

COMPLETING THE ELECTRONIC FILING ADMINSTRATOR AUTHORIZATION FOR STORAGE TANKS ePERMITTING

STEP 1. Log into your [DEP Greenport](#) account. Create a new Greenport account following the [instructions available](#), or update an existing account to the Keystone Login system and import your previous account profile.

STEP 2. If you do not have ePermitting listed as an application, click the **Request Access** button.

The screenshot shows the 'My Applications' page for the Department of Environmental Protection (DEP). At the top, there are tabs for DEP, DCNR, and PDA. Below the tabs, the page title is 'DEP | Department of Environmental Protection'. A message states 'Nothing here yet!' and explains that no applications are currently listed. Below this, there is a section titled 'Request DEP Web Applications' with a green arrow icon. The text explains that users can request web applications through the request process. A list of applications is provided, including 'New web-based applications' and 'Most common online enrollments'. A green button labeled 'Request Access' is circled in red.

STEP 3: Find ePermitting and click the **Enroll** button.

The screenshot shows the 'Request DEP Web Applications' page. At the top, there is a logo for the Department of Environmental Protection and a title 'Request DEP Web Applications'. Below the title, there is a brief description of the request process. The page is divided into two tabs: 'Online Enrollment' and 'Paper-based Enrollment'. Under the 'Online Enrollment' tab, there is a list of applications. The first application is 'ePermitting - ePermitting', which has a green 'Enroll' button next to it. Below this, there are three more applications: 'CCD - CDFAP - CCD Reporting - CDFAP', 'CCD Rpt. #2 - CBP/NMA/102/105/Team Sheets', and 'Chpt 110/DWW - Chapter 110, Water Allocation, Water Management Plan Reporting', each with its own 'Enroll' button.

STEP 5: You will need to select an ePermitting program area. Use the drop-down list to select **Storage Tanks**.

← Online Enrollment

 **ePermitting Application Enrollment**
EPERMIT

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 **elingle@pa.gov**. If this e-mail address is incorrect, please press the "Cancel" button. Then click on the Edit Profile option to edit your account information and update your e-mail address.

Program Area

You will be asked if you are a storage tank owner, employee of a storage tank owner, or a third-party submitter. Third-party submitters will need to contact DEP for further instructions on how to become linked to ePermitting, as they will require Greenport authorization from the storage tank owner's account to do so. Select **Tank Owner or Employee of a Tank Owner** in the drop-down list. Click the **Submit** button.

← Online Enrollment

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Program Area

Are you a Tank Owner or Employee of a Tank Owner, or a 3rd Party Submitter?

Tank Owner or Employee of a Tank Owner

3rd Party Submitter

STEP 6: Enter your Storage Tank Registration/Permit Invoice number. Even a previous invoice number will be sufficient. Click **Validate Invoice**. Ensure that the client shown is the correct storage tank owner. The facility information is specific to the provided invoice; however, the system will link your Greenport account at the Client (owner) level, so there is no need to perform additional enrollment for multiple facilities that are owned by the same client. *Note: If you need to access multiple clients, you will need to repeat the enrollment (steps 4-8) with an invoice number tied to each separate client.*

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ePermit Module Detail - DEP EFA Registration

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ATTENTION: At this time the only functionality available for Storage Tanks is to pay existing invoices. In the future, other functions will be provided; however, at this time an invoice number is required to continue.
If you do not have any past invoices available, please contact the Division of Storage Tanks at 717-772-6599.

Client Identification

Enter the invoice number found on your invoice.*

Re-enter the invoice number found on your invoice for verification.*

Validate Invoice

DEP EFA Registration Attachments (0)

Date Added	Document Name	Document Type	Description	Download
There are no items to display				

Upload New Attachment

Save Completeness Check Submit Back

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STEP 7. If the client is correct, click the radio button beside “Yes” to proceed. The terms of the Electronic Filing Administrator (EFA) Agreement will appear. If the Security Agreement does not appear, click “No”, then “Yes” again.

Re-enter the invoice number found on your invoice for verification.*

Validate Invoice

This invoice belongs to client:

For the facility located at:

Do you wish to proceed with registering to make payments for the client listed above? Yes No

Security Agreement for Owner and EFA

For purposes of this Security Agreement, the use of the terms "you" and "your" includes both the Owner and the EFA when appropriate

Your access to the Department of Environmental Protection's (DEP) e-permitting System is a privilege and not a right. Access for your employees, agents or assignees to engage in electronic reporting is at the sole discretion of DEP and may be terminated at any time and without notice even over your objections.

Access to the DEP e-permitting System, for purposes of this agreement alone, is limited to the time that an individual is either a) your employee or b) an independent contractor, agent or assignee working on your behalf pursuant to your contract with DEP. The EFA and Users must be required to submit data to DEP as an essential duty pursuant to their designation under either 2(a) or 2(b) of this Security Agreement.

You are ultimately responsible for the security repercussions of the Users approved by you, the decisions and actions of your EFA and the use by Users of their user name and password. User names and passwords are not to be shared with any other individual at any time during the course of this Security Agreement. Failure to adhere to this provision may result in the immediate termination of access as to a specific individual or to all of your approved Users with possible legal action by DEP for any direct, indirect or consequential damages that the breach of security caused.

You agree that all electronic filings made by you and your Users pursuant to this designation will be in the manner prescribed by DEP.

DEP reserves the right, at its expense, to audit your records pertaining to the evaluation, granting and monitoring of all security credentials granted to Users under this Security Agreement and you agree to cooperate with any such audit including access to all related records and individuals.

You understand and agree that everything that is filed electronically must be submitted only by the EFA or User approved to the assigned GreenPort account. You, the EFA or the Users have no authority to delegate access to any third party that results in more than one person utilizing the same GreenPort user name and password. Failure to adhere to this provision may result in the immediate termination of a specific User or your access with possible legal action by DEP for any direct, indirect or consequential damages that this breach of security caused.

Access to and use of DEP's e-permitting System will be according to the designated and approved use: read only, submit or edit only.

You agree to engage in no activities during this Security Agreement that would be knowingly incompatible with the software, equipment or electronic filing

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STEP 8. Check the box to agree with the terms of the EFA agreement, then type your name and enter the date to provide electronic signature to the agreement. Ignore the DEP EFA Registration Attachments section. Click the **Save**, then **Completeness Check**, then **Submit** buttons. Once you click the **Submit** button, you will be taken to your ePermitting dashboard automatically. **Instructions for use of the Storage Tanks ePermitting system can be found at Step 3 on the [Storage Tanks ePermitting webpage](#).**

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verification process within thirty (30) days of any change. Failure to do so may result in the immediate termination of your access.

Electronic Signature

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/We understand and agreed to the terms outlined within this Security Agreement.*

I do hereby say, verify and attest to that: I am fully aware and accept my obligations as an EFA as outlined within this Agreement; and The information provided as to my Application is 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. § 4904 relating to unsworn falsification to authorities.

Type Full Name*

Today's Date*

DEP EFA Registration Attachments (0)

Date Added	Document Name	Document Type	Description	Download
There are no items to display				

[Upload New Attachment](#)

Need help? [Contact Us](#)

Pennsylvania Department of Environmental Protection
Rachel Carson Building | 400 Market Street | Harrisburg, PA 17101

Please contact the Division of Storage Tanks at 717-772-5599 or tanks@pa.gov with any questions.