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
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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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Revision Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>July 19, 2018</td>
<td>Version for user review</td>
</tr>
<tr>
<td>1.0</td>
<td>October 4, 2018</td>
<td>Version Finalized</td>
</tr>
<tr>
<td>1.0</td>
<td>October 19, 2018</td>
<td>Revision to reference User form</td>
</tr>
<tr>
<td>1.1</td>
<td>June 20, 2019</td>
<td>Modify due to change in functionality and Program area’s requested updates</td>
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</tbody>
</table>

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.

Applications Support Help Desk Team

Help Desk Support Line
Number: (717) 787-HELP (4357)
Hours: Monday to Friday 8:00 am to 4:30 pm

Applications 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.

Applications 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](https://www.depgreenport.state.pa.us) in order to access the e-permitting application. Users must also submit the EFA Application & Security Agreement Form to DEP before they can use the e-permitting application.

**Creating a Greenport Account**

1. Go to [https://www.depgreenport.state.pa.us](https://www.depgreenport.state.pa.us).
2. The DEP GreenPort login screen will display.
3. Click the 'Click here to self-register' button, the “Self-Registration Name” page will display.
4. Enter your First Name in the First Name field.
5. Enter your Last Name in the Last Name field.

Note: Enter YOUR name not the name of the Operator or Company or Institution. The name and contact information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form.
6. Click on the ‘Continue Account Creation’ button, the “Create Account” page will display.

Note: Your User Name and Full Name is displayed at the top of this screen. The name and contact information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form. The pre-populated username is based on the First and Last Name that was entered into the previous screen.

7. Enter your e-mail address in the E-mail field.
8. Enter your Telephone Number in the Phone field.
9. Enter your Street address in the Street field.
10. Enter your City in the City field.
11. Enter your State in the State field.
12. Enter your Zip Code in the Zip field.
13. Choose a password hint by clicking on the drop-down arrow and selecting a password hint.
14. Enter the answer to the Password Hint you had chosen in the Password Hint Answer field.
15. Enter your Password in the Password field.

   The password must be at least:
   a) 8 characters long
   b) Contain at least 1 number (1, 2, 3...)
   c) Contain at least 1 upper case letter (A, B, C...)
   d) Contain at least 1 lower case letter (a, b, c...)

16. Confirm your password by entering it again in the Confirm Password field.

17. Select the 'Create Account' button. If you select the 'Cancel' button, all information will be erased, and you will be directed back to the previous screen.

   After you click on the 'Create Account' button, you will be sent an email message similar to what is shown below.

![Email Message Example]

   It is strongly recommended that you record your Password and Username and keep it in an easily accessible and remembered location. If you lose or forget your Password or Username and cannot retrieve it using the “Can’t Remember Password” link, you will need to contact the Applications Support Help Desk to reset it.

   Your Username and Password have now been created to access the DEP Greenport application. However, to access the e-permitting page you will need to complete the User Application & Security Agreement form, to be granted access.

**Enrolling into the e-permitting Application as a User**

GreenPort Users are granted authorization by the Electronic Filing Administrator (EFA). Users must first self-register and fill out the User's Application and Security Agreement Form and give the form to the EFA.
1. After a user is registered, the user must sign-in to GreenPort using their user name and password, then click on the ENROLL button.

2. The user will be taken to the DEP GreenPort Self-Registered Available Applications page.

3. Toward the bottom of the page, the user will click the e-permitting button under the section of applications listed as ‘ePermitting’.
4. The user will be taken to the Additional Data Required for access to e-permitting page.

In order to Enroll in the ePermitting 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 ePermitting 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 Testing1234@pa.gov. If this e-mail address is incorrect please press the "Cancel Request" button and then click on the "Account Administration" button on the left-hand side of the next screen to edit your account information so that you can change your e-mail address.
5. Select **Waterways Engineering and Wetlands** from the Program Area drop-down list.

6. Select **Working for Someone Else** from the Work Type drop-down list.

7. 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.**

8. 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. consultante) who were approved in Greenport must wait until the next business day before they are visible to the EFA in the ‘Associated Users’ list.

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**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.

<table>
<thead>
<tr>
<th>Client Name (Primary Reporting Entity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company:</td>
</tr>
<tr>
<td>Client ID #:</td>
</tr>
<tr>
<td>EIN:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>City, State, Zip Code:</td>
</tr>
<tr>
<td>Client’s Telephone Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User Information (Complete a separate request form for each User)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Professional License Number (If applicable):</td>
</tr>
<tr>
<td>Name of User’s Company:</td>
</tr>
<tr>
<td>Mailing Address of User:</td>
</tr>
<tr>
<td>City, State, Zip Code:</td>
</tr>
<tr>
<td>User Business Telephone Number:</td>
</tr>
<tr>
<td>User Cellular Telephone Number:</td>
</tr>
<tr>
<td>GreenPort Username:</td>
</tr>
<tr>
<td>GreenPort Email Address:</td>
</tr>
<tr>
<td>User Business website:</td>
</tr>
</tbody>
</table>

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 717-703-3700. 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 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 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 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 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 reasons:

__________________________

__________________________

__________________________

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.

**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 New Application.
4. The e-permit Authorization Overview page will display.
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 * Pennsylvania

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:**
   
   Save

**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 Save 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.

<table>
<thead>
<tr>
<th>Missing Required Attachments</th>
<th>Template URL</th>
<th>Attach</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information Form</td>
<td>View Template</td>
<td></td>
</tr>
<tr>
<td>Map Checklist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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

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.

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.

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.

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.

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.

2. Click the ‘Edit’ button to view the registration.