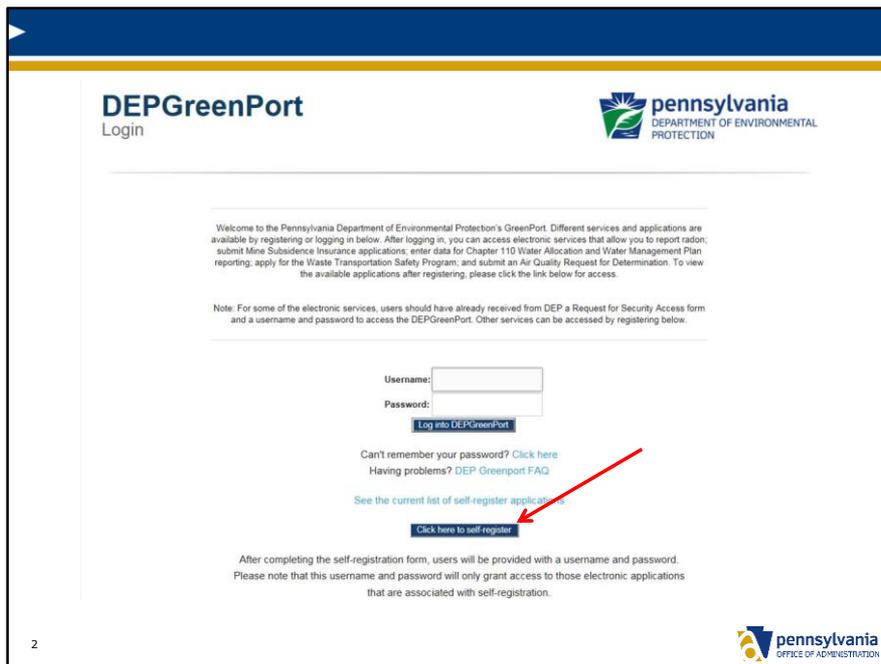


eDMR User Registration Tutorial (Preparers and Viewers)

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This PowerPoint presentation is intended to show eDMR users how to login to the eDMR system.



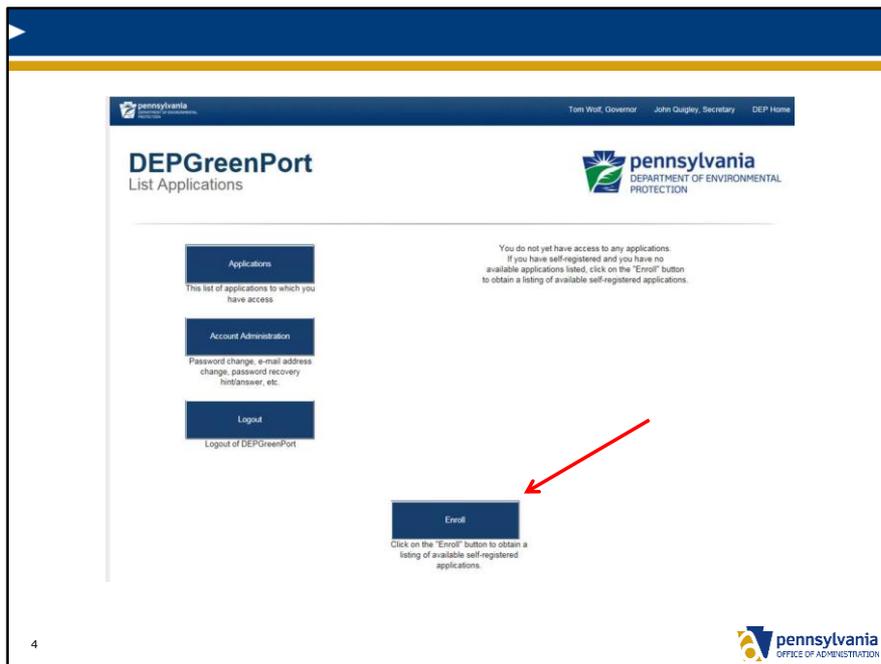
Go DEP's GreenPort website, <https://www.depgreenport.state.pa.us>. Click on the "Click here to self-register" button.

Returning users that already have a Greenport username and password and have been associated with at least one facility within the eDMR Mining system, can simply enter their username and password and click on the "Log into DEPGreenPort" button.

The screenshot shows a web form for account creation. At the top, there are two input fields for 'First Name' and 'Last Name'. Below them is a blue button labeled 'Continue Account Creation' and a smaller 'Cancel' button. A red arrow points to the 'Continue Account Creation' button. The form continues with 'User Name' (TEST1) and 'Full Name' (Test 1234). Below these are several input fields: 'E-mail', 'Phone', 'Street', 'City', 'State', and 'Zip'. There is a 'Password Hint' dropdown menu set to 'Mother's maiden name?'. Below that is a 'Password Hint Answer' field containing 'c-shmani'. There are two 'Password' fields: one for the password and one for confirmation. A red arrow points to the 'Create Account' button at the bottom. To the right of the password fields, there are instructions: 'Passwords must be at least 8 characters long' and 'Passwords must contain at least one character from any three of the following categories: Uppercase letters, Lowercase letters, Numbers, Special characters'. The page number '3' is in the bottom left, and the 'pennsylvania OFFICE OF ADMINISTRATION' logo is in the bottom right.

Enter your first and last name and click on the Continue Account Creation button.

Enter all required information and click on the Create Account button.



You will be taken back to the DEPGreenPort login screen; this time enter your GreenPort username and password and click on the “Log into DEPGreenPort” button.

You will then be logged in and directed to the DEPGreenPort Applications screen (see above). Click on Enroll.

The screenshot shows a web application interface with a dark blue header and a white main area. On the left side, there are three blue buttons: 'Applications' (with subtext 'This list of applications to which you have access'), 'Account Administration' (with subtext 'Password change, e-mail address change, password recovery, business, etc.'), and 'Logout' (with subtext 'Logout of DEP/GreenPort'). On the right side, there is a vertical list of menu items, each in a blue box. A red arrow points to the 'eDMR Mining' button. The menu items include: Reporting, WSP, Oil and Gas Reporting, Oil and Gas Reporting, Well Completion Report, Well Completion Report, CCD - CDAP, CCD Reporting - CDAP, eSubmissions, eSubmissions, Radon Report, Radon Reporting, eWell, eWell, RFD/Chas, Air Quality Request for Determination, CCD Rpt #2, CBPNMAY13/105/Team Sheets, MSI for Hums, Mine Subsidence Insurance for Homestead, NOT FOR INSURANCE, PROCEEDURE, eDMR Mining, eDMR Mining, IIS Security Test, IIS Integration Security Test, eDMR, eDMR, Chpt 110/DWW, Chapter 110, Water Allocation, Water Management Plan Reporting, Drought Emergency, Drought Emergency Application, Permitting, MSI for Agents, Mine Subsidence Insurance for Agents, MSI, Mine Subsidence Insurance Applications, and ePermitting Dev. The number '5' is in the bottom left corner, and the Pennsylvania Office of Administration logo is in the bottom right corner.

Click on the eDMR Mining button.

DEP GreenPort
Additional Data Required for access to eDMR Mining

In order to Enroll in the eDMR Mining application you must first provide the NPDES # you wish to access. Once your request is reviewed and approved an e-mail will be sent to your account and you will then be able to access the eDMR Mining application. If your request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.

Your e-mail address is **c-shmani@pa.gov**. If this e-mail address is incorrect please press the "Cancel" button and then click on the "Account Administration" button on the left-hand side of the next screen to edit your account information so that you can change your e-mail address.

Requesting Access to eDMR Mining for NPDES #

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In order to Enroll in the eDMR Mining application you must first provide the Permit Number for the facility you wish for your account to be associated to. Once your request is reviewed and approved an e-mail will be sent to your account and you will then be able to access the eDMR Mining application. If your request is rejected you will also receive an e-mail indicating the request was rejected.

Click on the Submit button.



You will be returned to the GreenPort Applications screen with a confirmation that your application has been submitted. Once Certifier approves the request, you will then be able to click on the “eDMR Mining” button to enter the eDMR Mining website.