

Delegated Admin Registration Reminder – CIS to eCIS transition ODP Announcement 19-142

AUDIENCE:

Administrative Entities (AEs), County Joinder Organizations, Delegated Administrators, Individual Users for ODP Program Offices

PURPOSE:

To remind organizations to register their Delegated Admins in the CIS to eCIS transition.

DISCUSSION:

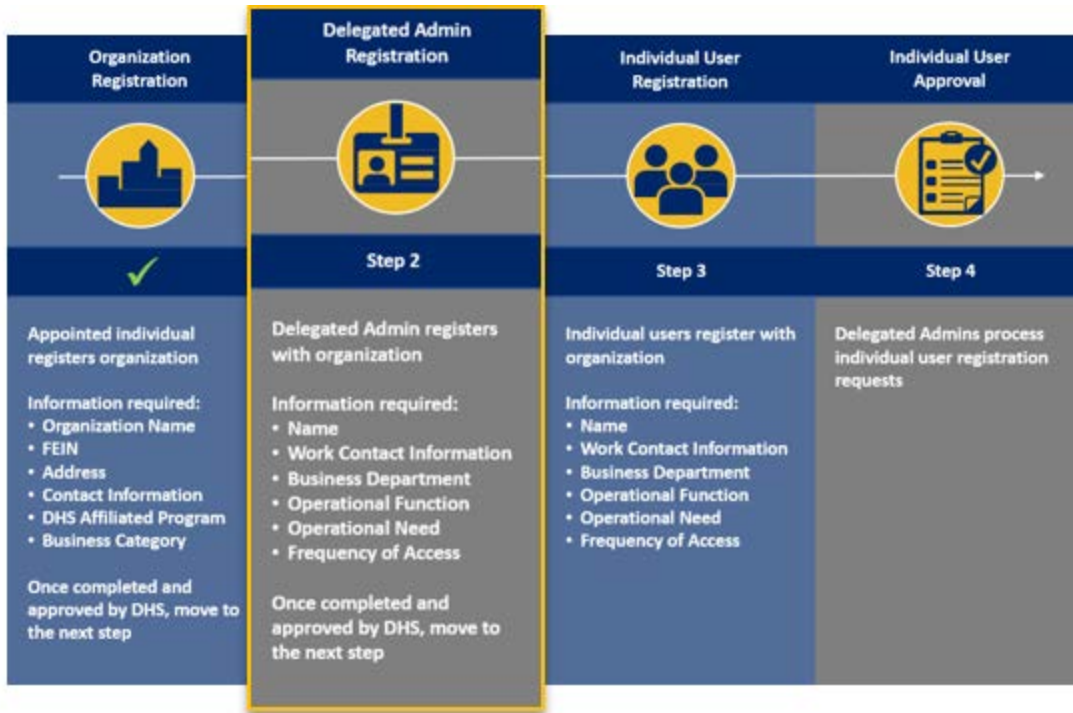
Registration reminder for Delegated Admins

As a reminder, each organization must have at least one Delegated Admin registered and approved by DHS before your organization's users can register. You can [register your Delegated Admin\(s\)](#) once your organization registration is complete. This is Step 2 in a four-step process that must be completed promptly to ensure no lapse in access.

How to Register

Follow the [instructions](#) to register.

Please have your Delegated Admins register as soon as possible to ensure the entire registration process is completed and there is no lapse in access.



Next Steps

Once your Delegated Admins are registered and approved by DHS, you will receive a confirmation email. Once this email is received, you can communicate to your organization’s users that they can begin the registration process.

For more information, please visit RA-PWECIS-ODP@pa.gov or contact your Department of Human Services point person.