

# Frequently Asked Questions

## Chapter 105 General Permit e-Permitting

PA Department of Environmental Protection  
Bureau of Waterways Engineering and Wetlands

### General

**1. Where do I create my online account?**

Create a DEP [GreenPort](#) account online. There is a [GreenPort User Guide](#) to assist you. After completing this, you can register with multiple DEP applications/program areas, including e-Permitting for Chapter 105 General Permits.

**2. How do I register my GreenPort account and what are the different account registration types for the Ch. 105 e-Permitting system?**

An applicant must first register as an Electronic Filing Administrator (EFA). Consultants and other users, including employees of the applicant who are not authorized to sign and submit applications, must register as a User for each EFA they are working under. A User can work for multiple EFA's if they have permission from the EFA. See the sections below and the detailed step-by-step user guides on the [Chapter 105 e-Permitting Webpage](#) on how to register as a EFA or User.

**3. What is an Electronic Filing Administrator (EFA)?**

*The EFA(s) must be the applicant or person(s) in the applicant organization who is authorized to sign on their behalf and submit permits. Details on who can sign for General Permit Registrations can be found in the [Water Obstruction and Encroachment Permit General Permit Registration Instructions](#), Section F. Certification on page 8. The EFA is responsible for managing submission, responses, and access to electronic General Permit Registrations. EFA's grant and remove access to other Users (consultants, users, employees, etc.).*

**4. What is a User?**

A User is an individual who submits data and drafts applications on behalf of an EFA. This includes employees of organizations and consultants working for applicants.

**5. Can I register for e-Permitting on behalf of someone else?**

No. Your DEP [GreenPort](#) accounts are for you as an individual and are not allowed to be shared. When you register for Ch. 105 GP e-Permitting, you are registering as yourself, not someone else. The signatures you provide represent your official electronic signature. You are not allowed to share your GreenPort account or register in e-Permitting under someone else's name or register on behalf of an organization to which you don't belong.

**6. I am an employee/member of an organization that wants to apply for a 105 General permit. Can I be the EFA?**

If you are a member who could ordinarily sign on behalf of, or have delegated signature authority for the organization, and are authorized to submit permits and registrations to DEP, then YES. *You must upload a copy of signature authority documentation when you register.* Specific instructions on signature authority can be found in Section F., page 8 of the [Water Obstruction and Encroachment Permit General Permit Registration Instructions](#). If you do not have this signature authority, you can still work on the registration as a User in cooperation with your organization's EFA. Follow the [Getting Started Guide](#) and the [Operator/Consultant User Guide](#) and registration process.

## **Electronic Filing Administrator / Applicant**

### **7. How do I register as an Electronic Filing Administrator?**

After creating your [GreenPort](#) account, you must log in and request access to e-Permitting. The basic steps are outlined in the [Getting Started Guide](#). Follow the step-by-step instructions and screenshots in the [EFA User Guide](#). Also, review the [Chapter 105 e-Permitting Webpage](#) for other helpful information.

### **8. What do I need in order to register as an Electronic Filing Administrator?**

If you are an individual, you will need basic information about yourself (name, contact info, etc.). If you are registering for an organization, you need authority to sign and submit permits to DEP. This is the same authority that is required for the applicant to sign for a paper General Permit Registration. You must provide signed documents to upload, per the [Water Obstruction and Encroachment Permit General Permit Registration Instructions](#) (See page 8.) for delegation of authority to submit permit registrations. Also, follow the steps in the [EFA User Guide](#).

### **9. What do I need to submit for documentation of my delegation of signature and submission authority?**

A letter or form signed by the appropriate entities identified in the [Water Obstruction and Encroachment Permit General Permit Registration Instructions](#) (See page 8.) granting authorization for you to sign on behalf of the organization and submit permit registrations and applications to DEP. This is to delegate employees or members of an organization, which is the applicant, not to delegate consultants.

### **10. Can there be more than one EFA per applicant.**

Yes. An organization can have more than one EFA.

### **11. How do I register as a “Consultant for Individual” for those individuals who do not have a computer or those who do not use computers?**

This is a specific type of EFA registration that was created to provide a method *only for those individuals who do not have a computer or those who do not use computers*. This requires a consultant (another person) to be the EFA and use their GreenPort account, as the EFA, for an applicant. However, for this process you must:

- Be sitting with the applicant at the time the form is completed. There is a place for both the applicant/owner and their consultant, EFA, to electronically sign. Both parties must read, acknowledge, and sign the EFA agreement online.
- Upload documentation of contracting authority for the EFA whose GreenPort account is being used, that is signed by the applicant/owner. There is not a template for this document; however, it should clearly indicate that the EFA individual is authorized to act as the EFA, sign and submit permits and responses on behalf of the applicant owner.
- This is not for consultants working for an organization

### **12. How do I approve users (employees, consultants, etc.) to work for me within e-Permitting?**

Approving users is a two-step process. You must approve them both in GreenPort and in e-Permitting. The process is explained in detail in the [EFA User Guide](#). Since GreenPort is the access application to e-Permitting and many other DEP online applications, you need to approve the users in Greenport first. Then, after waiting 24 hours for the system to update and the user approval to be available within e-Permitting, you can log back into GreenPort and navigate to e-Permitting and approve the user within e-Permitting.

**Consultant/User** (includes non-EFA employees of an organization)

**13. How do I register to work with an EFA?**

After creating your [GreenPort](#) account, you will need to obtain the Access ID from the EFA so you may request access to e-Permitting to submit applications on the EFA's behalf. The basic steps are outlined in the [Getting Started Guide](#). Follow the step-by-step instructions and screenshots in the [Operator/Consultant User Guide](#). Also review the [Chapter 105 e-Permitting Webpage](#) for other helpful information.

**14. Can I report / submit data for multiple EFA's?**

Yes, you can, if you have the EFA's access ID and have been authorized by that EFA to submit data to the department on their behalf.'

**15. The EFA told me that they approved my access, but when I click to 'Launch' e-Permitting I get an invalid credentials error?**

Since you have the e-Permitting Launch button in Greenport, but cannot access e-Permitting, it is most likely that the EFA has only completed the first of two steps in the user approval process for you. This occurs when the EFA approves a user within Greenport but does not approve the user within e-Permitting. To gain access, it is recommended that you reach out to the EFA regarding this issue. See "How Do I Approve Users...", above.