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>March 1, 2018</td>
<td>Version for user review</td>
</tr>
<tr>
<td>3.0</td>
<td>January 11, 2021</td>
<td>Update for Pay and Submit button</td>
</tr>
</tbody>
</table>

Purpose
Welcome to the guide to user administration for the ePermitting website via the DEPGreenPort website.

This guide provides information on how to successfully administer eDMR users on the DEPGreenPort website and use the functions available through the ePermitting Application.

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
# Table of Contents

- Creating a GreenPort Login ..................................................................................................................... 4
- Enrolling into the ePermitting application as a User ................................................................................. 5
- ePermit Dashboard .................................................................................................................................... 8
  - Accessing the ePermit Dashboard ............................................................................................................ 8
- Creating a Draft Notification ..................................................................................................................... 9
  - Creating a Draft Notification .................................................................................................................. 9
- **Working Through a Draft Notification** .................................................................................................. 10
  - Types of Data Fields ............................................................................................................................... 10
  - Unlocking Non-Required/Optional Modules .......................................................................................... 11
  - Entering Data into Your Draft Application ............................................................................................ 11
  - Uploading Attachments .......................................................................................................................... 13
- Submitting a Notification .......................................................................................................................... 15
  - Submitting Notifications ....................................................................................................................... 15
  - Paying and Submitting the Application .................................................................................................. 15
  - Pay by Credit Card .................................................................................................................................. 17
  - Pay by Telecheck .................................................................................................................................... 18
- Viewing a Previously Submitted Permit Application .................................................................................. 20
  - Viewing Submitted Notifications ........................................................................................................... 20
Creating a GreenPort Login

DEPGreenPort
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 pollution; submit mine abandonment insurance applications; enter data for Chapter 115 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 DEPGreenPort. Other services can be accessed by logging in below.

Username:
Password:
Log into DEPGreenPort

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, you 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.

1. Go to www.depgreenport.state.pa.us
2. The DEPGreenPort login screen will display.
3. Click the ‘Click here to self-register’ button, the “Self Registration Name” page will display.
4. Click the User Guide link and follow the steps to complete the set-up of your GreenPort user account.
Enrolling into the ePermitting application as a User

After a user is registered, the user must sign in to the 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 must select “Asbestos” in the Program Area dropdown list

```
Program Area

Asbestos
```

*Are you working for yourself or someone else?*

- Working for yourself
- Working for someone else

5. The user must select if they are working for themselves or for someone else and press submit.

Note: If the user selects “working for someone else”, the user is prompted to provide the ID number provided in the email sent after creating a GreenPort login.
**ePermit Dashboard**

ePermitting users access the ePermit Dashboard to create, view, modify and/or delete draft authorization applications or previously submitted authorizations and notifications based on security roles given by the Electronic Filing Administrator (EFA). Users can view applications that are Draft or Received by DEP.

**Accessing the ePermit Dashboard**

1. Open Internet Explorer
2. In the URL Address Bar type in [https://www.depgreenport.state.pa.us](https://www.depgreenport.state.pa.us)
3. The DEPGreenPort website will display:

![DEPGreenPort Login](image)

4. Enter your username in the *Username* field.
5. Enter your password in the *Password* field.
6. Click the ‘Log into DEPGreenPort’ button.
7. The List Applications Screen will display:
   
   The List Applications Screen will display.
8. Click the ‘ePermitting’ button.

9. From within the ePermitting application, the ePermit Dashboard is the “home” page. It can be accessed at any time by clicking the ‘Home’ button.

10. Authorized users will see various tabs based on the applications that 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.

**Creating a Draft Notification**

Authorized ePermitting users can create a new draft notification from the ePermit Dashboard page within the ePermitting application.

**Creating a Draft Notification**

1. From within the ePermitting Application, access the ePermit Dashboard page.
2. Click the Create Authorization button:

3. Mouse over the notification type and select the appropriate notification:

4. The ePermit 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 Notification**

Authorized ePermitting users have the ability to create draft notifications by completing modules and saving them at any time within the ePermitting Application.

**Types of Data Fields**
Users will encounter several different types of data field types when working through their applications. 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:  
   ```plaintext
   Denied □
   ```

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

   Example:  
   ```plaintext
   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:  
   ```plaintext
   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:  
   ```plaintext
   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:  
   ```plaintext
   Save
   ```

### Unlocking Non-Required/Optional Modules

The ePermitting Application allows authorized users the ability to add additional, non-required information to the application by “unlocking” optional modules from the ePermit Authorization Overview page.

1. From the Authorization Overview page for a draft permit in the ePermitting application, click the checkbox □ 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 Application

The ePermitting 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 application in the ePermitting 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 application. They will be listed in the “Missing General Attachments” grid.

4. Click ‘Save’ 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 ‘Completeness Check’ 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 ‘Close’.

9. Click ‘Back’ to return to the Authorization Overview page.

10. When the module is complete, a green check in a circle will be next to the module name under the Status heading.

**Uploading Attachments**

Several modules within the ePermitting 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 ‘Upload New Attachment’ in the General Information Attachments section or ‘Attach’ in the “Missing General Attachments” section.
2. The Upload Attachment window opens.

*Note: If the user selected ‘Attach’ 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 ‘Browse’ 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 ‘Upload and Save’.

7. Users may click ‘Reset’ to clear the contents of all fields and start over.

**Submitting a Notification**

Authorized ePermitting users have the ability to submit notifications after completing all the appropriate required and non-required/optional modules.

**Submitting Notifications**

1. From within the Asbestos Notification overview page, complete all required and selected optional modules.

2. After all modules have been completed, you will need to complete the Application Fee module to submit the application for payment.

**Paying and Submitting the Application**
1. Click the ‘Application Fee’ module.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$300</td>
</tr>
</tbody>
</table>

2. Click the ‘Back to Overview’ button.

3. Select the ‘Final Completion Check’ button to verify that all modules are complete.

4. Select the ‘Pay and Submit’ button on the Authorization Overview screen to submit the notification.

5. Click the ‘Pay & Submit’ button to display the payment page.

6. Choose Payment Option will be displayed on this page. The default is to pay with credit card. Pay by Telecheck is also available.
**Pay by 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 300.00

- **Choose Payment Option**
  - Credit card logos

- **Pay With Your Credit Card**
  - **Cardholder Name**
  - **Credit Card Number**
  - **Expiry Date (MMYY)**
  - **Security Code**

  CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

  - **Email**

  A confirmation email will be sent to this address.

  - **Pay With Your Credit Card**
**Pay by Telecheck**

You will now be taken to the ‘Payeezy’ page to enter your payment information. When finished, click the ‘Pay with Your Credit Card’ button.

---

**Air Quality Payment**

**Review Your Order**

Total Amount: USD 2850.00

**Choose Payment Option**

- [ ] Credit Card
- [ ] Visa
- [ ] MasterCard

**Pay With Your Check**

- **Customer Name:**
- **ABA/Bank Routing No.:**
- **Bank Account Type:**
  - Personal
- **Account Number:**
- **Check Number:**
- **Address:**
- **City:**
- **State/Province:**
  - Alabama
- **ZIP/Postal Code:**
- **Country:**
  - United States
- **Phone:**
  - Home
- **Email:**
- **ID Details:**
  - Driver’s Licence

If using a driver’s license as ID, please also include the state, e.g. TX123456789
If using a Tax ID/Tin, please omit any dashes or spaces, e.g. 123456789

Upon completion of the Payment Information page, the Consent page will be displayed; you will be asked to consent to the electronic funds transfer.

**Check Description**

- **Check Number:** 1001

---

[Buttons: Proceed to Consent Page, Return to Choose Payment Option]
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.
Viewing a Previously Submitted Permit Application

ePermitting users have the ability to view previously submitted Notifications.

**Viewing Submitted Notifications**

1. From within the ePermitting application, click the Received by DEP tab on the ePermit Dashboard page.

<table>
<thead>
<tr>
<th>Drafts (1)</th>
<th>Received By DEP (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Date</td>
<td>Facility Name</td>
</tr>
<tr>
<td>03/02/2016</td>
<td>Shannon 21 Test Facility</td>
</tr>
</tbody>
</table>

2. Click the ‘View’ button to view the permit.