



Office of Oil and Gas Management

GreenPort Self-Registration Guide

Updated April 02, 2020
Version 1.2

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Purpose

Welcome to DEP GreenPort Self-registration guide. This guide provides information on how to successfully self-register with the DEP GreenPort application.

Applications Support Help Desk Team

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

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.

Contacting the Office of Oil and Gas Management

If you have any questions regarding regulations, reporting requirements or how to complete or submit Oil and Gas electronic submissions please contact the Office of Oil and Gas Management.

Number: (717) 772-2199
Hours: Monday to Friday 8:00 am to 4:00 pm
Email: RA-ep-BOGMOGRE@pa.gov

Introduction

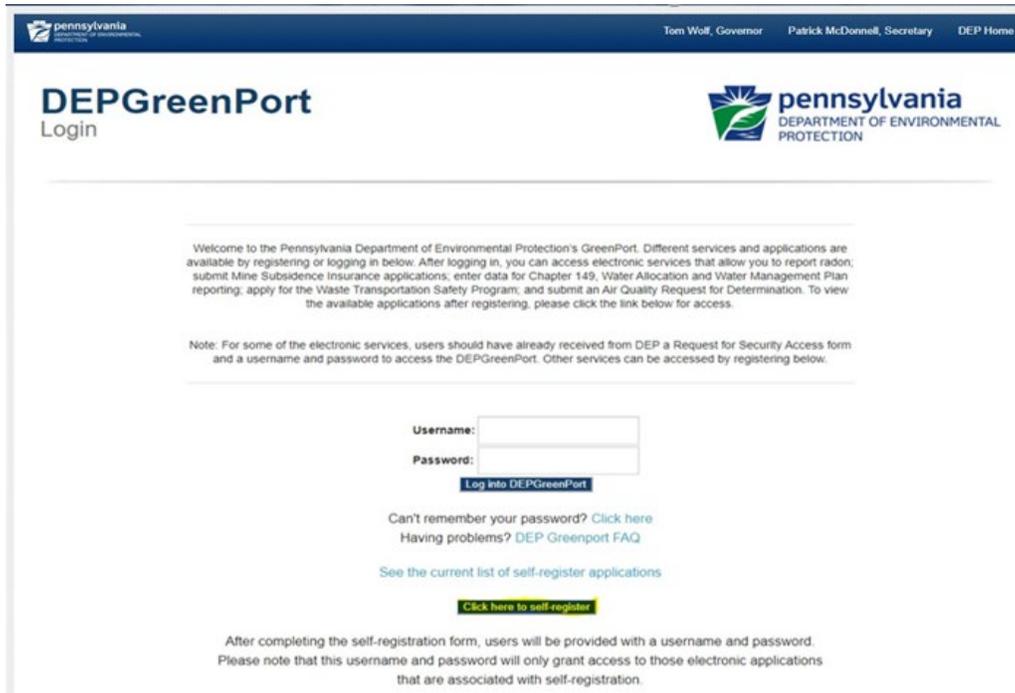
On June 17, 2013, the Pennsylvania Department of Environmental Protection's (DEP) Oil and Gas Reporting-Electronic (OGRE) application, moved to DEP's GreenPort application. This was done to provide operators with the ability to allow multiple users to submit different sets of data on their behalf. In addition, operators can 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 give authorization to allow multiple User's to gain access to submit oil and gas reports on behalf of the oil and gas operator.

There are 2 type of forms that a registered user needs to complete in order to gain access to the DEP applications, the *Electronic Filing Administrator (EFA)* or the *User Registration and Security Agreement (USER)*. The EFA form is for those registered users that need access to all the DEP applications currently available and do not need to complete the USER form. Additionally, they will have access to the application's security application to grant access to their registered users. The USER form is for registered individual users who only need partial access to the DEP Applications. The EFA form must be approved by DEP and the USER form must be approved by the EFA. A copy of each approved USER form must be sent to DEP via email to RA-EP-BOGMOGRE@pa.gov . Below is the link to the DEP Electronic Submission Guides website for instructions on completing the EFA or the USER forms.
<https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/Oil-and-Gas-Electronic-Submission-Guides.aspx>

Creating a GreenPort Account

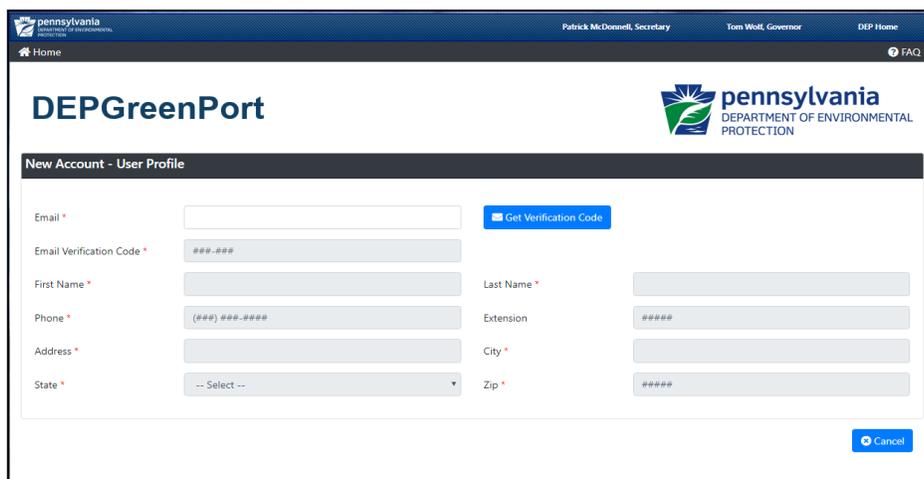
To create a DEP GreenPort account:

1. Go to <https://www.depgreenport.state.pa.us>.
2. The DEP GreenPort login screen will display.
3. Click the 'Click here to self-register' button.



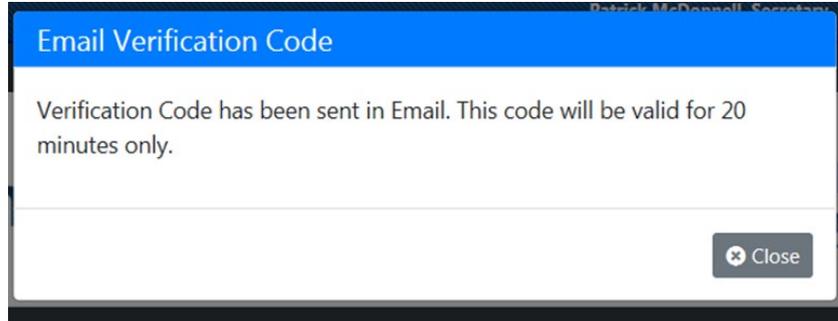
The screenshot shows the DEP GreenPort Login page. At the top, there is a navigation bar with the Pennsylvania Department of Environmental Protection logo and the text "Tom Wolf, Governor" and "Patrick McDonnell, Secretary". Below the navigation bar, the page title "DEPGreenPort Login" is displayed. A welcome message states: "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 149, 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." A note below reads: "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." The login form includes fields for "Username:" and "Password:", a "Log into DEPGreenPort" button, and links for "Can't remember your password? Click here" and "Having problems? DEP Greenport FAQ". A link "See the current list of self-register applications" is also present, along with a highlighted "Click here to self-register" button. At the bottom, a note states: "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."

4. A valid Email address is required. Enter your Email address in the 'Email' field.



The screenshot shows the "New Account - User Profile" page. The page title is "DEPGreenPort" and the navigation bar includes "Home" and "FAQ". The form fields are: "Email *", "Email Verification Code *", "First Name *", "Last Name *", "Phone *", "Extension", "Address *", "City *", "State *", and "Zip *". A "Get Verification Code" button is located next to the Email field. A "Cancel" button is at the bottom right.

5. Click the 'Get Verification Code' button, the informational pop up will be displayed as below.



6. A verification code will be sent to the email address you provided. When the Email Verification Code is delivered to your inbox, you will need to open the Email to retrieve the code and enter it into the Email Verification Code field as shown below. Once your Email is verified you can continue to complete the rest of the information.

A screenshot of the "DEPGreenPort" website's "New Account - User Profile" form. The form includes fields for Email (greenporttest@gmail.com), Email Verification Code (3MG-SZI), First Name, Last Name, Phone, Extension, Address, City, State (Pennsylvania), and Zip (12345). A "Get Verification Code" button is next to the email field. A green message "Email is verified." is displayed below the verification code field. "Next" and "Cancel" buttons are at the bottom right.

7. Enter your First Name.
8. Enter your Last Name.
9. Enter your Telephone Number in the Phone field.
10. Enter the Extension, if any in the Extension field.
11. Enter your Street address in the Street field.
12. Enter your City in the City field.
13. Enter your State in the State field.
14. Enter your Zip Code in the Zip field.
15. Click Next.

Home FAQ

DEP GreenPort

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

New Account - Security Information

Username * **LASTNAMEFIRS**

Password * Confirm password *

Question * -- Select -- Answer *

Note Passwords must be at least 8 characters long. Passwords must contain at least one character from any three of the following categories: Uppercase letters, Lowercase letters, Numbers, Special characters.

[← Previous](#) [Finish](#) [Cancel](#)

16. Enter your Password in the Password field.

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from any three of the following categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters.

17. Confirm your password by entering it again in the Confirm Password field.

18. Select a Question under the Question drop down.

New Account - Security Information

Username * **LASTNAMEFIRS**

Password * Confirm password *

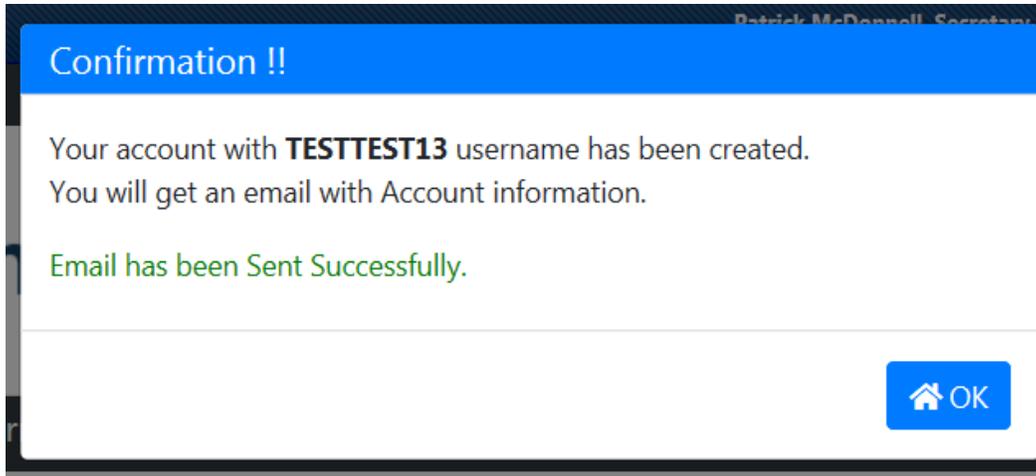
Question * -- Select -- Answer *

Note Passwords must be at least 8 characters long. Passwords must contain at least one character from any three of the following categories: Uppercase letters, Lowercase letters, Numbers, Special characters.

19. Enter the answer to the Question you had chosen in the Answer field.

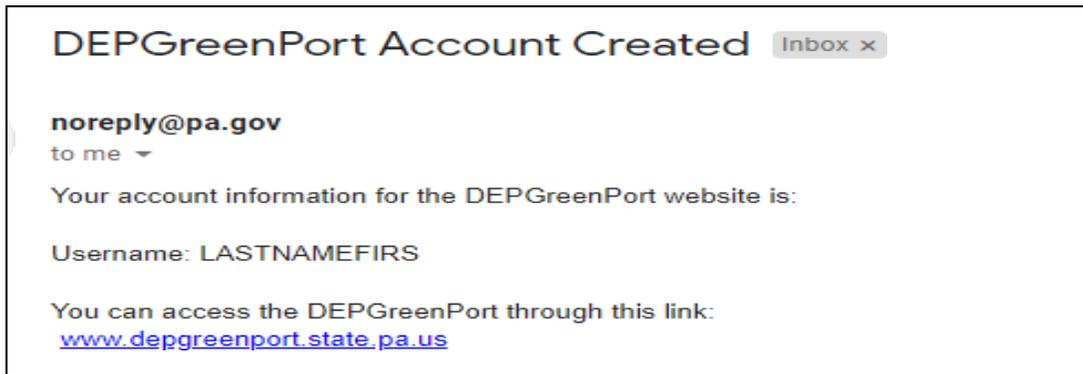
20. Click Finish.

21. Confirmation text is displayed as below.



22. Click Ok

23. You will be sent an email message similar as below.



24. You have completed the Greenport Self-Registration and now may log on to GreenPort with your username and password.

25. At this point you do not have any access to any Greenport/OGRE applications. See the appropriate user guide on the Electronic Submission Guides website for information on how to obtain access.

<https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/Oil-and-Gas-Electronic-Submission-Guides.aspx>

Resetting your Password

NOTE: It is strongly recommended that you record your Password and Username and keep it in an easily accessible and remembered location with your Username. If you lose or forget your password, you can retrieve it using the "Can't Remember Password" link. You will receive a password reset email. Follow the instructions contained in the email and you will be able to reset your password.

1. After accessing the DEP Greenport logon website
2. Click the [CLICK here](#) next to "Can't remember your password"

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:

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

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

3. The Password Recovery screen will be displayed.

DEPGreenPort



Password Recovery

DEPGreenPort's Password Recovery function allows you to gain access to your DEPGreenPort account if you have forgotten your password. In order to use this function with your account you must have already chosen a "Password Recovery Hint" question and supplied the corresponding answer. If you have not set up a Password Recovery Hint you must call the DEPGreenPort help desk to have your password reset.

The procedure works as follows:

- You supply your DEPGreenPort account user name or email address.
- You will be shown the Password Recovery Hint you have chosen for your account and will enter the answer to the question.
- If you supply the correct answer the password reset link will be emailed to the email address on record for your account.
- Once you receive the email containing password reset link you can change your password by clicking on the link and follow the instruction provided on screen.

4. Click on to continue with password recovery or click to exit password recovery.

Password Recovery - Username/Email

Enter the username of the account you are trying to access. If you do not know your username you will have to call the DEPGreenPort helpdesk for instructions on how to access your account.

Username

OR

Email

[Get Password Recovery Hint](#) [Cancel](#)

5. Enter your user name and click [Get Password Recovery Hint](#) to continue password recovery or [Cancel](#) to exit password recovery.
6. If you can't remember your Greenport username, enter your email address and click [Get Password Recovery Hint](#).
7. You will receive an email listing all usernames associated to your email address. Find your correct Greenport username and return to the DEP Greenport login page.
8. Enter only your username
9. The begin password recovery screen will be displayed.

DEPGreenPort



Password Recovery

DEPGreenPort's Password Recovery function allows you to gain access to your DEPGreenPort account if you have forgotten your password. In order to use this function with your account you must have already chosen a "Password Recovery Hint" question and supplied the corresponding answer. If you have not set up a Password Recovery Hint you must call the DEPGreenPort help desk to have your password reset.

The procedure works as follows:

- You supply your DEPGreenPort account user name or email address.
- You will be shown the Password Recovery Hint you have chosen for your account and will enter the answer to the question.
- If you supply the correct answer the password reset link will be emailed to the email address on record for your account.
- Once you receive the email containing password reset link you can change your password by clicking on the link and follow the instruction provided on screen.

[Begin Password Recovery](#) [Cancel](#)

10. Click [Begin Password Recovery](#) to continue password recovery or click [Cancel](#) to exit password recovery.
11. Password Recovery – Hint screen will be displayed

DEPGreenPort



Password Recovery - Hint

The **TESTUS** account is associated with this email address:

(This is the email address to which the password reset link will be emailed. If this is not your current email address you will have to call the DEPGreenPort helpdesk for instructions on how to access your account.)

The following is the Password Recovery Hint which you have associated with your account. If you can provide the correct answer to your Password Recovery Hint question, your password reset link will be emailed to the above address.

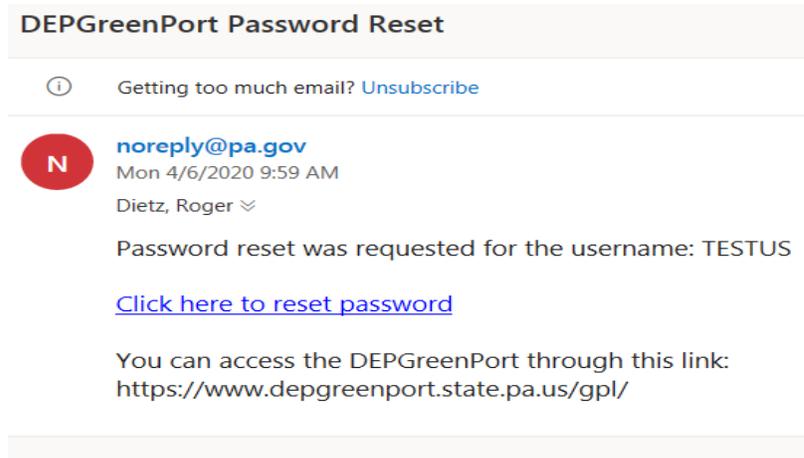
Mother's maiden name?

[Reset Password](#) [Cancel](#)

12. Enter the answer to your security question that you created during self-registration and press [Reset Password](#) to continue with password recovery or press [Cancel](#) to exit password recovery.

13. The Password Recovery – success popup screen will be displayed and click [OK](#)

14. You will receive a DEPGreenPort Password Reset email like the one below.



15. Click [Click here to reset password](#) to reset your password.

16. The Reset Password screen will be displayed

DEPGreenPort



Reset Password

Username TESTUS

New Password *

Confirm Password *

Passwords must be at least 8 characters long. Passwords must contain at least one character from any three of the following categories: Uppercase letters, Lowercase letters, Numbers, Special characters.

17. Enter your new password and confirm password then click SAVE.
18. The reset Password screen will be displayed. Your password has been reset and you may now log on to GreenPort.

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

Version History

Date	Version	Revision Reason
06/01/2016	1.1	Re-formatted old guide
04/02/2020	1.2	Updated new Greenport screens