



Web-enabled CIS Transactions User Guide

- Background
- Technical Information for Users
 - Web Browsers
- Home Page Overview and Site Navigation
- Using CIS
 - Signing-on
 - Executing CIS Transactions

- The Pennsylvania Department of Human Services (DHS) has web-enabled its CIS application transactions to provide access for DHS employees, DHS contractors and DHS business partner users to help deliver human services to the most vulnerable Pennsylvania citizens.
- Requests to execute the web-enabled CIS transactions are submitted to the appropriate DHS Program Office coordinators for review and approval. Upon DHS approval, users are granted access to the CIS transactions and provided userid and execution instructions.

Web Browsers

1. Currently, these are the supported web browsers.
 - A. Mozilla Firefox
 - B. Google Chrome
 - C. Microsoft Edge

The following slides provide an overview of the home page for accessing the DHS web-enabled CIS transactions.

The major sections of the home page are explained.

All of the links included on the home page are also explained to help users navigate through the site effectively.

Home Page Overview



A sample of the home page follows:



Welcome to the **Pennsylvania Department of Human Services** Transaction Web site. This site provides access to the Department's CIS transaction environment. Users must enter their pre-approved Userid/Password to utilize this system. When finished, the user must terminate from this system.

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM.

Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law.

This statement is being posted by the Department of Human Services Security and Audits Unit.

User SIGN-ON

Guides for System (PDF links)

[Users Guide](#)

[Business Partner Self-Registration Guide](#)

Self-Service for Business Partners

[New Users-Self Registration](#)

[Forgot Userid](#)

[Forgot Password](#)

[Edit Profile](#)

Home Page Overview



Major sections of the home page:



Welcome to the **Pennsylvania Department of Human Services** Transaction Web site. This site provides access to the Department's CIS environment. Users must enter their pre-approved Userid/Password to utilize this system. When finished, the user must terminate from this system.

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DHS Security Information

User Guides

Self-service for DHS Business Partners

Detailed information on the links on the home page:



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User SIGN-ON

'User SIGN-ON' is the link to the sign-on transaction to access CIS.

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Home Page Overview



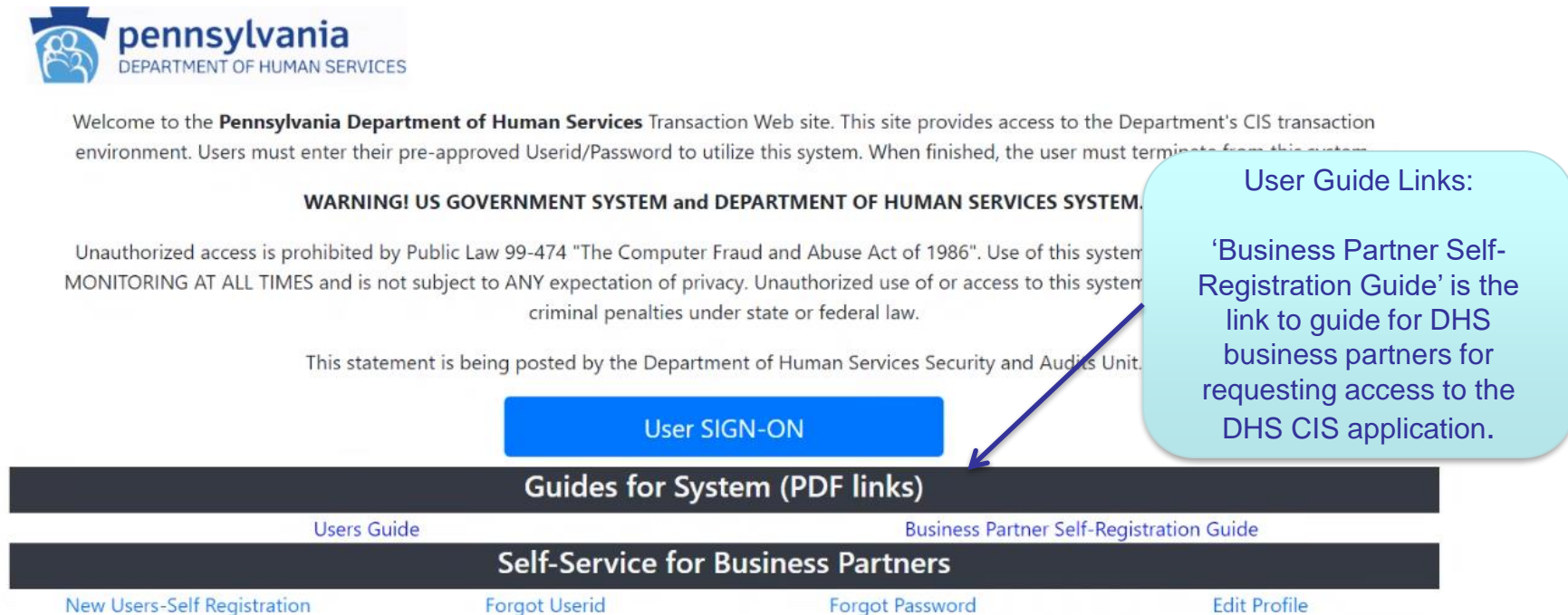
Detailed information on the links on the home page:

The screenshot shows the home page of the Pennsylvania Department of Human Services Transaction Web site. At the top left is the department's logo. Below it is a welcome message: "Welcome to the Pennsylvania Department of Human Services Transaction Web site. This site provides access to the Department's CIS transaction environment. Users must enter their pre-approved Userid/Password to utilize this system. When finished, the user must..."

In the center, there is a prominent blue button labeled "User SIGN-ON". Below this button is a dark grey horizontal bar with the text "Guides for System (PDF links)". Underneath this bar are two rows of links. The first row contains "Users Guide" and "Business Partner Self-Registration Guide". The second row, under the heading "Self-Service for Business Partners", contains "New Users-Self Registration", "Forgot Userid", "Forgot Password", and "Edit Profile".

A light blue callout box on the right side of the page contains the text: "User Guide Links: 'User Guide' is the link to a self-study guide on using this site and the CIS transactions." A blue arrow points from this callout box to the "Users Guide" link in the screenshot.

Detailed information on the links on the home page:



The screenshot shows the home page of the Pennsylvania Department of Human Services Transaction Web site. At the top left is the department logo. The main text includes a welcome message, a warning about unauthorized access, and a sign-on button. A callout box on the right points to the 'Business Partner Self-Registration Guide' link in the 'Guides for System (PDF links)' section.

pennsylvania
DEPARTMENT OF HUMAN SERVICES

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User SIGN-ON

Guides for System (PDF links)

- [Users Guide](#)
- [Business Partner Self-Registration Guide](#)

Self-Service for Business Partners

- [New Users-Self Registration](#)
- [Forgot Userid](#)
- [Forgot Password](#)
- [Edit Profile](#)

User Guide Links:

'Business Partner Self-Registration Guide' is the link to guide for DHS business partners for requesting access to the DHS CIS application.

Home Page Overview



Detailed information on the links on the home page:

The screenshot shows the home page of the Pennsylvania Department of Human Services Transaction Web site. At the top left is the department's logo. Below it is a welcome message and a warning about unauthorized access. A blue button labeled "User SIGN-ON" is prominent. Below this are two dark grey bars: "Guides for System (PDF links)" and "Self-Service for Business Partners". The "Guides" bar contains links for "Users Guide" and "Business Partner Self-Registration Guide". The "Self-Service" bar contains links for "New Users-Self Registration", "Forgot Userid", "Forgot Password", and "Edit Profile". A light blue callout box on the right points to the "Business Partner Self-Registration Guide" link with the text: "Self-Service links for DHS Business Partners. These links are **only** for DHS Business Partner users to allow them to address issues with their DHS userid/password."

Home Page Overview



Detailed information on the links on the home page:



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User SIGN-ON

Guides for System (PDF links)

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[Edit Profile](#)

Self-Service links for DHS Business Partners

'New Users-Self Registration' is a link to the process for self registration.

Home Page Overview



Detailed information on the links on the home page:



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User SIGN-ON

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[Forgot Userid](#)

[Forgot Password](#)

[Edit Profile](#)

Self-Service links for DHS Business Partners

'Forgot Userid' is a link to the process for getting help with a forgotten userid.

Home Page Overview



Detailed information on the links on the home page:



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[Edit Profile](#)

Self-Service links for DHS Business Partners

'Forgot Password' is a link to the process for getting help with a forgotten password.

Home Page Overview



Detailed information on the links on the home page:



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[Forgot Password](#)

[Edit Profile](#)

Self-Service links for DHS Business Partners

'Edit Profile' is a link to the process for updating a user profile by a DHS business partner user.

- This section provides brief instructions on using the DHS web-enabled CIS transactions.
- Basic instructions on using CIS that are covered include:
 - Signing on
 - Executing CIS transactions
 - Signing off

Overview

- The DHS user sign-on transaction is executed first before attempting to execute any CIS transactions.
- The user sign-on transaction authenticates the userid and password assigned to the user and identifies the categories of CIS transactions that the user is allowed to execute.
- The user enters the userid and password provided by DHS to execute the CIS transactions.
- The user must execute the user sign-on transaction to execute CIS even if the user is signed in to other DHS applications.

Using CIS – Signing On



Step-by-Step



Welcome to the **Pennsylvania Department of Human Services** Transaction Web site. This site provides access to the Department of Human Services Transaction Web site environment. Users must enter their pre-approved Userid/Password to utilize this system. When finished, the user must click on the 'User SIGN-ON' link.

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User SIGN-ON

1. Click on the 'User SIGN-ON link.

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Self-Service for Business Partners

[New Users-Self Registration](#)

[Forgot Userid](#)

[Forgot Password](#)

[Edit Profile](#)



Step-by-Step

05/10/2022 13:52:26

PA Dept. of Public Welfare
WEB SIGNON

Userid

Password

OVR

2. Enter your DHS userid here.

3. Enter your DHS password here.

4. Tab to the Transmit From Here and press the 'Enter' key.



Step-by-Step

5. This screen is displayed after your userid and password has been successfully authenticated

```
Security Validation Successful!  
  
**** Select an option to begin ****  
  
Next Trans: ► _____ Parameters: _____ Xmit _  
  
Submit OVR
```



Step-by-Step

Security Validation Successful!

**** Select an option to begin ****

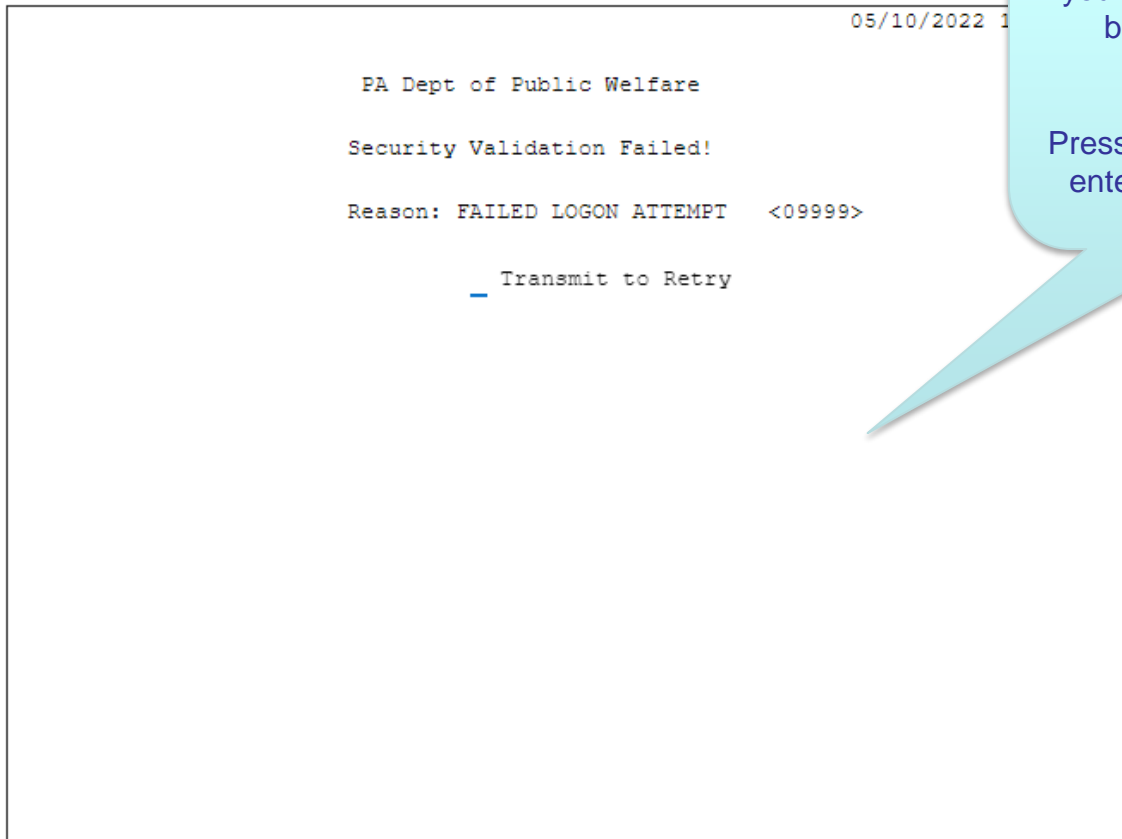
Next Trans: ► _____ Parameters: _____ Xmit _____

Submit OVR

6. Enter a CIS transaction code in the 'Next Trans' field and enter the appropriate data and press the Enter key. Primary CIS menus are CQMENU and CISMNU



userid and/or Password Error Screen



This screen is displayed if there is an error with either your userid, password, or both the userid and password.

Press the Enter key to retry entering your userid and password.

The Basics of Executing CIS Transactions

- CIS transactions have a unique six character name.
- Some CIS transactions accept additional data parameters.
- CIS has menu transactions to help you navigate through the CIS application.
- After entering the CIS six character name and data, press the Enter key to submit your request to the DHS system.
- Detailed instructions on executing CIS transactions are provided by the DHS Program Office to its employees and business partner users.

Keystrokes

- You must position the cursor in the 'Xmit' field on the screen before you press the Enter key to submit your CIS transaction request.
 - Shortcut – The '+' key on the numeric keypad on a standard 101-key keyboard will move the cursor to the 'Xmit' field and then submit your CIS transaction request.
- Function keys are used by the CIS transactions to perform pre-defined transactions in the CIS application.
 - A list of the actions performed by the CIS function keys is provided on the next slide.



Function Keys Used by the CIS transactions

- F1 - Field Help
- F2 - Reserved
- F3 - Message Help
- F4 - Reserved
- F5 - Break Conversation
- F6 - New Page
- F7 - Reserved
- F8 - Cancel Transaction
- F9 - Run ED/BC
- F11 - Case Alert
- F12 - Case Note
- F13 - TSA Queue
- F19 - Create Next Budget Month