

ePermitting GreenPort

EFA

User's Guide

|  |  |
| --- | --- |
| Prepared by: | Applications Support Help Desk |
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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**

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| --- | --- | --- |
| **Version** | **Date** | **Revision Description** |
| 1.0 | January 12, 2017 | Version for user review |
| 2.0 | May 4, 2018 | Updates to user review. |

**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**

**ApplicationsSupport 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**

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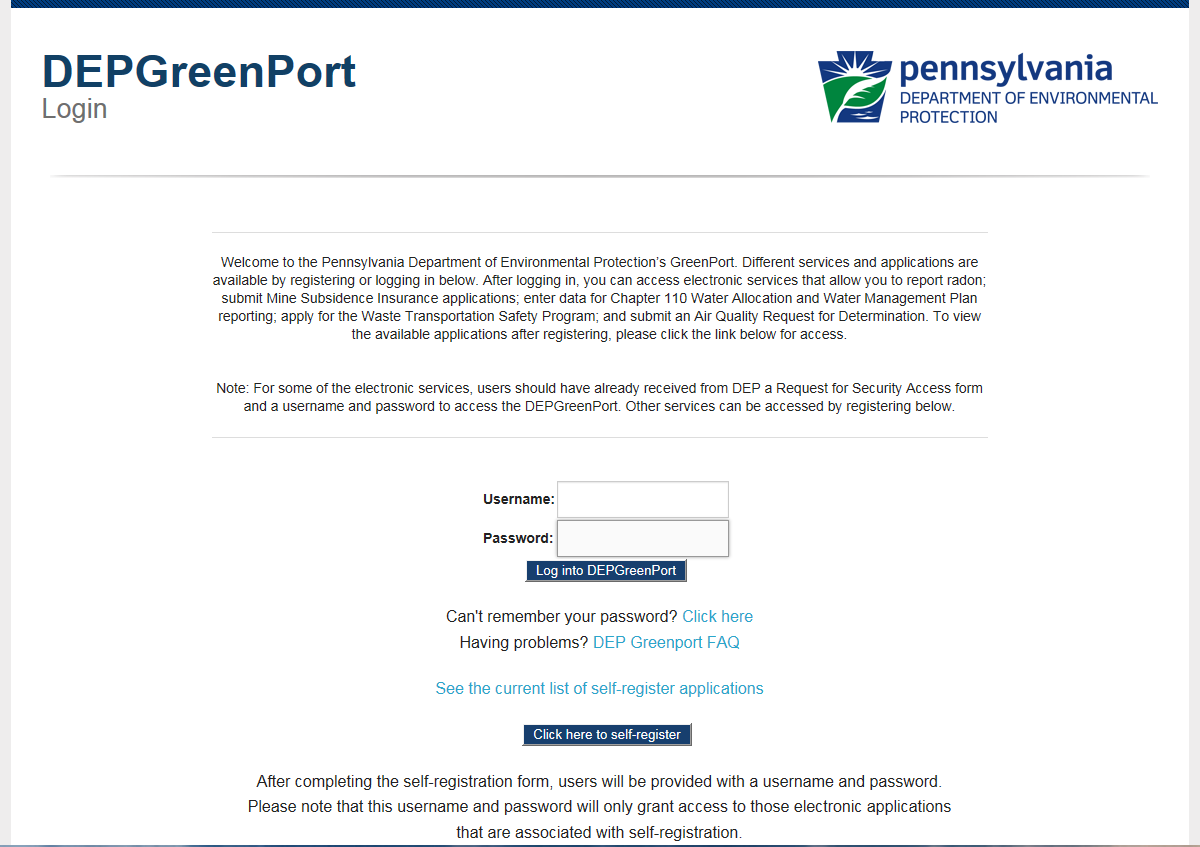
[Viewing Submitted Applications 30](#_Toc516120832)

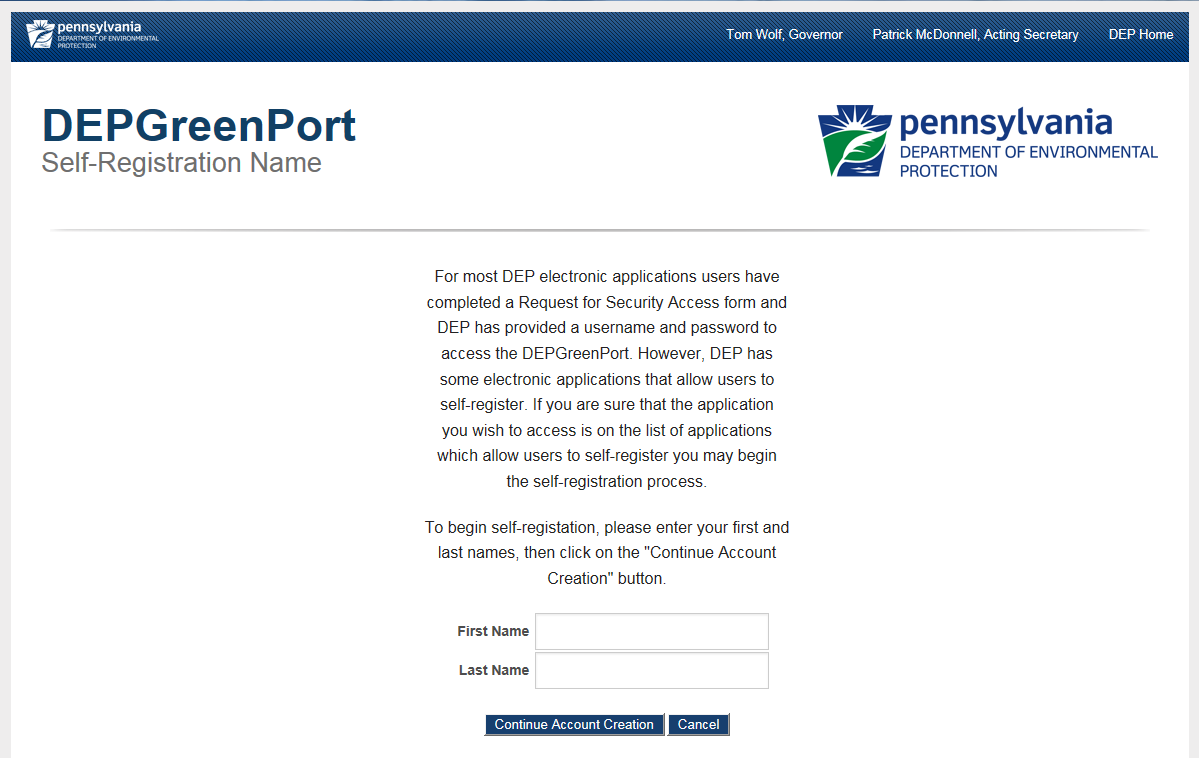
# *Greenort Self-Registration and Enrollment*

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 Account

1. Go to <https://www.depgreenport.state.pa.us>.
2. The DEP GreenPort login screen will display.
3. Click the button, the “Self Registration Name” page will display.

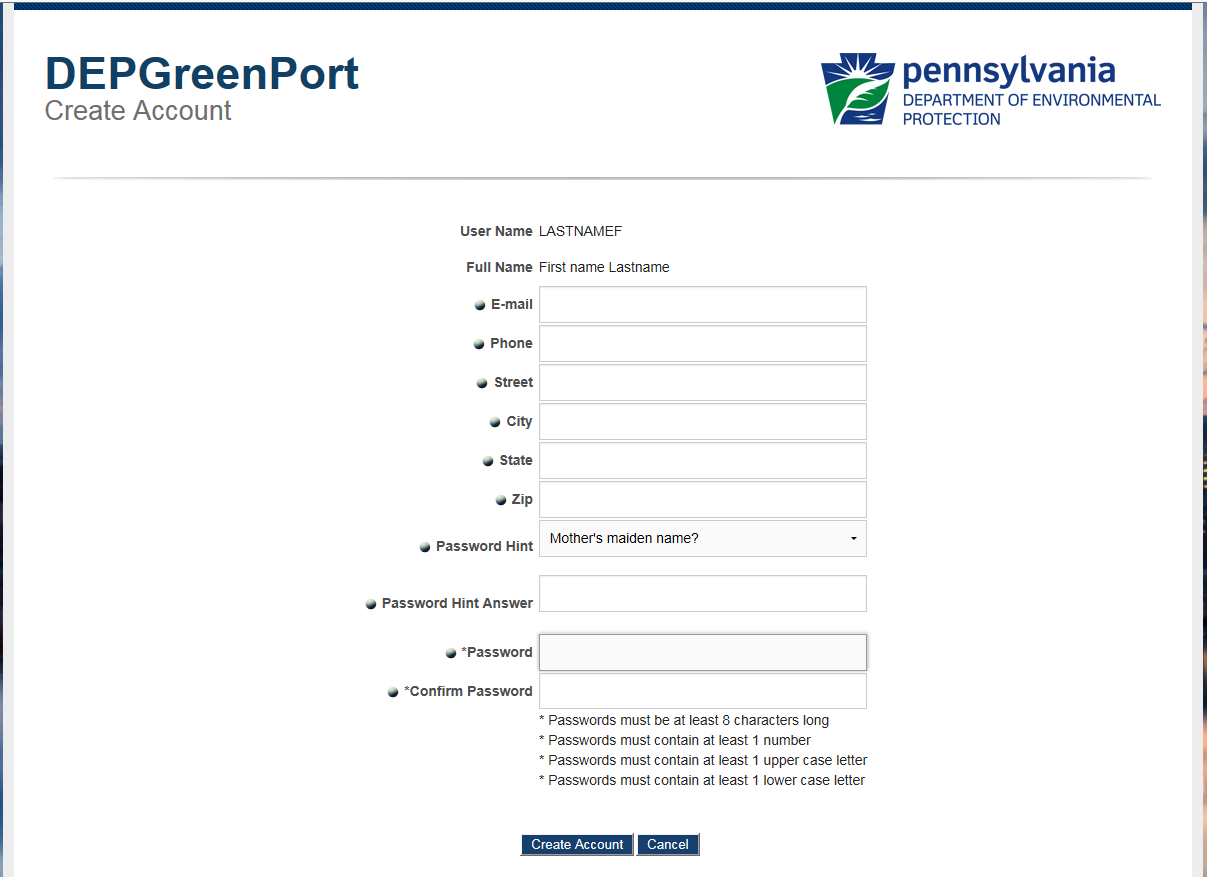




1. Enter your first name in the First Name field.
2. Enter your last name in the Last Name field.

**NOTE: Enter YOUR name not the name of the Operator or 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.**

1. Click on and the “Create Account” page will display



**Your Username**

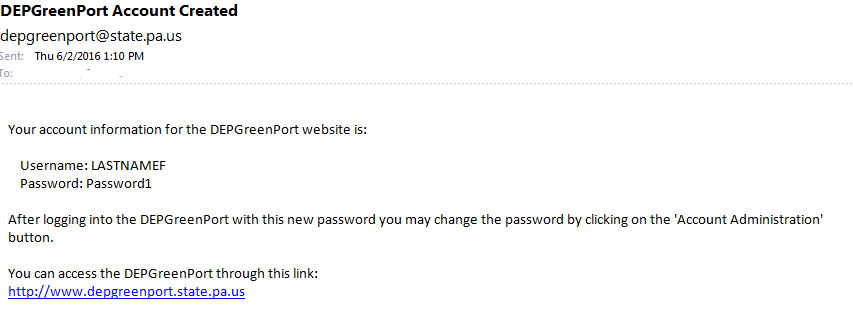
**NOTE: Your User Name and Full Name is displayed at the top of this screen. The name and contact information entered here must be the person who is applying for access and who**

**is signing the EFA or User Agreement Form. The pre-populated username is based on the First and Last Name that was entered into the previous screen.**

1. Enter your e-mail address in the E-mail field
2. Enter your telephone number in the Phone field
3. Enter your street address in the Street field
4. Enter your city in the City field
5. Enter your state in the State field
6. Enter your zip code in the Zip field
7. Choose a password hint by clicking on the drop down arrow and selecting a password hint
8. Enter the answer to the Password Hint you had chosen in the Password Hint Answer field
9. Enter your password in the Password field

NOTE: the password must be at least:

1. 8 characters long
2. Contain at least 1 number (1, 2, 3…)
3. Contain at least 1 upper case letter (A, B, C…)
4. Contain at least 1 lower case letter (a, b, c…)
5. Confirm your password by entering it again in the Confirm Password field
6. Select “Create Account”. If you select “Cancel” all information will be erased and you will be directed back to the previous screen.
7. After you click on the Create Account button, you will be sent an email message similar to what is shown below.



**NOTE: 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 Applications Support Help Desk to reset it.**

1. Your Username and Password have now been created to access the DEP Greenport application. However, to access the ePermitting page you will need to complete the User Application & Security Agreement form, to be granted access.

## EFA (Electronic Filing Administrator) Form

At least one representative for each operator must serve as the Electronic Filing Administrator (EFA).  The EFA will be allowed to administer user access and also make electronic submissions on behalf of the Mine Operator.  The EFA must be a registered DEP GreenPort user, and must first go to the website below and follow the instructions in this guide to self-register, <https://www.depgreenport.state.pa.us>

Once registered, the EFA will need to complete the *“Electronic Filing Administrator Registration Form”* (EFA Form).  **The EFA Form is to be completed and filed with DEP for *each* individual who is applying for the EFA. Sharing of EFA Usernames will not be permitted.**

DEP must approve the EFA application before the EFA will have access to their GreenPort account. Once DEP receives the EFA form and approves it, notification will be sent via email to the EFA of approval to access their GreenPort account. The EFA will then have the authority to make submissions on behalf of the Operator, as well as grant authority to individual users to work on behalf of the Operator.

When completing the EFA form, provide all the necessary information, initial each page where indicated and return all pages to DEP. The completed form may be scanned and emailed to [ra-epair@pa.gov](mailto:ra-epair@pa.gov) or mailed to the following address:

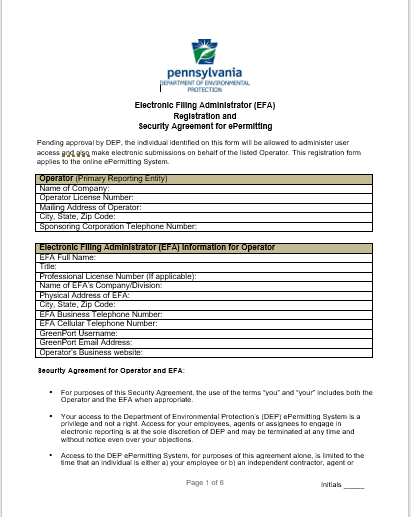
PA DEP

Bureau of Air Quality

Division of Permits

PO Box 8468

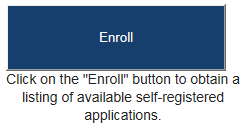
Harrisburg, PA 17105-8468



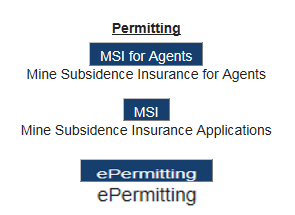
## Enrolling into the ePermitting Application as an EFA

GreenPort Users are granted authorization by the EFA. Users must first self-register and fill out the *User’s Application and Security Agreement Form* and give the form to the EFA.

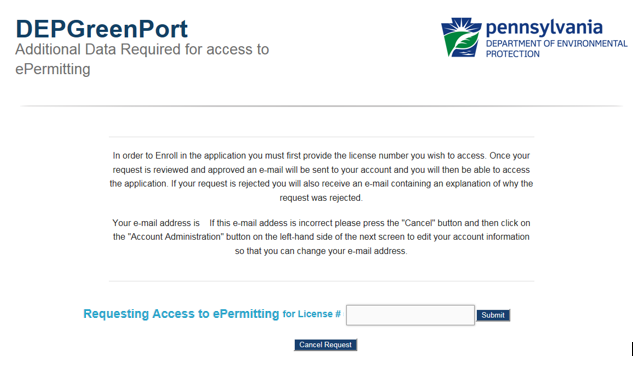
1. After a user is registered, the user must sign to the GreenPort using their username and password, then click on the ENROLL button.



1. The user will be taken to the DEP GreenPort Self-Registered Available Applications page.
2. Toward the bottom of the page, the user will click the ePermitting button under the section of applications listed as ‘Permitting’.



1. The user will be taken to the Additional Data Required for access to ePermitting page.



1. The user must enter the License # for the Operator that they are requesting to work on behalf of and click the Submit button.
2. An electronic request will be sent to the EFA for the Operator. Once the User Application & Security Agreement Form has been completed and submitted to the EFA, the electronic request can be approved and the user will be notified that their account has been given access to the ePermitting system.

# *Approving / Denying an Enrollment Request*

The ePermitting application has been integrated with the DEPGreenPort website to provide a single portal sign-on for users to access. Users have the ability to enroll in the ePermitting application to complete Authorization Applications electronically.

ePermitting Electronic Filing Administrators (EFAs) for an operator have the ability to grant access for any user requesting access to prepare, view, or submit authorization requests electronically. EFAs may approve, deny, or revoke access for each user.

## Approving an Enrollment Request

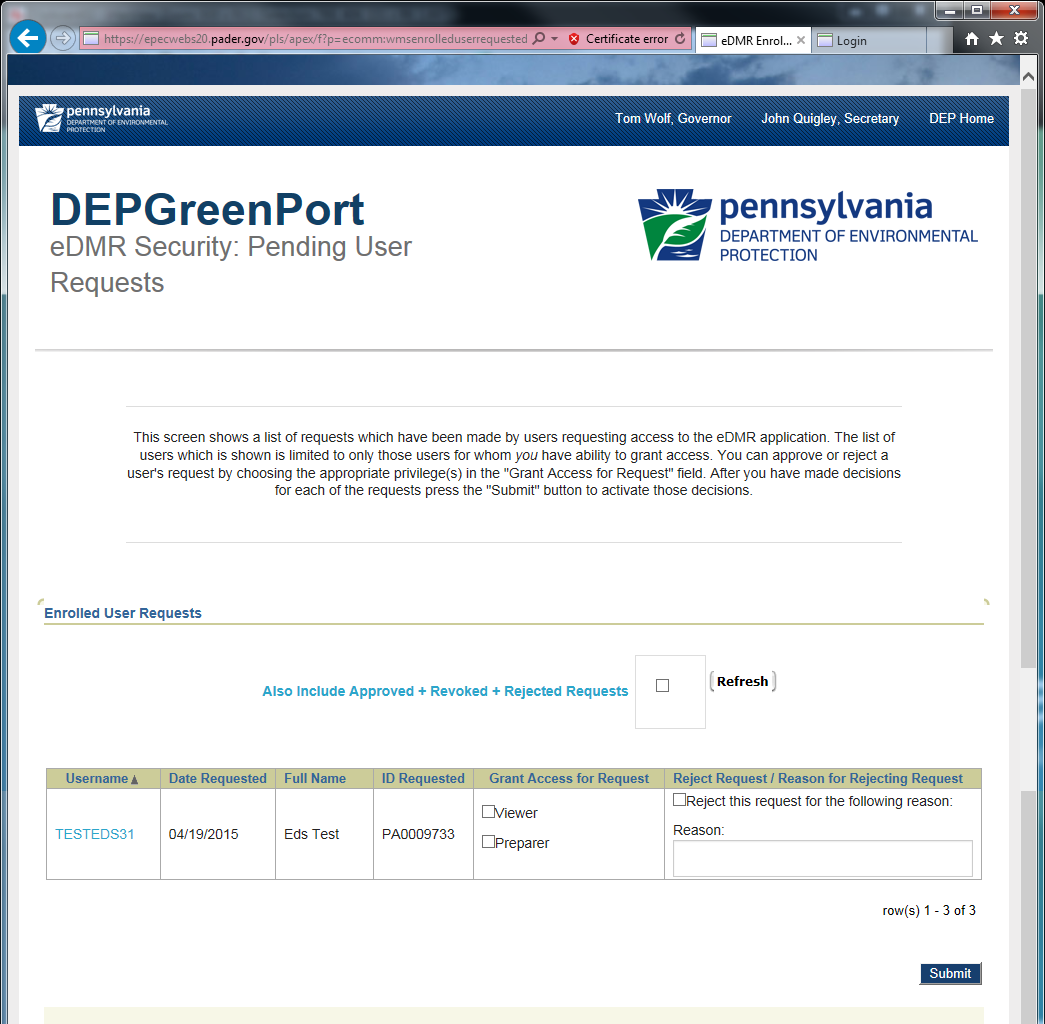
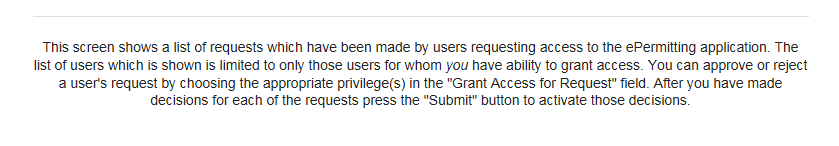
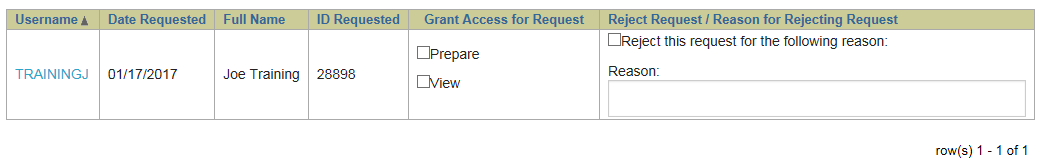
1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:



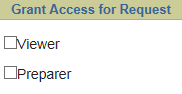
1. Enter your username into the *Username* field.
2. Enter your password into the *Password* field.
3. Click the  button.
4. The List Applications Screen will display.



1. Click the  button.
2. The ePermitting Security Pending User Request webpage will display:



1. Select the security options to be granted for the desired user in the Grant Access for Request column.



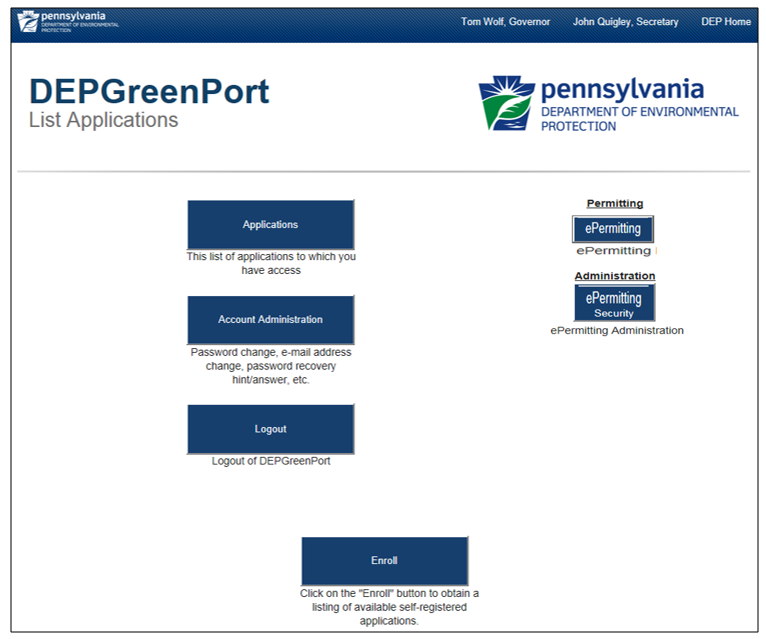
1. Click the  button to confirm the selection.
2. The user requesting access will receive an email stating that the enrollment for the requested License number was successful.

## Denying an Enrollment Request

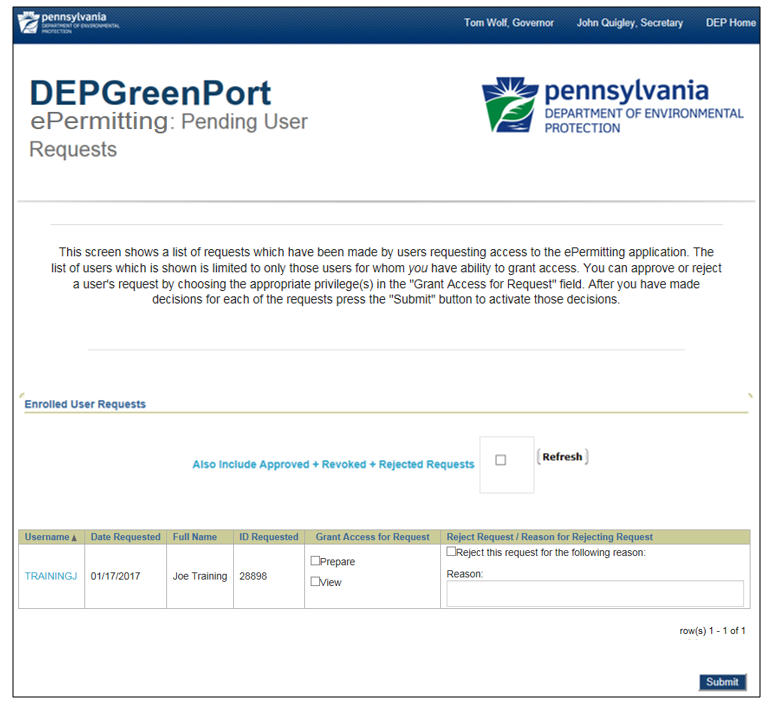
1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:



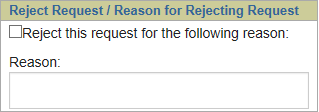
1. Enter your username into the *Username* field.
2. Enter your password into the *Password* field.
3. Click the  button.
4. The List Applications Screen will display:



1. Click the  button.
2. The ePermitting Security Pending User Request webpage will display:



1. Click the Checkbox for the appropriate user to be rejected.



1. Enter a rejection reason in the *Reason* field.
2. Click the  button to confirm the selection.
3. The user requesting access will receive an email stating that the enrollment request has been rejected and provide the reason that the administrator entered.

# *Modifying Access for a User*

ePermitting EFAs have the ability to modify individual access for any user that the EFA has access to. Modifying access can be completed on a role by role basis so that granular user administration can be completed and is done within the ePermitting Application itself.

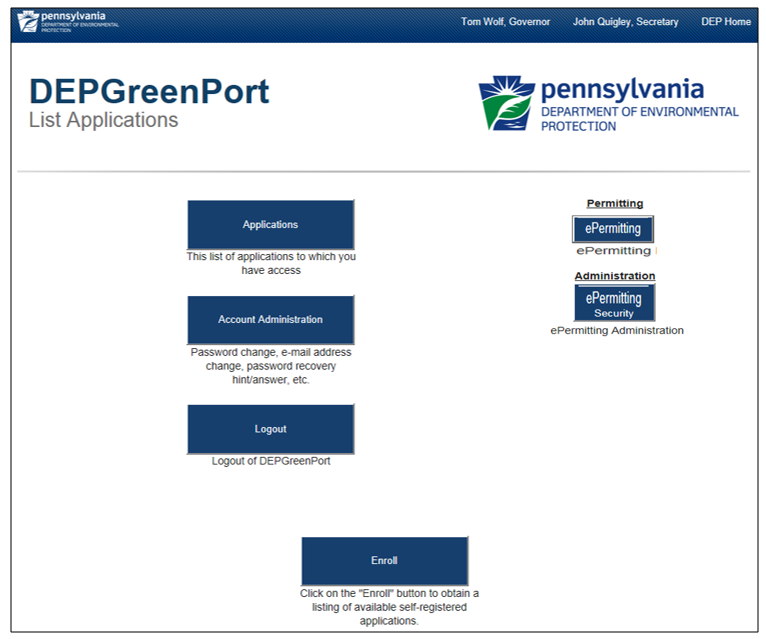
**\*Note – Once approved through DEPGreenPort, the user will still be unable to access the ePermitting Application until the EFA sets up the individual permissions within the ePermitting Application itself.**

## Modifying Security Roles

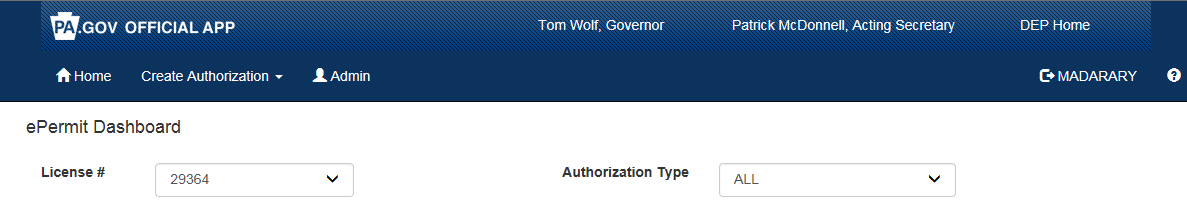
1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:



1. Enter your username into the *Username* field.
2. Enter your password into the *Password* field.
3. Click the  button.
4. The List Applications Screen will display:



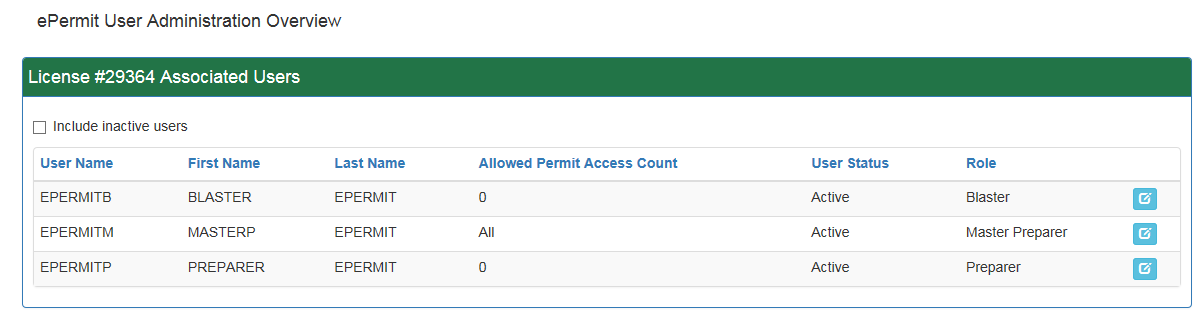
1. Click the  button.
2. The ePermit Dashboard webpage will display:



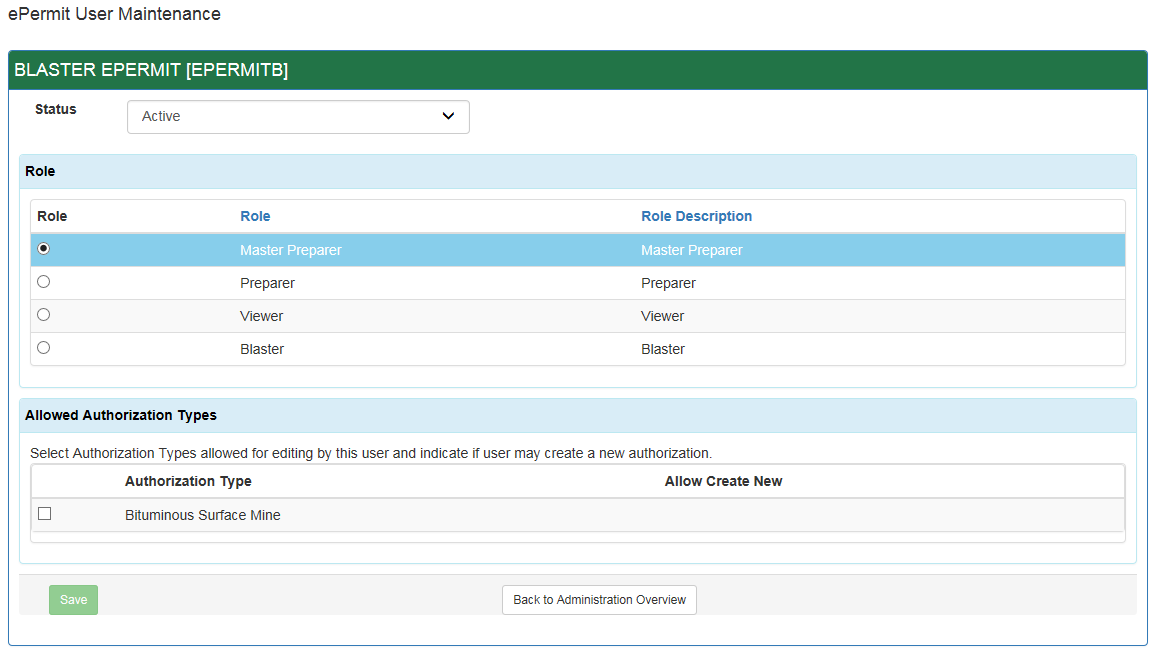
1. If you have access to more than one License, you’ll need to make sure to select the approriate Lincese from the dropdown list:



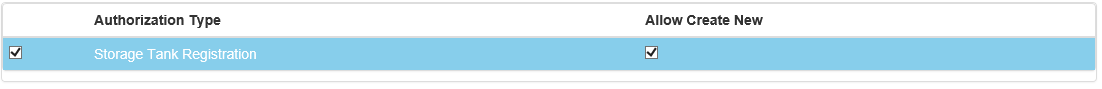
1. Click the  button:
2. The ePermit User Administration Overview page will display:



1. New users will display with a User Status of <No Access>.
2. To create the access for a new user, or to edit the access of any user click the button.
3. The ePermit User Maintenance Page will display:



1. Set the Status to Active (or Inactive for a user that needs to be deactivated).
2. Select the appropriate Role by clicking the radio button next to the desired Role.
3. The Roles available in the ePermitting Application are defined as follows:
   1. Master Preparer – Any user who will have access to any draft permit, correction required permit, or previously submitted permit for the license they are associated with. The Master Preparer will also have the ability to create new draft permits.
   2. Preparer – Any user who will require individual access to draft permits, or correction required permits for the license they are associated with. Once a draft permit is created, a Preparer must be given access to the submission before they are able to work on it.
   3. Viewer – Any user who will have the ability to view draft permits, or correction required permits for the license they are associated with. Once a draft permit is created, a Viewer must be given access to the submission before they are able to view it.
4. Select the Allowed Authorization Types by clicking the checkbox next to the type and also select if the user is authorized to create new draft authorizations of this type:



1. Click the button.

# *Limiting Access to Modules for a User*

ePermitting EFAs have the ability to limit individual access for certain modules within the ePermitting Application for Preparer, Viewer, and Blaster Roles.

**\*Note – Any user given Preparer, Viewer, or Blaster Roles will have access to all modules by default. If you want to limit the access, then restrictions must be placed on each module.**

## Modifying Module Restrictions

1. From within the ePermitting Application, access the ePermit User Maintenance page for a user that will require module restrictions.
2. Select the Authorization Type from the Allowed Authorization Types dropdown list:



1. Select the module that access restrictions need to be placed against from the dropdown list:



1. Select the access level to restrict the access to:



1. Click the  button.
2. Click the button.

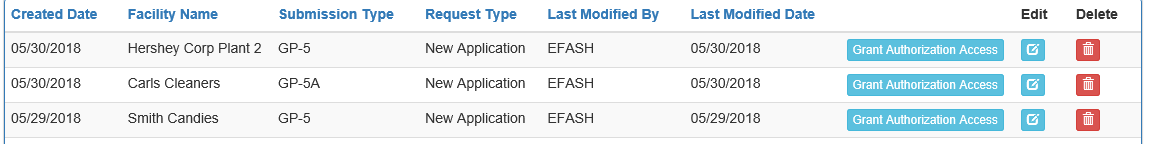
# *ePermit Dashboard*

ePermitting users access the ePermit Dashboard to create, view, modify and/or delete draft authorization applications or previously submitted authorizations based on security roles given by the Electronic Filing Administrator (EFA). Users can view applications that are Draft, Submitted, Correction Required, Approved and Withdrawn/Denied.

## Accessing the ePermit Dashboard

1. Log into Greenport. You will see ePermitting from your list of available applications.
2. Click the ePermitting button .
3. From within the ePermitting application, the ePermit Dashboard is the “home” page. It can be accessed at any time by clicking the  button.
4. Authorized users will see various tabs based on the applications that they have been given access to.

**\*Note: Not all tabs may be viewable. They are only displayed when applications have been submitted that fall into the specific tab category.**



# *Creating a Draft Permit Application*

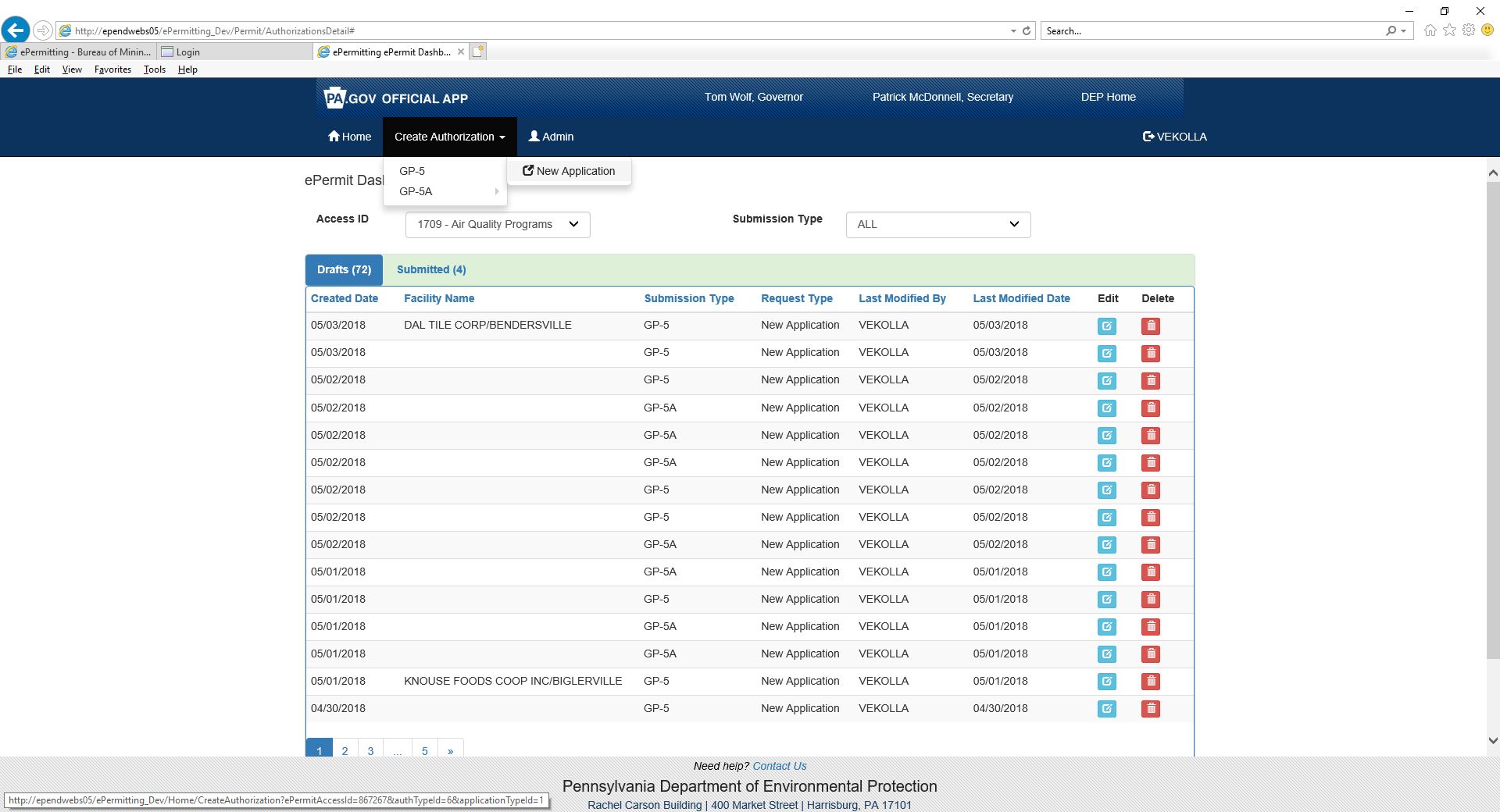
Authorized ePermitting users can create a new draft permit application from the ePermit Dashboard page within the ePermitting application.

## Creating a Draft Permit Application

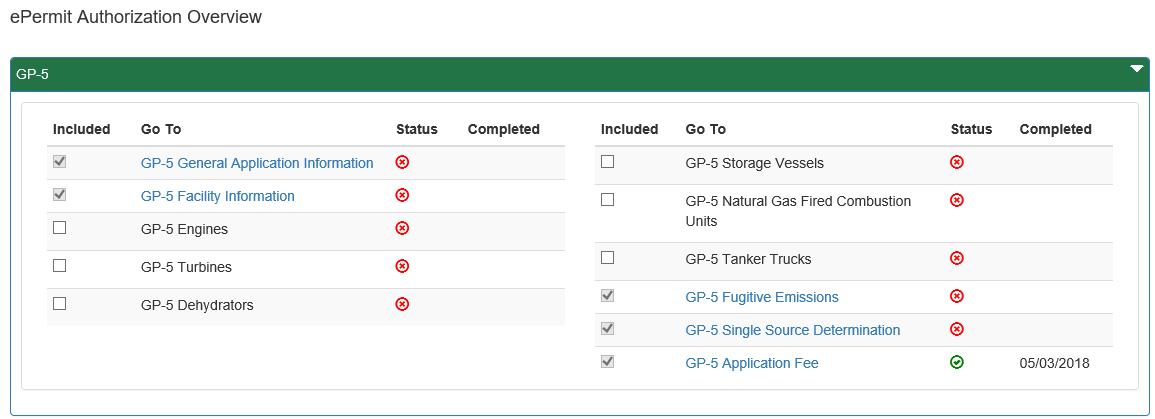
1. From within the ePermitting Application, access the ePermit Dashboard page.
2. Click the Create Authorization button:



1. Mouse over the authorization type and click New Application:



1. The ePermit Authorization Overview page will display:



1. Click the link for the Module you wish to open and work on.
2. When finished working on the module, click the  button.

# *Working Through a Draft Permit Application*

Authorized ePermitting users have the ability create draft permit applications by completing modules and saving them at any time within the ePermitting Application.

## Types of Data Fields

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

1. **Checkbox** - a checkbox is clicked to select the value next to it. You may click it a second time to deselect it.

Example: 

1. **Text Box**  - a textbox is a box where users can enter text manually or paste text that was copied from another application.

**Example**: 

1. **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: 

1. **Dropdown menu –** a dropdown 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: 

1. **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 ePermitting Application allows authorized users the ability to add additional, non-required information to the application by “unlocking” optional modules from the ePermit Authorization Overview page.

1. From the Authorization Overview page for a draft permit in the ePermitting application, click the  beside the optional module under the Included column to unlock the module.
2. Click the  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

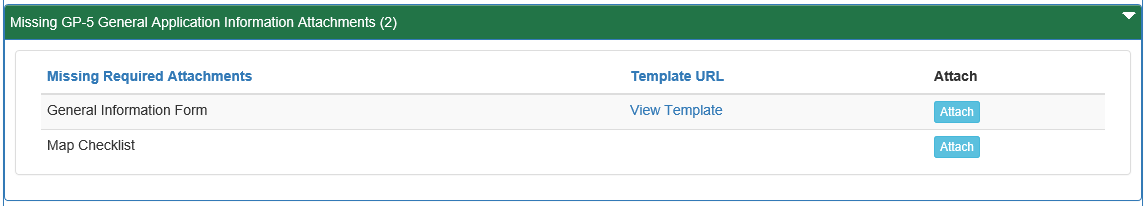
The ePermitting Application is a dynamic application which means it can change based on the information entered into it. Users may notice that, depending on the answers given in some areas, the application will add additional questions or perhaps even require additional modules.

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

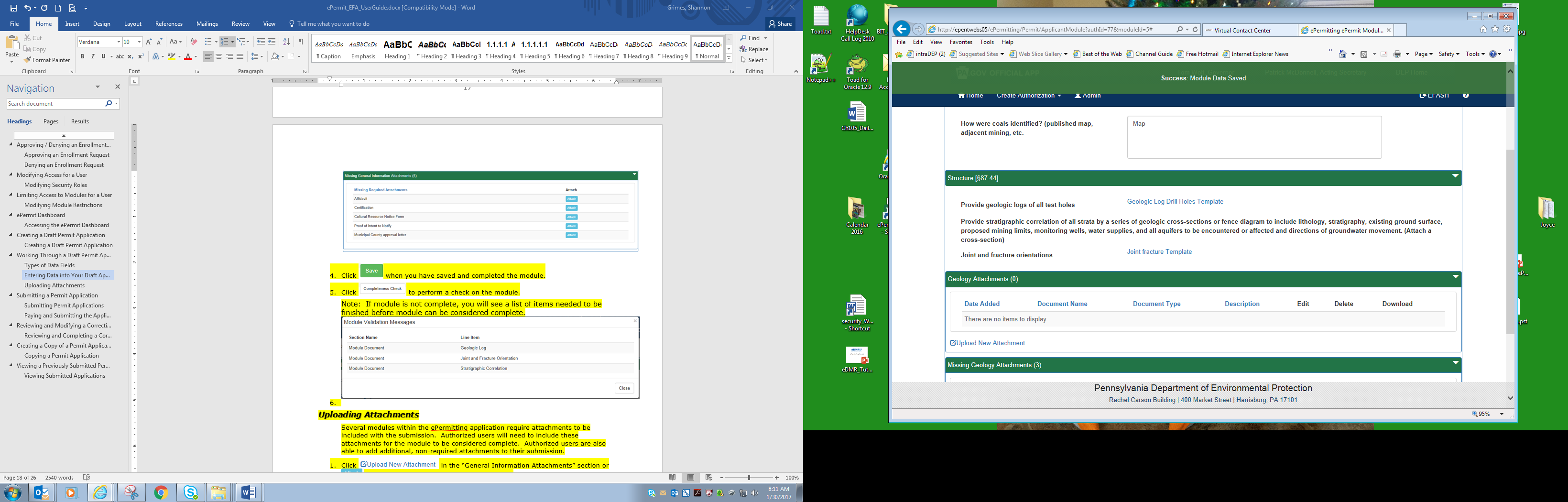
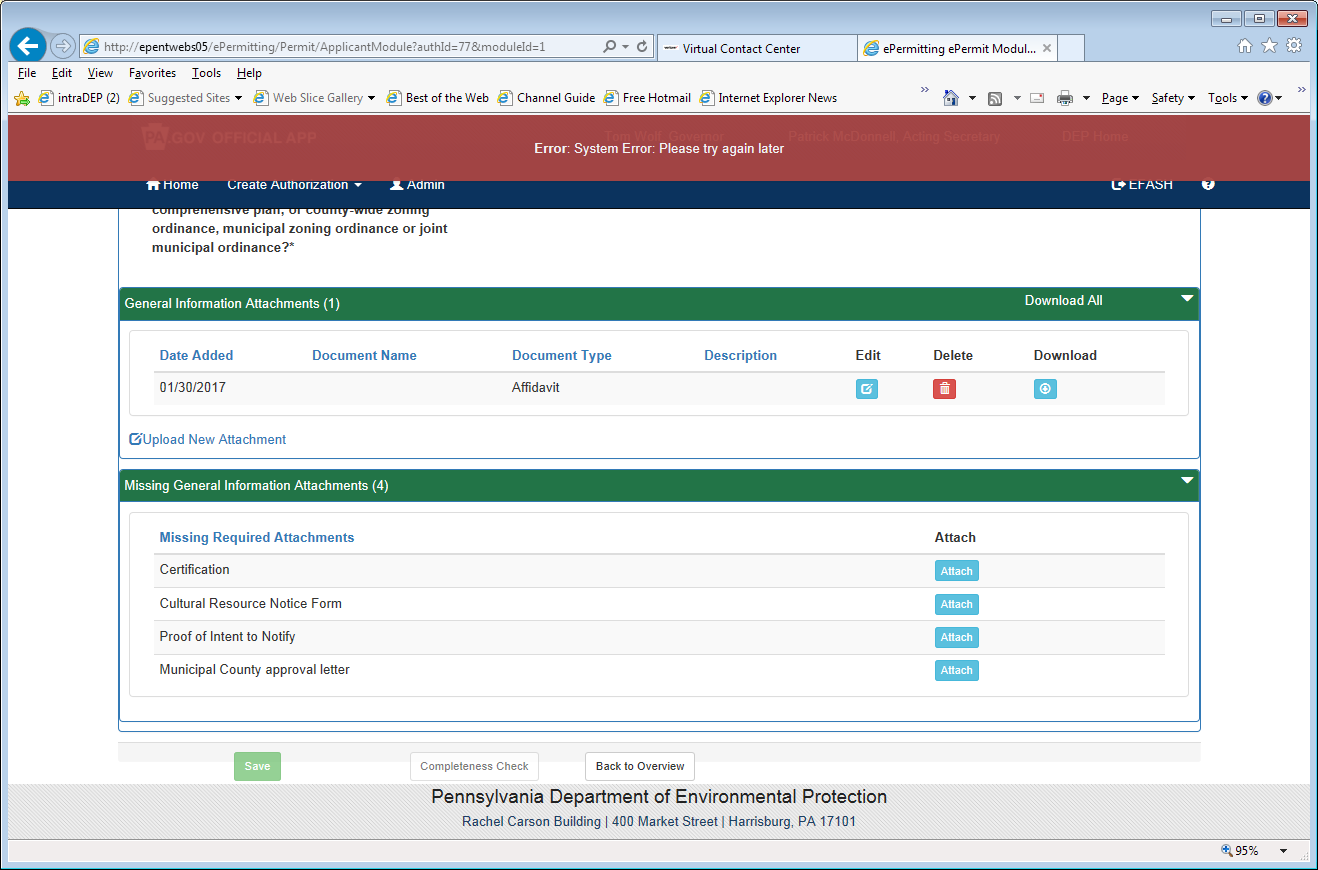
**Required fields** - a required field is indicated by an asterisk \* to the right of the field title. The module will not be consisdered complete until all required fields have been completed.

1. Upload all required attachments.

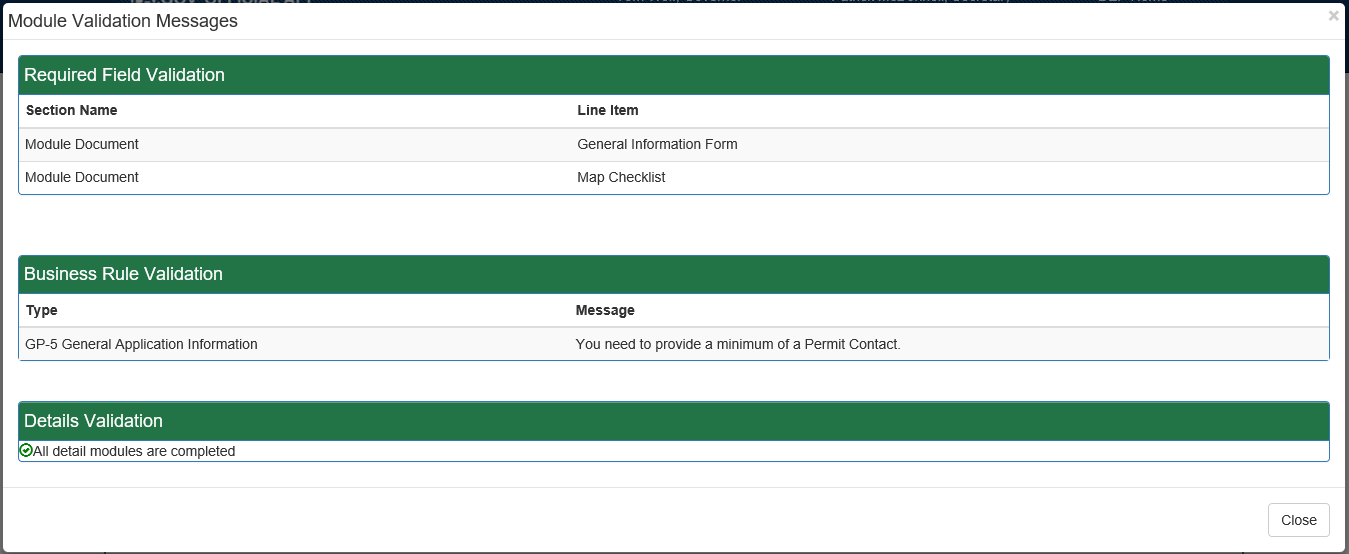
**Missing Required Attachments** – certain modules require attachments to be uploaded to the application. They will be listed in the “Missing General Attachments” grid.



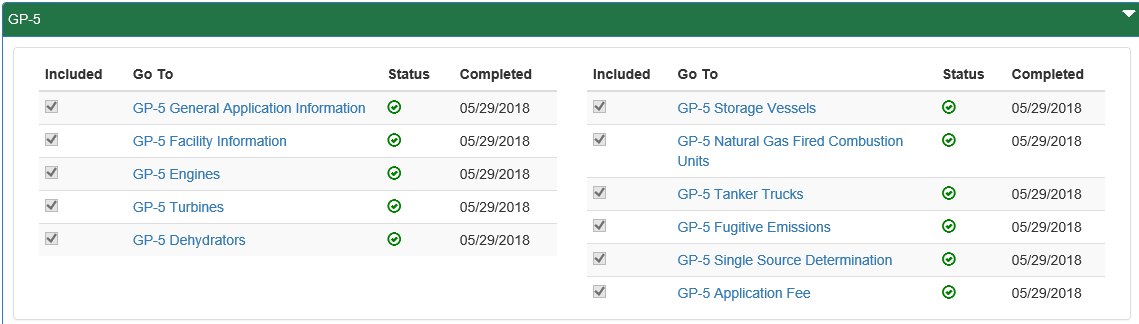
1. Click  to save your changes at any time while working on the module. You can return to the module to complete it at another time.
2. You may encounter an error message when saving a module if something was entered incorrectly.
3.  You will see a message indicating if the module was saved successfully or not.

 or  


1. Click  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.**



1. Click .
2. Click  to return to the Authorization Overview page.
3. Click the next module on which you would like to work until all required and selected modules have been completed (indicated by seeing  next to the module name under the Status heading).

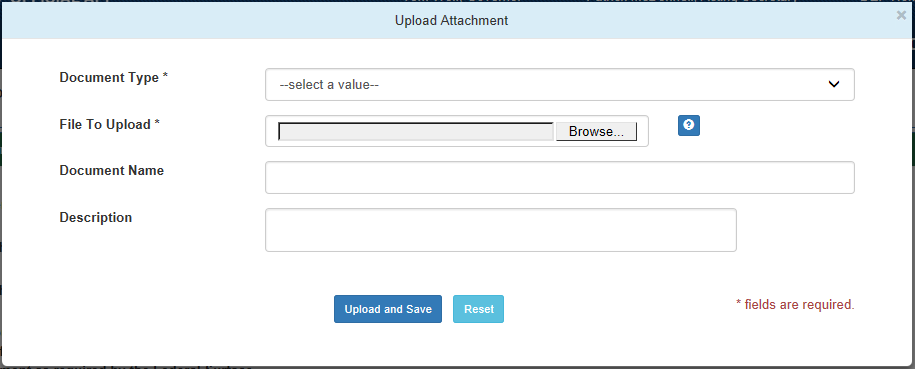


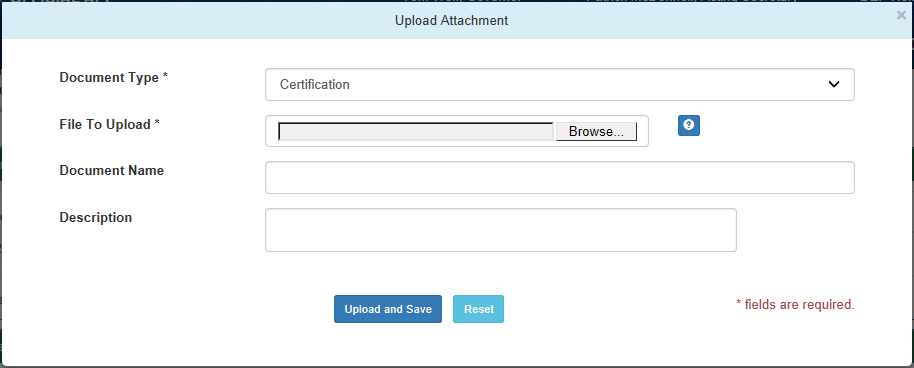
## Uploading Attachments

Several modules within the ePermitting 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, non-required attachments to their submission.

1. Click  in the General Information Attachments section or  in the “Missing General Attachments” section.
2. The Upload Attachment window opens.

**\*Note: If the user selected** **in the Missing General Attachments section, the Document Type field is prepopulated with the name of the document.**





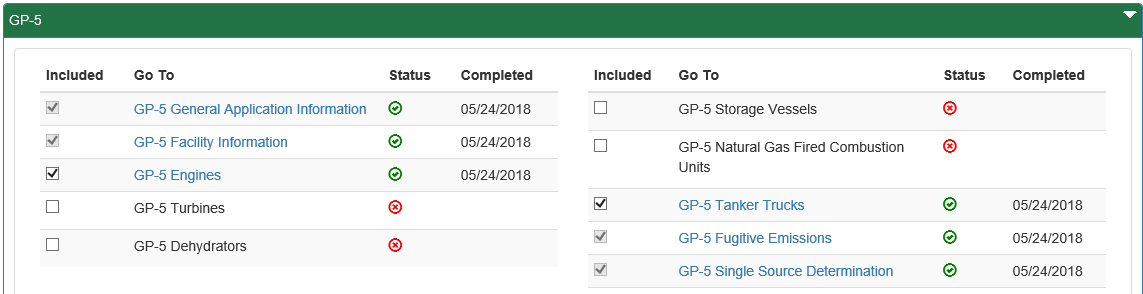
1. Select the attachment type from the Document Type dropdown menu.
2. Select  to open a Windows Explorer window to browse to and select the file.
3. Users may enter a Document Name and Description if they so choose.
4. Click .
5. Users may click  to clear the contents of all fields and start over.

# *Submitting a Permit Application*

Authorized ePermitting users have the ability to submit permit applications after completing all the appropriate required and non-required/optional modules.

## Submitting Permit Applications

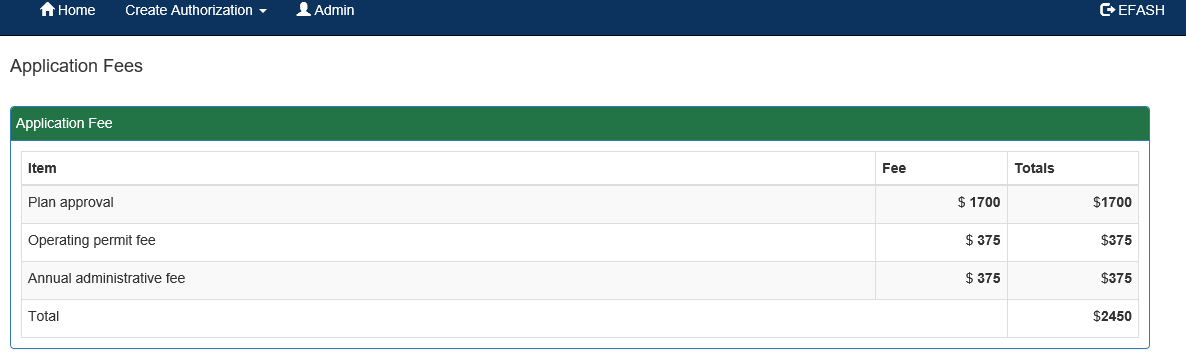
1. From within the ePermitting application, complete all required and selected optional modules.

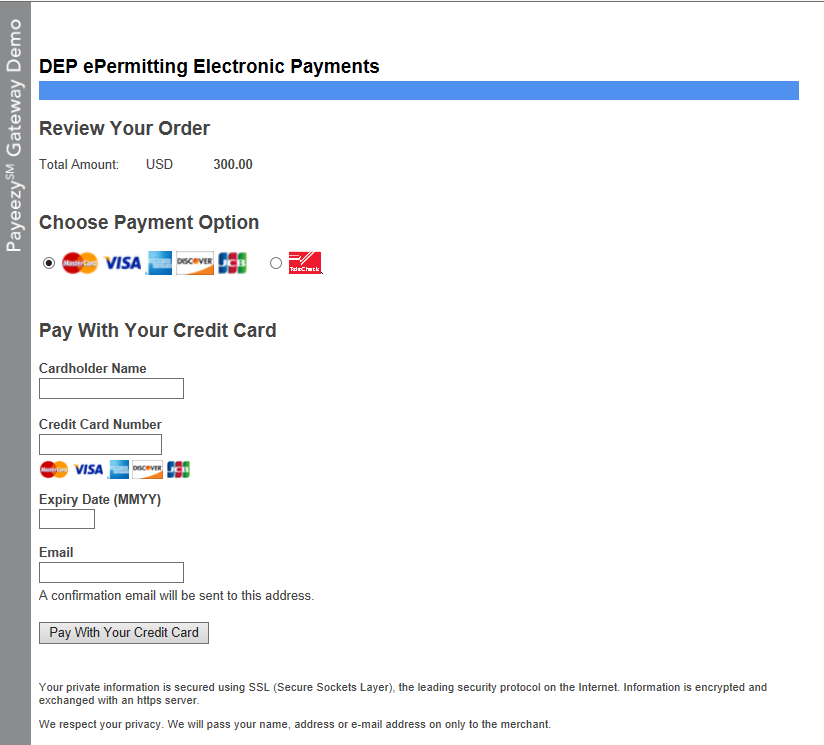


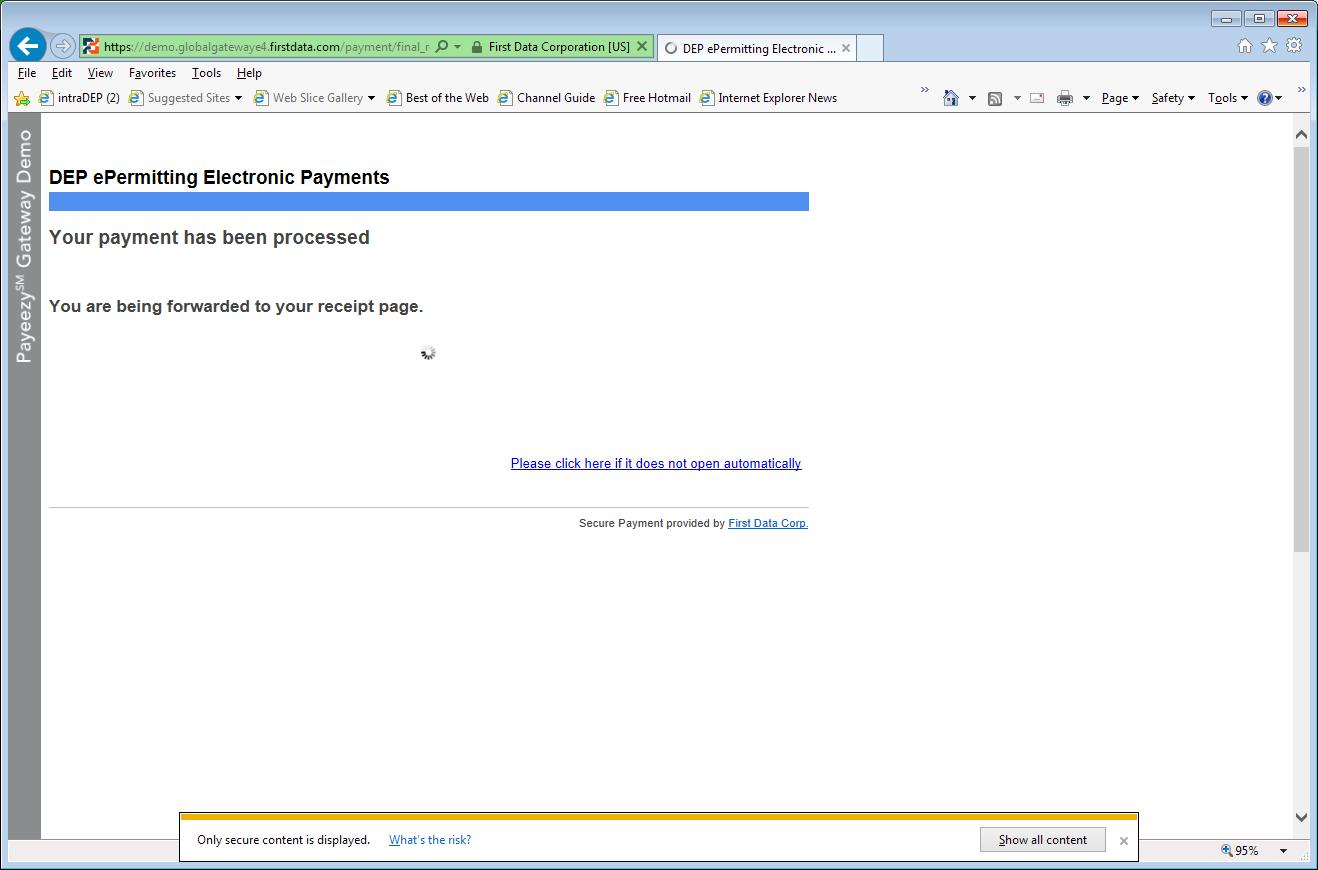
1. After all modules have been completed, you’ll need to complete the Application Fee module to submit the application for payment.

## Paying and Submitting the Application

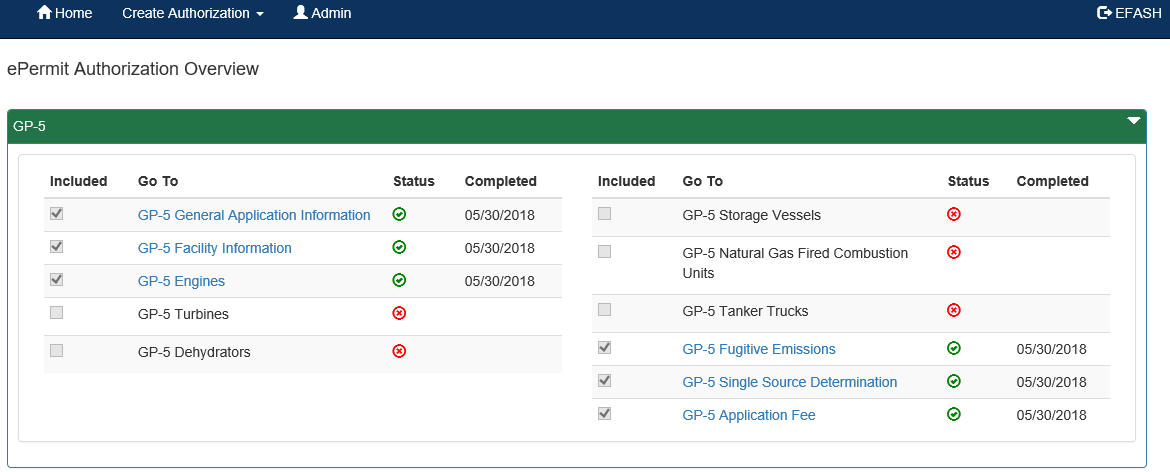
1. From within the ePermitting application, complete all required and selected optional modules.
2. Click the Application Fee module.
3. Enter the appropriate fees (if any) for the modules listed.



1. Click the  button.
2. Click the  button.
3. You will now be taken to the Payeezy page to enter your payment information. When finished, click the  button.
4. If payment is accepted, you will receive a message indicating the payment is processed successfully and you will be returned to the ePermit Dashboard page, where you will now see a new ‘Submitted’ tab, or if you had previously submitted applications, you will see an increase in the number of submissions on the ‘Submitted’ tab.



1. If payment is not successful, you will see a message on the Payeezy screen indicating your payment was not processed. You will then be returned to the ePermit Authorization Overview screen.

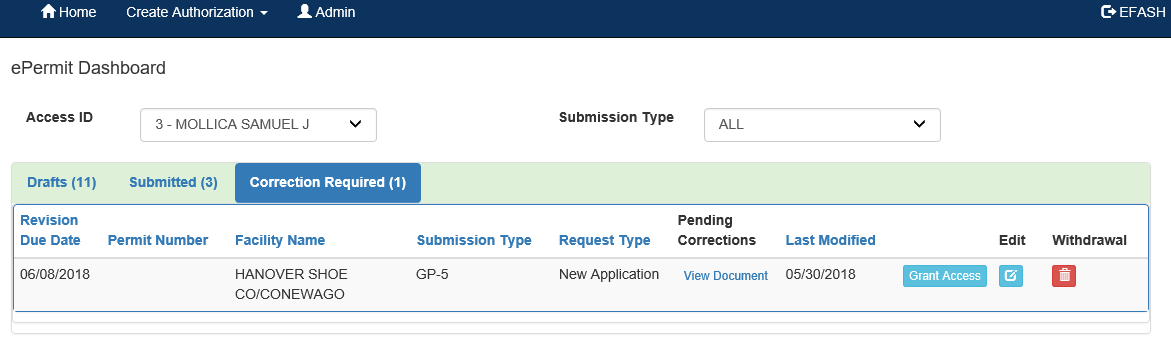


# *Reviewing and Modifying a Correction Required Permit Application*

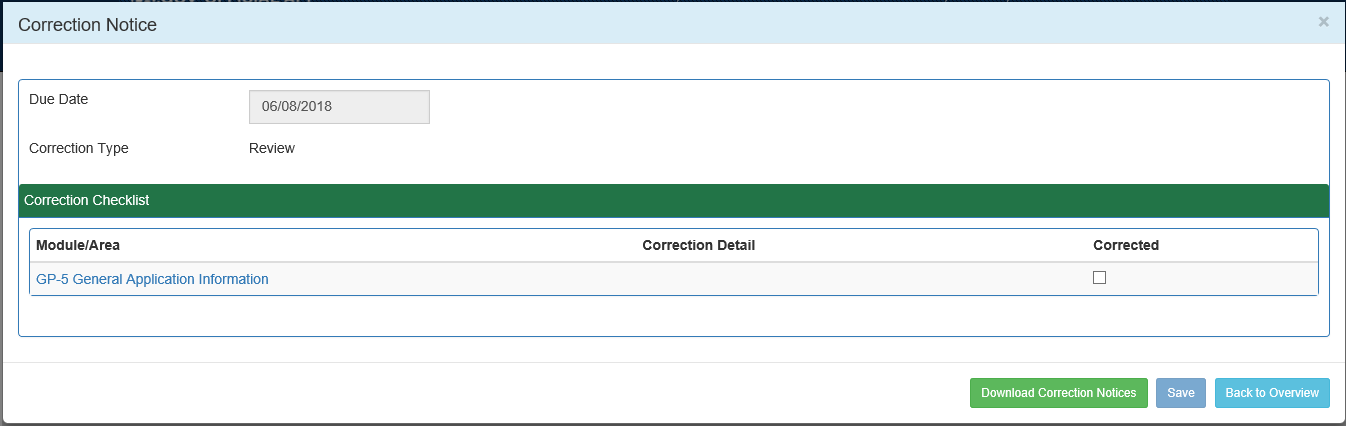
Authorized ePermitting users will see a Correction Required tab on the ePermit Dashboard page if a previously submitted application is in need of a correction(s).

## Reviewing and Completing a Correction Required Permit Application

1. From within the ePermitting application, click the Correction Required tab on the ePermit Dashboard page to display the list of correction notices.



1. Click View Document under Pending Corrections.
2. Click the item under Module/Area you wish to work on. You will be taken to the appropriate Module/Area.



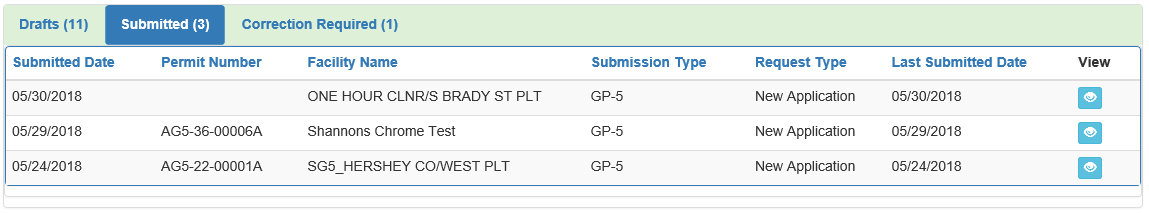
1. Correct the indicated items, and click the  button. Click the  button to return to the ePermit Authorization Overview.
2. Click the Corrections Required tab from the ePermit Dashboard to mark the item(s) as Corrected.
3. Click the to the item(s) you have corrected.
4. Click the  button.

# *Viewing a Previously Submitted Permit Application*

ePermitting users have the ability to view previously submitted Permit Applications.

## Viewing Submitted Applications

1. From within the ePermitting application, click the Submitted tab on the ePermit Dashboard page.



1. Click the  button to view the permit.