Maryland Department of Transportation

OneStop Organization Entity Account Guide

Introduction 1

OneStop Account 2

- Personal and Entity Accounts 2
- Setting up your Account 2
- Create a Personal Account 2
- Create an Entity Account 3
- Switch Between Accounts 4
- Future Access 5

Entity Dashboard 5

- Documents 6
- Team 7
  - Entity Owner 8
  - Add New Members 8

Introduction

Maryland State has created a portal to house the state's licenses, permits, applications, and registrations across numerous state agencies. The portal is called OneStop, and it is a resource for the Maryland Department of Transportation (MDOT) staff, supplemental administrators, and the public to manage their documents on a central hub.

As a grant requestor, you will need to have access to the OneStop system with an entity type of account in order to submit grant proposals for the MDOT Bikeways program and fulfill reporting requirements if your grant proposal is accepted.

OneStop Account

Personal and Entity Accounts

OneStop allows users to hold two types of accounts: a personal account and an entity account. A personal account is associated with one individual person. Any activity completed on OneStop using a personal account belongs to the person who has created the account. An entity account can be created once a personal account has been made. Entity accounts are typically associated with an establishment. An entity can have many individual accounts that represent the entity. *Note: As a grant requestor, you will be associated with both account types.*

Personal Account. You need to have a personal account to be accounted for as a representative of the organization/entity. Additionally, having an individual account gives you the ability to conduct personal business outside of MDOT Bikeways. Your personal OneStop account grants you the ability to apply or register for various permits and licenses throughout the state of Maryland.

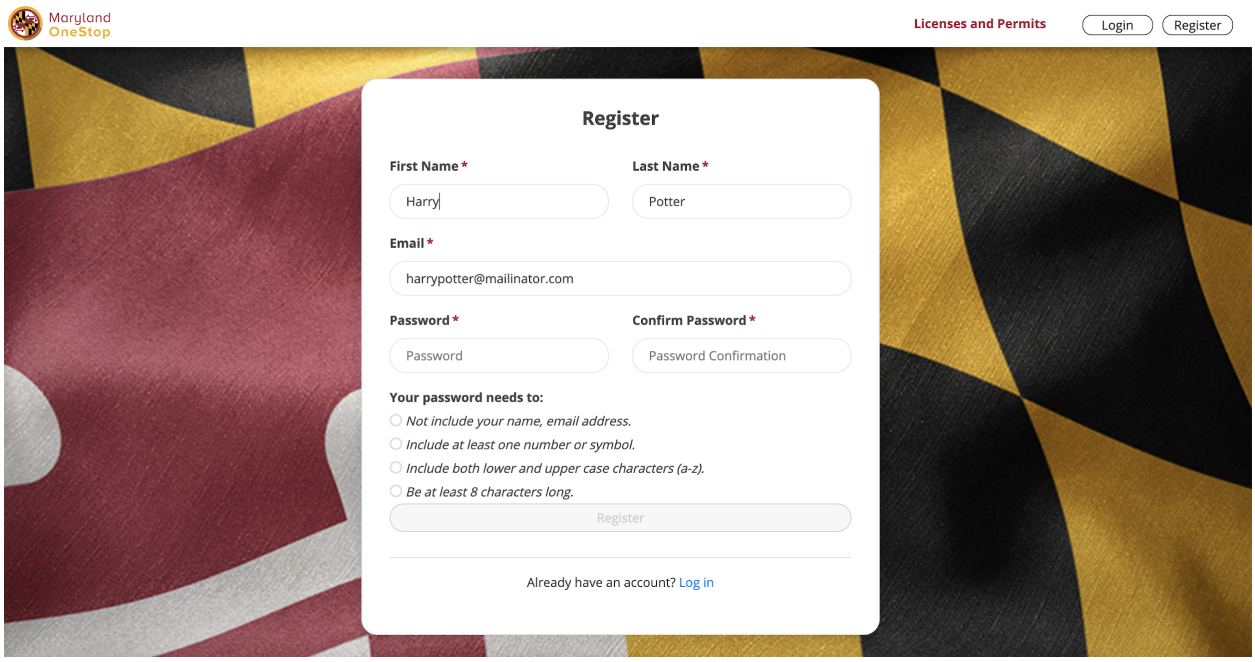
Entity Account. The entity account will allow you to conduct business related to your Bikeways applications and awards.

Setting up your Account

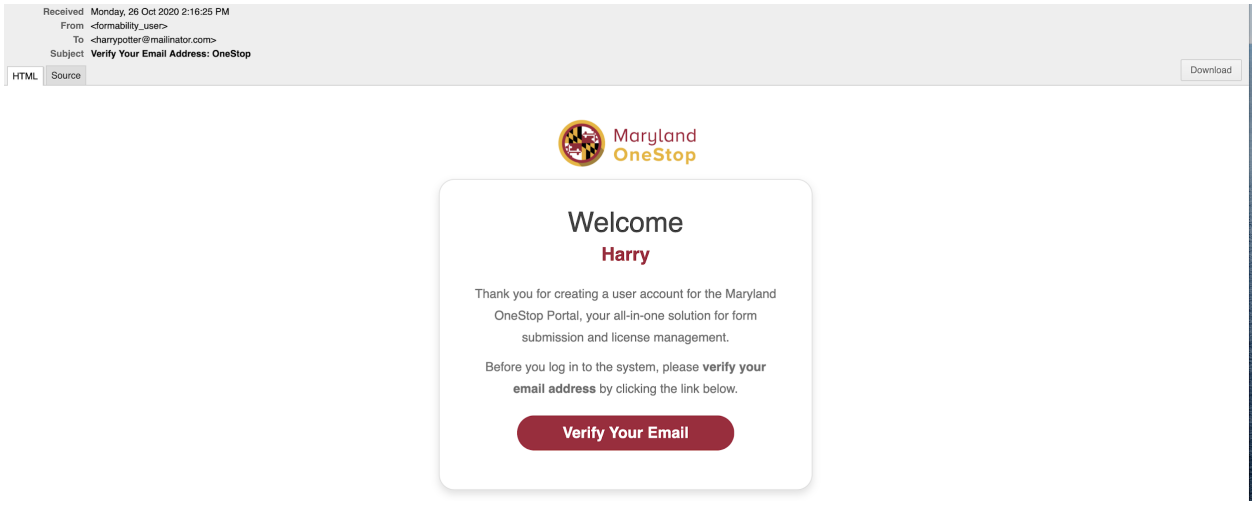
You will need to first navigate to onestop.md.gov to register an account. Make sure to use your email associated with the organization for whom you will be submitting grant requests. It is also sometimes helpful to use a more generic organization email (info@, grants@, finance@, etc.) if one is available so other users can easily recover login credentials.

Create a Personal Account

1. Once you have navigated to OneStop, click the “Register” button in the upper right corner and complete the fields of information. If you already have a OneStop account that you intend to use, you may disregard this step.



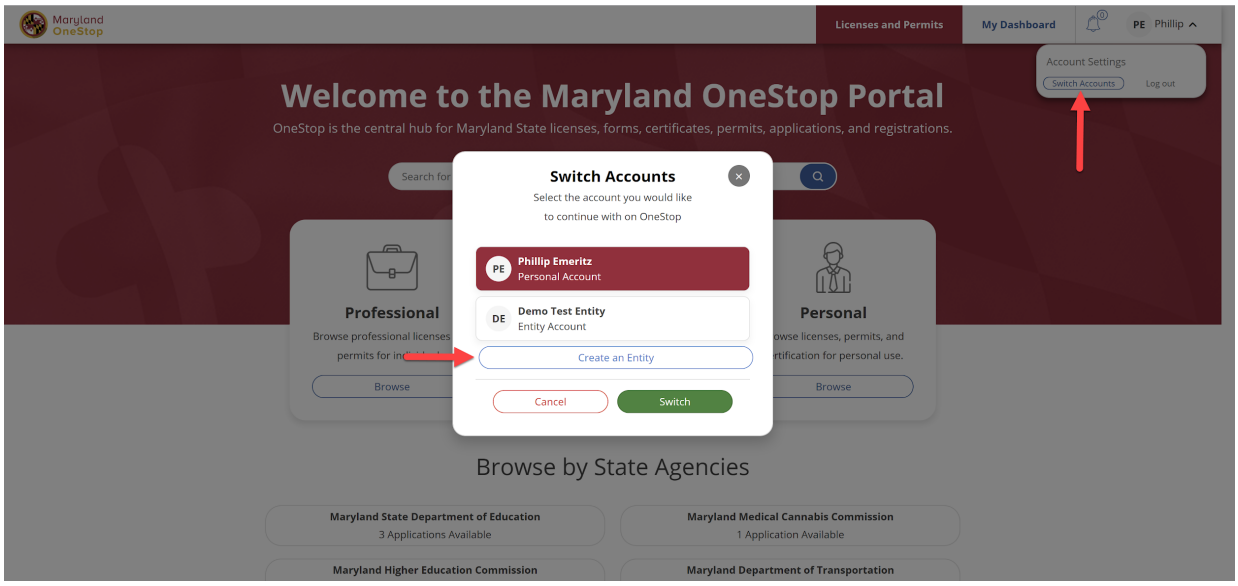
2. A confirmation link will be sent to your email address to verify your account.
3. Verify your email address by clicking the corresponding link.



4. You will be redirected to the OneStop homepage.
5. Log into your account using the information used to register your account.
6. You now have successfully logged in to and created a **Personal** account.

Create an Entity Account

1. Once you have a **Personal** account, you can create an **Entity** account. Login to your **Personal** account on onestop.md.gov.
2. Click your name in the upper right corner and select the button “Switch Accounts”.
3. In the pop-up window, select the button “Create an Entity”.

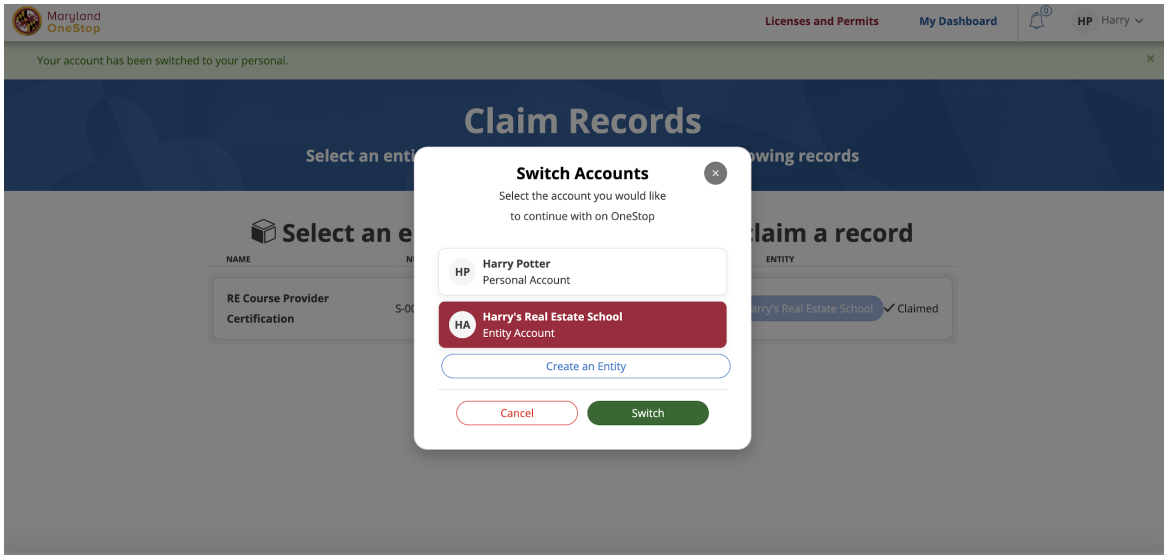


4. Enter the name of your Entity and click “Create Entity”.
5. Your **Entity** account has now been created.

Switch Between Accounts

To view your MDOT Bikeways Grant record on your dashboard (for both applications and awarded grants), you will need to switch from your personal account to your entity account. If your grant is awarded, your record will show on the Licenses, Permits, & Registrations section.

1. Click your account name dropdown button in the top right corner.
2. Under Account Settings, click “Switch Accounts”.
3. Select the **Entity Account**.
4. Click the green “Switch” button.



5. You have now switched to your **Entity Account**.

Future Access

When accessing the system after registering for the first time, you will be prompted to login with your username and password. **Once you have logged in successfully, you will always be directed to your personal account. You will need to switch to your Entity account.**

1. Click on the dropdown button with your name in the top right corner.
2. Click “Switch Accounts”.
3. Select the Entity account.
4. Click “Switch”.

Entity Dashboard

Your Personal dashboard includes your Personal applications, licenses, permits and registrations. Your Entity dashboard includes the establishment’s applications, licenses, permits, and registrations, including the MDOT Bikeways Grant record.

To access your Entity dashboard, you will need to make sure you are on your Entity account. The dashboard button in the top right corner next to the blue bell icon indicates which dashboard (“My Dashboard” or “Entity Dashboard”) you are currently viewing.

This is your Personal account dashboard:

This is your Entity account dashboard:

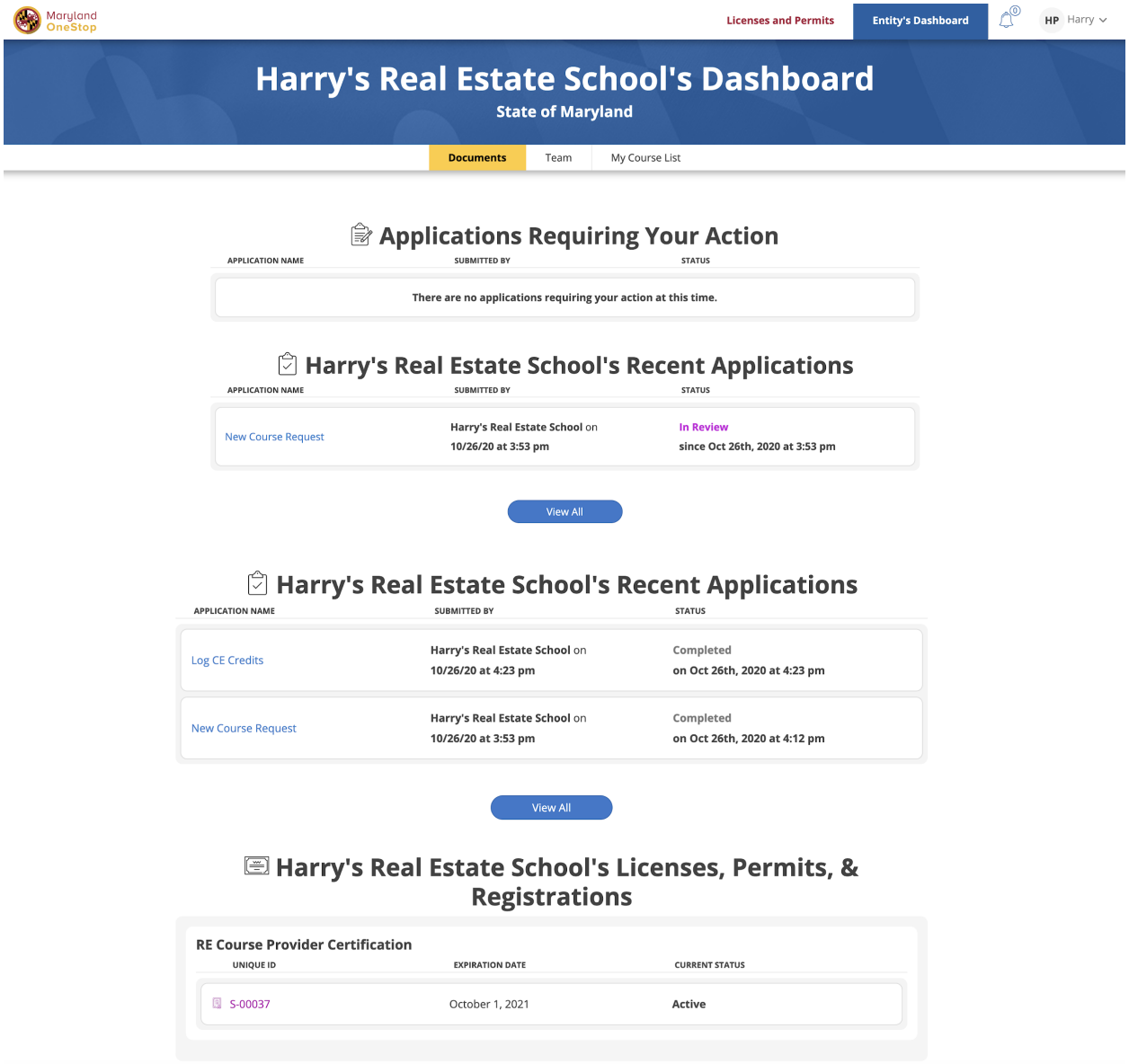
Documents

On the Entity dashboard, you will have the following sections of types of documents under the Document tab: Applications Requiring Your Action, Entity's Recent Applications, and Entity's Licenses, Permits, & Registrations.

- Applications Requiring Your Action: Includes a list of applications that are pending action by any member of the entity.

- Recent Applications: Includes a list of recent actions a member of the entity has completed on behalf of the entity.
- Licenses, Permits, & Registrations: Includes any licenses, permits or registrations for the Entity, including awarded grants.

Note: The dashboard shows a preview of the most recent five documents for each category. To see all, click *View All.*



Team

An entity owner may want to add other members so that they are able to access the entity account. For example, a department head who is the Entity Owner may want to add their team members to help with completing project updates or submitting extension requests for approved grants.

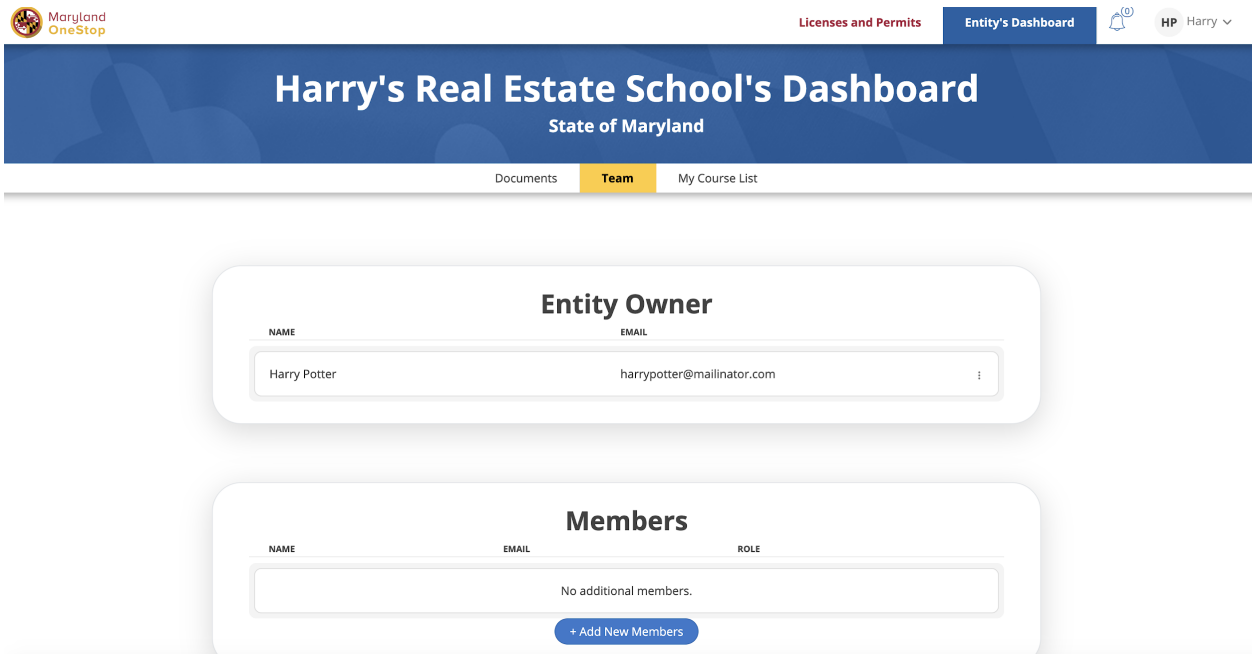
Entity Owner

The Entity owner is the individual who created the **Entity** account. This cannot be edited later so it is best to elect a primary contact for managing grants and/or use a generic organization email so multiple users can view correspondence and reset login credentials, if needed.

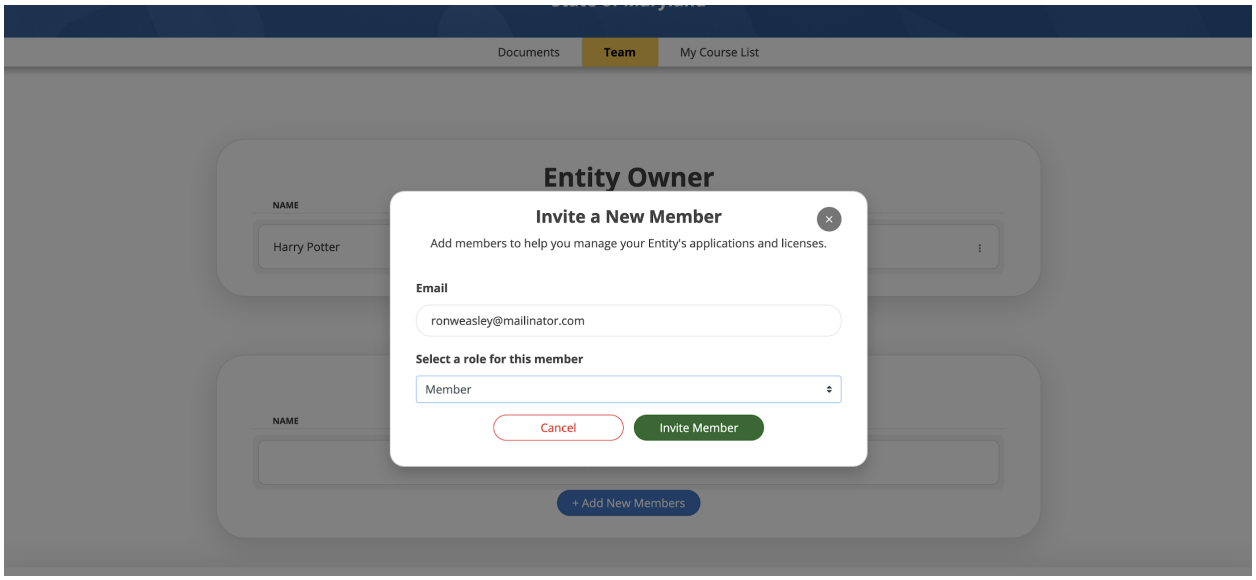
Add New Members

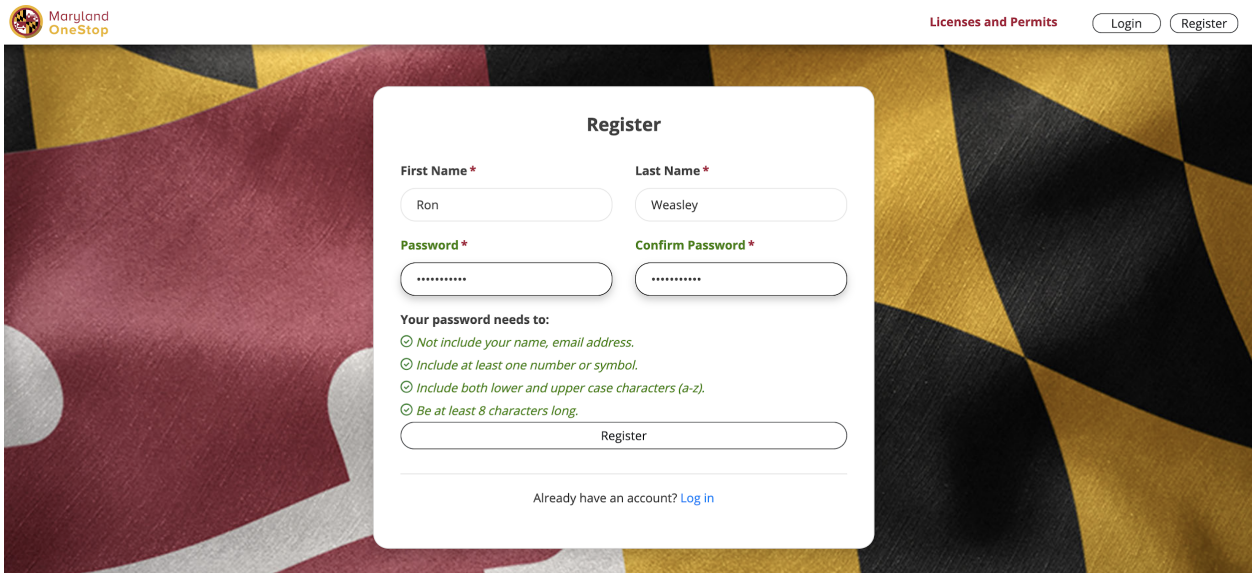
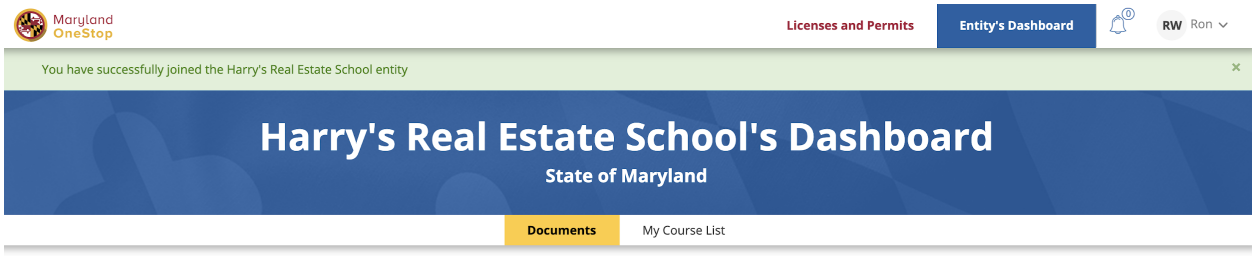
An entity owner has the ability to add members to their team.

1. From the Entity Dashboard, select “Team” in the top tab.
2. Click the blue “Add New Members” button at the bottom under the Members heading.



3. Type in the new member’s Email and select a Role for the new member (the only option is “Member”), then press the green *Invite Member* button.



4. You have now invited a new team member to your team.

5. Your team member will need to register via the email sent from OneStop by clicking “Join Entity”