



e-permitting GreenPort Operator User's Guide

For Chapter 105 General Permit Registrations

This User Guide is intended for those individuals the EFA/Applicant desires to have work on the Chapter 105 GP Registration (i.e. Consultants, employees of the Applicant's Company)

This guide is NOT to be used by the Applicant's signatory/EFA. See the ePermitting Electronic Filing Administrator User's Guide

Prepared by: Business Support Services
Edited by: Bureau of Waterways
Engineering and Wetlands
Version: 3.1
Date: April 1, 2020

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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.

Change History

Version	Date	Revision Description
1.0	July 19, 2018	Version for user review
1.0	October 4, 2018	Version Finalized
1.0	October 19, 2018	Revision to reference User form
2.0	June 20, 2019	Modify due to change in functionality and Program area's requested updates
3.0	March 18, 2020	Updated new 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 Permit users on the DEPGreenPort website and use the functions available through the e-permitting Application.

This guide does not replace the General Permit Registration Instructions or requirements, found here:

<http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4050>. See these instructions for specific information requirements for the general permits.

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

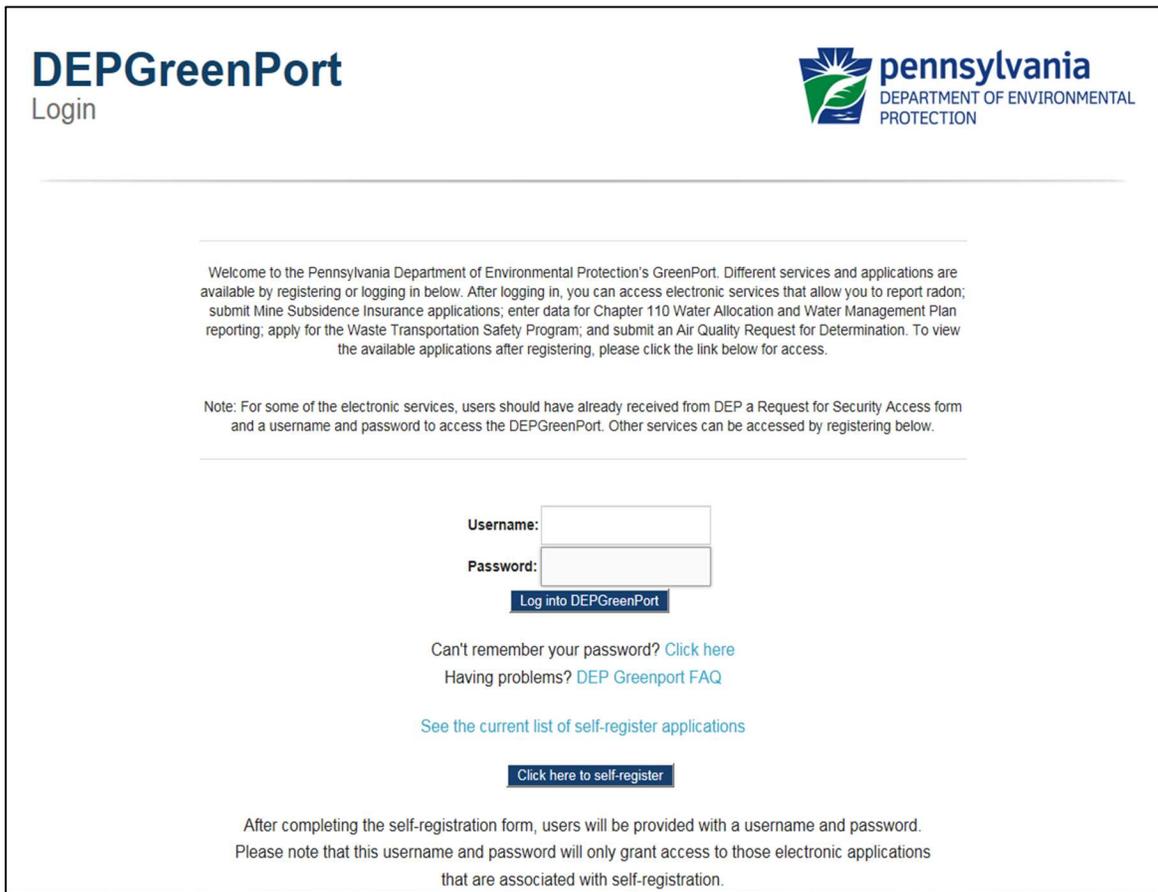
GreenPort Self-Registration and Enrollment

All 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 DEP before they can use the e-permitting application.

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.

Note: Steps below are for users who already have created GreenPort accounts. If you do not yet have a GreenPort account, please visit https://epecwebs20.pader.gov/gpl/docs/Portal_Userguide.pdf for steps to create your GreenPort account.



The image shows a screenshot of the DEP GreenPort Login page. At the top left, it says "DEP GreenPort Login". At the top right is the Pennsylvania Department of Environmental Protection logo. Below the header is a horizontal line. The main content area contains a welcome message, a note about security access forms, and a login form with fields for "Username:" and "Password:". Below the login form is a "Log into DEP GreenPort" button. There are also links for "Can't remember your password? Click here", "Having problems? DEP Greenport FAQ", and "See the current list of self-register applications". At the bottom, there is a "Click here to self-register" button and a final note about the self-registration process.

DEP GreenPort
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 DEP GreenPort. Other services can be accessed by registering below.

Username:

Password:

[Log into DEP GreenPort](#)

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

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

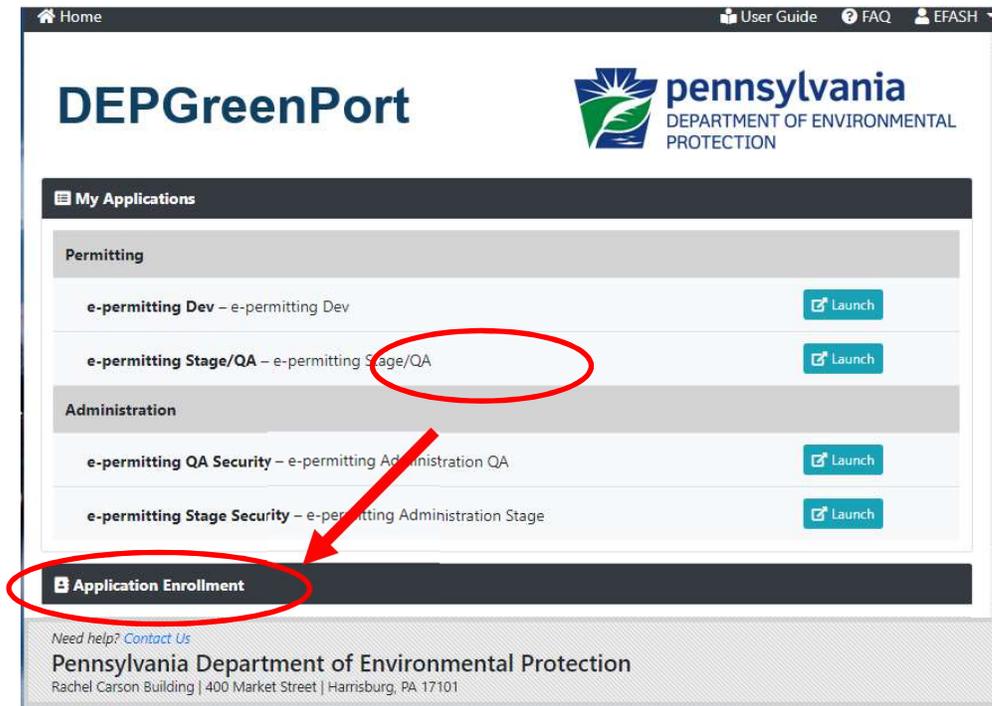
[Click here to self-register](#)

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.

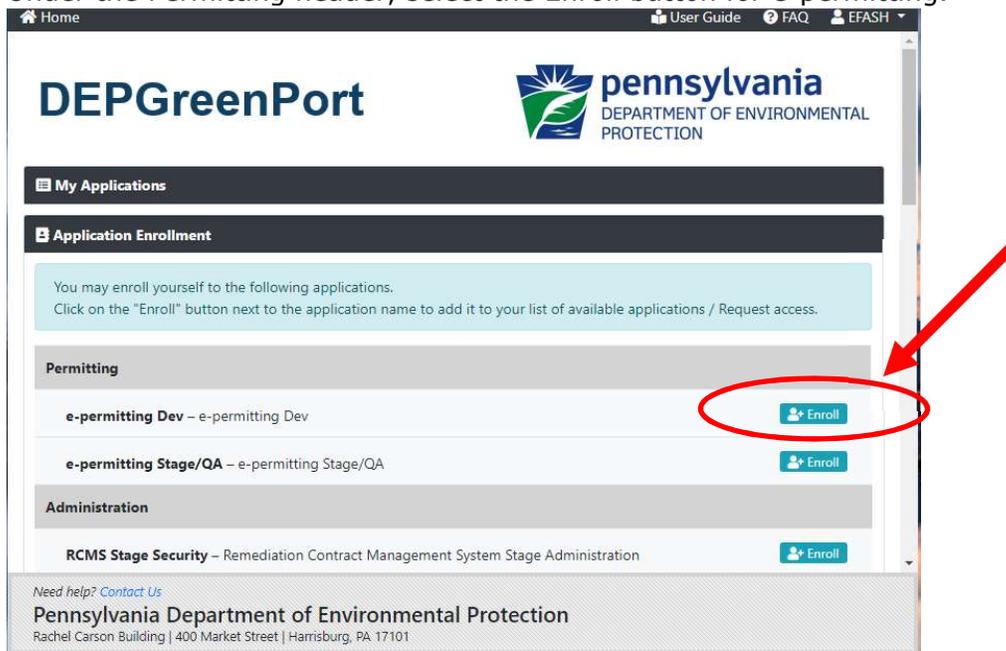
Enrolling into the e-permitting Application

After a user has created his/her GreenPort account, the user must sign into DEP GreenPort to Enroll into the e-permitting Application.

1. After signing into GreenPort, 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

Patrick McDonnell, Secretary

Tom Wolf, Governor

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 under What is your relationship to DEP? to act as an Operator:
 - I am representing my company/entity/organization, and the follow up option of I am an employee but I do not have the authority to submit work/payments to DEP, then follow up with your Access ID.
 - I am representing someone else, and the follow up option of I am a hired consultant working for a company/entity/organization, then follow up with your Access ID.

Note: The user must enter the Access ID # for the Operator that they are requesting to work on behalf of and click the Submit button. The EFA for whom you are working will provide this number to you.

Note: The questions asking about your ability to submit applications is referring to your authority to sign as the applicant.

- Select the Submit Button.
- An electronic request will be sent to the EFA for the Operator. Once the User Application & Security Agreement Form has been completed and submitted to the EFA, the electronic request can be approved, and the user will be notified that their account has been given access to the e-permitting system.

Note: New users (i.e. consultant) who were approved in Greenport must wait until the next business day before they are visible to the EFA in the 'Associated Users' list.

User Registration & Security Agreement Form

Users who wish to work in the Chapter 105 general permit e-permitting process on behalf of the Operator 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 a User's Registration and Security Agreement for e-permitting form. This form is to be completed and submitted to the Electronic Filing Administrator (EFA) before the user can access the Chapter 105 general permit e-permitting process.

The User's Registration & Security Agreement for e-permitting form is provided below as an example. The fillable form is located on the Bureau of Waterways Engineering & Wetlands' website: <https://www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx> and must be completed and submitted to the EFA before access can be given.

USER'S REGISTRATION AND SECURITY AGREEMENT FOR e-PERMITTING

This form is to be completed and submitted to the Electronic Filing Administrator (EFA) before the user can access the Chapter 105 general permit e-permitting process.

Client Name (Primary Reporting Entity)
Name of Company:
Client ID #:
EIN:
Mailing Address:
City, State, Zip Code:
Client's Telephone Number:

User Information (Complete a separate request form for each User)
Full Name:
Title:
Professional License Number (If applicable):
Name of User's Company:
Mailing Address of User:
City, State, Zip Code:
User Business Telephone Number:
User Cellular Telephone Number:
GreenPort Username:
GreenPort Email Address:
User Business website:

Users (i.e. consultants) who wish to work in the Chapter 105 general permit e-permitting process on behalf of the client must first go to the website <https://www.depgreenport.state.pa.us> and also follow the instructions in Chapter 105 e-permitting User Guide to create a Greenport account.

The permit applicant is required to obtain a Greenport account and will be considered the Electronic Filing Administrator (EFA) for their project. Only the EFA can authorize users (i.e. consultants) the individual Greenport access to work on project specific applications through the Chapter 105 general permit e-permitting process. Each individual user working on a Chapter 105 e-permit registration must complete the User's Application and Security Agreement Form to be granted access by the EFA for a project. Companies, such as a utility, municipality, developers, etc. who are submitting registrations for a Chapter 105 general permit should designate a responsible individual such as a project manager, as the EFA on behalf of the company.

Initials _____

Security Agreement for User:

Your access to the Department of Environmental Protection's (DEP) e-Permitting System is conditioned upon and pursuant to the following terms and conditions:

- Your access to DEP's e-Permitting System is a privilege and not a right. Access for you to engage in electronic reporting is at the sole discretion of DEP and may be terminated at any time and without notice, even over the objection of the Client.
- Access to the DEP e-Permitting System for purposes of this agreement alone is limited to the time that you are the Client. You must be required to submit data to DEP as part of your essential duties pursuant to your designation under either 2a or 2b of this Security Agreement.
- You are responsible for the security of your GreenPort user name and GreenPort password which are not to be shared with any other individual at any time during the course of this agreement. Failure to adhere to this provision may result in the immediate termination of your access and possible legal action by DEP for any direct, indirect or consequential damages that your breach of security caused.
- In the event that you believe the security of your GreenPort user name and/or password have been breached, you are required to immediately self-report the incident to DEP at 717-705-3768. You will then be instructed by DEP as to any further action required.
- You agree that all electronic reporting made pursuant to this designation will be in the manner prescribed by the Client and/or DEP. In the event of any conflicting instructions, the instructions of DEP shall control your activities. You agree to also comply with any amendments issued as to the electronic filing of data during the course of this agreement or alternatively, terminate your participation as to your activities governed by this agreement with notice to the Client.
- By signing this agreement, you understand and agree that that any data or documents filed electronically under your GreenPort account was, in fact, filed by you and only by you. You have no authority to delegate your access to any third party. Failure to adhere to this provision may result in the immediate termination of your access and possible legal action by DEP for any direct, indirect or consequential damages that your breach of security caused.
- Your access to DEP's e-Permitting System will be according to your pre-approved use.
- You agree to engage in no activities during this agreement that would be knowingly incompatible with the software, equipment, or network of DEP.
- You will not knowingly file false or erroneous data or documents to DEP during the term of this agreement.
- You agree that all electronic access and filings shall be in accordance with any applicable Federal laws and the laws of the Commonwealth of Pennsylvania.
- You agree to immediately provide to the EFA of the Client changes as to any information that has been requested 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.
- 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.
- For the security purpose of verifying your identity, you agree to submit with this agreement to the EFA of the Client a valid form of picture identification. To be valid, the issued identification cannot be expired.
- DEP reserves the right to request additional security information as to any User from the EFA, the Client or the User directly.
- The User 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 User under this Security Agreement.

Initials

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.

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.

I do hereby say, verify and attest to that the information provided below for this User's Application and Security Agreement for e-Permitting as being true and accurate to the best of my knowledge, information and belief, under penalty of perjury, and subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

Date

User's Signature

Access Determination by EFA:

User: _____

This application for electronic filing has been approved:

OR

This application for electronic filing has been disapproved for the following reason/s:

Electronic Filing Administrator (EFA)

Date:

e-permit Dashboard

e-permitting users access the e-permit Dashboard to create, view, modify and/or delete draft authorization 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. Log into GreenPort. You will see e-permitting from your list of available applications.
2. Click the 'e-permitting' button.
3. 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.
4. Authorized users will see various tabs based on the registrations that they have been given access to.

Note: Not all tabs may be viewable. They are only displayed when registrations have been submitted that fall into the specific tab category.

Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Edit	Delete
09/17/2018		Ch 105 GP Registration	New Application	MADARARY	09/17/2018	Grant Authorization Access	
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	Grant Authorization Access	
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	Grant Authorization Access	
09/10/2018	Test Site 1	Ch 105 GP Registration	New Application	MADARARY	09/10/2018	Grant Authorization Access	

Creating a Draft Permit Registration

Authorized e-permitting users can create a new draft permit registration from the e-permit Dashboard page within the e-permitting application.

Creating a Draft Permit Registration

1. From within the e-permitting Application, access the e-permit Dashboard page.
2. Click the 'Create Authorization' button.
3. Mouse over the Authorization Type and click on New Application.
4. The e-permit Authorization Overview page will display.

Ch 105 GP Registration							
Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Applicant Information			<input type="checkbox"/>	GP5 - Utility Line Stream Crossings		
<input checked="" type="checkbox"/>	Consultant Information			<input type="checkbox"/>	GP6 - Agricultural Crossings and Ramps		
<input checked="" type="checkbox"/>	Project Information			<input type="checkbox"/>	GP7 - Minor Road Crossings		
<input checked="" type="checkbox"/>	Resource Identification			<input type="checkbox"/>	GP8 - Temporary Road Crossings		
<input checked="" type="checkbox"/>	PNDI			<input type="checkbox"/>	GP9 - Agricultural Activities		
<input checked="" type="checkbox"/>	GP1 - Fish Habitat Enhancement Structures			<input type="checkbox"/>	GP10 - Abandoned Mine Reclamation		
<input type="checkbox"/>	GP2 - Small Docks and Boat Launching Ramps			<input type="checkbox"/>	GP11 - Maintenance, Testing, Repair, Rehabilitation or Replacement General Pmt		
<input type="checkbox"/>	GP3 - Bank Rehabilitation, Bank Protection and Gravel Bar Removal			<input type="checkbox"/>	GP15 - Private Residential Construction in Wetlands		
<input type="checkbox"/>	GP4 - Intake and Outfall Structures			<input checked="" type="checkbox"/>	Certification		
				<input checked="" type="checkbox"/>	Application Fee		

General Attachments(1)							Download All
Date Added	Document Name	Document Type	Description	Edit	Delete	Download	
09/12/2018		Chapter 105 Fee Worksheet					

[Upload New Attachment](#)

5. Click the Link for the Module you wish to open and work on.
6. When finished working on the module, click the 'Save' button.

Working Through a Draft Permit Registration

Authorized e-permitting users have the ability create draft permit registrations 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: Coal Preparation Plant

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:

Unlocking Non-Required/Optional Modules

The e-permitting Application allows authorized users the ability to add additional, non-required information to the registration by “unlocking” optional modules from the e-permit Authorization Overview page.

1. From the Authorization Overview page for a draft permit in the e-permitting application, click the beside the optional module under the Included column to unlock the module.
2. Click the button.
3. Click the name of the module under the Go To column to view and complete the module.

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. Upload all required attachments.

Missing Required Attachments – certain modules require attachments to be uploaded to the registration. They will be listed in the “Missing General Attachments” grid.

Missing GP-5 General Application Information Attachments (2)		
Missing Required Attachments	Template URL	Attach
General Information Form	View Template	Attach
Map Checklist		Attach

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

Email*

717123333

6.  Invalid Email address e.g. info@cloudcms.com
You will see a message indicating if the module was saved successfully or not.

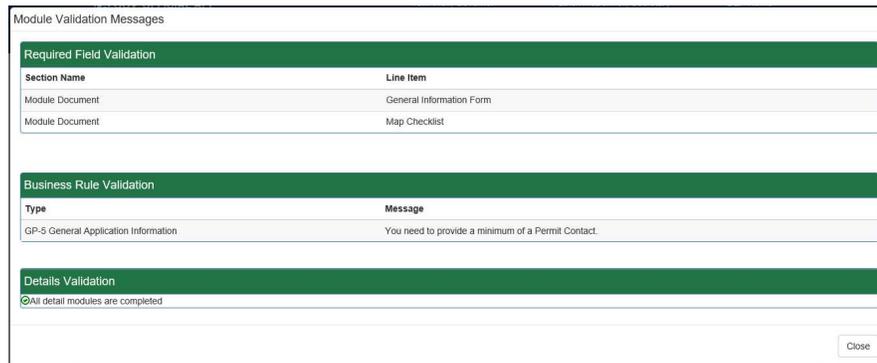
Success: Module Data Saved

or

Error: System Error: Please try again later

7. Click the 'Completeness Check' button 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 needed to be finished before the module can be considered complete.



Module Validation Messages

Required Field Validation	
Section Name	Line Item
Module Document	General Information Form
Module Document	Map Checklist

Business Rule Validation	
Type	Message
GP-5 General Application Information	You need to provide a minimum of a Permit Contact.

Details Validation
<input checked="" type="checkbox"/> All detail modules are completed

Close

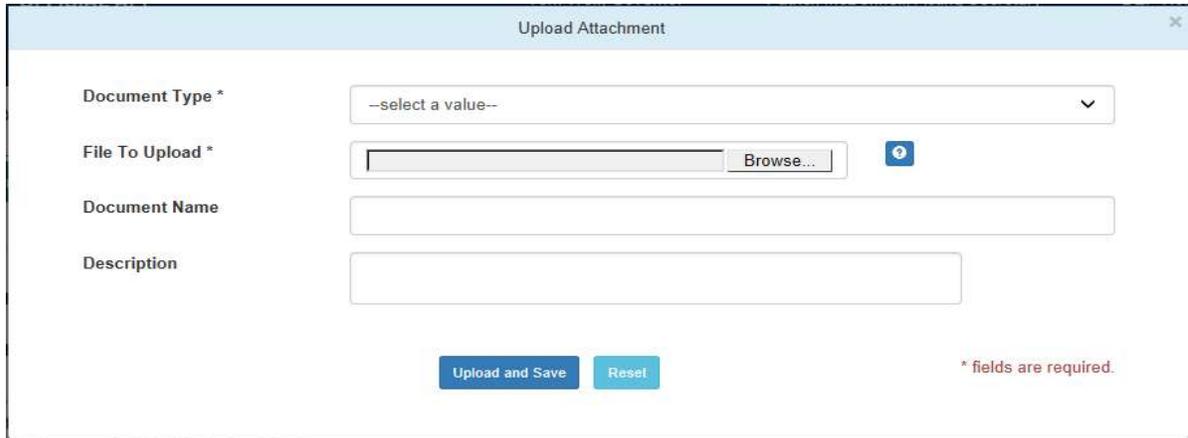
8. Click the 'Close' button.
9. Click the 'Back' button to return to the Authorization Overview page.
10. Click the next module on which you would like to work until all required and selected modules have been completed.

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.

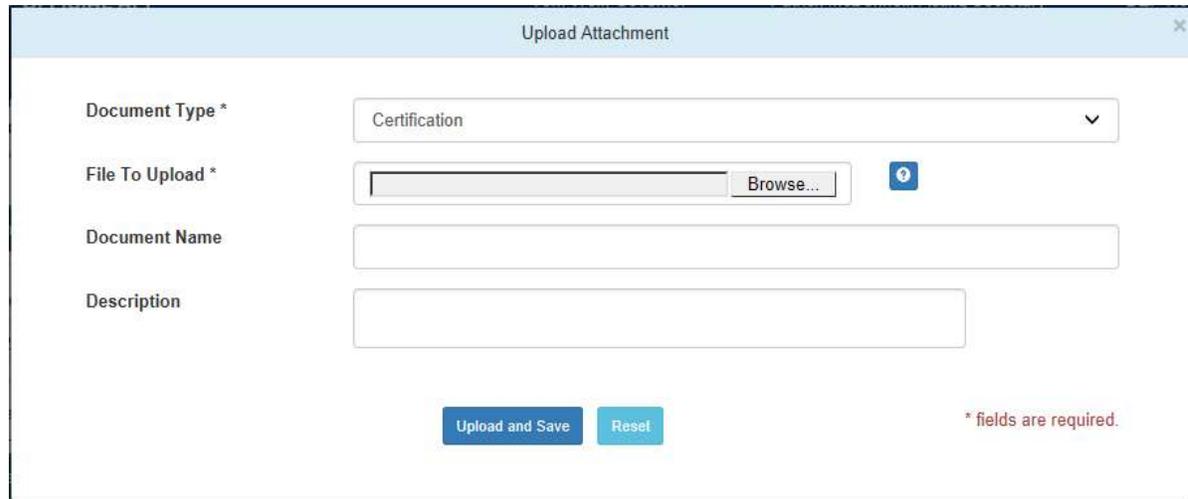
1. Click the 'Upload New Attachment' button in the General Information Attachments section or the 'Attach' button in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

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 the 'Upload Attachment' window with the following fields and controls:

- Document Type ***: A dropdown menu with the text "--select a value--" and a downward arrow.
- File To Upload ***: A text input field with a "Browse..." button and a help icon.
- Document Name**: A text input field.
- Description**: A text input field.
- At the bottom, there are two buttons: "Upload and Save" and "Reset".
- A red asterisk note at the bottom right states: "* fields are required."



The screenshot shows the 'Upload Attachment' window with the following fields and controls:

- Document Type ***: A dropdown menu with "Certification" selected and a downward arrow.
- File To Upload ***: A text input field with a "Browse..." button and a help icon.
- Document Name**: A text input field.
- Description**: A text input field.
- At the bottom, there are two buttons: "Upload and Save" and "Reset".
- A red asterisk note at the bottom right states: "* fields are required."

3. Select the Attachment Type from the Document Type dropdown menu.
4. Select the 'Browse' button 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 the 'Upload and Save' button.

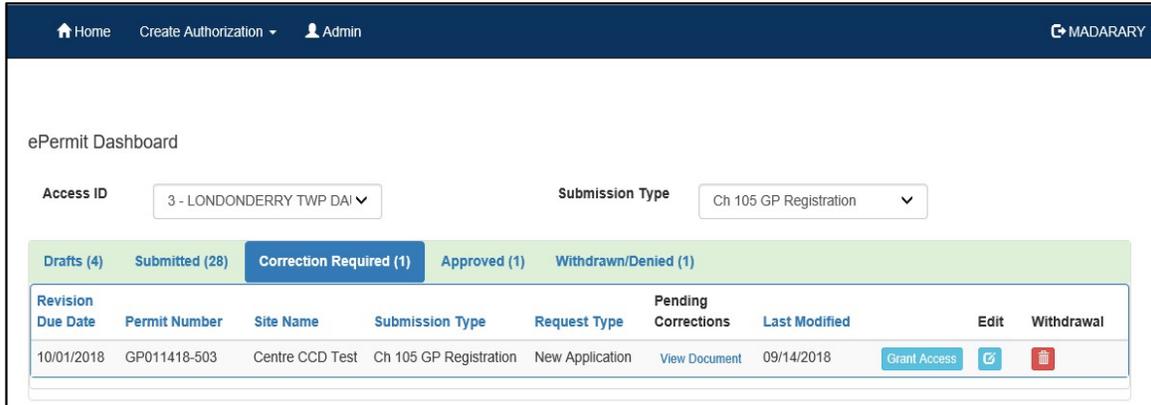
Users may click the 'Reset' button to clear the contents of all fields and start over.

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

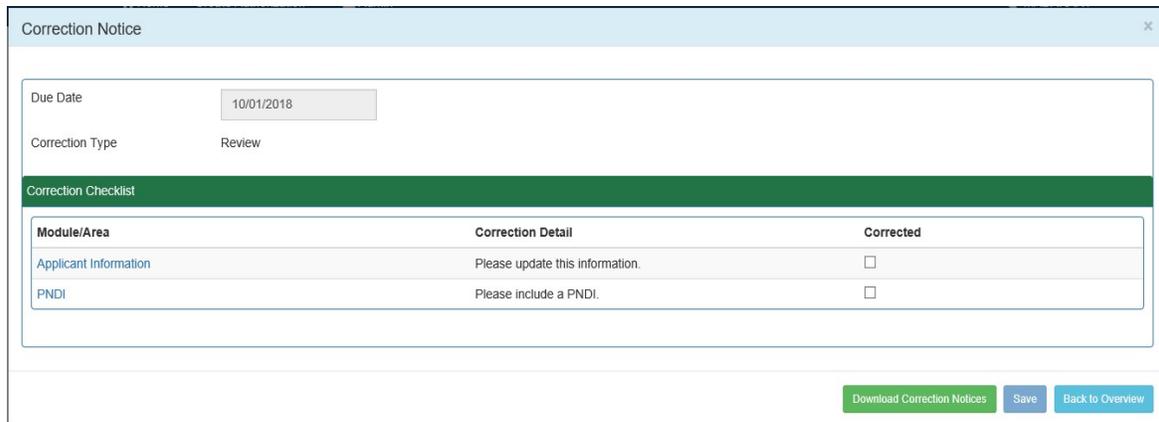
1. From within the e-permitting application, click the Correction Required tab on the e-permit Dashboard page to display the list of correction notices.



The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', and 'Admin' links, and a user profile icon labeled 'Admin'. The main content area is titled 'ePermit Dashboard' and includes filters for 'Access ID' (3 - LONDONDERRY TWP DAI) and 'Submission Type' (Ch 105 GP Registration). Below the filters, there are tabs for 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Correction Required (1)' tab is active, displaying a table with 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	View Document	09/14/2018	Grant Access	 

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 the 'Correction Notice' form. It includes fields for 'Due Date' (10/01/2018) and 'Correction Type' (Review). Below these fields is a 'Correction Checklist' table with the following data:

Module/Area	Correction Detail	Corrected
Applicant Information	Please update this information.	<input type="checkbox"/>
PNDI	Please include a PNDI.	<input type="checkbox"/>

At the bottom 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'. Below the navigation bar, the dashboard title 'ePermit Dashboard' is displayed. 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	View Document	09/14/2018	Grant Access		

10. Click the 'Final Completeness Check' button.

11. Click on the 'Submit' button.

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.



The screenshot shows the 'ePermit Dashboard' interface. At the top, there are two dropdown menus: 'Access ID' set to '3672 - ENERGY PIPELINE CO' and 'Submission Type' set to 'Ch 105 GP Registration'. Below these are navigation tabs: 'Drafts (18)', 'Submitted (25)', 'Correction Required (1)', 'Approved (47)', and 'Withdrawn/Denied (35)'. The 'Submitted' tab is active. A table displays the following data:

Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date		Edit	Delete
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	Grant Authorization Access	G	D
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	Grant Authorization Access	G	D
06/11/2019	DEP	Ch 105 GP Registration	MINREV	EFACR	06/11/2019	Grant Authorization Access	G	D

2. Click the 'Edit' button to view the registration.