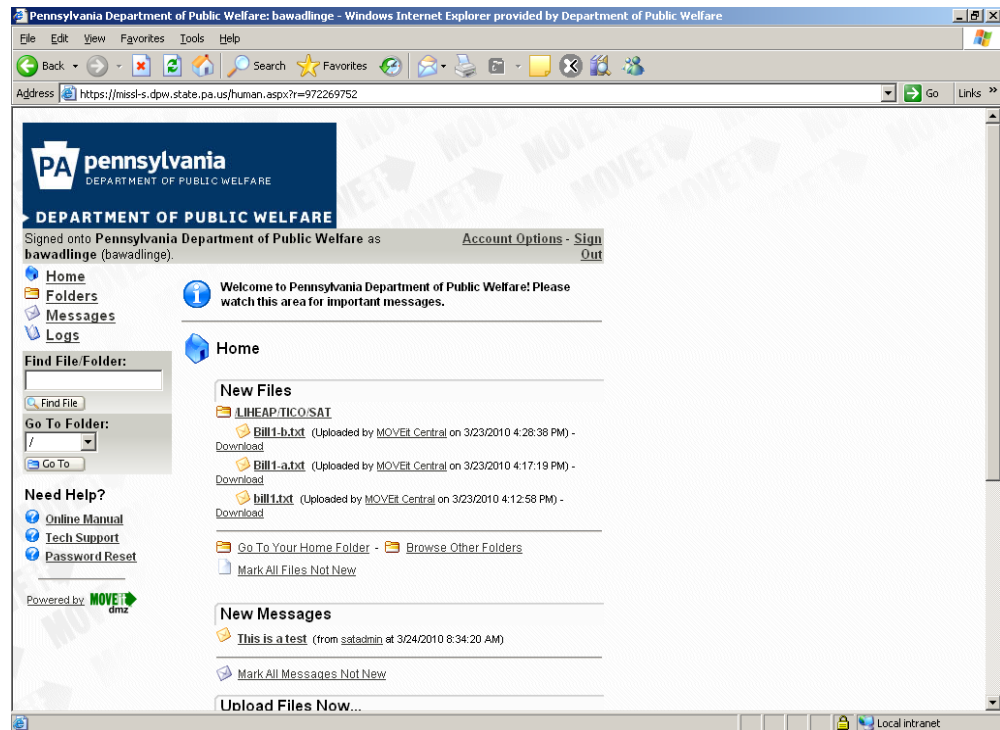
- b. If you can't get the webpage above, you need to do the following:
 - (1) Verify that you are accessing the correct URL (<https://misssl.dpw.state.pa.us>).
 - (2) User **MUST** access the SeGov Sign On page from the correct IP address (i.e. The IP address that they registered for access; this address is configured in a Firewall). If the User attempts access from another IP, they will experience failure. Users must contact their Information Technology (Systems) Department and validate that the IP address submitted for registration is the Entity External Routable address to the Internet. If their IP address has changed, a request to change the IP must be submitted through the Program Office. This may take up to **ONE WEEK** to implement the change. The IP address error message will state; "Page Cannot be Displayed".
 - (3) Validate that your UserID and Password are correct.

- c. From the SeGov “Sign On” web page above, enter your Managed Domain “Username”. Then enter your password. Your Program Office will issue you the UserID and Password in separate Secure Emails before the training begins. All passwords will be reset before the training so that the business partners will have the entire 60-day limit on them.

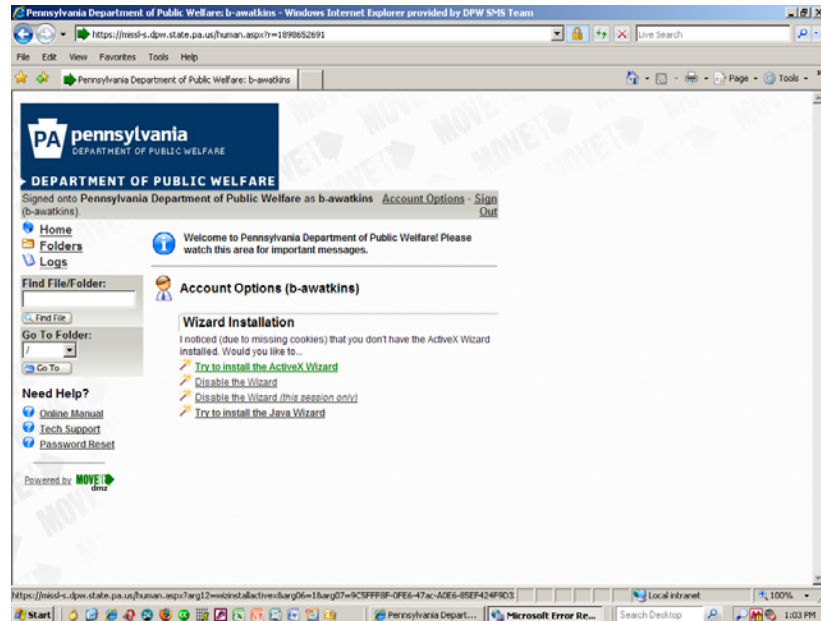
NOTE: You may **not** get logged in to the SeGov application, and that may mean that your UserID and/or password has a problem. You may **not** get any error notice if your UserID and/or password did not work; you will just get the same SeGov “Sign On” web page every time you try to log on!! After five attempts to logon unsuccessfully, you must call the BIS Account Admin Helpdesk phone at 800-281-5340 to get your password reset. You must tell the person on the phone what your Managed Domain UserID is called, and that you are in the “Production Environment”. But if you do get error messages, these are the two that you will get:

“Invalid username/password” or “Not allowed to sign on from this location”

- d. After successfully logging into the SeGov application, you will see the following “Home Page” screen:



- (1) On your “Home Page”, click on “Account Options” (see screen shot below) to see if you must either install “ActiveX” or “Java” depending on whether you are using Internet Explorer or Mozilla web browsers, respectively. If you need to install ActiveX or Java, do the following procedures:



- (a) **For Internet Explorer browser users**, you can install ActiveX using the “Wizard” on the SeGov Home Page **only if you have Administrative privileges on that computer**. The first time a User signs on to the SeGov website, they will notice that the Upload/Download Wizard is not installed, and the User must click on the “Try to Install ActiveX Wizard”, which will install the Wizard. Click “Account Options” to get the following options: **Try to install the ActiveX Wizard**, disable the Wizard, disable the Wizard for this session only, or install the Java Wizard.



- ✓ By choosing “Try to Install ActiveX Wizard”, you will be sent to a page which will attempt to download the ActiveX control. This may take

several seconds. You may need to alter your browser's security settings to permit signed ActiveX controls to be installed in order to successfully complete the process:

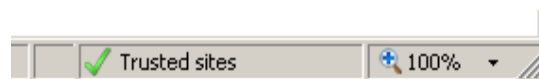
- To change your security settings in this way, double-click on the "Internet" label (with the globe) at the bottom of your IE browser window.



- An "Internet Security Properties" dialog window will be displayed. Click the "Trusted Sites" icon (i.e. the **green** checkmark) and then click the "Sites" button. A list of existing trusted sites will appear and your "MOVEit DMZ" site should be listed in the "Add this website to the zone" text box. Click the "Add" button to finish configuring your MOVEit DMZ site, and then click the "Close" and "OK" buttons, respectively, to leave the window behind.

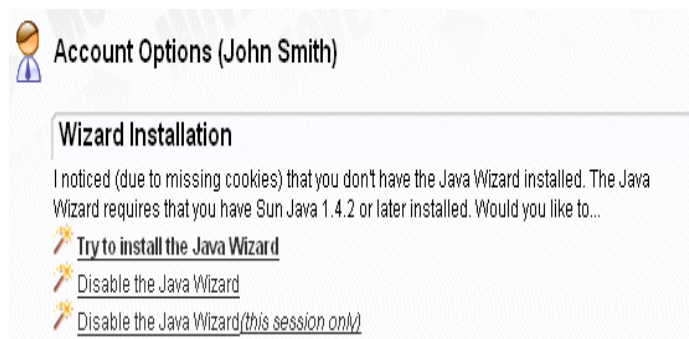


- When completed, you should see a "Trusted sites" label (with a **green** checkmark) in place of the "Internet" label (with the globe) at the bottom of your IE browser window.



- ✓ **Internet Explorer 7.0 (on Windows Vista):** If you are running Internet Explorer 7.0 on Windows Vista, you may have to perform an extra step before you can use all the features of the Wizard, such as the ability to download multiple files at once. This extra step is to add any SeGov site that you communicate with into your Internet Explorer list of "Trusted Sites".

(b) **For all other Web Browsers:** The first time a User signs on to the SeGov web site with a web browser **other** than Internet Explorer (e.g. Firefox or Mozilla), SeGov will display a slightly different page with a link to install the "Java Upload/Download Wizard". The Java Upload/Download Wizard is a component very similar to the ActiveX Wizard, designed for environments that can't run ActiveX controls.



- ✓ The choices are similar to those for the ActiveX Wizard. If Java is not installed, the user can simply choose "Disable the Java Wizard" to avoid being prompted to install the Java Wizard in subsequent sessions. Java can be downloaded from Sun's Java website.

2. Each new SeGov User must read the terms of the User Agreement (Enclosure 3 to Commonwealth Use Policy MD205.34 as Amended) **before their** training session. This is the same "User Agreement" that the User may have signed and forwarded to their Program Office. A copy of this policy is attached below. During training, the Users will electronically "accept" the terms of that User Agreement.



205_34.txt

3. If they will be uploading files, the User **MUST** create a test file to be uploaded to SeGov during training. The file naming convention must be the same as used in their old eGov files, but the contents of the file can be a word or two (for example, just put the word “test” as the contents of the file). During the training, the business partners will upload this test file to DPW.