

Act 13
Reporting
User Manual

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*Entering your budget on the Accounts tab takes the place of submitting a Municipality Approved Budget Report.

**Entering your Impact Fee Spending takes the place of submitting an Unconventional Gas Well Fund Usage Report.

Login

Using the link below, go to the homepage of the Act 13 Reporting website. Click **Login**.
<https://www.act13-reporting.puc.pa.gov/Modules/PublicReporting/Overview.aspx>

Act 13
PUBLIC UTILITY COMMISSION

Producer/Wells Disbursements Public Reports Login

Impact Fees

For the given reporting year, the following charts illustrate the counties and municipalities that are to receive the largest impact fee amounts, as well as the producers paying the share of the largest impact fee.

You may use either link. They will both take you to the login page.

Related

Producers or government staff, please use the link below to login to the system.

[Login](#)

Once you are on the login page, enter your 8 digit **User ID** and **Password**. Click **Login**.

Login

User ID (*)

Password (*)

Change Password

After you have logged in, hover your cursor over **Administration**. A drop down list will appear. Select **Change Password**.



Type in your **Old Password**. Once you have decided on a new password, enter it in the field for **New Password** and **Confirm Password**. Click **Change Password**.

Change Password

Old Password (*)

New Password (*)

Confirm Password (*)

Details Tab

On this tab, you can view information about your county or municipality.

Details	Accounts	Addresses	Contacts	Notes
Details				
Name	ABBOTTSTOWN			
Class	Borough			
County	Adams			
PennDOT Code	01401			
FIPS	00116			
FEIN	23-6050408			
Mileage	4.65			
Population	1010			

Accounts Tab

*This replaces the **Municipality Approved Budget Report** forms that you are required to submit by March 1st each year.*

After you have logged in, click on the **Accounts** tab. Under **Update Budget**, use the drop down box to select a **Budget Year**. **Enter Budget Total** in the next field. Click **Save**. (Your 2013 Budget is due by March 1, 2015.)

The figures found under **Account Information** are for informational purposes only. You do not have the ability to update your SAP Account via the Act 13 website. If you wish you update your SAP Account, please contact Commonwealth Vendor Management Unit (CVMU) at 877-435-7363 (then press 1) or ra-psc_supplier_requests@pa.gov.

The screenshot displays a web interface with a navigation bar at the top containing tabs for 'Details', 'Accounts', 'Addresses', 'Contacts', and 'Notes'. The 'Accounts' tab is selected. Below the navigation bar, there are two main panels. The left panel, titled 'Account Information', contains the following fields: 'SAP Account Number' with the value '141604', 'SAP Payee (3-digit ext.)', and 'Bank Partner Number'. The right panel, titled 'Update Budget', contains a 'Budget Year (*)' dropdown menu set to '2012', an 'Enter Budget Total' text input field with the value '501,252.00', and three buttons: 'Save', 'Cancel', and 'Help'. A red-bordered box with the text 'Click on the arrow for drop down box' is positioned over the dropdown arrow.

Address Tab

If you wish to add or update your address, select the **Address** tab. You are required to fill in any fields that have an asterisk (*). Select **Main** as the address **Type**. Use the current date as the **Effective** date. Only put a date in **Ends** if the address should no longer be used. Click **Save**.

To update an address, click on the address under **Existing Addresses**. The address will populate the fields above. Make necessary changes and click **Save**.

Please note that the address you provide here does NOT affect where your impact fee payment will be sent. If you wish to change the address where your payment will be sent, you will need to update your SAP Account. To do so, please contact the Commonwealth Vendor Management Unit (CVMU) at 877-435-7363 (press 1) or ra-psc_supplier_requests@pa.gov.

Details Accounts **Addresses** Contacts Notes

Edit Address

The addresses provided here do not affect where the impact fee payments are sent.

Line 1 (*)	<input type="text" value="Abbottstown Borough"/>	Type (*)	<input type="text" value="Main"/>
Line 2	<input type="text" value="123 ABC Drive"/>	Effective (*)	<input type="text" value="7/9/2014"/>
City (*)	<input type="text" value="Abbottstown"/>	Ends	<input type="text"/>
State (*)	<input type="text" value="PA"/>		
Zip Code (*)	<input type="text" value="18623"/>		
Zip Ext.	<input type="text" value=""/>		

Select Main for Address Type

Use current date

Existing Addresses

Line 1	City	State	Zip	Zip Extension	Type
Abbottstown Borough	Abbottstown	PA	18623		Main

Contacts Tab

If you wish to add or update your contacts, select the **Contacts** tab. You are required to fill in any fields that have an asterisk (*). Select **Main** as the contact **Type**. Use the current date as the **Effective** date. Only put an **Ends** date if the person listed is no longer the contact for Act 13 related issues. Click **Save**.

To update a contact, click on the name you wish to update under **Existing Contacts**. Their contact information will populate in the fields above. Make necessary changes. Click **Save**.

Details Accounts Addresses **Contacts** Notes

Edit Contact

Contact Name (*) Type (*) Select Main for Contact Type

Phone Number (*) Effective (*) Use current date

Email (*)

Title

Ends

Existing Contacts

Contact Name	Phone Number	Email	Type	Title
Joe Smith	1234567890	joe.smith@xyz.com	Main	Borough Secretary

Notes Tab

Use the **Notes** tab to add any comments that you may have. Click **Save**.

Details Accounts Addresses Contacts **Notes**

Note

Note (*)

Past Notes

Notes	Created On	Reviewed?
No notes have been created.		

Impact Fee Spending

*This replaces the **Unconventional Gas Well Fund Usage Report** that you were required to submit by April 15th each year.*

After you have logged in, hover your cursor over **Local Government**. When the drop down list appears, select **Impact Fee Spending**.



The screenshot shows the Act 13 Public Utility Commission website interface. The top navigation bar includes 'Local Government', 'Disbursements', 'Public', 'Reports', 'Administration', and 'Logout'. A dropdown menu is open under 'Local Government', showing 'Details' and 'Impact Fee Spending'. The 'Details' section is active, displaying the following information:

Name	ABBOTTSTOWN
Class	Borough
County	Adams
PennDOT Code	01401
FIPS	00116
FEIN	23-6050408
Mileage	4.65
Population	1010

On this page, you will account for how you spent OR how you plan to spend the monies that your municipality received from the 2013 impact fee. You must account for the total dollar amount that you received. If you try to save your entries when they do not add up to the exact amount that you received, your entries will not save and you will get an error message at the top of the page.

Below is an example of an **incorrect** entry.

Spending

The following errors have occurred:

- Please enter a total amount that is the exact amount allocated to you.

For this reporting year, you have received \$179.11 in impact fees for year 2012. Please report to us how you have spent the funds per the categories defined in Act 13.

Category	Amount
Public Infrastructure Construction Construction, reconstruction, maintenance and repair of roadways, bridges and public infrastructure.	180.00
Storm Water/Sewer Systems Water, storm water and sewer systems, including construction, reconstruction, maintenance and repair.	0.00
Emergency Preparedness/Public Safety Emergency preparedness and public safety, including law enforcement and fire services, hazardous material response, 911, equipment acquisition and other services.	0.00
Environmental Programs Environmental programs, including trails, parks and recreation, open space, flood plain management, conservation districts and agricultural preservation.	0.00
Water Preservation and Reclamation Preservation and reclamation of surface and subsurface waters and water supplies.	0.00
Tax Reductions Tax reductions, including homestead exclusions.	0.00
Housing Projects to increase the availability of safe and affordable housing to residents.	0.00
Information Technology Records management, geographic information systems and information technology.	0.00
Social Services The delivery of social services.	0.00
Judicial Services	0.00
Capital Reserve Fund For deposit into the county or municipality's capital reserve fund if the funds are used solely for a purpose set forth in this subsection.	0.00
Career and Technical Centers Career and technical centers for training of workers in the oil and gas industry.	0.00
Planning Initiatives Local or regional planning initiatives under the act of July 31, 1968 (P.L.805, No.247), known as the Pennsylvania Municipalities Planning Code	0.00
	\$180.00 *

Save Cancel Help

Enter dollar amounts in the categories that best describes your spending of the Act 13 funds. To move from one cell to the next, use the Tab key or use your mouse to place the cursor in the cell. DO NOT use the Enter key. If you use the Enter key, all the amounts that you entered will go back to 0.00 and you will have to re-enter them. Click **Save** at the bottom of the page. (Please note, after you hit **Save**, the whirlybird will appear and your figures will save even though the database does not give you any indication that they have been saved. If you wish to confirm that they have been saved, leave this page and then go back to it. If your figures are still there, they have been successfully saved.)

Spending

For this reporting year, you have received \$179.11 in impact fees for year 2012. Please report to us how you have spent the funds per the categories defined in Act 13.

Category	Amount
Public Infrastructure Construction Construction, reconstruction, maintenance and repair of roadways, bridges and public infrastructure.	179.11
Storm Water/Sewer Systems Water, storm water and sewer systems, including construction, reconstruction, maintenance and repair.	0.00
Emergency Preparedness/Public Safety Emergency preparedness and public safety, including law enforcement and fire services, hazardous material response, 911, equipment acquisition and other services.	0.00
Environmental Programs Environmental programs, including trails, parks and recreation, open space, flood plain management, conservation districts and agricultural preservation.	0.00
Water Preservation and Reclamation Preservation and reclamation of surface and subsurface waters and water supplies.	0.00
Tax Reductions Tax reductions, including homestead exclusions.	0.00
Housing Projects to increase the availability of safe and affordable housing to residents.	0.00
Information Technology Records management, geographic information systems and information technology.	0.00
Social Services The delivery of social services.	0.00
Judicial Services	0.00
Capital Reserve Fund For deposit into the county or municipality's capital reserve fund if the funds are used solely for a purpose set forth in this subsection.	0.00
Career and Technical Centers Career and technical centers for training of workers in the oil and gas industry.	0.00
Planning Initiatives Local or regional planning initiatives under the act of July 31, 1968 (P.L.805, No.247), known as the Pennsylvania Municipalities Planning Code	0.00
	\$179.11

Save Cancel Help

To go back to your account details, hover your cursor over **Local Government**. When the drop down list appears, select **Details**.

Local Government Disbursements Public Reports Administration Logout

Details

Impact Fee Spending

For this reporting year, you have received \$179.11 in impact fees for year 2012. Please report to us how you have spent the funds per the categories defined in Act 13.

Category	Amount
Public Infrastructure Construction Construction, reconstruction, maintenance and repair of roadways, bridges and public infrastructure.	179.11
Storm Water/Sewer Systems Water, storm water and sewer systems, including construction, reconstruction, maintenance and repair.	0.00
Emergency Preparedness/Public Safety Emergency preparedness and public safety, including law enforcement and fire services, hazardous material response, 911, equipment acquisition and other services.	0.00

Logout

To logout of the Act 13 Reporting site, click **Logout**.

