



Office of Oil and Gas Management

Greenport Application Enrollment Guide

March 12, 2020

Version 1.2

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Purpose

Welcome to the Department of Environmental Protection’s (DEP) Greenport Oil and Gas Application Enrollment Guide. This guide provides information on how to successfully enroll into DEP’s Oil and Gas applications.

Application Support Help Desk Team

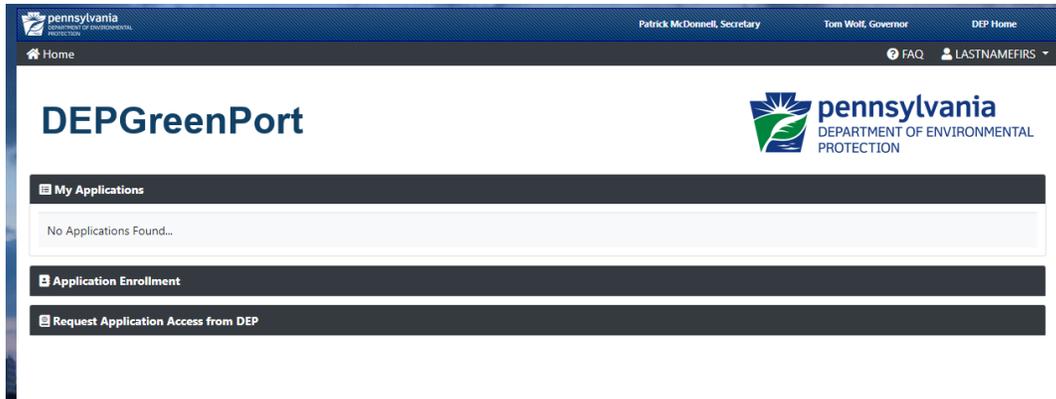
Number: (717) 705-3768
Hours: Monday to Friday 8:00am to 4:30pm
Email: ep-efactshelpdeskteam@pa.gov

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.

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Oil and Gas Reporting Enrollment

1. After the user has self-registered and received the email containing their username and password, they need to logon to DEPGreenPort using the username and password just created. The DEPGreenport List Applications screen will be displayed. The user will need to click on the Application Enrollment.

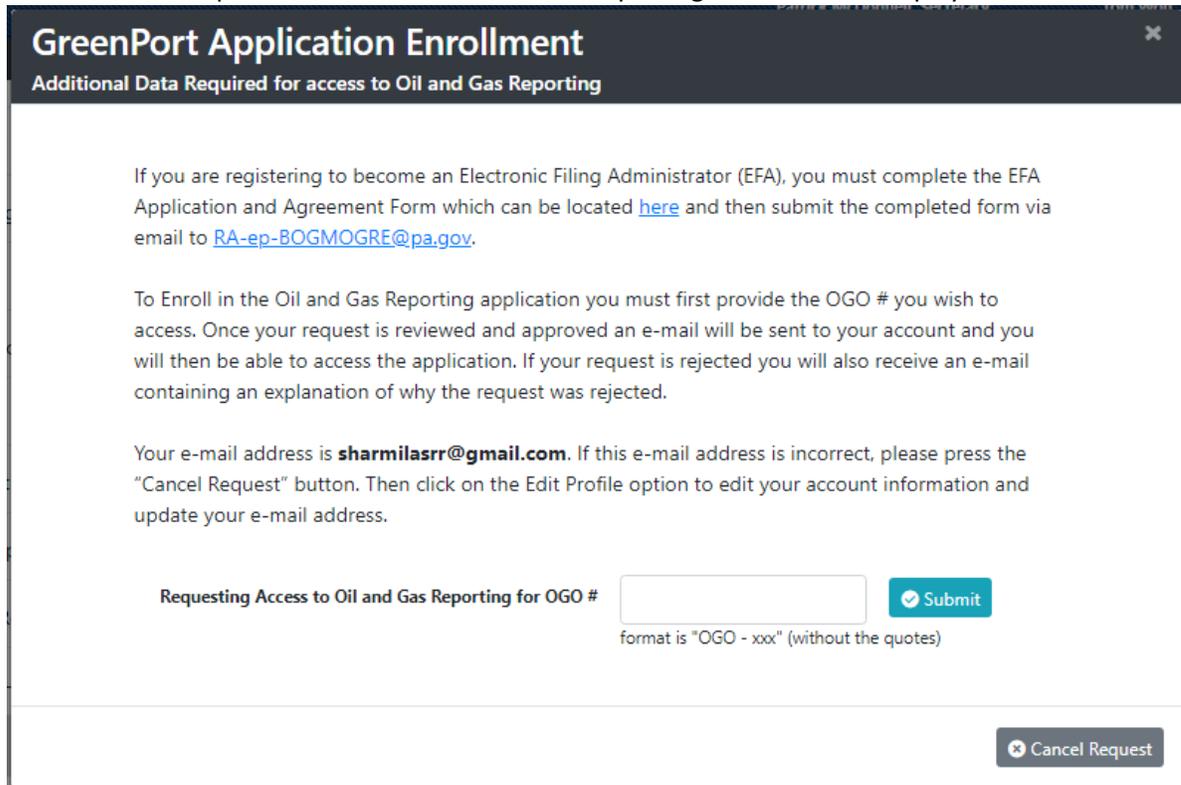


2. The DEPGreenPort Self-Registered Available Applications screen will be displayed. Users should download the User [Form](#) and fill it out during the enrollment process in order to submit it to the company's Electronic Filing Administrator (EFA).

CCD - CDFAP – CCD Reporting - CDFAP	Enroll
CCD Rpt. #2 – CBP/NMA/102/105/Team Sheets	Enroll
Chpt 110/DWW – Chapter 110, Water Allocation, Water Management Plan Reporting	Enroll
Drought Emergency – Drought Emergency Application	Enroll
eDMR – eDMR	Enroll
eDMR Mining – eDMR Mining	Enroll
eSubmissions – eSubmissions	Enroll
eWell – eWell	Enroll
Oil and Gas Reporting – Oil and Gas Reporting	Enroll

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- The user will then need to click on 'Enroll' on the **Oil and Gas Reporting Application**. The DEP Greenport Additional Data Required for access to Oil and Gas Reporting screen will be displayed.



GreenPort Application Enrollment ✕

Additional Data Required for access to Oil and Gas Reporting

If you are registering to become an Electronic Filing Administrator (EFA), you must complete the EFA Application and Agreement Form which can be located [here](#) and then submit the completed form via email to RA-ep-BOGMOGRE@pa.gov.

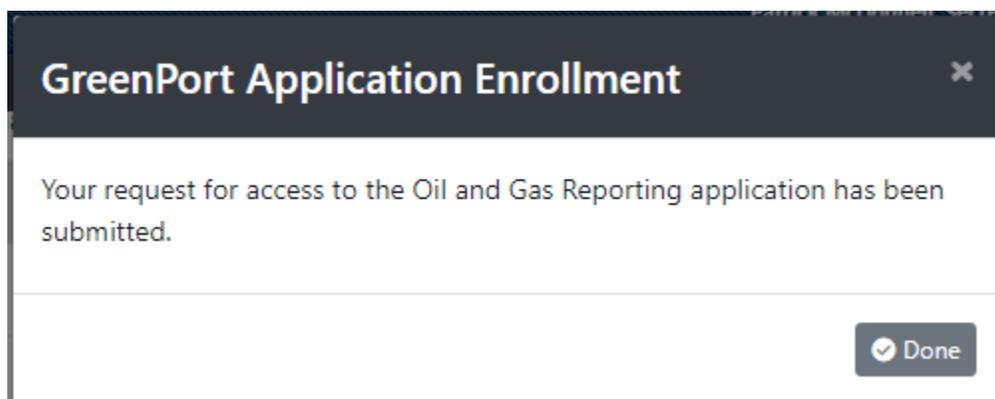
To Enroll in the Oil and Gas Reporting application you must first provide the OGO # you wish to access. Once your request is reviewed and approved an e-mail will be sent to your account and you will then be able to access the application. If your request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.

Your e-mail address is **sharmilasrr@gmail.com**. If this e-mail address is incorrect, please press the "Cancel Request" button. Then click on the Edit Profile option to edit your account information and update your e-mail address.

Requesting Access to Oil and Gas Reporting for OGO #

format is "OGO - xxx" (without the quotes)

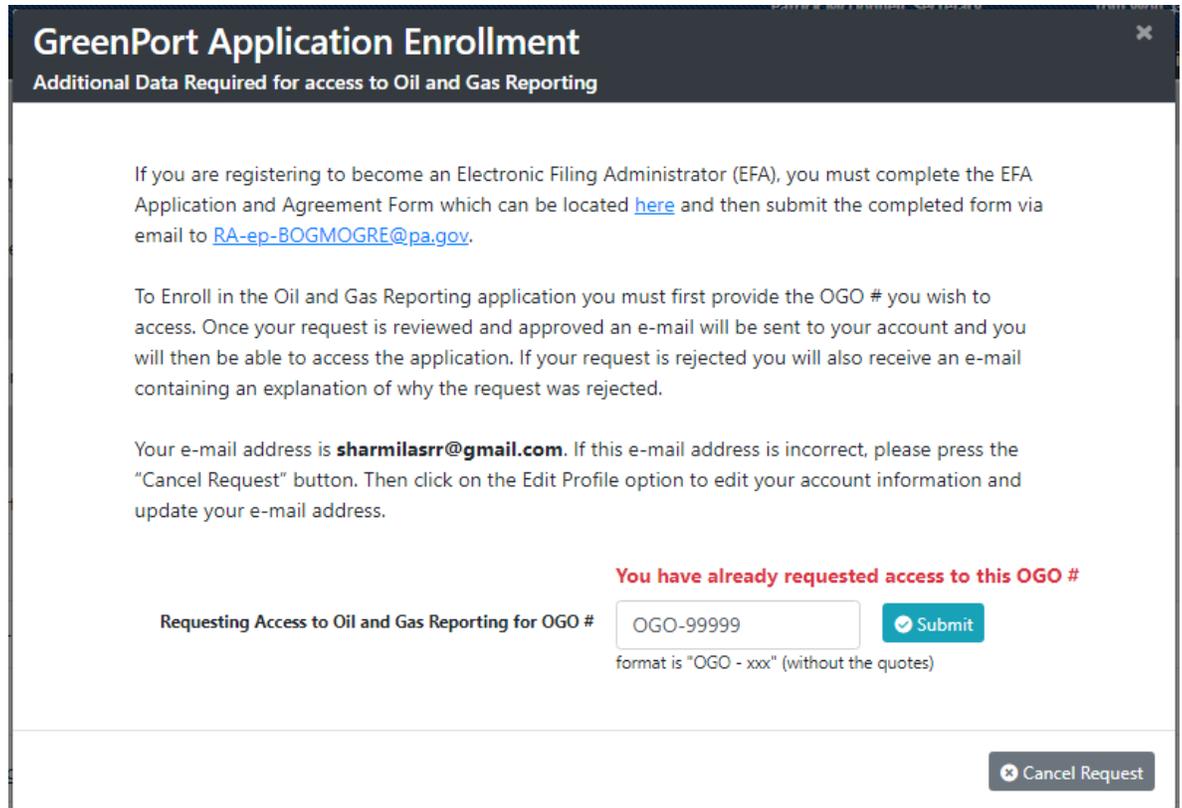
- In order to Enroll in the Oil and Gas Reporting application you must first provide the OGO number you wish to access. Enter the Oil and Gas Operator Number (OGO#) for the Oil and Gas Operator that you are requesting access to. The correct format is "OGO-99999", (without the quotes ("")). This OGO# number must be the same OGO# that you entered on your User [Form](#) that you complete and submit to your EFA. Click the SUBMIT button.
 - If you have entered an OGO# for which you have not already been granted access, the following will be displayed:



GreenPort Application Enrollment ✕

Your request for access to the Oil and Gas Reporting application has been submitted.

- b. If you have entered an OGO# for which you have already been granted access, the following error will be displayed:



GreenPort Application Enrollment
Additional Data Required for access to Oil and Gas Reporting

If you are registering to become an Electronic Filing Administrator (EFA), you must complete the EFA Application and Agreement Form which can be located [here](#) and then submit the completed form via email to RA-ep-BOGMOGRE@pa.gov.

To Enroll in the Oil and Gas Reporting application you must first provide the OGO # 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 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 **sharmilasrr@gmail.com**. If this e-mail address is incorrect, please press the "Cancel Request" button. Then click on the Edit Profile option to edit your account information and update your e-mail address.

You have already requested access to this OGO #

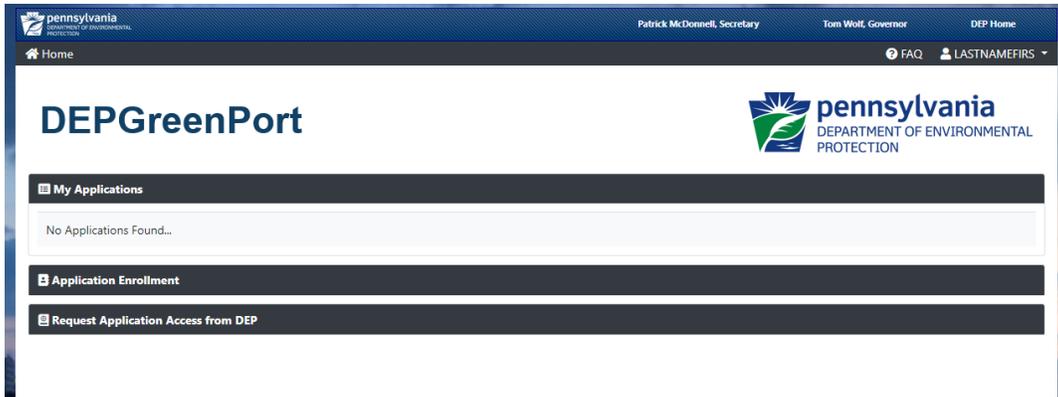
Requesting Access to Oil and Gas Reporting for OGO #

format is "OGO - xxx" (without the quotes)

5. The user now may log off DEPGreenport and submit the user [Form](#) to the EFA.
6. Once your request is reviewed and approved, by your Electronic Filing Administrator (EFA), an e-mail will be sent to your account and you will then be able to access the Oil and Gas Reporting application. If you request is rejected, you will also receive an e-mail containing an explanation of why the request was rejected.

eWell Enrollment

1. After the user has self-registered and received the email containing their username and password, they need to logon to DEPGreenPort using the username and password just created. The DEPGreenport List Applications screen will be displayed. The user will need to click on the Application Enrollment.



- The DEP GreenPort Self-Registered Available Applications screen will be displayed. Users should download the User [Form](#) and fill it out during the enrollment process in order to submit it to the company's Electronic Filing Administrator (EFA).

CCD - CDFAP – CCD Reporting - CDFAP	Enroll
CCD Rpt. #2 – CBP/NMA/102/105/Team Sheets	Enroll
Chpt 110/DWW – Chapter 110, Water Allocation, Water Management Plan Reporting	Enroll
Drought Emergency – Drought Emergency Application	Enroll
eDMR – eDMR	Enroll
eDMR Mining – eDMR Mining	Enroll
eSubmissions – eSubmissions	Enroll
eWell – eWell	Enroll
Oil and Gas Reporting – Oil and Gas Reporting	Enroll

- The user will then need to click on Enroll on the **eWell Application**. The DEP Greenport Additional Data Required for access eWell screen will be displayed.

4. In order to Enroll in the eWell application you must first provide the OGO number you wish to access. Enter the Oil and Gas Operator Number (OGO#) for the Oil and Gas Operator that you are requesting access to. The correct format is “OGO-99999”, (without the quotes (“”). This OGO# number must be the same OGO# that you entered on your User [Form](#) that you complete and submit to your EFA. Click the SUBMIT button.
 - a. If you have entered an OGO# for which you have not already been granted access, the following will be displayed:

- b. If you have entered an OGO# for which you have already been granted access, the following error will be displayed:

You have already requested access to this OGO #

Requesting Access to eWell for OGO #

format is "OGO - xxx" (without the quotes)

5. The user now may log off DEPGreenport and submit the user Form to the EFA.
6. Once your request is reviewed and approved, by your Electronic Filing Administrator (EFA), an e-mail will be sent to your account and you will then be able to access the Oil and Gas Reporting application. If you request is rejected, you will also receive an e-mail containing an explanation of why the request was rejected.

eSubmissions Enrollment

1. After the user has self-registered and received the email containing their username and password, they need to logon to DEPGreenPort using the username and password just created. The DEPGreenport List Applications screen will be displayed. The user will need to click on the Application Enrollment button.



2. The DEPGreenPort Self-Registered Available Applications screen will be displayed. Users should download the User [Form](#) and fill it out during the enrollment process in order to submit it to the company's Electronic Filing Administrator (EFA).

CCD - CDFAP – CCD Reporting - CDFAP	<input type="button" value="Enroll"/>
CCD Rpt. #2 – CBP/NMA/102/105/Team Sheets	<input type="button" value="Enroll"/>
Chpt 110/DWW – Chapter 110, Water Allocation, Water Management Plan Reporting	<input type="button" value="Enroll"/>
Drought Emergency – Drought Emergency Application	<input type="button" value="Enroll"/>
eDMR – eDMR	<input type="button" value="Enroll"/>
eDMR Mining – eDMR Mining	<input type="button" value="Enroll"/>
eSubmissions – eSubmissions	<input type="button" value="Enroll"/>
eWell – eWell	<input type="button" value="Enroll"/>
Oil and Gas Reporting – Oil and Gas Reporting	<input type="button" value="Enroll"/>

3. The user will then need to click on the **eSubmission Application** on the right-hand side of the screen. The DEPGreenport Additional Data Required for access to eSubmission screen will be displayed.

GreenPort Application Enrollment

Additional Data Required for access to eSubmissions

If you are registering to become an Electronic Filing Administrator (EFA), you must complete the EFA Application and Agreement Form which can be located [here](#) and then submit the completed form via email to RA-ep-BOGMOGRE@pa.gov.

In order to Enroll in the eSubmissions application you must first provide the OGO # 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 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 **sharmilasrr@gmail.com**. If this e-mail address is incorrect, please press the "Cancel Request" button. Then click on the Edit Profile option to edit your account information and update your e-mail address.

Requesting Access to eSubmissions for OGO #

format is "OGO - xxx" (without the quotes)

4. In order to Enroll in the eSubmission application you must first provide the OGO number you wish to access. Enter the Oil and Gas Operator Number (OGO#) for the Oil and Gas Operator that you are requesting access to. The correct format is "OGO-99999", (without the quotes (")). This OGO# number must be the same OGO# that you entered on your User Form that you complete and submit to your EFA. Click the SUBMIT button.
 - a. If you have entered an OGO# for which you have not already been granted access, the following will be displayed:

GreenPort Application Enrollment

Your request for access to the eSubmissions application has been submitted.

- b. If you have entered an OGO# for which you have already been granted access, the following error will be displayed:

You have already requested access to this OGO #

Requesting Access to eSubmissions for OGO #

 Submit

format is "OGO - xxx" (without the quotes)

5. The user now may log off DEPGreenport and submit the user [Form](#) to the EFA.
6. Once your request is reviewed and approved, by your Electronic Filing Administrator (EFA), an e-mail will be sent to your account and you will then be able to access the Oil and Gas Reporting application. If you request is rejected, you will also receive an e-mail containing an explanation of why the request was rejected.