



DEP GreenPort Oil and Gas Reporting Electronic Filing Administrator User Guide

Prepared by: Business Support Services
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Table of Contents

<i>Disclosure Information</i>	3
<i>Change History</i>	3
<i>Oil and Gas Reporting 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

Oil and Gas Reporting Security

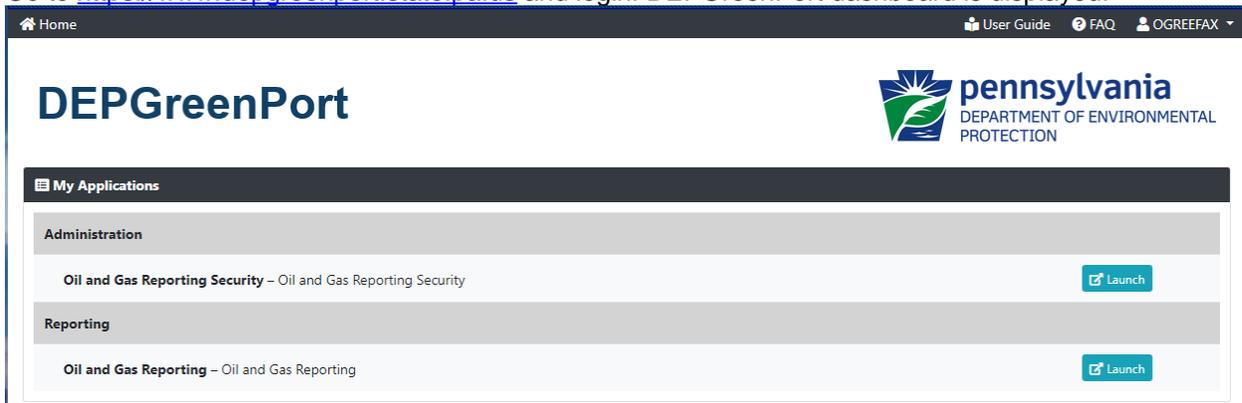
Different services and applications are available by registering or logging in <https://www.depgreenport.state.pa.us>.

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

Approving a user's request

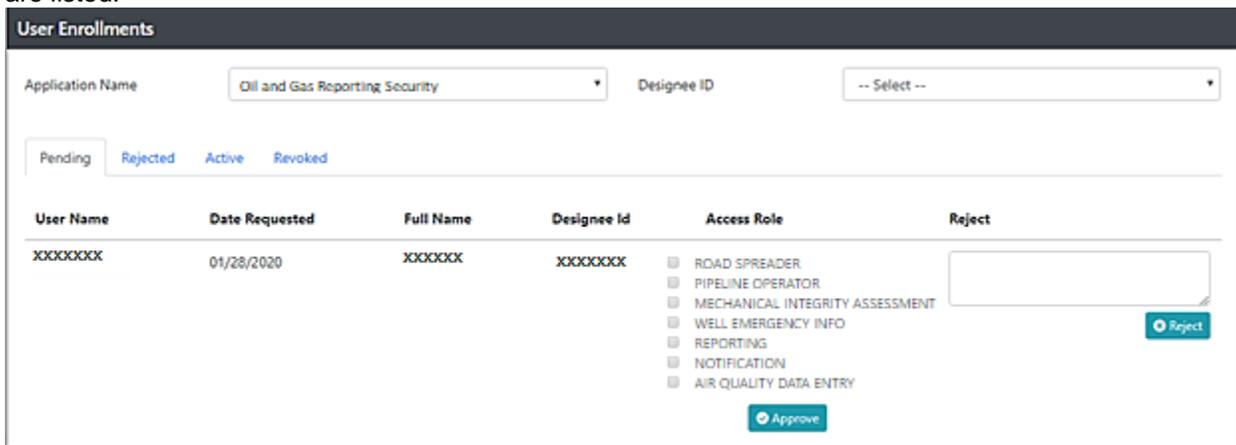
After a user completes the enrollment process for Oil and Gas Security, An EFA can access Oil and Gas Reporting Security application to approve their request.

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



The screenshot shows the DEPGreenPort dashboard. At the top, there is a navigation bar with 'Home', 'User Guide', 'FAQ', and 'OGREEFAX'. The main header features the 'DEPGreenPort' logo and the 'pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION' logo. Below the header is a 'My Applications' section with two categories: 'Administration' and 'Reporting'. Under 'Administration', there is an application 'Oil and Gas Reporting Security - Oil and Gas Reporting Security' with a 'Launch' button. Under 'Reporting', there is an application 'Oil and Gas Reporting - Oil and Gas Reporting' with a 'Launch' button.

2. Click 'Launch' on Oil and Gas Reporting Security application. All User enrollments with Pending state are listed.



The screenshot shows the 'User Enrollments' page. At the top, there are filters for 'Application Name' (set to 'Oil and Gas Reporting Security') and 'Designee ID' (set to '-- Select --'). Below the filters are tabs for 'Pending', 'Rejected', 'Active', and 'Revoked'. The 'Pending' tab is selected. The main content is a table with the following columns: 'User Name', 'Date Requested', 'Full Name', 'Designee Id', 'Access Role', and 'Reject'. The table contains one row with the following data: 'User Name' is 'XXXXXXXX', 'Date Requested' is '01/28/2020', 'Full Name' is 'XXXXXXXX', and 'Designee Id' is 'XXXXXXXX'. The 'Access Role' column lists several roles with checkboxes: 'ROAD SPREADER', 'PIPELINE OPERATOR', 'MECHANICAL INTEGRITY ASSESSMENT', 'WELL EMERGENCY INFO', 'REPORTING', 'NOTIFICATION', and 'AIR QUALITY DATA ENTRY'. The 'Reject' column contains a text input field and a 'Reject' button. At the bottom of the table, there is an 'Approve' button.

3. Select the required access and click Approve.

User Enrollments

Application Name: Oil and Gas Reporting Security Designee ID: -- Select --

Pending Rejected Active Revoked

User Name	Date Requested	Full Name	Designee Id	Access Role	Reject
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<input type="text"/> <input type="button" value="Reject"/> <input type="button" value="Approve"/>

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.

User Enrollments

Application Name: Oil and Gas Reporting Security Designee ID: -- Select --

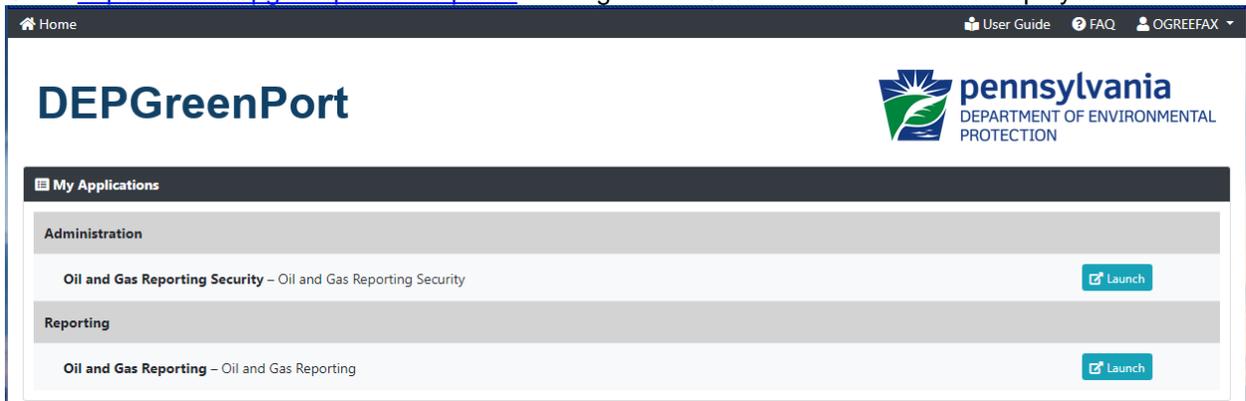
Pending Rejected Active Revoked

User Name	Date Granted	Full Name	Designee Id	Access Role	Revoke Complete Access
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<input type="text"/> <input type="button" value="Revoke"/> <input type="button" value="Update"/>

Updating user's request

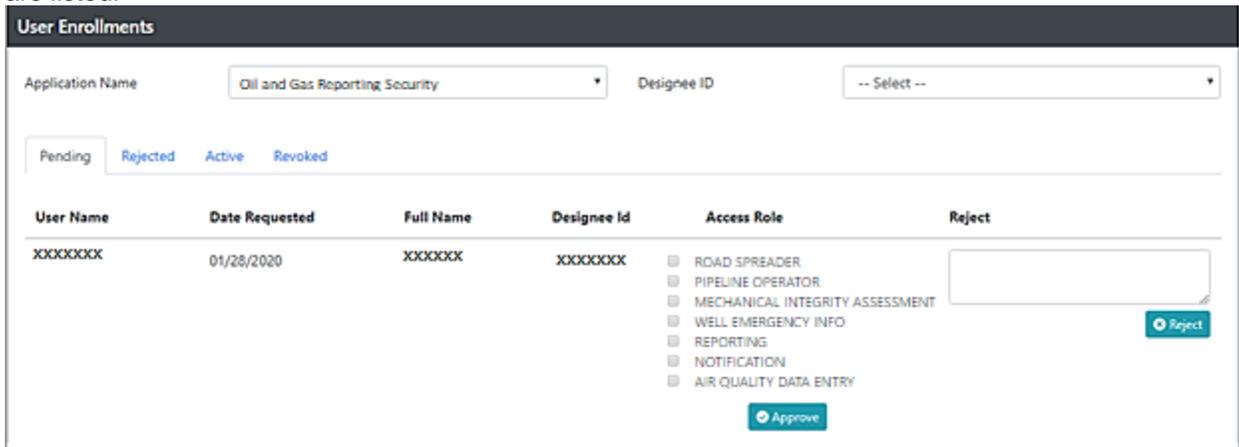
An EFA can update user's request from Active tab

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



The screenshot shows the DEPGreenPort dashboard. At the top, there is a navigation bar with 'Home', 'User Guide', 'FAQ', and 'OGREEFAX'. The main header features the 'DEPGreenPort' logo and the 'pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION' logo. Below the header is a 'My Applications' section with two categories: 'Administration' and 'Reporting'. Under 'Administration', there is an application 'Oil and Gas Reporting Security - Oil and Gas Reporting Security' with a 'Launch' button. Under 'Reporting', there is an application 'Oil and Gas Reporting - Oil and Gas Reporting' with a 'Launch' button.

2. Click 'Launch' on Oil and Gas Reporting Security application. All User enrollments with Pending state are listed.

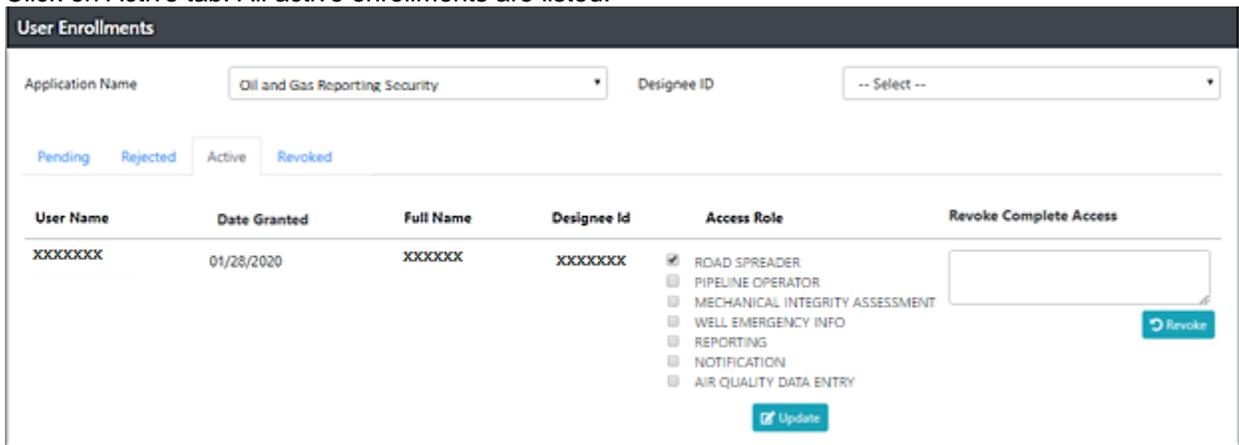


The screenshot shows the 'User Enrollments' page for the 'Oil and Gas Reporting Security' application. The 'Application Name' is set to 'Oil and Gas Reporting Security' and 'Designee ID' is set to '-- Select --'. There are four tabs: 'Pending', 'Rejected', 'Active', and 'Revoked'. The 'Pending' tab is selected. The table below shows one enrollment record:

User Name	Date Requested	Full Name	Designee Id	Access Role	Reject
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input type="checkbox"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<input type="text"/> <input type="button" value="Reject"/>

At the bottom of the table, there is an 'Approve' button.

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



The screenshot shows the 'User Enrollments' page for the 'Oil and Gas Reporting Security' application. The 'Application Name' is set to 'Oil and Gas Reporting Security' and 'Designee ID' is set to '-- Select --'. There are four tabs: 'Pending', 'Rejected', 'Active', and 'Revoked'. The 'Active' tab is selected. The table below shows one enrollment record:

User Name	Date Granted	Full Name	Designee Id	Access Role	Revoke Complete Access
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<input type="text"/> <input type="button" value="Revoke"/>

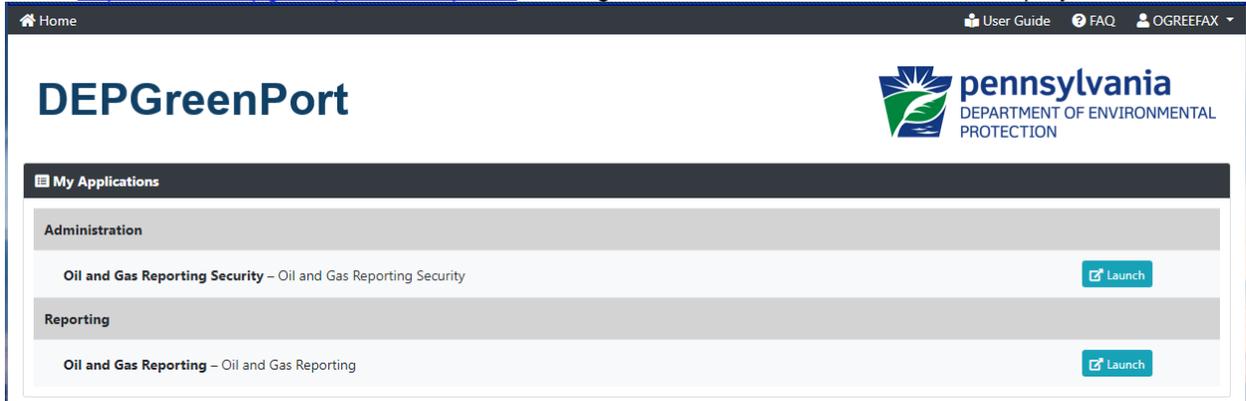
At the bottom of the table, there is an 'Update' button.

4. Update Access roles and click update.
5. Access roles are updated and the enrollment record stays on Active tab.

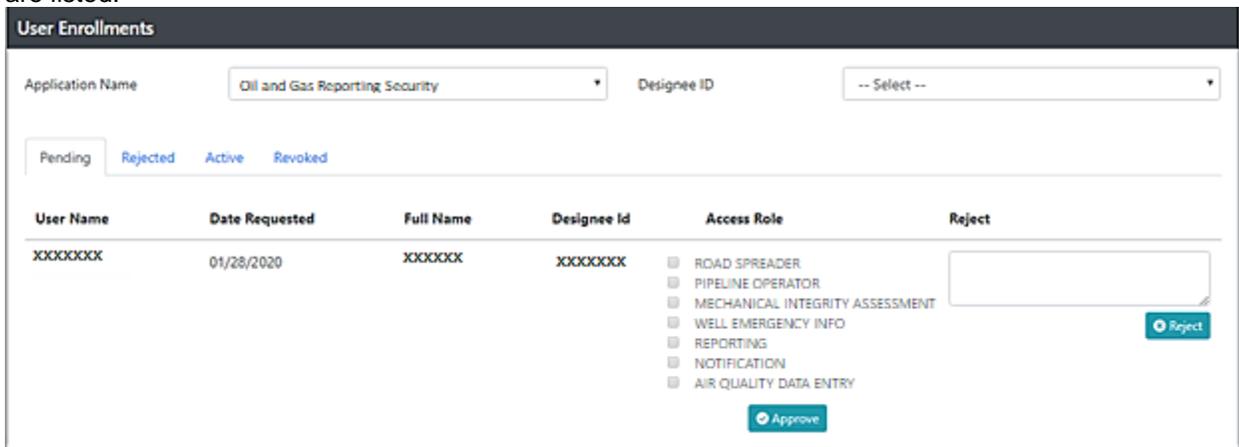
Rejecting a user's access

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

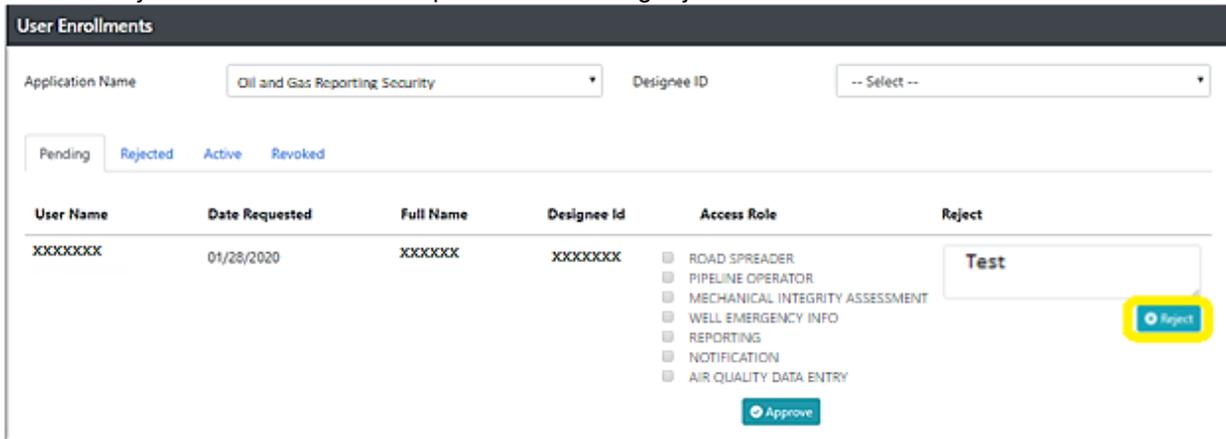
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on Oil and Gas Reporting 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: Oil and Gas Reporting Security Designee ID: -- Select --

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

User Name	Date Rejected	Full Name	Designee Id	Access Role
XXXXXXXX	01/28/2020	XXXXXX	XXXXXXXX	<input type="checkbox"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY

[Approve](#)

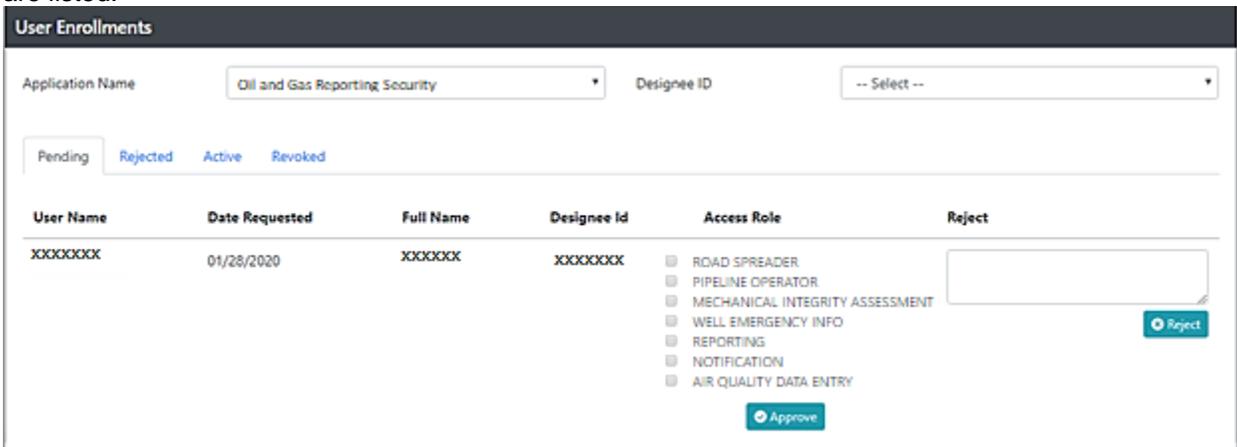
Reapprove rejected requests

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

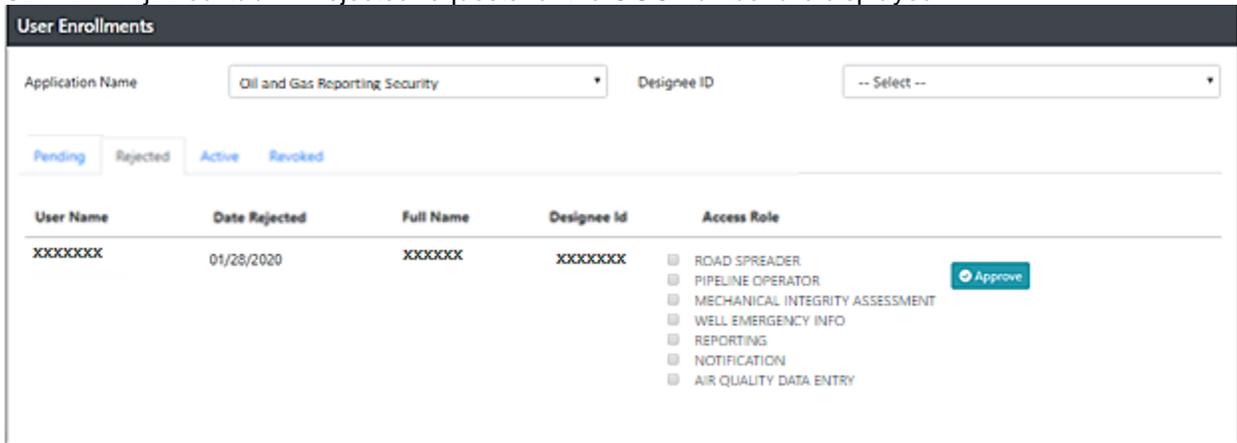
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on Oil and Gas Reporting 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 selected the required access role.

User Enrollments

Application Name: Oil and Gas Reporting Security | Designee ID: -- Select --

Pending | Rejected | **Active** | Revoked

User Name	Date Rejected	Full Name	Designee Id	Access Role	
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> ROAD SPREADER <input checked="" type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	Approve

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

User Enrollments

Application Name: Oil and Gas Reporting Security | Designee ID: -- Select --

Pending | Rejected | **Active** | Revoked

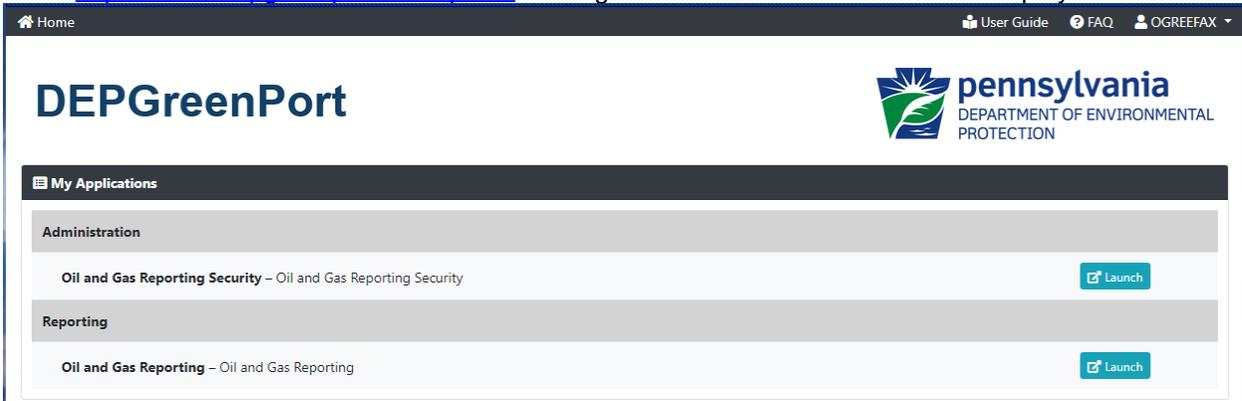
User Name	Date Granted	Full Name	Designee Id	Access Role	Revoke Complete Access
XXXXXXXX	01/28/2020	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<input type="text"/> Revoke

[Update](#)

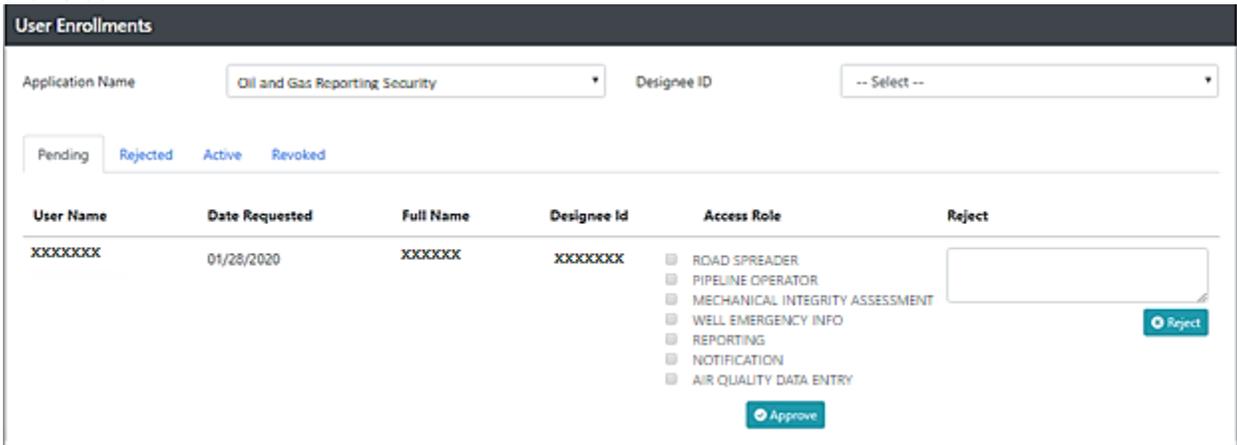
Revoke User's access

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

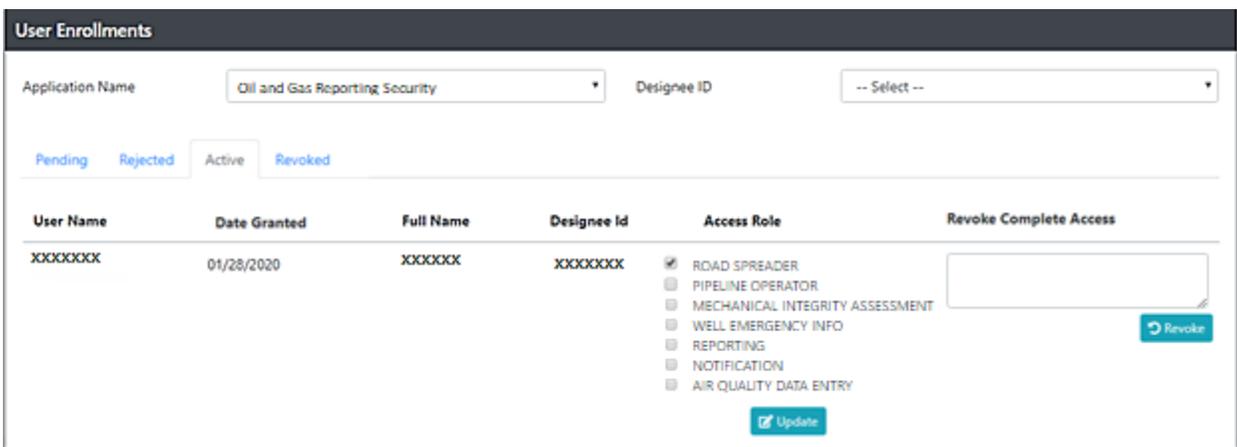
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on Oil and Gas Reporting 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: Oil and Gas Reporting Security | Designee ID: -- Select --

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"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<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: Oil and Gas Reporting Security | Designee ID: -- Select --

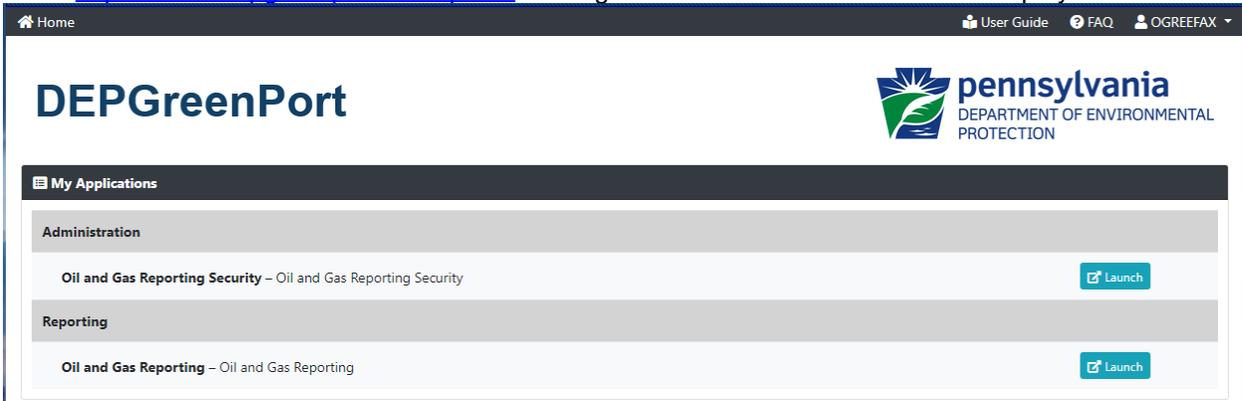
Pending | Rejected | Active | **Revoked**

User Name	Date Revoked	Full Name	Designee Id	Access Role	
XXXXXXXX	01/28/2020	XXXXXX	XXXXXXXX	<input type="checkbox"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<input type="button" value="Reinstate"/>

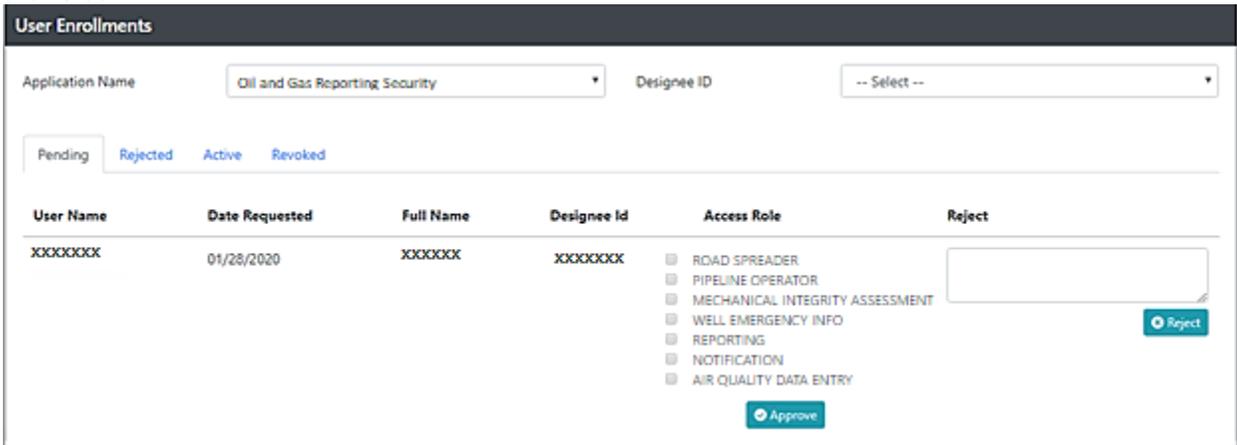
Reinstating user's access

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

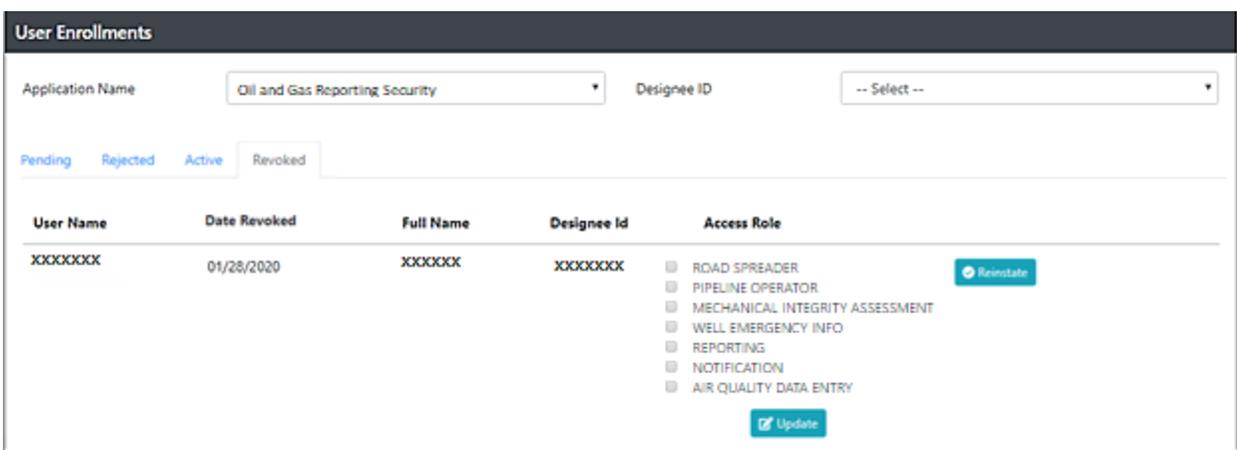
1. Go to <https://www.depgreenport.state.pa.us> and login. DEPGreenPort dashboard is displayed.



2. Click 'Launch' on Oil and Gas Reporting 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"/> ROAD SPREADER <input checked="" type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<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"/> ROAD SPREADER <input type="checkbox"/> PIPELINE OPERATOR <input type="checkbox"/> MECHANICAL INTEGRITY ASSESSMENT <input type="checkbox"/> WELL EMERGENCY INFO <input type="checkbox"/> REPORTING <input type="checkbox"/> NOTIFICATION <input type="checkbox"/> AIR QUALITY DATA ENTRY	<input type="text"/> <input type="button" value="Revoke"/>