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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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Revision Description</th>
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<tr>
<td>1.0</td>
<td>October 4, 2018</td>
<td>Version Finalized</td>
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<tr>
<td>2.0</td>
<td>November 7, 2018</td>
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</tr>
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<td>3.0</td>
<td>July 17, 2019</td>
<td>Modify based on new functionality and Bureau requested updates.</td>
</tr>
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<td>Modified access for consultants</td>
</tr>
<tr>
<td>5.0</td>
<td>March 18, 2020</td>
<td>Updated GreenPort information</td>
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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 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, webmasters, 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.

![DEP GreenPort Login Screen](image)
3. Select the Click here to self-register button.

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

5. Select Waterways Engineering and Wetlands from the Program Area drop-down list.

6. Select one of the following options from the What is your relationship to DEP? to act as an EFA:
   a. I am representing myself to do business with DEP
   b. I am representing my company/entity/organization, and the follow up option of I have the authority to submit work/payments to DEP
   c. 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*).

7. 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.

**Individual**

<table>
<thead>
<tr>
<th>Owner Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you an individual, organization, or consultant representing an individual?*</td>
</tr>
<tr>
<td>Owner First Name*</td>
</tr>
<tr>
<td>Owner Middle Name</td>
</tr>
<tr>
<td>Owner Last Name*</td>
</tr>
<tr>
<td>Mailing Address*</td>
</tr>
<tr>
<td>Address Line #2</td>
</tr>
<tr>
<td>City*</td>
</tr>
<tr>
<td>Telephone*</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Please provide any known eFACTS Client IDs which may have been associated to your organization</td>
</tr>
<tr>
<td>Please provide any other previous names which may have been associated to your organization</td>
</tr>
</tbody>
</table>
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.
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.

Electronic Signature Details

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

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.

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.

<table>
<thead>
<tr>
<th>Included</th>
<th>Go To</th>
<th>Status</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️</td>
<td>Applicant Information</td>
<td>✔️</td>
<td>2/6/2016</td>
</tr>
<tr>
<td>☑️</td>
<td>Consultant Information</td>
<td>✔️</td>
<td>2/6/2016</td>
</tr>
<tr>
<td>☑️</td>
<td>Project Information</td>
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<td>2/6/2016</td>
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</tr>
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<td>Additional Info</td>
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</tr>
<tr>
<td>☑️</td>
<td>PNDI</td>
<td>✔️</td>
<td>2/6/2016</td>
</tr>
<tr>
<td>✗</td>
<td>GP1</td>
<td>✔️</td>
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</tr>
<tr>
<td>☑️</td>
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</tr>
<tr>
<td>✗</td>
<td>GP3</td>
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<td>2/6/2016</td>
</tr>
<tr>
<td>✗</td>
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<tr>
<td>✗</td>
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<tr>
<td>☑️</td>
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<td>✔️</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>☑️</td>
<td>Certification</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>☑️</td>
<td>Application Fee</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

The user will compete 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 3rd 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.

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.

8. Click the ‘ePermitting’ button under the ‘Permitting’ heading.

9. The e-permit Dashboard webpage will display.

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.

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).

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.

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-permit 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.
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:

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

   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: 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:

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.

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

   ![Success: Module Data Saved](image)

   or

   ![Error: System Error. Please try again later](image)

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 **Back** 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.

8. Click the ‘Save’ button.

9. Click the **Close** 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.

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.

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.

Review Your Order
Total Amount: USD 2450.00

Choose Payment Option

Pay With Your Check
Customer Name
ABA/Bank Routing No.
Bank Account Type
Account Number
Check Number
Address
City
State/Province
ZIP/Postal Code
Country
United States
Phone
Home
Email
ID Details
Driver’s Licence

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.
**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.

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.

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.

![ePermit Dashboard](image)

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.

![Table showing e-permit Dashboard and Submitted Registrations]