



# **Office of Oil and Gas Management**

## **Electronic Filing Administrator Granting User Access Guide**

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Version 1.2

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## Purpose

Welcome to DEP’s Electronic Filing Administrator Granting User Access Guide. This guide provides information on how to successfully grant user access for oil and gas applications within the DEP GreenPort application.

## Applications Support Help Desk Team

Help Desk Support Line:

Number: (717) 705-3768  
Hours: Monday to Friday 8:00 am to 4:30 pm  
Email: [ep-efactshelpdeskteam@pa.gov](mailto:ep-efactshelpdeskteam@pa.gov)

The Applications Support Help Desk Team is composed of members from TreCom Systems Group, Inc. and the DEP. The Applications Support Help Desk Team includes help desk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

## Introduction

On June 17, 2013, the Pennsylvania Department of Environmental Protection's (DEP) Oil and Gas Reporting-Electronic (OGRE) application, moved to DEP's GreenPort application. This was done to provide operators with the ability to allow multiple users to submit different sets of data on their behalf. In addition, operators are able to access multiple department applications using one Username. Using the GreenPort application will allow Electronic Filing Administrators (EFA's) to file multiple oil and gas reports and also give authorization to allow multiple Users to gain access to different applications on behalf of the oil and gas operator.

### EFA Form – (Electronic Filing Administrator)

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 listed Oil and Gas 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 *"Oil and Gas Operator and Electronic Filing Administrator Registration and Security Agreement for Oil and Gas Electronic Filing Systems"* 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 to their GreenPort account. The EFA will then have the authority to make submissions on behalf of the Oil and Gas Operator, as well as grant authority to individual users to make submissions on behalf of the Oil and Gas Operator. [Click here](#) for the EFA Agreement form.

When completing the form, provide all the necessary information, initial each page where indicated and return all pages to DEP. The completed form may be

1. Emailed to: [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov)
2. Faxed to Fax#: 717-772-2291
3. Mailed to: PA Department of Environmental Protection  
Office of Oil and Gas Management  
Division of Compliance and Data Administration  
PO Box 8765, RCSOB 15<sup>th</sup> Floor  
Harrisburg, PA 17105-8765

Upon successful registration to use the DEP GreenPort website, EFAs may log on the website using the user ID and password created during the registration process:

<https://www.depgreenport.state.pa.us>

## **Login:**

1. Enter your Username as created in registration process.
2. Enter your password as created in registration process.
3. Press the  button. Upon successfully logging in to DEPGreenPort the List Application screen will be displayed.
- 4.

## **Granting Access Rights:**

1. Select the security button for the application for which users are to be granted access. The list of pending user requests will be displayed in the screen. To see a list of users that are already approved, click on GO TO APPROVED USERS. To go back to the pending requests click on GO TO PENDING USER REQUEST.

### **a. Oil and Gas Reporting Security:**



Oil\_Gas\_Reporting\_  
Security\_Userguide.i

### **b. eWell Security:**



eWell\_Security\_User  
guide.pdf

### **c. eSubmissions Security**



eSubmissions\_Secu  
rity\_Userguide.pdf

## **Version History**

<b>Date</b>	<b>Version</b>	<b>Revision Reason</b>
09/28/2016	1.1	Re-formatted old guide and added new user roles
03/13/2020	1.2	Updated with New GreenPort screens