



# e-permitting Electronic Filing Administrator User's Guide

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Engineering and Wetlands

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## ***Disclosure Information***

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

## ***Change History***

<b>Version</b>	<b>Date</b>	<b>Revision Description</b>
1.0	October 4, 2018	Version Finalized
2.0	November 7, 2018	Modifying Security Roles Note added, Revision to role definitions.
3.0	July 17, 2019	Modify based on new functionality and Bureau requested updates.
4.0	February 6, 2020	Modified access for consultants
5.0	March 18, 2020	Updated GreenPort information

## ***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 Chapter 105 General Permits users on the DEPGreenPort website and use the functions available through the e-permitting Application.

## ***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

## DEPGreenPort Self-Registration

For most DEP electronic applications users have completed a Request for Security Access form and DEP has provided a username and password to access the DEPGreenPort. However, DEP has some electronic applications that allow users to self-register. If you are sure that the application you wish to access is on the list of applications which allow users to self-register you may begin the self-registration process.

### Creating a DEP GreenPort Self-Registration Account

1. Go to the <https://www.depgreenport.state.pa.us> website.
2. The DEP GreenPort Login screen will display.

**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:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

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

[Click here to self-register](#)

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.

3. Select the Click here to self-register button.

**DEPGreenPort**  
Login

**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

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:   
[Log into DEPGreenPort](#)

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

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

[Click here to self-register](#)

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. The DEPGreenPort New Account – User Profile screen will display.
5. Click the User Guide link and follow the steps to complete the set up of your GreenPort user account.

**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Patrick McDonnell, Secretary  
Tom Wolf, Governor  
DFP Home

Home [User Guide](#) [FAQ](#)

**DEPGreenPort**  
 **pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**New Account - User Profile**

Email \*  [Get Verification Code](#)

Email Verification Code \*

First Name \*  Last Name \*

Phone \*  Extension

Address \*  City \*

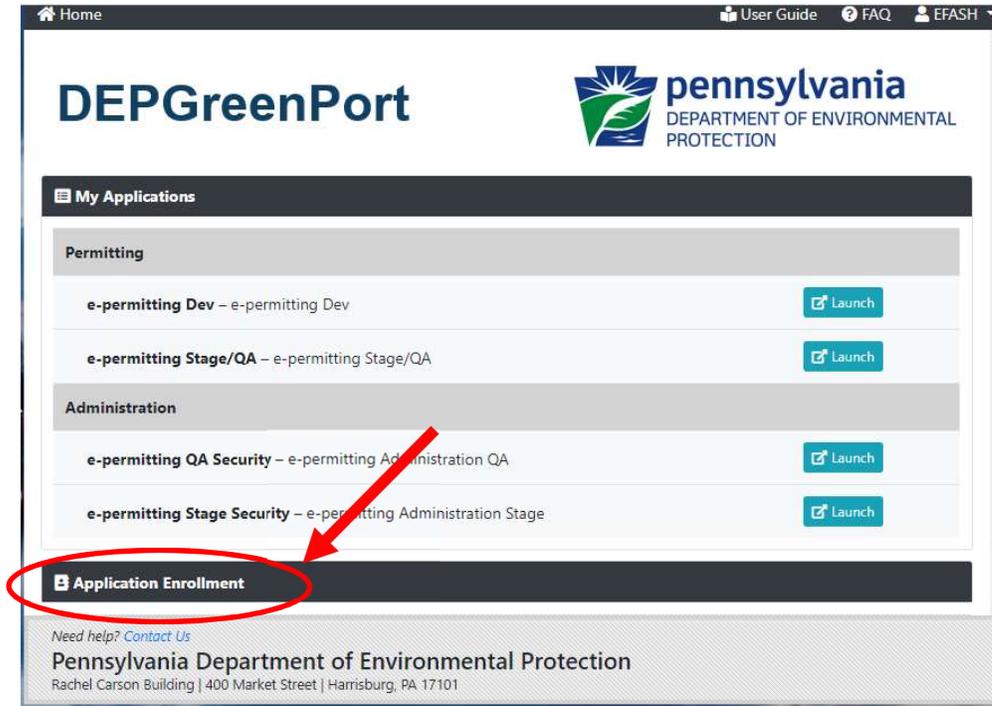
State \*  Zip \*

[Need help? Contact Us](#)

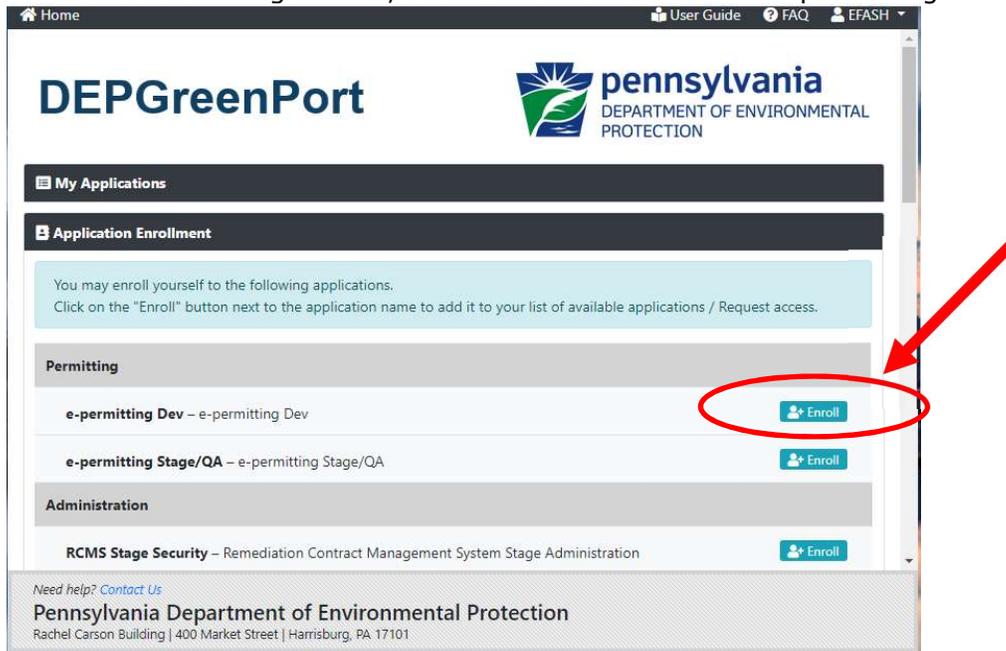
## Enrolling into the e-permitting Application

After a user is registered, the user must log into DEP GreenPort to Enroll into the e-permitting Application.

1. Select the Application Enrollment header.



2. The DEP GreenPort List Applications screen will display.
3. Under the Permitting header, select the Enroll button for e-permitting.



- The user will be taken to the DEP GreenPort Additional Data Required for access to ePermitting screen.

DEP Home

Tom Wolf, Governor

Patrick McDonnell, Secretary

## GreenPort Application Enrollment

### Additional Data Required for access to e-permitting Stage/QA

In order to Enroll in the e-permitting Stage/QA application you must first tell us a bit about the type of permit application you wish to submit.

DEP has some electronic applications which you can access immediately while other electronic applications require you to first provide us with the Access ID you wish to access. If you are requesting access to an application which requires you to provide an Access ID then once your request is reviewed and approved an e-mail will be sent to your account and you will be able to access the e-permitting Stage/QA 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 **shandove@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.

Program Area: Waterways Engineering and Wetlands

What is your relationship to DEP?: What is your relationship to DEP?

Submit

Cancel Request

- Select Waterways Engineering and Wetlands from the Program Area drop-down list.
- Select one of the following options from the What is your relationship to DEP? to act as an EFA:
  - I am representing myself to do business with DEP
  - I am representing my company/entity/organization, and the follow up option of I have the authority to submit work/payments to DEP
  - I am representing someone else, and the follow up option of I am assisting an individual in filling out this form.

**Note:** Working for yourself means Individual; Organization; or Individual/Consultant sitting with an individual to assist them. Once the consultant is assigned to an application, they will have access to that application throughout the entire submission lifecycle. ePermitting will allow the consultant continuous access to applications they have submitted - including handling any corrections/returns that may come up throughout the submission process - until final issuance (or denial) of the permit has occurred.

If the user is working for someone else (i.e. a consultant working for an permit applicant), the existing Greenport process will remain, and the company will give access to the consultant (**see the e-permitting GreenPort Operator User's Guide**)

- Select the Submit button.

- a. E-permitting will then require a person wishing to fill out a Chapter 105 application with no eFACTS client information to first go through the Client Registration form prior to starting the permit application.
- b. The applicant can begin drafting the Permit application immediately after filling out the Client Registration form.
- c. The Client Registration form can be reviewed while the applicant is working on their application.
- d. E-mail notification will be sent to the E-mail Address entered indicating what the User Name, Password are at the creation of this account, as well as the DEPGreenPort link that the user must access.

## **DEP New Client Registration**

When an applicant has requested access to Chapter 105 and they do not have an eFACTS ID, they will be routed to the New Client Registration screen.

### **Owner Information**

The details entered into the Owner Information section of this form will display varying fields based on the responses provided by the applicant as per the Client Type selected. Fields that display with an asterisk are deemed required and must be filled out prior to the submission of this form.

Owner Information
▼

Are you an individual, organization, or consultant representing an individual?\*

Individual  
  Organization  
  Consultant for an Individual

### **Individual**

Owner Information
▼

Are you an individual, organization, or consultant representing an individual?\*

Individual  
  Organization  
  Consultant for an Individual

Owner First Name\*

Owner Middle Name

Owner Last Name\*

Mailing Address\*

Address Line #2

City\*  State\*  Zip code\*

Telephone\*

Email

Please provide any known eFACTS Client IDs which may have been associated to your organization

Please provide any other previous names which may have been associated to your organization

## Organization

Owner Information

Are you an individual, organization, or consultant representing an individual?\*

Individual  Organization  Consultant for an Individual

Organization Name\*

Registered Fictitious Name

Client Type\*

Headquarters Address\*

Address Line #2

City\*  State\*  Zip code\*

Headquarters Telephone\*

Email

Please provide any known eFACTS Client IDs which may have been associated to your organization

Please provide any other previous names which may have been associated to your organization

## Consultant for an Individual

**NOTE:** Consultant for Individual is meant to assist individuals, not organizations, without computer access. Signed delegation of the authority to submit on their behalf is required to be uploaded.

Owner Information

Are you an individual, organization, or consultant representing an individual?\*

Individual  Organization  Consultant for an Individual

Owner First Name\*

Owner Middle Name

Owner Last Name\*

Mailing Address\*

Address Line #2

City\*  State\*  Zip code\*

Telephone\*

Email

Please provide any known eFACTS Client IDs which may have been associated to your organization

Please provide any other previous names which may have been associated to your organization

## Security Agreement for Owner and EFA

The applicant is required to select the Terms outlined within this Agreement, additional required information will be entered by the applicant as applicable, and the date the agreement was signed prior to save and submission of this form.

The Security Agreement will display differently based on the Work Type selected by the applicant.

Security Agreement for Owner and EFA
<p>For purposes of this Security Agreement, the use of the terms "you" and "your" includes both the Owner and the EFA when appropriate</p> <p>Your access to the Department of Environmental Protection's (DEP) e-permitting System is a privilege and not a right. Access for your employees, agents or assignees to engage in electronic reporting is at the sole discretion of DEP and may be terminated at any time and without notice even over your objections</p> <p>Access to the DEP e-permitting System, for purposes of this agreement alone, is limited to the time that an individual is either a) your employee or b) an independent contractor, agent or assignee working on your behalf pursuant to your contract with DEP. The EFA and Users must be required to submit data to DEP as an essential duty pursuant to their designation under either 2(a) or 2(b) of this Security Agreement.</p> <p>You are ultimately responsible for the security repercussions of the Users approved by you, the decisions and actions of your EFA and the use by Users of their user name and password. User names and passwords are not to be shared with any other individual at any time during the course of this Security Agreement. Failure to adhere to this provision may result in the immediate termination of access as to a specific individual or to all of your approved Users with possible legal action by DEP for any direct, indirect or consequential damages that the breach of security caused.</p> <p>You agree that all electronic filings made by you and your Users pursuant to this designation will be in the manner prescribed by DEP.</p> <p>DEP reserves the right, at its expense, to audit your records pertaining to the evaluation, granting and monitoring of all security credentials granted to Users under this Security Agreement and you agree to cooperate with any such audit including access to all related records and individuals.</p> <p>You understand and agree that everything that is filed electronically must be submitted only by the EFA or User approved to the assigned GreenPort account. You, the EFA or the Users have no authority to delegate access to any third party that results in more than one person utilizing the same GreenPort user name and password. Failure to adhere to this provision may result in the immediate termination of a specific User or your access with possible legal action by DEP for any direct, indirect or consequential damages that this breach of security caused.</p> <p>Access to and use of DEP's e-permitting System will be according to the designated and approved use: read only, submit or edit only.</p> <p>You agree to engage in no activities during this Security Agreement that would be knowingly incompatible with the software, equipment, or electronic filing system of DEP.</p> <p>You will not knowingly permit or instruct the filing of false or erroneous data or documents by any individual with access to the DEP e-permitting System during the term of this Security Agreement.</p> <p>You agree that all electronic access and filings shall be in accordance with all Federal laws and the laws of the Commonwealth of Pennsylvania.</p> <p>You agree to immediately provide to DEP changes to any information requested as part of the security verification process for your EFA, and all of your approved Users, once known or should have reasonably been known. Failure to do so within thirty days of receipt as to any update may result in the termination of your access.</p> <p>In performing the services required by this Security Agreement, User is an independent Contractor and not an employee or agent of DEP or the Commonwealth of Pennsylvania and this Security Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania.</p> <p>If for any reason you terminate the access of the EFA, or any of your approved Users whether it be voluntarily or involuntarily, you are to notify DEP within 24 hours and provide an explanation as to your decision to terminate access.</p> <p>DEP reserves the right to request additional information from the Owner and/or EFA prior to approval of access to the DEP e-permitting System.</p> <p>In the event that the EFA is also a User, the EFA by digitally signing this agreement incorporates as if set forth in full, and agrees to, the additional obligations cited within the User Security Agreement.</p> <p>The Owner and EFA shall hold DEP and the Commonwealth harmless from and indemnify DEP and the Commonwealth against any and all claims, demands and actions, including attorney's fees and costs, based upon or arising out of any activities performed by the Owner, EFA and its employees and agents under this Security Agreement including all approved Users.</p> <p>You agree to immediately provide to DEP any changes as to any information that has been requested of the EFA and/or the Owner as part of the security verification process within thirty (30) days of any change. Failure to do so may result in the immediate termination of your access.</p>

## Electronic Signature Details

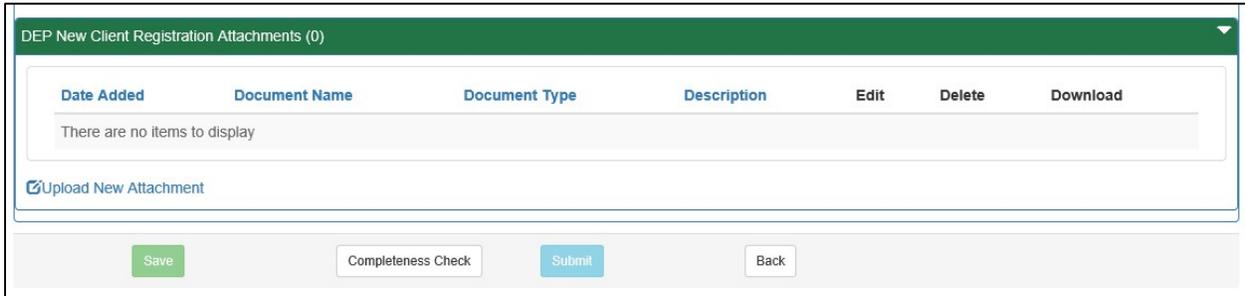
The Electronic Signature Details will display pertinent information as requested previously and entered by the applicant.

Electronic Signature
<p>I agree that the use of my GreenPort password to submit data and records to DEP constitutes an electronic signature. I understand that an electronic signature is taking place every time I use my password to submit data and records to DEP.</p> <p>I intend to be bound by my electronic signature. I authenticate the electronic data and record and attest to the statements contained within. I understand that my electronic signature is fully binding and has the same legal effect as an original, handwritten signature under the Electronic Transactions Act, 73 P.S. § 2260.101. I understand that submitting another individual's electronic signature or attesting to false statements in an electronic record may be subject to substantial civil and criminal penalties, including, but not limited to, 18 P.S. § 4904 relating to Unsworn Falsification to Authorities. If I discover that information I have submitted is incorrect, I will notify the DEP immediately.</p> <p>I/We understand and agreed to the terms outlined within this Security Agreement. <input type="checkbox"/></p>

## DEP New Client Registration Attachments

The applicant will have the ability to upload documentation as required.

Once the form has been submitted for a completeness check and submitted, an E-mail notification will be sent to the E-mail Address entered when setting up the DEPGreenPort Self-Registration account indicating to the user that the request has been submitted and is pending review.



Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

[Upload New Attachment](#)

**Applicant Signatory Requirements, who can sign, and required documents to upload can be located in the General permit Registration Instructions, Section F. Certification, found here:**

<http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4052>.

**Consultant for Individual:** Documentation supporting delegation of contracting authority must be provided and attached to the client registration. This documentation is an attachment of a signed statement by both you, the consultant for the individual, and the applicant in which the applicant gives the consultant permission to submit the application(s) to DEP on their behalf. It should generally include, at a minimum, name the consultant and applicant, and state that the applicant will be present and review the application, that they give permission to consultant to submit DEP ePermitting applications to DEP, and be signed by both parties.

## ePermitting User Submission

On submission of the New User Registration form, the user will be navigated to their ePermit Dashboard.

After a user submits the New Client Registration, the submission will display within the Submitted tab of the Dashboard. The user will have view access, but not edit capabilities.



Submitted Date	Permit Number	Submission Type	Request Type	Last Submitted Date	View
07/24/2019		New Client Registration	NEW	07/24/2019	

The user will have the ability to create a draft 105 registration. Once the draft has been created, it will then display within the Draft tab of the Dashboard.

Once the application has been created within e-permitting, the user will have the ability to select the View Application link. Once the View Application link has been selected, the ePermit Authorization Over Page will display.

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	<a href="#">Applicant Information</a>	<input checked="" type="checkbox"/>	2/6/2016
<input checked="" type="checkbox"/>	<a href="#">Consultant Information</a>	<input checked="" type="checkbox"/>	2/6/2016
<input checked="" type="checkbox"/>	<a href="#">Project Information</a>	<input checked="" type="checkbox"/>	2/6/2016
<input checked="" type="checkbox"/>	<a href="#">Resource Identification</a>	<input checked="" type="checkbox"/>	2/6/2016
<input checked="" type="checkbox"/>	<a href="#">Additional Info</a>	<input checked="" type="checkbox"/>	2/6/2016
<input checked="" type="checkbox"/>	<a href="#">PNDI</a>	<input checked="" type="checkbox"/>	2/6/2016
<input type="checkbox"/>	<a href="#">GP1</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<a href="#">GP2</a>	<input checked="" type="checkbox"/>	2/6/2016
<input type="checkbox"/>	<a href="#">GP3</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">GP4</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<a href="#">GP5</a>	<input checked="" type="checkbox"/>	2/6/2016
<input type="checkbox"/>	<a href="#">GP6</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">GP7</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<a href="#">GP8</a>	<input checked="" type="checkbox"/>	2/6/2016
<input type="checkbox"/>	<a href="#">GP9</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">GP10</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">GP11</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">GP15</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">Certification</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<a href="#">Application Fee</a>	<input type="checkbox"/>	

The user will complete all required portions of the application. Once all required portions of the application have been completed, the user is able to submit their application. However, a full review of the application will not begin until the New Client Registration has been approved.

## Approving / Denying an Enrollment Request Using the e-permitting Security Application

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.

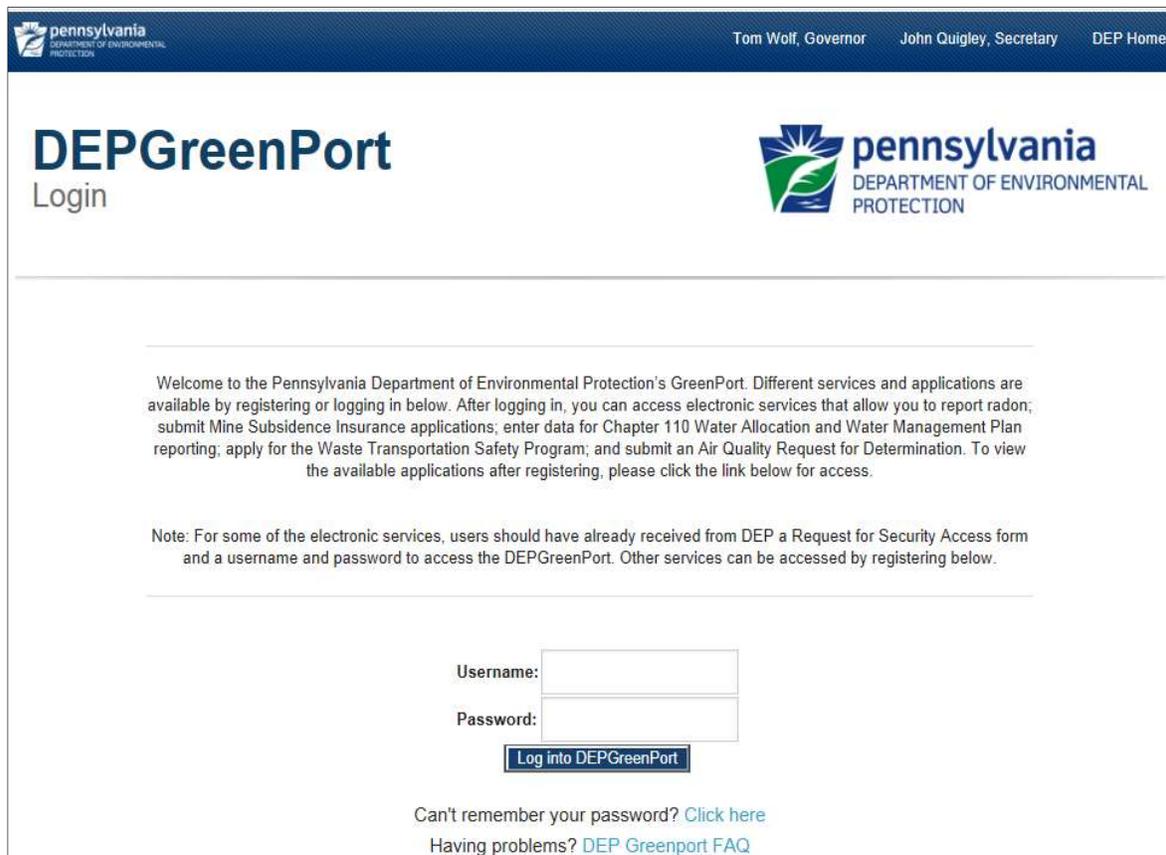
e-permitting Electronic Filing Administrators (EFAs) for an applicant have the ability to grant access for any user requesting access to prepare, view, or submit authorization requests electronically. EFAs may approve, deny, or revoke access for each user by using the e-permitting Security Application.

**Note:** Before you can approve an enrollment request, the user (consultant) must first request access using your Access ID. (see the *e-Permitting GreenPort Operator User's Guide for instructions*). Your is the number listed on the Access ID line, visible on the ePermit Dashboard.



## Approving/Denying an Enrollment Request

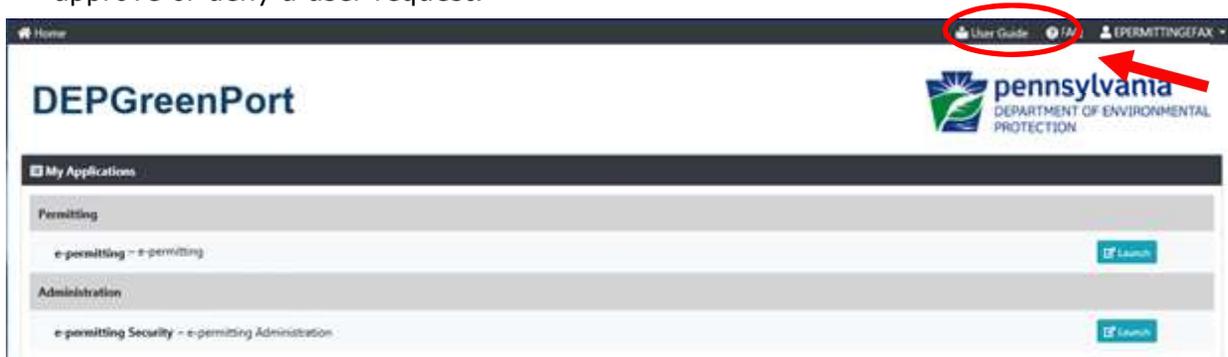
1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display.



4. Enter your User Name into the *User Name* field.
5. Enter your Password into the *Password* field.
6. Click the 'Log into GreenPort' button.
7. The DEPGreenPort dashboard is displayed.



8. Click the 'User Guide' link at the top of the screen for step by step instructions to approve or deny a user request.



## ***Create and Edit/Modify Access for a User Inside e-permitting***

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.

### ***e-permitting User Roles***

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.

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.

**Master Preparer** – Any user who will have access to any draft permit, correction required permit, or previously submitted permit for the license they are associated with. The Master Preparer will also have the ability to create new draft permits. **This means that the Master Preparer will have access to all of the Chapter 105 General permit registrations for an EFA.**

**Preparer** – Any user who will require individual access to draft permits, or correction required permits for the license they are associated with. Once a draft permit is created, a Preparer must be given access to the submission before they are able to work on it. **Preparers can only access the specific application to which they are granted access.**

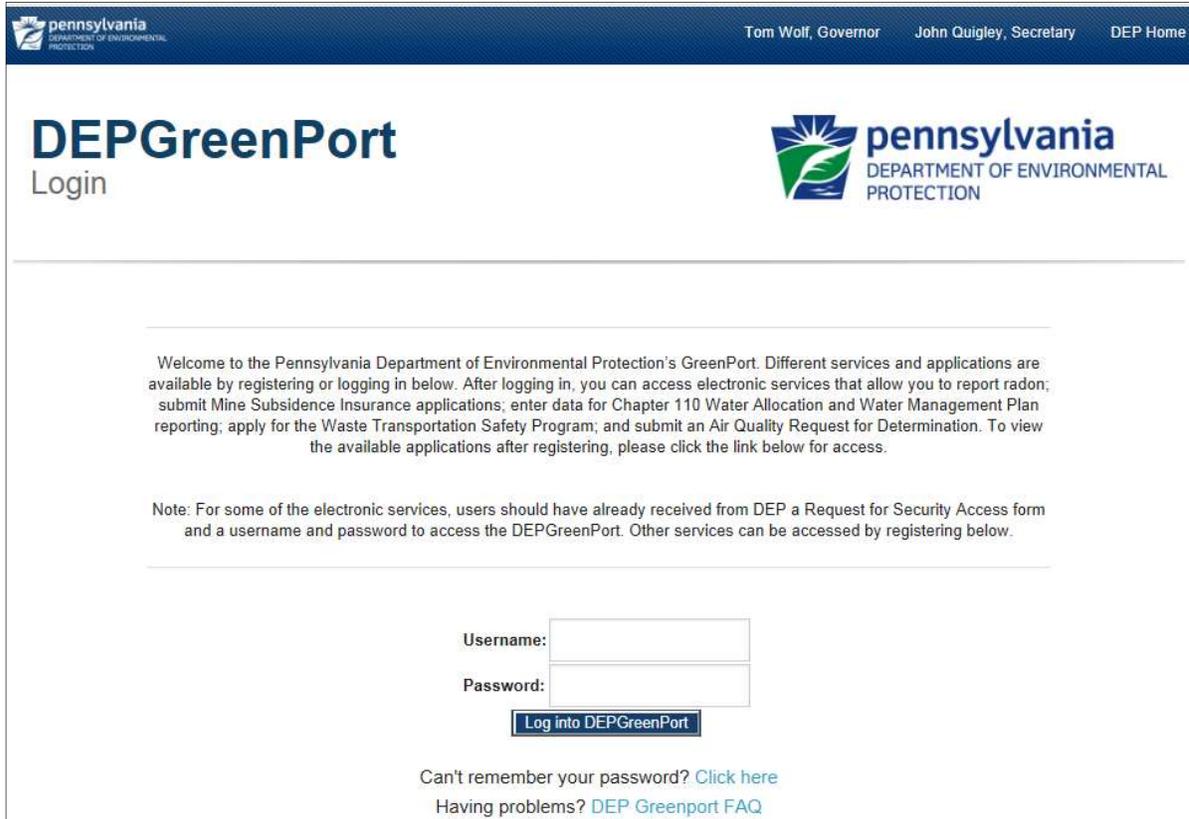
**Submit and Pay** - Master Preparers are able to 'Submit and Pay' a Chapter 105 General permit registration. Preparers are not able to 'Submit and Pay'.

**Note:** If the applicant is a 3<sup>rd</sup> Party Submitter, the existing GreenPort process will remain as it is already being done today, at the discretion of the company giving access to the consultant. Once the consultant is assigned to an application, they will have access to that application throughout the entire submission lifecycle.

ePermitting will allow the consultant continuous access to applications they have submitted - including handling any corrections/returns that may come up throughout the submission process - until final issuance (or denial) of the permit has occurred.

## 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.



The screenshot shows the DEPGreenPort login page. At the top, there is a blue header with the Pennsylvania Department of Environmental Protection logo on the left and navigation links for Tom Wolf, Governor; John Quigley, Secretary; and DEP Home on the right. Below the header, the page features the DEPGreenPort logo and the word "Login" on the left, and the Pennsylvania Department of Environmental Protection logo on the right. A horizontal line separates the header from the main content area. The main content area contains a welcome message, a note about security access forms, and a login form with fields for Username and Password, and a "Log into DEPGreenPort" button. Below the form are links for "Can't remember your password? Click here" and "Having problems? DEP Greenport FAQ".

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:

[Log into DEPGreenPort](#)

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

4. Enter your User Name into the User Name field.
5. Enter your Password into the Password field.
6. Click the Log into DepGreenPort button.

7. The List Applications Screen will display.

DEP GreenPort

My Applications

**Permitting**

- e-permitting Dev – e-permitting Dev [Launch](#)
- e-permitting Stage/QA – e-permitting Stage/QA [Launch](#)

**Administration**

- e-permitting QA Security – e-permitting Administration QA [Launch](#)
- e-permitting Stage Security – e-permitting Administration Stage [Launch](#)

Application Enrollment

Need help? [Contact Us](#)

8. Click the 'ePermitting' button under the 'Permitting' heading.

9. The e-permit Dashboard webpage will display.

ePermit Dashboard

Access ID: 3 - LONDONDERRY TWP DAUPHIN CNTY

Submission Type: Ch 105 GP Registration

10. Select the appropriate Access ID from the dropdown list, as required.

11. Click the Admin button.

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

User Name	First Name	Last Name	Allowed Permit Access Count	User Status	Role
TESTERSHANN	SHANNON	TESTER	All	Active	Master Preparer

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 Edit button.

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

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

Role	Role	Role Description
<input checked="" type="radio"/>	Master Preparer	Master Preparer
<input type="radio"/>	Preparer	Preparer - BWEW

Authorization Type	Allow Create New
<input checked="" type="checkbox"/> Ch 105 GP Registration	

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

18. Select the Allowed Authorization Type.

19. Click the Save button.

By selecting the box under "Allow Create New", the user is granted access to create those designated applications. In order to grant the user access to an application currently in draft, return to the Dashboard and select the "Grant Authorization Access" button.

## Limiting Access to Modules for a User

e-permitting EFAs have the ability to limit individual access for certain modules within the e-permitting Application.

Any user given Master Preparer and Preparer access will have access to all modules by default. If you want to limit the access, then restrictions must be placed on each module.

### Modifying Module Restrictions

1. From within the e-permitting Application, access the e-permit User Maintenance page for a user that will require module restrictions.
2. Select the Authorization Type from the Allowed Authorization Type checkbox.

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Status: Active

Role

Role	Role	Role Description
<input type="radio"/>	Master Preparer	Master Preparer
<input checked="" type="radio"/>	Preparer	Preparer - BWEW

Allowed Authorization Types

Select Authorization Types allowed for editing by this user and indicate if user may create a new authorization.

Authorization Type	Allow Create New
<input checked="" type="checkbox"/> Ch 105 GP Registration	

Module Restrictions

Allowed Authorization Type(s): Ch 105 GP Registration

Add Module Restriction

Select Module to Restrict: Applicant Information

Restrict to: READONLY

Add

Restriction	Module
There are no items to display	

Save

Back to Administration Overview

3. Select the module that Access Restrictions need to be placed against from the dropdown list.
4. Select the Access Level to Restrict the Access.
5. Click the Add button.
6. Click the Save button.

## ***e-permit Dashboard***

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

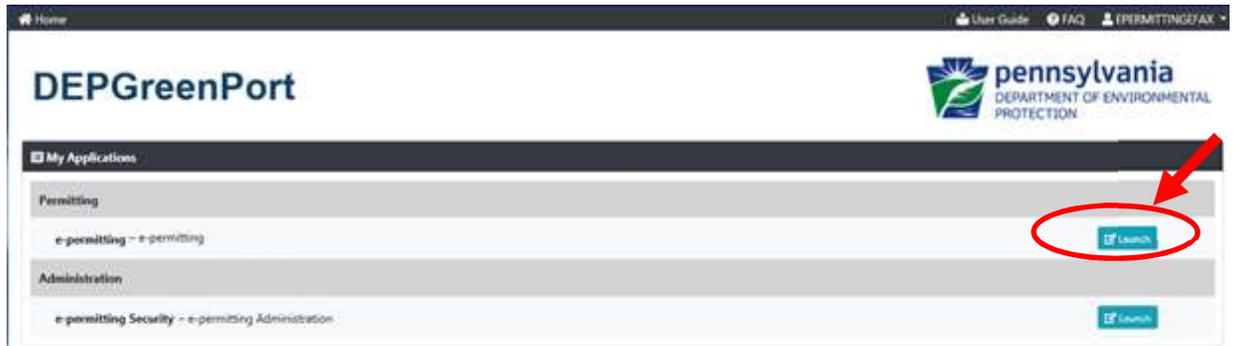
### ***Accessing the e-permit Dashboard***

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

The screenshot shows the DEPGreenPort Login page. At the top, there is a blue header with the Pennsylvania Department of Environmental Protection logo on the left and navigation links for Tom Wolf, Governor, John Quigley, Secretary, and DEP Home on the right. Below the header, the page title is "DEPGreenPort Login" on the left and the Pennsylvania Department of Environmental Protection logo on the right. The main content area contains a welcome message, a note about security access forms, and a login form with fields for Username and Password, a "Log into DEPGreenPort" button, and links for password recovery and FAQ.

4. Enter your User Name in the *User Name* field.
5. Enter your Password into the *Password* field.
6. Click the 'Log into DEPGreenPort' button.

7. The List Applications Screen will display.



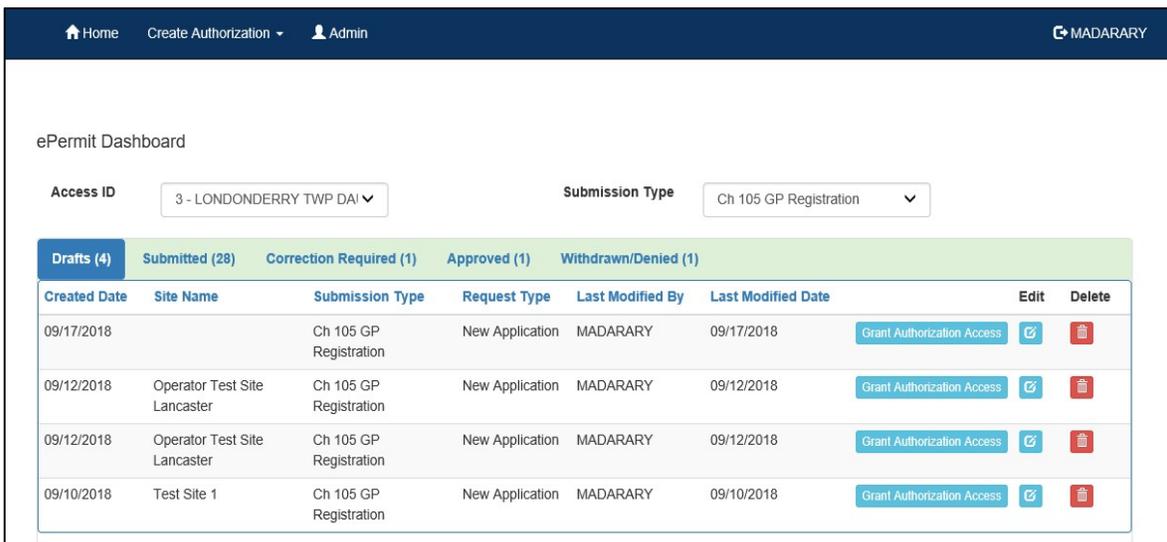
8. Click the 'Launch' button for e-permitting under the Permitting heading.

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 'Home' button.

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



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.



## Working Through a Draft Registration

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 registrations. 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:  Site Information

2. **Text Box** – a textbox is a box where users can enter text manually or paste text that was copied from another registration.

Example: City \*

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: Is the above information accurate?\*  Yes  No

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: State\*

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:

## Entering Data into Your Draft Registration

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 registration in the e-permitting application, click the link for an unfinished module.
2. Complete all data fields in the module, including all required fields.

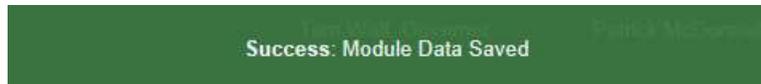
**Required fields:** A required field is indicated by an asterisk \* to the right of the field title. The module will not be considered complete until all required fields have been completed.

3. Click the 'Save' button 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.

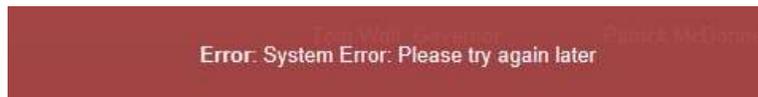
Email\*

Invalid Email address e.g. info@cloudcms.com

5. You will see a message indicating if the module was saved successfully or not.



or



6. Click the 'Completeness Check' button to verify all required information has been completed for the module. 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 the  button to return to the overview. 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.

Confirmation Dialog

You made changes, are you sure you want to leave this page without saving?

8. Click the 'Save' button.

9. Click the  button.

10. The completed module will be indicated with a  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 the 'Upload New Attachment' button in the General Information Attachments section or the 'Attach' button in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

Note: If the user selected the 'Attach' button in the Missing General Attachments section, the Document Type field is prepopulated with the name of the document.

The screenshot shows a window titled "Upload Attachment" with a close button in the top right corner. The window contains the following fields and controls:

- Document Type \***: A dropdown menu with the text "--select a value--" and a downward arrow.
- File To Upload \***: A file input field, a "Browse..." button, and a blue circular icon with a question mark.
- Document Name**: A text input field.
- Description**: A larger text input field.

At the bottom of the window, there are two buttons: "Upload and Save" and "Reset". A red asterisk note "\* fields are required." is located at the bottom right of the window.

3. Select the Attachment Type from the Document Type dropdown menu.
4. Select the 'Browse' button to open a Windows Explorer window to browse and to select the file.
5. Users may enter a Document Name and Description if they so choose.
6. Click the 'Upload and Save' button.

Note: Users may click the 'Reset' button to clear the contents of all fields and start over.

## Submitting a Registration/Payment

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

### Submitting Permit Registrations

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

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
09/12/2018		Chapter 105 Fee Worksheet				

[Upload New Attachment](#)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
09/12/2018		Chapter 105 Fee Worksheet				

[Upload New Attachment](#)

2. After all modules have been completed, you must first complete the Application Fee module in order to submit the registration and pay.

### Payment Method Determined by Which Office will Review

If your general permit registration will be reviewed by a Delegated County Conservation District, *the payment must be made directly to that office and not electronically at the time of submission.* The e-Permitting system will identify if this is the case for your registration, and the Application Fee Module will provide instructions to contact the appropriate Conservation District Office.

If the registration will not be reviewed by a delegated County Conservation District, then electronic payment is required at the time of submission.

## Pay by Telecheck or Credit Card

You will now be taken to the 'Payeezy' page to enter your payment information. When finished, click the 'Pay with Your Credit Card' button.



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### Review Your Order

Total Amount: USD 2450.00

### Choose Payment Option

### Pay With Your Check

Customer Name

ABA/Bank Routing No.

Bank Account Type  
Personal

Account Number

Check Number

Address

City

State/Province  
Alabama

ZIP/Postal Code

Country  
United States

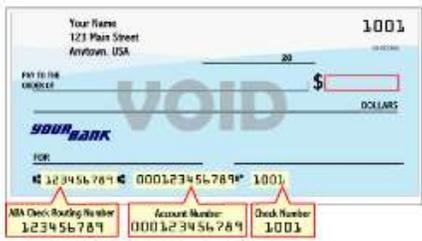
Phone  
Home

Email

ID Details  
Driver's License

If using a driver's license as ID, please also include the state, e.g: TX123456789  
If using a Tax ID/Tin, please omit any dashes or spaces, e.g: 789654121

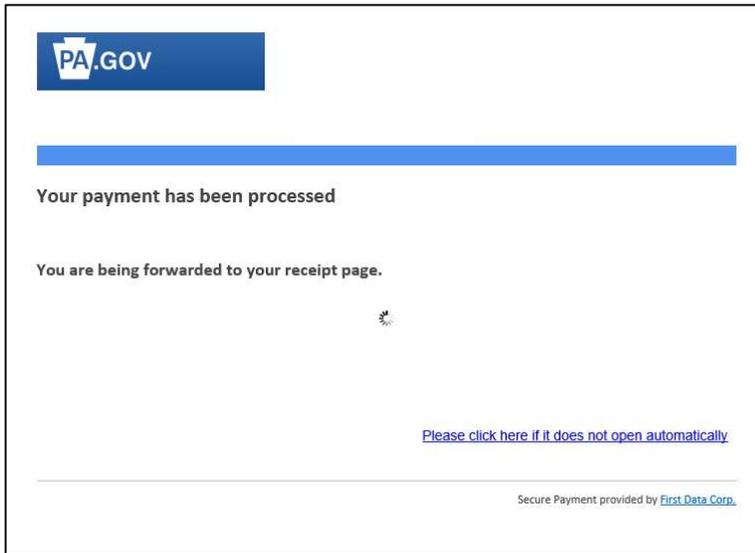
### Check Description



- ABA/Bank Routing No.
- Account Number
- Check Number - (Optional)

Upon completion of the Payment Information page, the Consent page will be displayed; you will be asked to consent to the electronic funds transfer.

If payment is accepted, the user will receive a message indicating the payment is processed successfully and the user will be returned to the ePermit Dashboard.



If payment is **not** successful, a message will display on the 'Payeezy' screen indicating the payment was **not** processed. The user will then be returned to the 'ePermit Authorization Overview' screen.

ePermit Authorization Overview

Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	GP-5 General Application Information	✔	04/17/2019	<input type="checkbox"/>	GP-5 Natural Gas Fired Combustion Units	✘	
<input checked="" type="checkbox"/>	GP-5 Facility Information	⚠		<input type="checkbox"/>	GP-5 Tanker Trucks	✘	
<input type="checkbox"/>	GP-5 Engines	✘		<input checked="" type="checkbox"/>	GP-5 Fugitive Emissions	✘	
<input type="checkbox"/>	GP-5 Turbines	✘		<input checked="" type="checkbox"/>	GP-5 Single Source Determination	✘	
<input type="checkbox"/>	GP-5 Dehydrators	✘		<input checked="" type="checkbox"/>	GP-5 Application Fee	✔	04/16/2019
<input type="checkbox"/>	GP-5 Storage Vessels	✘					

General Attachments(0)

Date Added	Document Name	Document Type	Description	Download
No attachments to display				

[Upload New Attachment](#)

## Reviewing and Modifying a Correction Required Registration

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

### Reviewing and Completing a Correction Required Registration

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.

The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', and 'Admin' options, along with the 'MADARARY' logo. Below the navigation bar, the 'ePermit Dashboard' title is visible. There are two dropdown menus: 'Access ID' set to '3 - LONDONDERRY TWP DAI' and 'Submission Type' set to 'Ch 105 GP Registration'. A horizontal menu below these menus has five tabs: 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Correction Required (1)' tab is currently selected. Below the tabs is a table with the following columns: 'Revision', 'Due Date', 'Permit Number', 'Site Name', 'Submission Type', 'Request Type', 'Pending Corrections', 'Last Modified', 'Edit', and 'Withdrawal'. The table contains one row of data: '10/01/2018', 'GP011418-503', 'Centre CCD Test', 'Ch 105 GP Registration', 'New Application', 'View Document', '09/14/2018', and three action buttons: 'Grant Access', a share icon, and a delete icon.

2. Click the View Document link under the Pending Corrections heading.
3. Click the item under Module/Area you wish to work on. You will be taken to the appropriate Module/Area.

The screenshot shows a 'Correction Notice' form. At the top, there is a title bar with 'Correction Notice' and a close button. Below the title bar, there are two input fields: 'Due Date' with the value '10/01/2018' and 'Correction Type' with the value 'Review'. Below these fields is a section titled 'Correction Checklist' with a green header. This section contains a table with three columns: 'Module/Area', 'Correction Detail', and 'Corrected'. The table has two rows of data: 'Applicant Information' with the detail 'Please update this information.' and 'PNDI' with the detail 'Please include a PNDI.'. Both rows have an unchecked checkbox in the 'Corrected' column. At the bottom right of the form, there are three buttons: 'Download Correction Notices', 'Save', and 'Back to Overview'.

4. Correct the indicated items, and click the 'Save' button.
5. Click the 'Back to Overview' button to return to the ePermit Authorization Overview.
6. Click the Corrections Required tab from the e-permit Dashboard to mark the item(s) as Corrected.
7. Click the checkbox, to the item(s) that you have corrected.
8. Click the 'Save' button.

9. Select to Edit the record, by selecting the 'Edit' button.

The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', 'Admin', and 'MADARARY' logo. Below the navigation bar, the dashboard title 'ePermit Dashboard' is visible. There are two dropdown menus: 'Access ID' set to '3 - LONDONDERRY TWP DAI' and 'Submission Type' set to 'Ch 105 GP Registration'. Below these are five tabs: 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Correction Required (1)' tab is active. A table below the tabs displays the following data:

Revision	Due Date	Permit Number	Site Name	Submission Type	Request Type	Pending Corrections	Last Modified	Edit	Withdrawal	
	10/01/2018	GP011418-503	Centre CCD Test	Ch 105 GP Registration	New Application	<a href="#">View Document</a>	09/14/2018	<a href="#">Grant Access</a>		

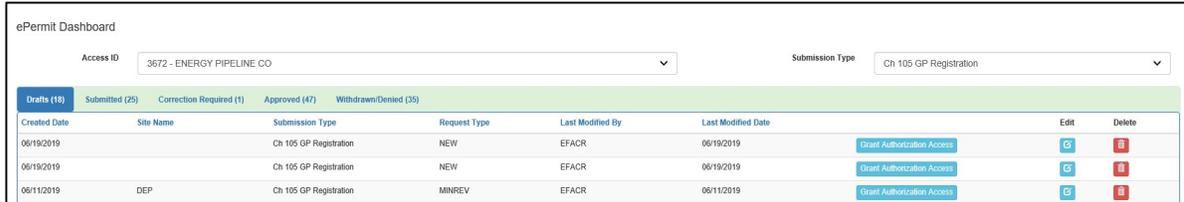
Once the updates are complete, the user will select the 'Final Completeness Check'. Once the modules have been verified the 'Submit' button will become available to the end user.

## Viewing a Previously Submitted Registration

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

### Viewing Submitted Registrations

1. From within the e-permitting application, click the Submitted tab on the e-permit Dashboard page.
2. The user will select the 'Edit' button to view the registration.



The screenshot shows the 'ePermit Dashboard' interface. At the top, there are two dropdown menus: 'Access ID' with the value '3672 - ENERGY PIPELINE CO' and 'Submission Type' with the value 'Ch 105 GP Registration'. Below these is a navigation bar with tabs: 'Drafts (10)', 'Submitted (25)', 'Correction Required (1)', 'Approved (47)', and 'Withdrawn/Denied (35)'. The 'Submitted (25)' tab is active. The main content is a table with the following columns: 'Created Date', 'Site Name', 'Submission Type', 'Request Type', 'Last Modified By', 'Last Modified Date', 'Grant Authorization Access', 'Edit', and 'Delete'. There are three rows of data in the table.

Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Grant Authorization Access	Edit	Delete
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a>	<a href="#">R</a>
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a>	<a href="#">R</a>
06/11/2019	DEP	Ch 105 GP Registration	MINREV	EFACR	06/11/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a>	<a href="#">R</a>