



e-permitting Asbestos Notification User's Guide

Prepared by: Business Support Services
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Disclosure Information

The information in this document may not be changed without the express written agreement of the Department of Environmental Protection.

Change History

Version	Date	Revision Description
1.0	March 1, 2018	Version for user review.
2.0	April 8, 2019	Functionality/Format/Content updated.

Purpose

Welcome to the guide to user administration for the ePermitting website via the DEPGreenPort website.

This guide provides information on how to successfully administer eDMR users on the DEPGreenPort website and use the functions available through the ePermitting Application.

Applications Support Help Desk Team

Help Desk Support Line:

Number: (717) 787-HELP (4357)

Hours: Monday to Friday 8:00 am to 4:30 pm

Applications Support Help Desk Team:

The Applications Support Help Desk Team includes helpdesk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

Applications Support Help Desk Team's Services:

- Applications Training
 - Formalized Classroom Training
 - Small Group Training
 - One-on-One Training
- Participate in meetings to provide application guidance
- Telephone Support Help Desk
- Application Web Page Development and Maintenance
- Publish articles identifying solutions to common problems
- Application Testing
- Documentation Development
- Application On-Line Help Development and Maintenance


GreenPort Self-Registration and Enrollment

ePermitting Electronic Filing Administrators (EFA's) will need to register for a Greenport account on <https://www.depgreenport.state.pa.us> in order to access the ePermitting application as well as the ePermitting Security section. Users must also submit the Electronic Filing Administrator (EFA) Form to DEP before they can use the ePermitting application.

Creating a GreenPort Login

1. Go to www.depgreenport.state.pa.us
2. Select the 'Click here to self-register' button.

DEPGreenPort
Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

The 'Self-Registration Name' page will display.

For most DEP electronic applications users have completed a Request for Security Access form and DEP has provided a username and password to access the DEP GreenPort. However, DEP has some electronic applications that allow users to self-register. If you are sure that the application you wish to access is on the list of applications which allow users to self-register you may begin the self-registration process.

To begin self-registration, please enter your first and last names, then click on the "Continue Account Creation" button.

First Name

Last Name

[Continue Account Creation](#) [Cancel](#)

3. Enter your First Name in the 'First Name' field.

4. Enter your Last Name in the 'Last Name' field.

Note: Enter **YOUR** name **not** the name of the Operator, Company or Institution. The Name and Contact information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form.

5. Click on the 'Continue Account Creation' button.

The 'Create Account' page will display.

DEP GreenPort
Create Account

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Your User Name

User Name LASTNAMEF

Full Name First name Lastname

E-mail

Phone

Street

City

State

Zip

Password Hint Mother's maiden name?

Password Hint Answer

*Password

*Confirm Password

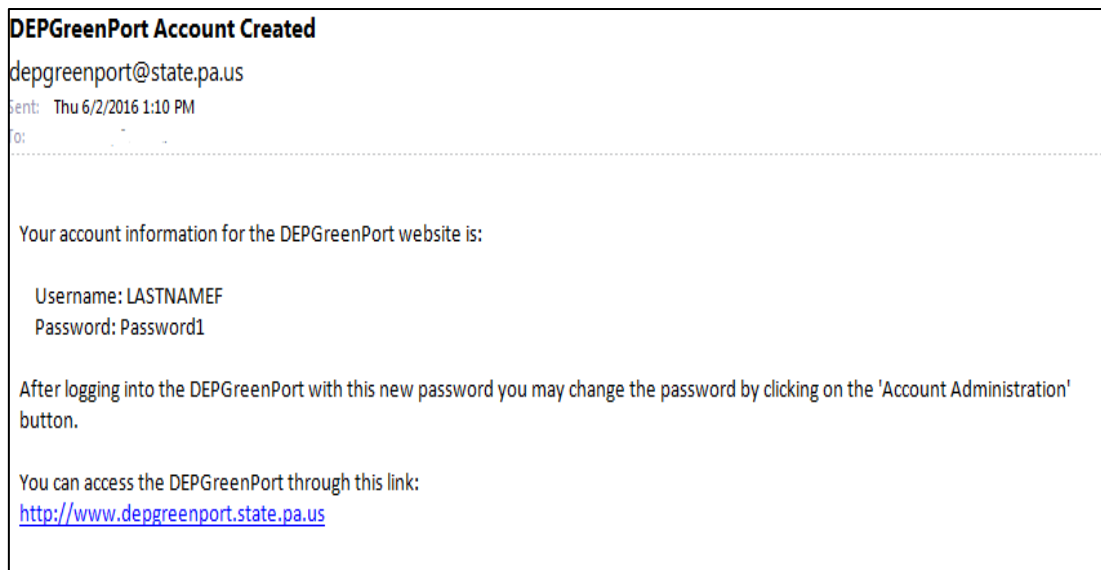
* Passwords must be at least 8 characters long
 * Passwords must contain at least 1 number
 * Passwords must contain at least 1 upper case letter
 * Passwords must contain at least 1 lower case letter

Create Account Cancel

Note: Your User Name and Full Name is displayed at the top of this screen. The Name and Contact Information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form. The pre-populated username is based on the First and Last Name that was entered on the previous screen.

6. Enter your E-mail Address in the 'e-mail' field.
7. Enter your Telephone Number in the 'Phone' field.
8. Enter your Street Address in the 'Street' field.
9. Enter your City in the 'City' field.
10. Enter your State in the 'State' field.
11. Enter your Zip Code in the 'Zip Code' field.
12. Choose a password hint by clicking on the drop-down arrow and selecting a password hint.
13. Enter the answer to the Password Hint you had chosen in the 'Password Hint Answer' field.
14. Enter your Password in the 'Password' field.

15. The Password must be at least:
 - a. 8 characters long
 - b. Contain at least 1 number (1, 2, 3...)
 - c. Contain at least 1 uppercase letter (A, B, C...)
 - d. Contain at least 1 lower case letter (a, b, c...)
16. Confirm your Password by entering it again in the 'Confirm Password' field.
17. Select the 'Create Account' button. If you select the 'Cancel' button all information will be erased, and you will be directed back to the previous screen.
18. After you click on the 'Create Account' button, you will be sent an email message similar to what is shown below.

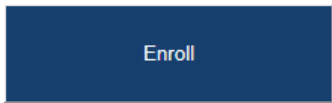


It is strongly recommended that you record your Password and Username and keep it in an easily accessible and remembered location. If you lose or forget your Password or Username and cannot retrieve it using the 'Can't Remember Password' link, you will need to contact the Service Desk to reset it.

Your User Name and Password have now been created to access the DEP Greenport application. However, to access the 'e-permitting' page you will need to complete the EFA form to be granted access or enroll into the e-permitting system as a user as described below.

Enrolling into the e-permitting Application as a User

1. After a user is registered, the user must sign into GreenPort using their Username and Password, click the 'Enroll' button.



Click on the "Enroll" button to obtain a listing of available self-registered applications.

2. The user will be taken to the 'DEP GreenPort Self-Registered Available Applications' page.
3. Toward the bottom of the page, the user will click the 'e-permitting' button under the section of applications listed as 'Permitting'.



4. The user will be taken to the 'Additional Data Required for Access to e-permitting' page.
5. The user must select 'Asbestos' in the 'Program Area' drop-down list.
6. The user must select if they are working for themselves or for someone else and press the 'Submit' button.

Program Area

Work Type


Note: If the user selects the option 'working for someone else', the user is prompted to provide the ID number provided in the email sent after creating a GreenPort Login.

e-permit Dashboard

e-permitting users access the e-permit Dashboard to create, view, modify, and/or delete draft authorization applications or previously submitted authorizations and notifications based on security roles given by the Electronic Filing Administrator (EFA). Users can view applications that are in a Draft or Received by DEP status.


Accessing the e-permit Dashboard

1. Open Internet Explorer.
2. In the URL Address Bar, type in 'https://www.depgreenport.state.pa.us'.
The 'DEPGreenPort' website will display.


Tom Wolf, Governor John Quigley, Secretary DEP Home

DEPGreenPort

Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEP GreenPort. Other services can be accessed by registering below.

Username:

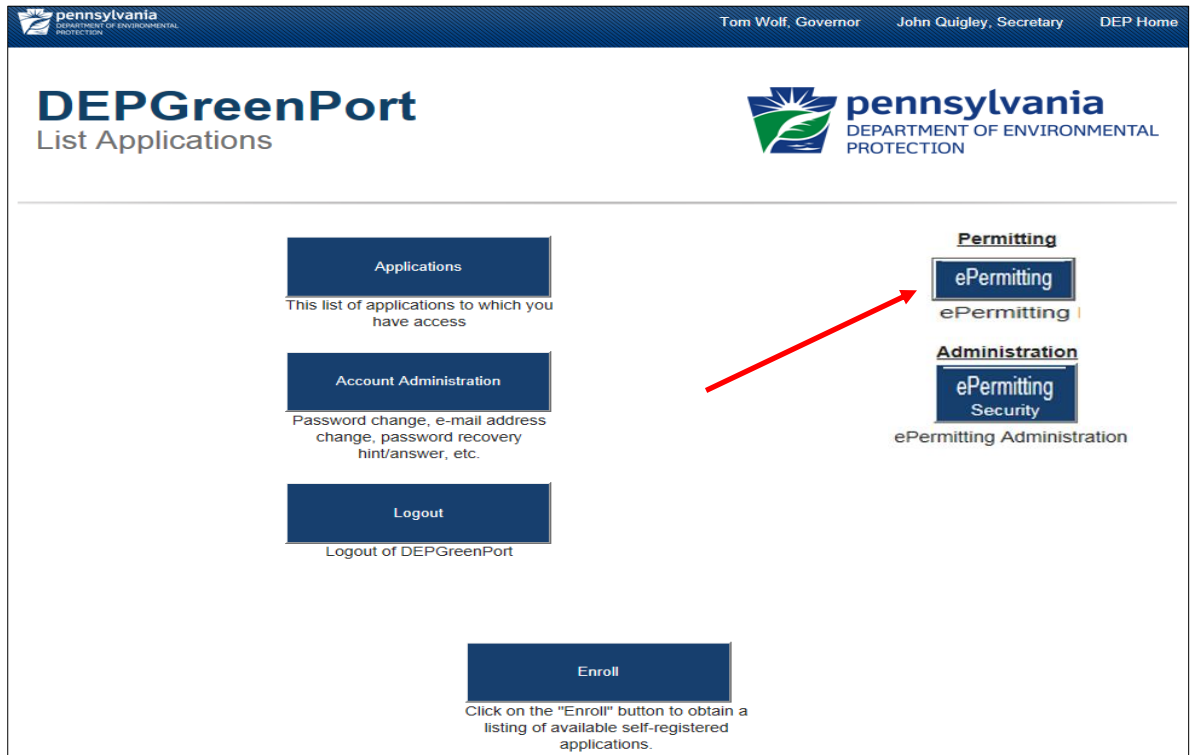
Password:

[Log into DEP GreenPort](#)

[Can't remember your password? Click here](#)
[Having problems? DEP Greenport FAQ](#)

3. Enter your User Name in the 'User Name' field.
4. Enter your Password in the 'Password' field.
5. Click the 'Log into DEP GreenPort' button.

The 'List Applications' screen will display.



6. Click the 'e-permitting' button.

The 'e-permit' Dashboard is displayed on the 'Home' page.



The e-permit Dashboard can be accessed at any time by clicking the 'Home' button. Authorized users will see various tabs based on the applications that they have been given access to.

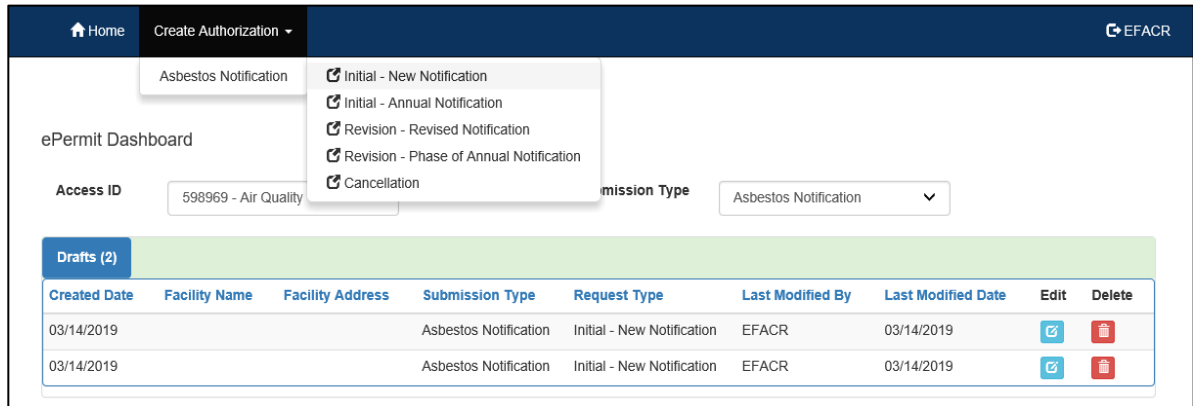
If users **only** have access to **one** Program, this page is skipped and the user is taken directly to their Dashboard for that Program.

Creating a Draft Notification

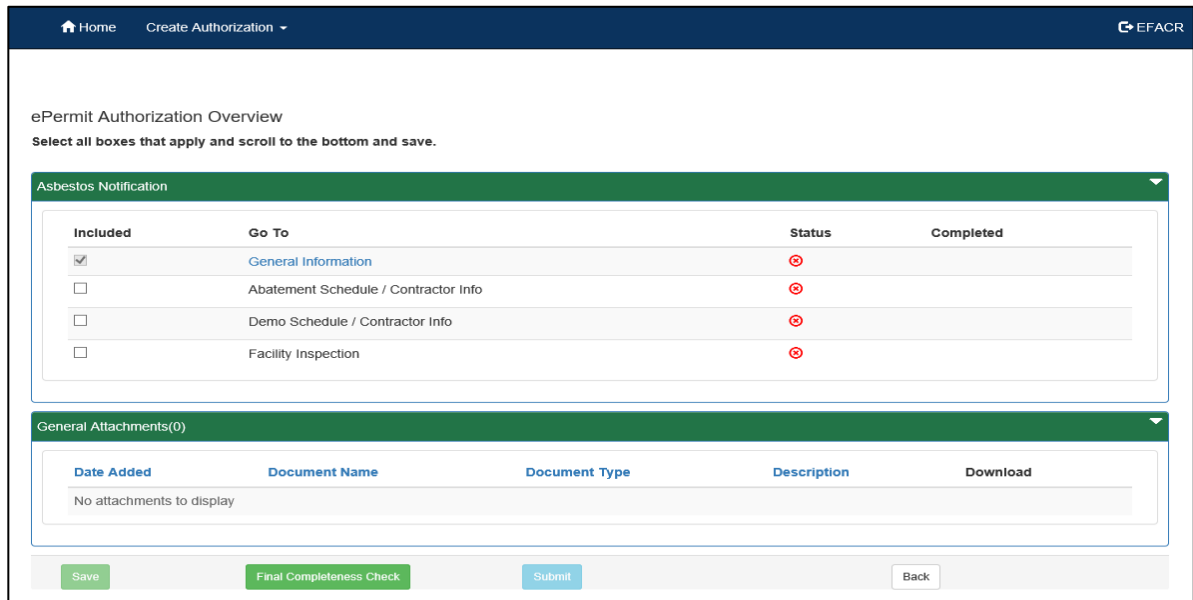
Authorized e-permitting users can create a new draft notification from the e-permit Dashboard page within the e-permitting application.

Creating a Draft Notification

1. From within the 'e-permitting' Application, access the 'e-permit Dashboard' page.
2. Click the 'Create Authorization' button.
3. Mouse over the 'Notification Type' and select the 'appropriate' selection.



4. The 'e-permit Authorization Overview' page will display.



5. Click the 'Link' for the Module you wish to open and work on.
6. When finished working on the module, click the 'Save' button.

Working Through a Draft Notification

Authorized e-permitting users have the ability to create Draft Notifications by completing modules and saving them at any time within the e-permitting Application.

Types of Data Fields

Users will encounter several different Data Field Types when working through their applications. Some samples of these types of data fields are below.

1. **Check Box** – a 'check box' is clicked to select the value next to it. You may click it a second time to deselect it.

Example: Denied

2. **Text Box** – a 'text box' is a box where users can enter text manually or paste text that was copied from another application.

Example: City*

3. **Radio Button** – a 'radio' button is used to select one item from a series of items. Only one button in the grouping can be selected.

Example: Is the above information accurate?* Yes No

4. **Drop-down Menu** – a 'drop-down' menu is a menu you click on to display a list of items. You will click the item you wish to select from the list for it to display as the selected item from the list.

Example: State*

5. **Button** – a 'button' is used to operate the **command** shown on the button. In the example below, the 'Save' button saves the data that had been entered onto the screen.

Example:

Unlocking Non-Required/Optional Modules

The e-permitting Application allows authorized users the ability to add additional, non-required information to the application by "unlocking" optional modules from the e-permit Authorization Overview page.

1. From the 'Authorization Overview' page for a draft permit in the e-permitting application, click the 'check box' beside the optional module under the Included column to unlock the module.
2. Click the 'Save' button.
3. Click the name of the module under the 'Go To' column to view and complete the module.

Entering Data into Your Draft Application

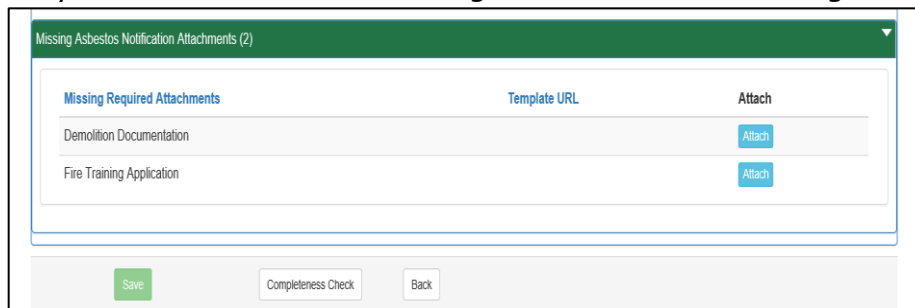
The e-permitting Application is a dynamic application which means it can change based on the information entered into it. Users may notice that, depending on the answers given in some areas, the application will add additional questions or perhaps even require additional modules.

1. While working in a draft application in the e-permitting application, click the link for an unfinished module.
2. Complete all data fields in the module, including all required fields.

Note: A required field is indicated by an asterisk * to the right of the field title. The module will **not** be considered complete until all required fields have been completed.

3. Upload all required attachments.

Note: Certain modules require attachments to be uploaded to the application. They will be listed in the 'Missing General Attachments' grid.



4. Click the 'Save' button to save your changes at any time while working on the module.

Note: You can return to the module to complete it at another time.

5. You may encounter an error message when saving a module if something was entered incorrectly.

Email*

Invalid Email address e.g. info@cloudcms.com

6. You will see a message indicating if the module was saved successfully or not saved successfully.

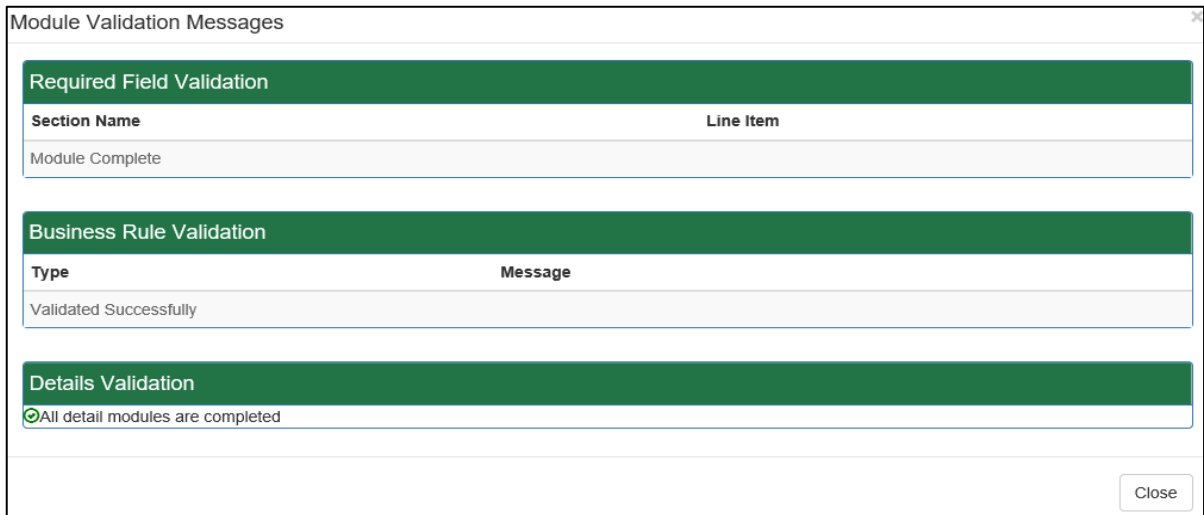
Success: Module Data Saved


OR

Error: System Error. Please try again later

7. Click the 'Completeness Check' button to verify all required information has been completed for the module.

Note: If a module is not complete, you will see a list of items needed to be finished before the module can be considered complete.

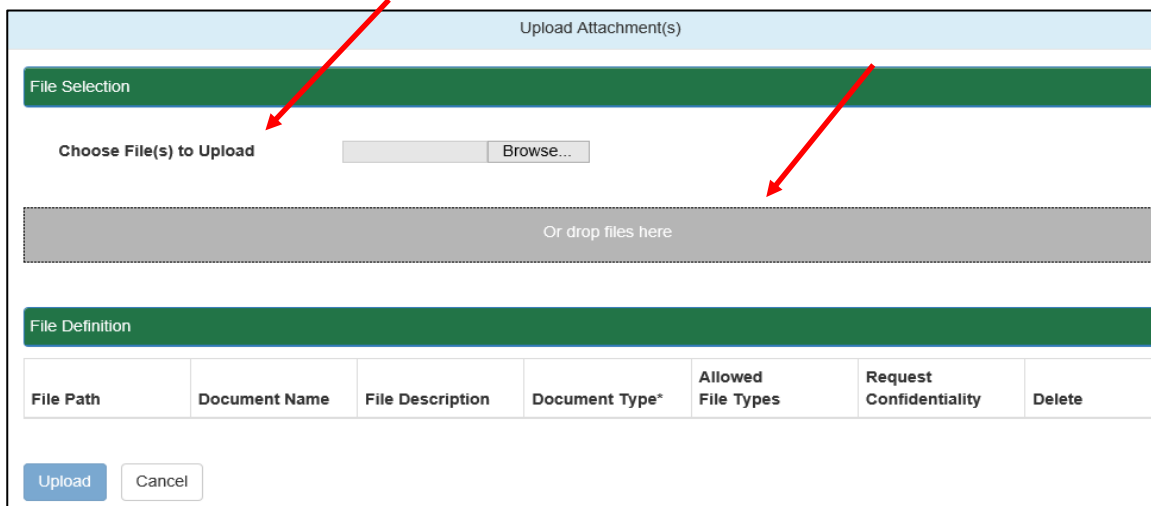


8. Click the 'Close' button.
9. Click the 'Back' button to return to the 'Authorization Overview' page.
10. When the module is complete, a green check in a circle  will be next to the module name under the 'Status' heading.

Uploading Attachments

Several modules within the e-permitting application require attachments to be included with the submission. Authorized users will need to include these attachments for the module to be considered complete. Authorized users are also able to add additional, and non-required attachments to their submission.

Users will have the ability to Upload a New Attachment or Drag and Drop the files from the Desktop into the 'Gray' area of the pop-up window.



1. Click the 'Upload New Attachment' button in the 'General Information Attachments' section or the 'Attach' button in the 'Missing General Attachments' section.
2. The 'Upload Attachment' window opens.
Note: If the user selected the 'Attach' button in the 'Missing General Attachments' section, the 'Document Type' field is prepopulated with the name of the document.
3. Select the 'Attachment Type' from the 'Document Type' drop-down menu.
4. Select the 'Browse' button to open a 'Windows Explorer' window to browse to and select the file.
5. Users may enter a 'Document Name and Description' if they so choose.
6. Click the 'Upload and Save' button.
7. Users may click the 'Reset' button to clear the contents of all fields and start over.

Submitting a Notification

Authorized e-permitting users have the ability to submit Notifications after completing all the appropriate required and non-required/optional modules.

Submitting Notifications

1. From within the 'e-permitting' application, complete all required and selected optional modules.

ePermit Authorization Overview
Select all boxes that apply and scroll to the bottom and save.

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	General Information	⚠	
<input type="checkbox"/>	Abatement Schedule / Contractor Info	⊗	
<input type="checkbox"/>	Demo Schedule / Contractor Info	⊗	
<input checked="" type="checkbox"/>	Facility Inspection	⊗	

General Attachments(0)

Date Added	Document Name	Document Type	Description	Download
No attachments to display				

[Upload New Attachment](#)

2. After all modules have been completed, you'll need to press the 'Submit' button on the 'Authorization Overview' screen to submit the Notification.

Viewing a Previously Submitted Permit Application

e-permitting users have the ability to view previously submitted Notifications.



Viewing Submitted Notifications

1. From within the e-permitting application, click the 'Received by DEP' tab on the 'e-permit Dashboard' page.
2. Click the 'View' button to view the Permit.

ePermit Dashboard





Access ID: 598969 - Air Quality | Submission Type: Asbestos Notification

Drafts (2) | **Received By DEP (1)**

Received Date	Facility Name	Submission Type	Request Type	Notification Id	View
03/14/2019	Christa's Facility	Asbestos Notification	Initial - New Notification	2019-00013	 

The submitted Notification will display.

Asbestos Notification

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	General Information		03/18/2019
<input type="checkbox"/>	Abatement Schedule / Contractor Info		
<input type="checkbox"/>	Demo Schedule / Contractor Info		
<input checked="" type="checkbox"/>	Facility Inspection		03/18/2019

General Attachments(0)

Date Added	Document Name	Document Type	Description	Download
No attachments to display				

[Copy to New](#) [Back](#)