



DEP GreenPort eWell Electronic Filing Administrator User Guide

Prepared by: Business Support Services
Version: 1.0
Date: March 2, 2020

Table of Contents

<i>Disclosure Information</i>	3
<i>Change History</i>	3
<i>eWell Security</i>	4
Approving a user's request	4
Updating user's request	6
Rejecting a user's access	7
Reapprove rejected requests	9
Revoke User's access.....	11
Reinstating user's access	13

Disclosure Information

The information in this document may not be changed without the express written agreement of the Department of Environmental Protection.

Change History

Version	Date	Revision Description
1.0	Feb 19, 2020	Initial Version

Purpose

This guide provides step by step instructions on how to grant access to OGRE users as an Electronic Filing Administrator.

Business Support Help Desk Team

Help Desk Support Line

Number: (717) 787-HELP (4357)

Hours: Monday to Friday 8:00 am to 4:30 pm

Business Support 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.

Business 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

eWell Security

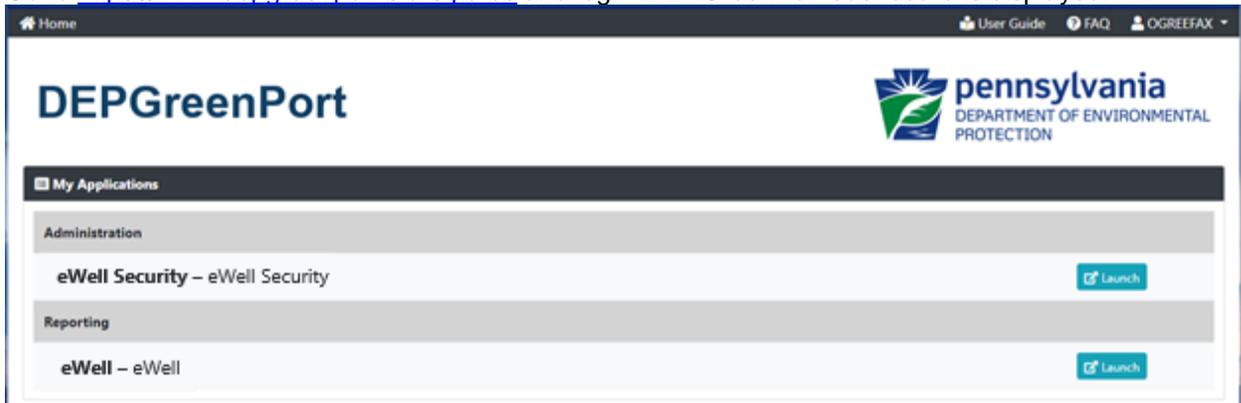
Different services and applications are available by registering or logging in <https://www.depgreenport.state.pa.us>.

After logging in, if you are an Electronic Filing Administrator, you can access 'eWell Security' application and approve, reject, revoke or reinstate access for users under a specific OGO number;

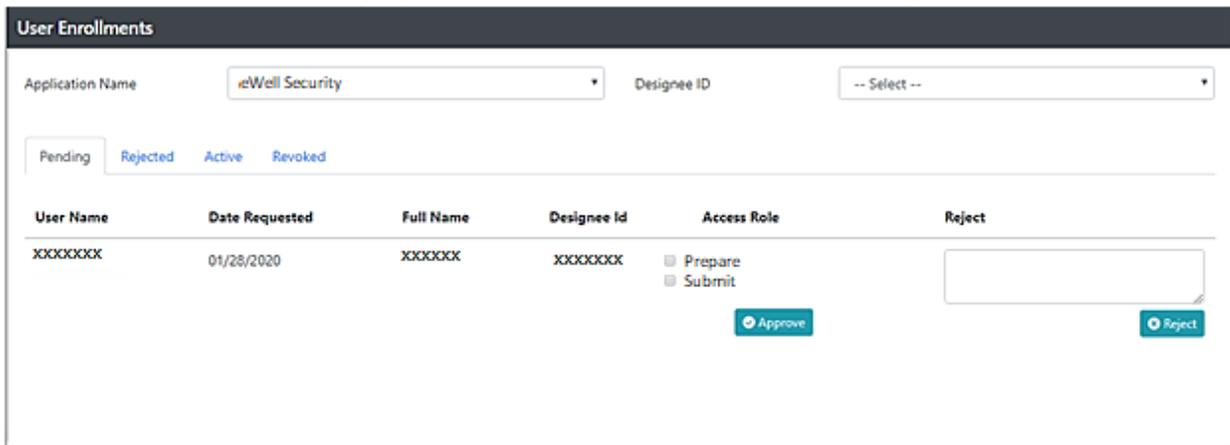
Approving a user's request

After a user completes the enrollment process for eWell, An EFA can access eWell Security application to approve their request.

1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on eWell Security application. All User enrollments with Pending state are listed.



3. Select the required access and click Approve.

The screenshot shows the 'User Enrollments' interface. At the top, there are two dropdown menus: 'Application Name' set to 'eWell Security' and 'Designee ID' set to '-- Select --'. Below these are four tabs: 'Pending', 'Rejected', 'Active', and 'Revoked', with 'Pending' selected. A table lists one entry with the following details:

User Name	Date Requested	Full Name	Designee Id	Access Role	Reject
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> Prepare <input type="checkbox"/> Submit	<input type="text"/>

Below the table, there are two buttons: 'Approve' and 'Reject'.

4. The access request is approved, and the record is removed from the Pending requests tab.

5. Click on 'Active' access tab and you can find the approved request.

The screenshot shows the 'User Enrollments' interface. At the top, there are two dropdown menus: 'Application Name' set to 'eWell Security' and 'Designee ID' set to '-- Select --'. Below these are four tabs: 'Pending', 'Rejected', 'Active', and 'Revoked', with 'Active' selected. A table lists one entry with the following details:

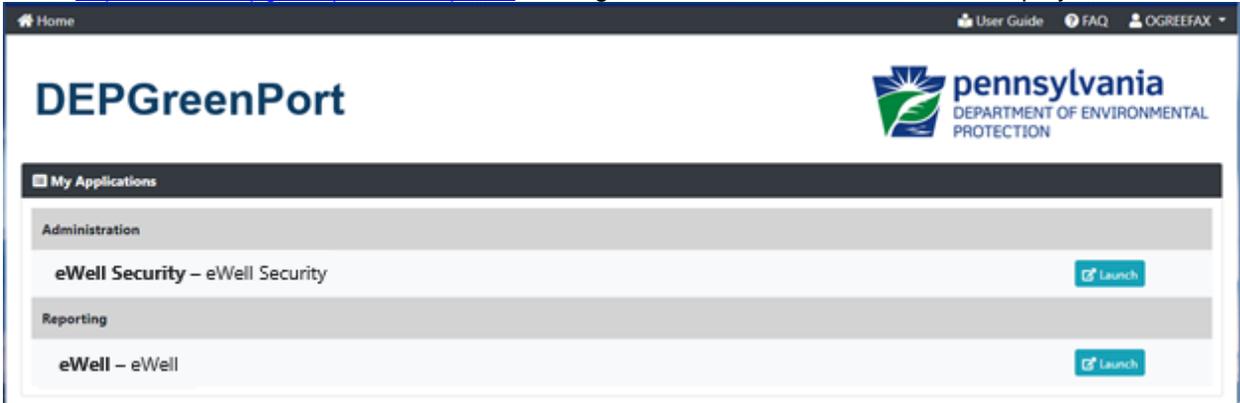
User Name	Date Granted	Full Name	Designee Id	Access Role	Revoke Complete Access
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> Prepare <input type="checkbox"/> Submit	<input type="text"/>

Below the table, there are two buttons: 'Update' and 'Revoke'.

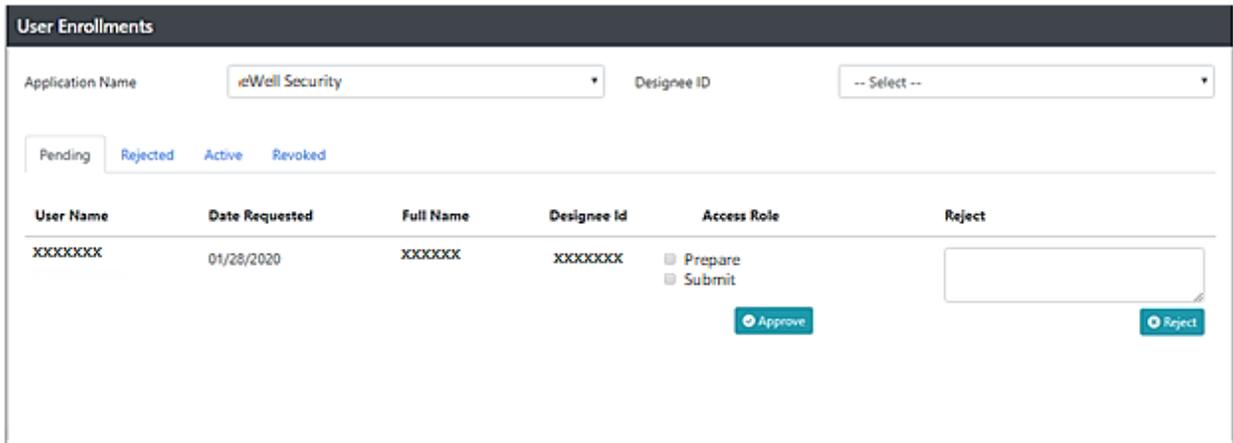
Updating user's request

An EFA can update user's request from Active tab

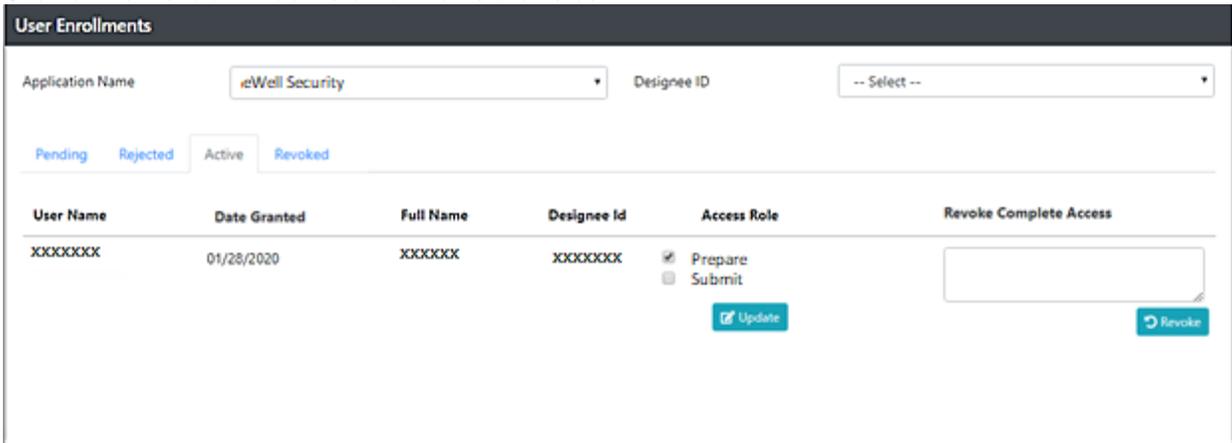
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on eWell Security application. All User enrollments with Pending state are listed.



3. Click on Active tab. All active enrollments are listed.



4. Update Access roles and click update.

5. Access roles are updated and the enrollment record stays on Active tab.

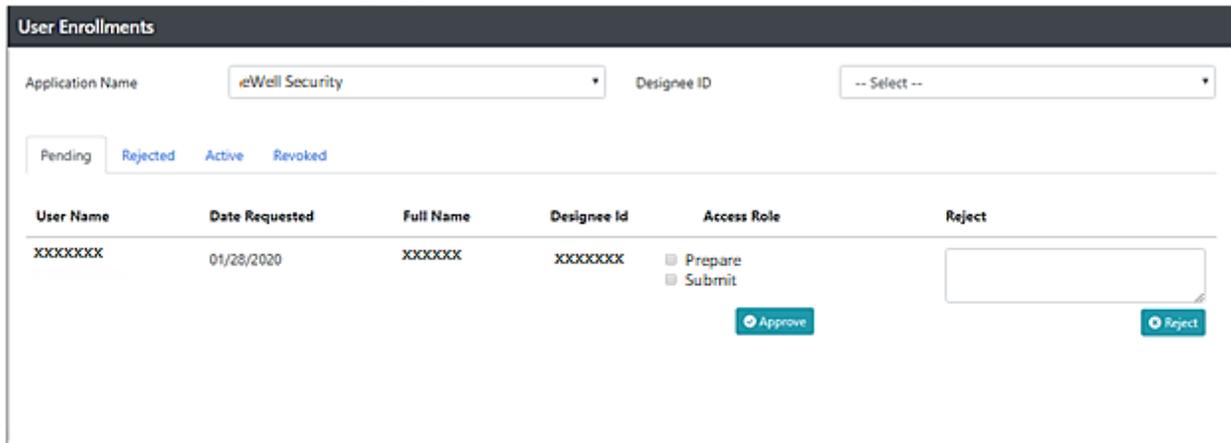
Rejecting a user's access

After a user completes the enrollment process for eWell, An EFA can access eWell Security application to reject their request.

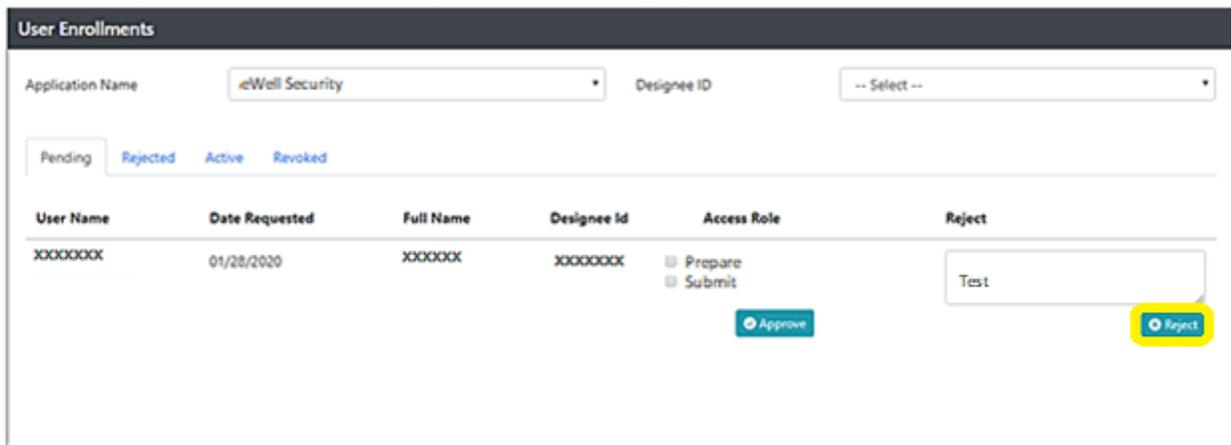
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on eWell Security application. All User enrollments with Pending state are listed.



3. Click on 'Reject' on an Enrollment request after entering rejection comments.



- The access request is rejected, and the record is removed from the Pending requests tab.
- Click on 'Rejected' tab and you can find the rejected request.

User Enrollments

Application Name: Designee ID:

[Pending](#) [Rejected](#) [Active](#) [Revoked](#)

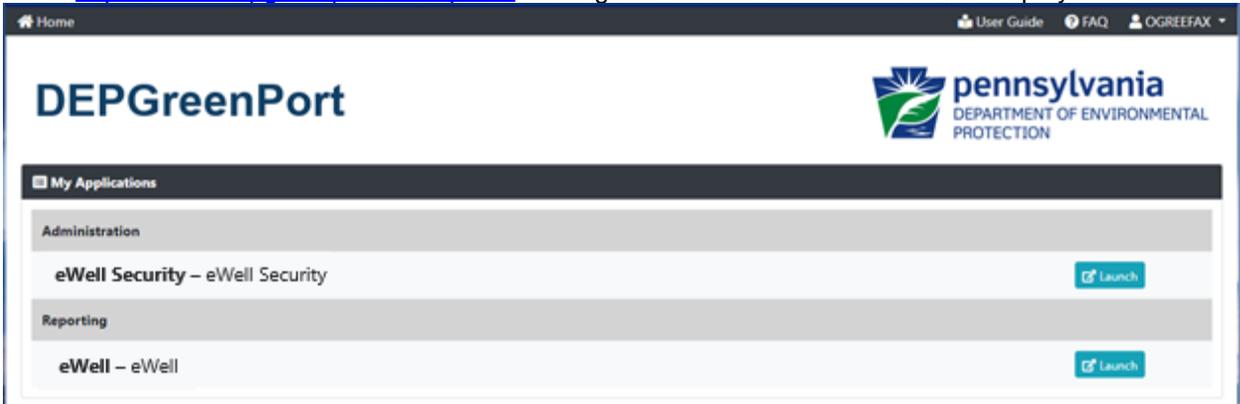
User Name	Date Rejected	Full Name	Designee Id	Access Role
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input type="checkbox"/> Prepare <input type="checkbox"/> Submit

[Approve](#)

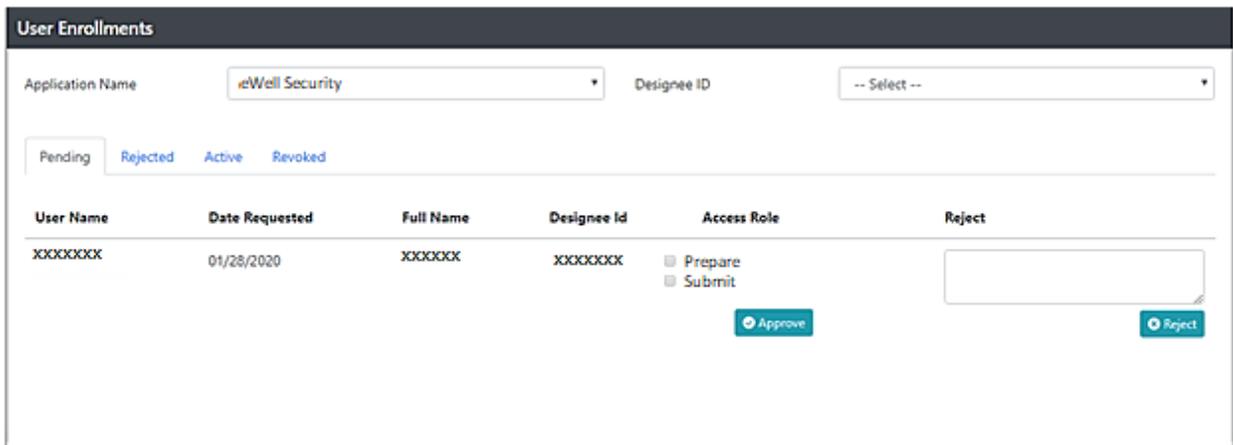
Reapprove rejected requests

An EFA can reapprove earlier rejected requests from the rejected tab.

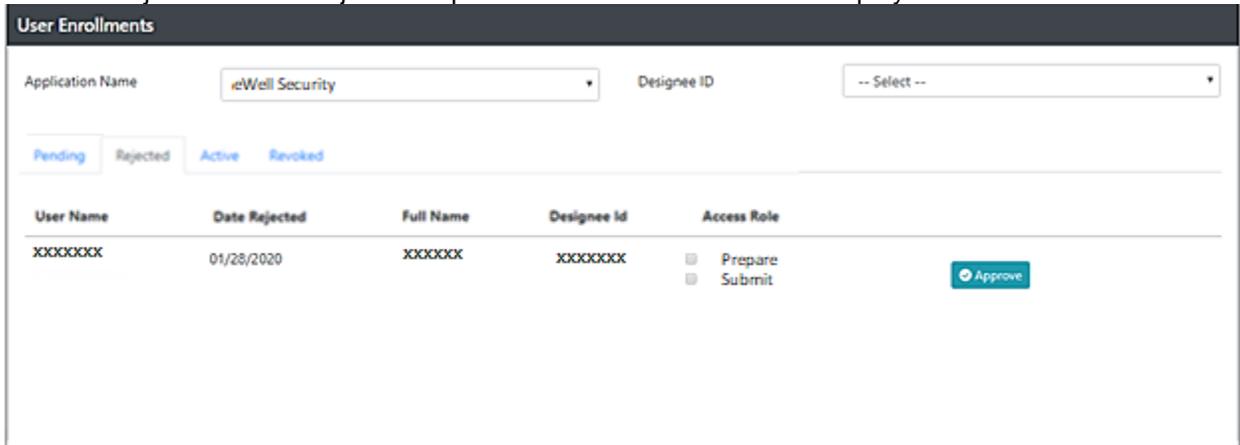
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on eWell Security application. All User enrollments with Pending state are listed.



3. Click on 'Rejected' tab. All rejected requests for the OGO number are displayed.



4. Click Approve after selecting the required access role.

User Enrollments

Application Name: Designee ID:

User Name	Date Rejected	Full Name	Designee Id	Access Role	
XXXXXXXX	01/28/2020	XXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> Prepare <input type="checkbox"/> Submit	<input type="button" value="Approve"/>

5. The Access request is approved, and you can find the request under Active tab.

User Enrollments

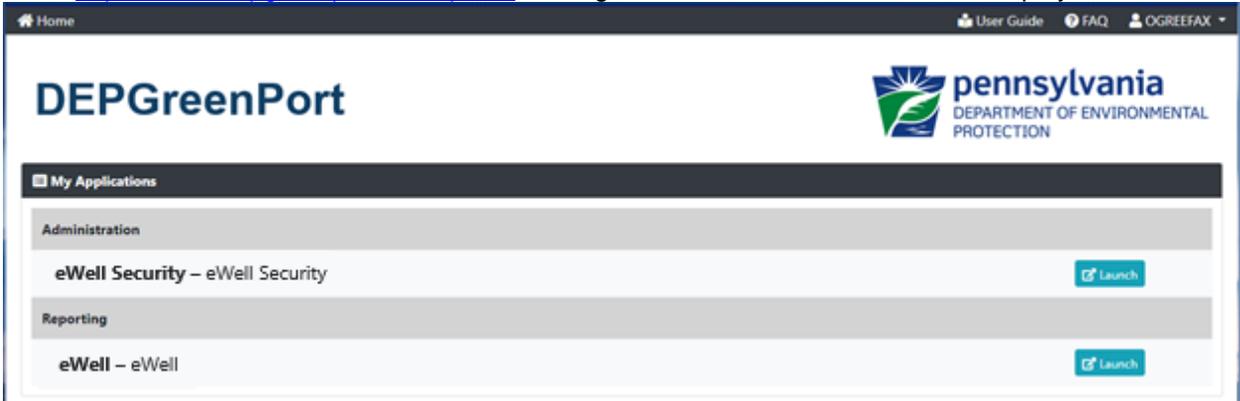
Application Name: Designee ID:

User Name	Date Granted	Full Name	Designee Id	Access Role	Revoke Complete Access
XXXXXXXX	01/28/2020	XXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> Prepare <input type="checkbox"/> Submit	<input type="text"/> <input type="button" value="Update"/> <input type="button" value="Revoke"/>

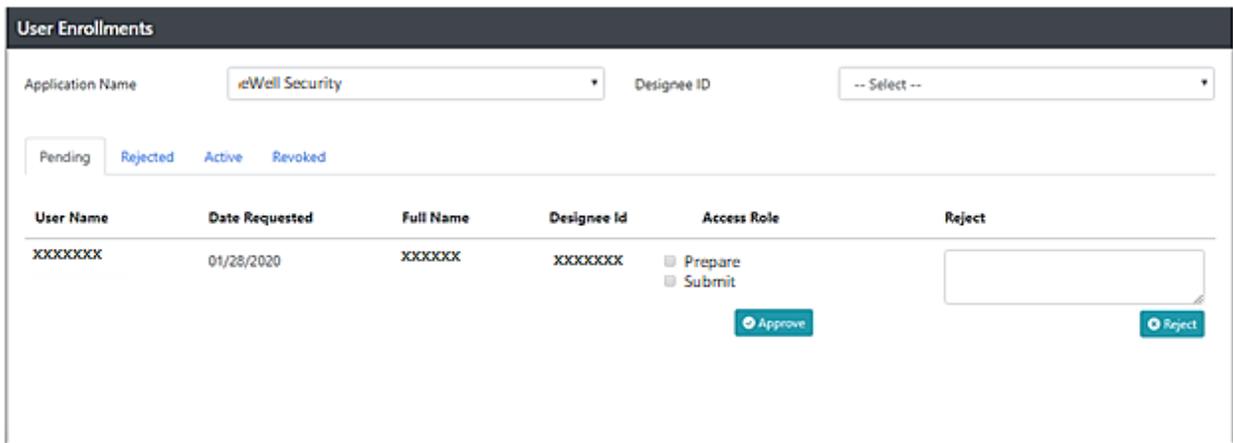
Revoke User's access

EFA's can revoke active user's access from the security application.

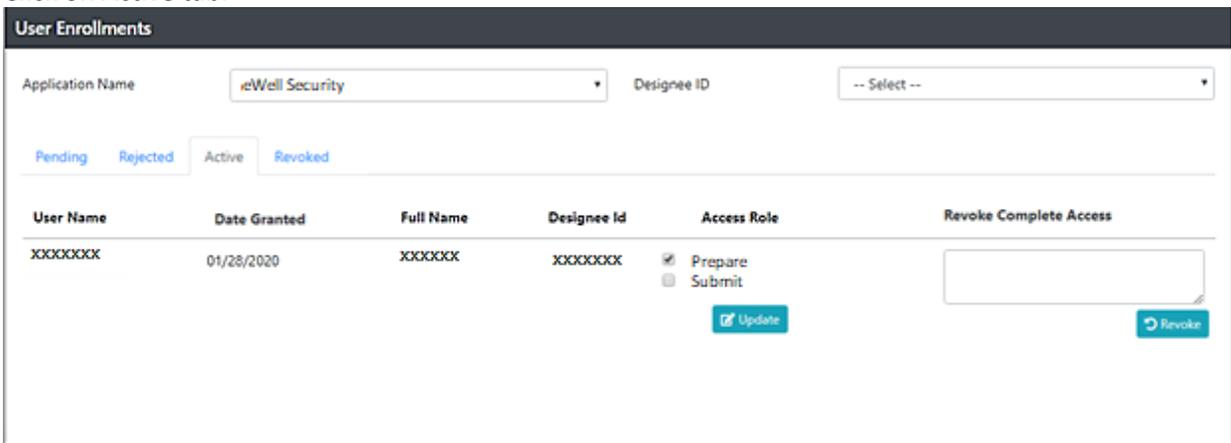
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on eWell Security application. All User enrollments with Pending state are listed.



3. Click on Active tab.



4. Click Revoke after entering the revoking reason.

User Enrollments

Application Name: Designee ID:

[Pending](#) [Rejected](#) [Active](#) [Revoked](#)

User Name	Date Granted	Full Name	Designee Id	Access Role	Revoke Complete Access
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> Prepare <input type="checkbox"/> Submit <input type="button" value="Update"/>	<input type="text" value="Test"/> <input type="button" value="Revoke"/>

5. The Access is revoked, and you can find the request under Revoked tab.

User Enrollments

Application Name: Designee ID:

[Pending](#) [Rejected](#) [Active](#) [Revoked](#)

User Name	Date Revoked	Full Name	Designee Id	Access Role
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input type="checkbox"/> Prepare <input type="checkbox"/> Submit <input type="button" value="Reinstate"/>

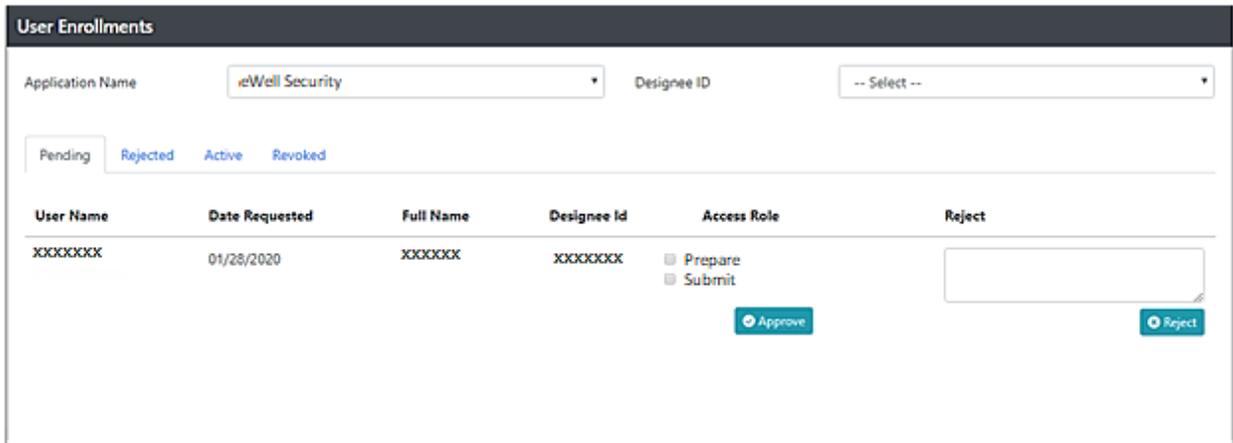
Reinstating user's access

EFAs can reinstate user's access that was revoked earlier.

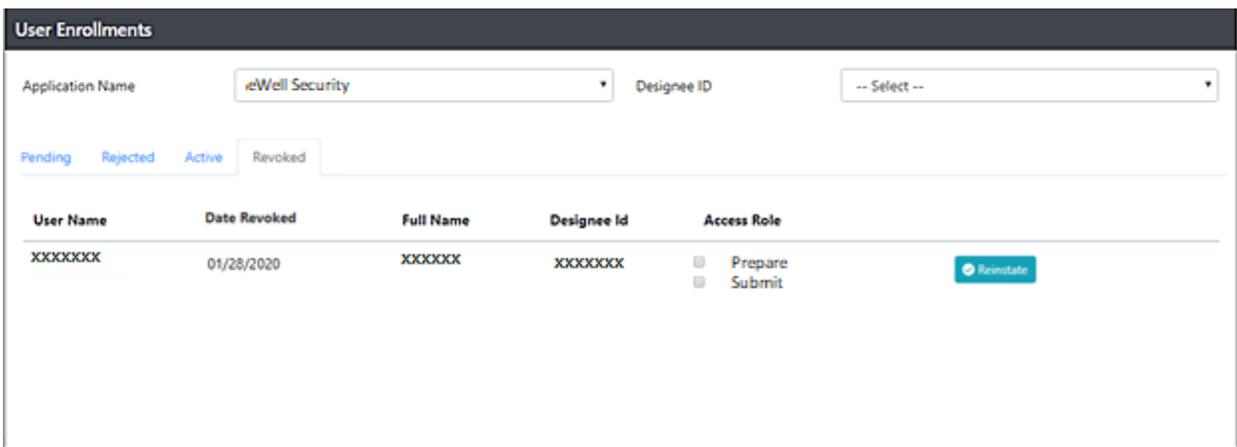
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on eWell Security application. All User enrollments with Pending state are listed.



3. Click on 'Revoked' tab. All Revoked requests for the OGO number are displayed.



4. Click Reinstate after selecting Access Roles.

User Enrollments

Application Name: Designee ID:

Pending Rejected **Active** Revoked

User Name	Date Revoked	Full Name	Designee Id	Access Role	
XXXXXXXX	01/28/2020	XXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> Prepare <input type="checkbox"/> Submit	<input type="button" value="Reinstate"/>

5. The Access is reinstated, and you can find the request under Active tab.

User Enrollments

Application Name: Designee ID:

Pending Rejected **Active** Revoked

User Name	Date Granted	Full Name	Designee Id	Access Role	Revoke Complete Access
XXXXXXXX	01/28/2020	XXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> Prepare <input type="checkbox"/> Submit	<input type="text"/> <input type="button" value="Update"/> <input type="button" value="Revoke"/>