Getting Started in Chapter 105 General Permit ePermitting

USER GUIDES SUPPLEMENT & SUMMARY


The EFA Steps (applicant / client)

1. Create GreenPort account via self-registration
   https://www.depgreenport.state.pa.us
   a. Receive confirmation email

2. Log In to GreenPort account

3. Enroll in Chapter 105 ePermitting as an EFA
   Note - See Enrolling into the e-permitting Application for Chapter 105 in EFA User Guide

4. Complete DEP New Client Registration
   Note – See DEP New Client Registration in EFA User Guide. If not utilizing Operators Skip to Step 10.

5. Receive completed User form from Client

6. Provide Access ID to Users
   Note – See Approving/Denying an Enrollment Request in EFA User Guide to find your Access ID
   Note - Users are those people you wish to allow access to your Chapter 105 GP registration
   • Employees/co-workers of your company.
   • Consultants working on your behalf.

7. Wait for User to enroll into ePermitting and request to perform work from EFA

8. Approve / Deny Enrolled User Requests in GreenPort
   Note – See Approving/Denying an Enrollment Request in EFA User Guide
   a. Email sent to User from GreenPort
   b. Overnight wait needed for updates to take effect

9. Create / Edit security of user in ePermitting
   Note – See EFA User Guide for instructions. Master Preparers can view/edit all of EFA applications and Pay and Submit, Preparers can only see applications to which they are granted access and cannot pay and submit.

10. Prepare GP registration

11. Pay & Submit

The Operator/Preparer Steps (consultant / employee)

1. Create GreenPort account via self-registration
   https://www.depgreenport.state.pa.us
   a. Receive confirmation email

2. Log In to GreenPort Account

3. Wait for EFA to complete EFA process

4. Wait for EFA to Enroll and create Client Registration

5. Provide completed User form to EFA

6. Receive Access ID from EFA
   Note – See Operator User Guide for instructions

7. Enroll in ePermitting & request access from EFA
   Note - Requires Access ID from EFA Step 6
   Note – See Operator User Guide for instructions

8. Wait for EFA to approve/deny enrollment request
   a. Overnight wait needed for updates to take effect

9. Wait for EFA to create/edit security in ePermitting
   Note - Requires overnight update after Step 8
   a. User will have immediate access

10. Prepare GP registration

11. Those granted Master Preparer access can pay and submit, Preparers cannot pay and submit.