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

Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Revision Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>July 18, 2018</td>
<td>Version for user review</td>
</tr>
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</tr>
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Purpose
Welcome to the guide to user administration for the e-permitting website via the DEPGreenPort website.

This guide provides information on how to successfully administer eDMR users on the DEPGreenPort website and use the functions available through the e-permitting Application.

Applications 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, webmasters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

Applications 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
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Greenport Self-Registration and Enrollment

e-permitting users will need to register for a Greenport account on https://www.depgreenport.state.pa.us in order to access the e-permitting application. Users must also submit the User Application & Security Agreement Form to the EFA before they can use the e-permitting application.

Creating a Greenport Account

1. Go to https://www.depgreenport.state.pa.us
2. The DEP Greenport login screen will display
3. Click the button, the “Self Registration Name” page will display.
4. Enter your first name in the First Name field.
5. Enter your last name in the Last Name field.
   NOTE: Enter YOUR name not the name of the Operator or Company or institution. The name and contact information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form.
6. Click on Continue Account Creation and the “Create Account” page will display.

NOTE: Your User Name and Full Name is displayed at the top of this screen. The name and contact information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form. The pre-populated username is based on the First and Last Name that was entered into the previous screen.
7. Enter your e-mail address in the E-mail field
8. Enter your telephone number in the Phone field
9. Enter your street address in the Street field
10. Enter your city in the City field
11. Enter your state in the State field
12. Enter your zip code in the Zip field
13. Choose a password hint by clicking the drop down arrow and selecting a password hint
14. Enter the answer to the Password Hint you had chosen in the Password Hint Answer field
15. Enter your password in the Password field
   Note: the password must be at least:
   a) 8 characters long
   b) Contain at least 1 number (1, 2, 3, ...)
   c) Contain at least 1 lower case letter (a, b, c,...)
   d) Contain at least 1 upper case letter (A, B, C, ...)
16. Confirm your password by entering it again in the Confirm Password field
17. Select “Create Account”. If you select “Cancel” all information will be erased and you will be
directed back to the previous screen.
18. After you click on the Create Account button, you will be sent an email message similar to what
is shown below.

DEPGreenPort Account Created
depgreenport@state.pa.us
sent: Thu 6/2/2016 1:10 PM

Your account information for the DEPGreenPort website is:
Username: LASTNAMEEF
Password: Password1

After logging into the DEPGreenPort with this new password you may change the password by clicking on the 'Account Administration' button.

You can access the DEPGreenPort through this link:
http://www.depgreenport.state.pa.us

Note: It is recommended that you record your Password and Username and keep it in an easily accessible and remembered location. If you lose or forget your Password or Username and cannot retrieve it using the “Can’t Remember Password” link, you will need to contact the Applications Support Help Desk to reset it.
19. Your Username and Password have now been created to access the DEP Greenport application.
   However, to access the e-permitting page you will need to complete the User Application & Security Agreement form, to be granted access.

Enrolling into the e-permitting Application as an Electronic Filing Administrator (EFA)

EFA’s are granted access to e-permitting by the DEP Program area. Users looking to be set up as an EFA must first self-register and fill out the Electronic Filing Administrator’s Application and Security Agreement Form and give the form to DEP.

1. After a user is registered, the user must sign in to GreenPort using their username and password, then click on the ENROLL button.
2. The user will be taken to the DEP GreenPort Self-Registered Applications page.
3. Toward the bottom of the page, the user will click the e-permitting button under the section of applications listed as 'Permitting'.

4. The user will be taken to the Additional Data Required for access to e-permitting page.

5. The user must enter the Access ID # for the Operator that they are requesting to work on behalf of and click the Submit button.
User who wish to work in the e-permitting system as an EFA must first go to the website below and follow the previous instructions in this guide to create a Greenport account and request enrollment into e-permitting https://www.depgreenport.state.pa.us

Users must then submit an Electronic Filing Administrator Application and Security Agreement form. This form is to be completed and submitted to the DEP Program area before the user can access the e-permitting system.

1. The Electronic Filing Administrator Application & Security Agreement form is located on the Bureau of Oil & Gas website https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/ePermitting.aspx and must be completed and submitted to the Program before they can be set up as an EFA.

   \[\text{Approving / Denying an Enrollment Request}\]

   The e-permitting application has been integrated with the DEPGreenPort website to provide a single portal sign-on for users to access. Users have the ability to enroll in the e-permitting application to complete Authorization Applications electronically.

   e-permitting Electronic Filing Administrators (EFAs) for an operator have the ability to grant access for any user requesting access to prepare, view, or submit authorization requests electronically. EFAs may approve, deny, or revoke access for each user.

   \[\text{Approving an Enrollment Request}\]

   1. Open Internet Explorer.
   2. In the URL Address Bar type in https://www.depgreenport.state.pa.us.
   3. The DEPGreenPort website will display:
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 DEP/GreenPort. Other services can be accessed by registering below.

Username: [Enter username]
Password: [Enter password]

Log into DEP/GreenPort

Can’t remember your password? Click here
Having problems? DEP Greenport FAQ
4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the **Log into DEPGreenPort** button.
7. The List Applications Screen will display.

8. Click the **ePermitting Security** button.
9. The e-permitting Security Pending User Request webpage will display:

![Image of the e-permitting Security Pending User Request webpage]

10. Select the security options to be granted for the desired user in the Grant Access for Request column.

![Image of the Grant Access for Request options]

11. Click the **Submit** button to confirm the selection.

12. The user requesting access will receive an email stating that the enrollment for the requested License number was successful.
Denying an Enrollment Request

1. Open Internet Explorer.
2. In the URL Address Bar type in https://www.depgreenport.state.pa.us.
3. The DEPGreenPort website will display:

![DEPGreenPort Login](image)

4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the *Log into DEPGreenPort* button.
7. The List Applications Screen will display:

8. Click the button.
9. The e-permitting Security Pending User Request webpage will display:

10. Click the Checkbox for the appropriate user to be rejected.

11. Enter a rejection reason in the *Reason* field.

12. Click the [Submit] button to confirm the selection.

13. The user requesting access will receive an email stating that the enrollment request has been rejected and provide the reason that the administrator entered.
Modifying Access for a User

e-permitting EFAs have the ability to modify individual access for any user that the EFA has access to. Modifying access can be completed on a role by role basis so that granular user administration can be completed and is done within the e-permitting Application itself.

*Note – Once approved through DEPGreenPort, the user will still be unable to access the e-permitting Application until the EFA sets up the individual permissions within the e-permitting Application itself. Please note

Modifying Security Roles

1. Open Internet Explorer.
2. In the URL Address Bar type in https://www.depgreenport.state.pa.us.
3. The DEPGreenPort website will display:

   ![DEPGreenPort Login](image)

4. Enter your username into the Username field.
5. Enter your password into the Password field.
6. Click the Log into DEPGreenPort button.
7. The List Applications Screen will display:

![Image of DEPGreenPort Screen]

8. Click the **ePermit** button.

9. The e-permit Dashboard webpage will display:

![Image of ePermit Dashboard]
10. If you have access to more than one Oil and Gas Operator Number, you’ll need to make sure to select the appropriate Access ID from the dropdown list:

![](image)

11. Click the [Admin] button:

12. The e-permit User Administration Overview page will display:

![](image)

13. New users will display with a User Status of <No Access>.

*Note – New users who were approved in Greenport must wait until the next business day before they are visible to the EFA in the ‘Associated Users’ list.

14. To create the access for a new user, or to edit the access of any user click the [button].

15. The e-permit User Maintenance Page will display:

![](image)

16. Set the Status to Active (or Inactive for a user that needs to be deactivated).

17. Select the appropriate Role by clicking the radio button next to the desired Role.

18. The Roles available in the e-permitting Application are defined as follows:

   a. Master Preparer – Any user who will have access to any draft permit or registration for the license they are associated with. The Master Preparer will
not have the ability to Pay and Submit. Only the EFA will have the ability to Pay and Submit.

19. Select the Allowed Authorization Types by clicking the checkbox next to the type and also select if the user is authorized to create new draft authorizations of this type:

<table>
<thead>
<tr>
<th>Authorization Type</th>
<th>Allow Create New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Tank Registration</td>
<td>✓</td>
</tr>
</tbody>
</table>

20. Click the **Save** button.
**e-permit Dashboard**

e-permitting users access the e-permit Dashboard to create, view, modify and/or delete draft authorization applications or previously submitted authorizations based on security roles given by the Electronic Filing Administrator (EFA). Users can view applications that are Draft, Submitted, Correction Required, Approved, and Withdrawn/Denied.

**Accessing the e-permit Dashboard**

1. Open Internet Explorer.
2. In the URL Address Bar type in [https://www.depgreenport.state.pa.us](https://www.depgreenport.state.pa.us)
3. The DEPGreenPort website will display:

   ![DEPGreenPort Website](image)

4. Enter your username in the **Username** field.
5. Enter your password into the **Password** field.
6. Click the **Log into DEPGreenPort** button.
7. The List Applications Screen will display:
8. Click the **button.**

9. From within the e-permitting application, the e-permit Dashboard is the “home” page. It can be accessed at any time by clicking the **button.**

10. Authorized users will see various links based on the programs they have been given access to.
Welcome to ePermitting

Select a program below:

- Bureau of Mining Programs
- Storage Tanks
- Air Quality - Asbestos
- Radiation Protection
- Bureau of Air Quality
- Office of Oil and Gas Management
- Bureau of Waterways, Engineering, and Wetlands

Note: If users only have access to one program, this page is skipped and the user is taken directly to their dashboard for that program.

ePermit Dashboard

<table>
<thead>
<tr>
<th>Drafts (65)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created Date</td>
</tr>
<tr>
<td>07/13/2016</td>
</tr>
<tr>
<td>07/17/2016</td>
</tr>
<tr>
<td>07/17/2016</td>
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<tr>
<td>07/17/2016</td>
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</tr>
<tr>
<td>07/16/2016</td>
</tr>
<tr>
<td>07/15/2016</td>
</tr>
</tbody>
</table>
Working Through a Draft Authorization

Authorized e-permitting users have the ability to create draft authorizations by completing modules and saving them at any time within the e-permitting Application.

Types of Data Fields

Users will encounter several different types of data field types when working through their applications. Some samples of these types of data fields are below.

1. **Checkbox** - a checkbox is clicked to select the value next to it. You may click it a second time to deselect it.
   
   **Example:**
   ![Checkbox Example]

2. **Text Box** - a textbox is a box where users can enter text manually or paste text that was copied from another application.
   
   **Example:**
   ![Textbox Example]

3. **Radio Button** – a radio button is used to select one item from a series of items. Only one button in the grouping can be selected.
   
   **Example:**
   ![Radio Button Example]

4. **Dropdown menu** – a dropdown menu is a menu you click on to display a list of items. You will click the item you wish to select from the list for it to display as the selected item from the list.
   
   **Example:**
   ![Dropdown Menu Example]

5. **Button** – a button is used to operate the command shown on the button. In the example below, the Save button saves the data that had been entered onto the screen.
   
   **Example:**
   ![Button Example]

Entering Data into Your Draft Application

The e-permitting Application is a dynamic application which means it can change based on the information entered into it. Users may notice that, depending on the
answers given in some areas, the application will add additional questions or perhaps even require additional modules.

1. While working in a draft application in the ePermitting application, click the link for an unfinished module.

2. Complete all data fields in the module, including all required fields.

**Required fields** - a required field is indicated by an asterisk * to the right of the field title. The module will not be considered complete until all required fields have been completed.

3. Click ![Save](image) to save your changes at any time while working on the module. You can return to the module to complete it at another time.

4. You may encounter an error message when saving a module if something was entered incorrectly.

5. ![Invalid Email address](image) You will see a message indicating if the module was saved successfully or not.

6. Click ![Completeness Check](image) to verify all required information has been completed for the module.

*Note: If a module is not complete, you will see a list of items that need to be finished before the module can be considered complete.

7. Click ![Back](image) to return to the overview.

*Note: If changes were made without saving and you attempt to return to the overview, a message will display asking if you wish to return without saving your changes.

8. Click Save.

9. Click ![Close](image).

10. The completed module will be indicated with a ![Green Check](image) to the right of the facility name under the Status heading.
**Uploading Attachments**

Several modules within the e-permitting application require attachments to be included with the submission. Authorized users will need to include these attachments for the module to be considered complete. Authorized users are also able to add additional, non-required attachments to their submission.

1. Click **Upload New Attachment** in the General Information Attachments section or **Attach** in the “Missing General Attachments” section.
2. The Upload Attachment window opens.

*Note: If the user selected **Attach** in the Missing General Attachments section, the Document Type field is prepopulated with the name of the document.*
3. Select the attachment type from the Document Type dropdown menu.

4. Select Browse... to open a Windows Explorer window to browse to and select the file.

5. Users may enter a Document Name and Description if they so choose.

6. Click Upload and Save.

7. Users may click Reset to clear the contents of all fields and start over.

**Submitting an Application**

Authorized e-permitting users have the ability to submit applications after completing all the appropriate required and non-required/optional modules.

**Submitting Permit Applications**

1. From within the e-permitting application, complete all required and selected optional modules.

2. After all modules have been completed, select the Pay and Submit button to submit the application for payment.
**Paying and Submitting the Application**

1. From within the e-permitting application, complete all required and selected optional modules.
2. Click the Application Fee module.
3. Enter the appropriate fees (if any) for the modules listed.
4. Click the
5. Click the
6. You will now be taken to the Payeezy page to enter your payment information.
   When finished, click the
   [Pay With Your Credit Card button]
7. If payment is accepted, you will receive a message indicating the payment is processed successfully and you will be returned to the e-permit Dashboard page, where you will see a new “Submitted” tab, or if you had previously submitted applications, you will see an increase in the number of submissions on the ‘Submitted’ tab.
8. If payment is not successful, you will see a message on the Payeezy screen indicating your payment was not processed. You will then be returned to the e-permit Authorization Overview screen.
**Reviewing and Modifying a Correction Required Permit Application**

Authorized e-permitting users will see a Correction Required tab on the e-permit Dashboard page if a previously submitted application is in need of a correction(s).

**Reviewing and Completing a Correction Required Permit Application**

1. From within the e-permitting application, click the Correction Required tab on the e-permit Dashboard page to display the list of correction notices.

   2. Click View Document under Pending Corrections.

   3. Click the item under Module/Area you wish to work on. You will be taken to the appropriate Module/Area.

   4. Correct the indicated items, and click the **Save** button. Click the **Back to Overview** button to return to the ePermit Authorization Overview.

   5. Click the Corrections Required tab from the e-permit Dashboard to mark the item(s) as Corrected.

   6. Click the **✓** to the item(s) you have corrected.

   7. Click the **Save** button.
**Viewing a Previously Submitted Permit Application**

e-permitting users have the ability to view previously submitted Permit Applications.

**Viewing Submitted Applications**

1. From within the e-permitting application, click the Submitted tab on the e-permit Dashboard page.

<table>
<thead>
<tr>
<th>Submitted Date</th>
<th>Permit Number</th>
<th>Facility Name</th>
<th>Submission Type</th>
<th>Request Type</th>
<th>Last Submitted Date</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2018</td>
<td>A06-36-00006A</td>
<td>ONE HOUR CINR'S BRADY ST PLT</td>
<td>GP-5</td>
<td>New Application</td>
<td>06/30/2018</td>
<td></td>
</tr>
<tr>
<td>05/29/2018</td>
<td>A06-22-00001A</td>
<td>Shannons Chrome Test</td>
<td>GP-5</td>
<td>New Application</td>
<td>05/29/2018</td>
<td></td>
</tr>
<tr>
<td>05/24/2018</td>
<td>A06-22-00001A</td>
<td>SSG_HERSHEY CO/WEST PLT</td>
<td>GP-5</td>
<td>New Application</td>
<td>05/24/2018</td>
<td></td>
</tr>
</tbody>
</table>

2. Click the 📹 button to view the permit.