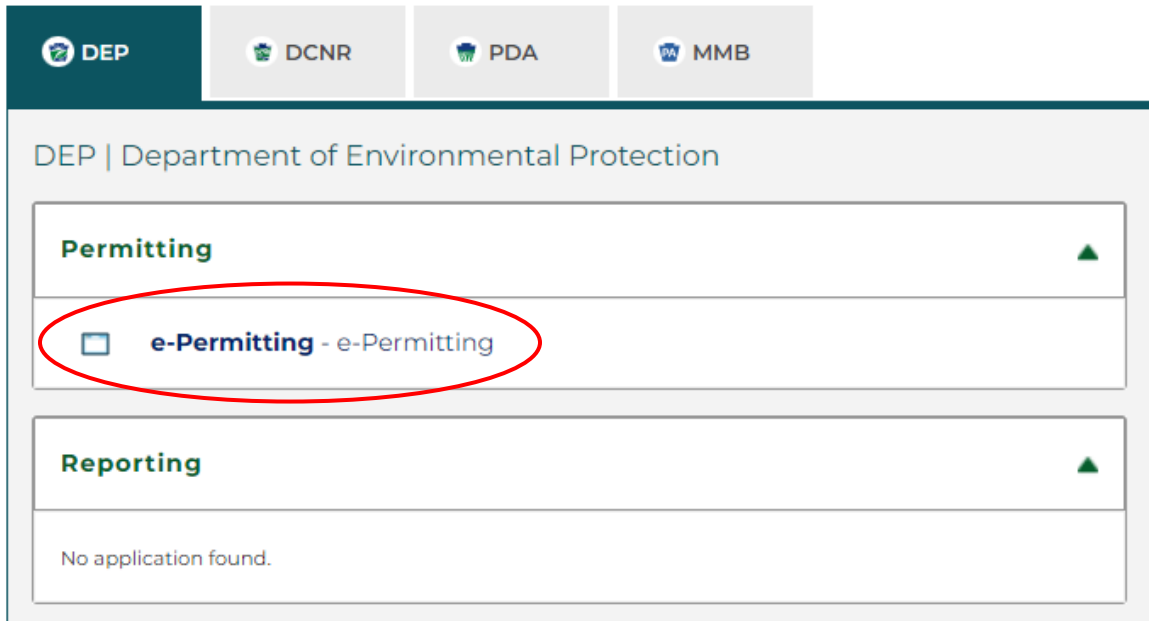


Storage Tank Registration Fee e-Permitting Payment Guide

1. Log into <https://greenport.pa.gov>.
2. On your Greenport Dashboard, click on the link to “e-Permitting”. If you do not see this link, you are not enrolled in e-Permitting. Follow [this user guide](#) for enrollment instructions.

My Applications



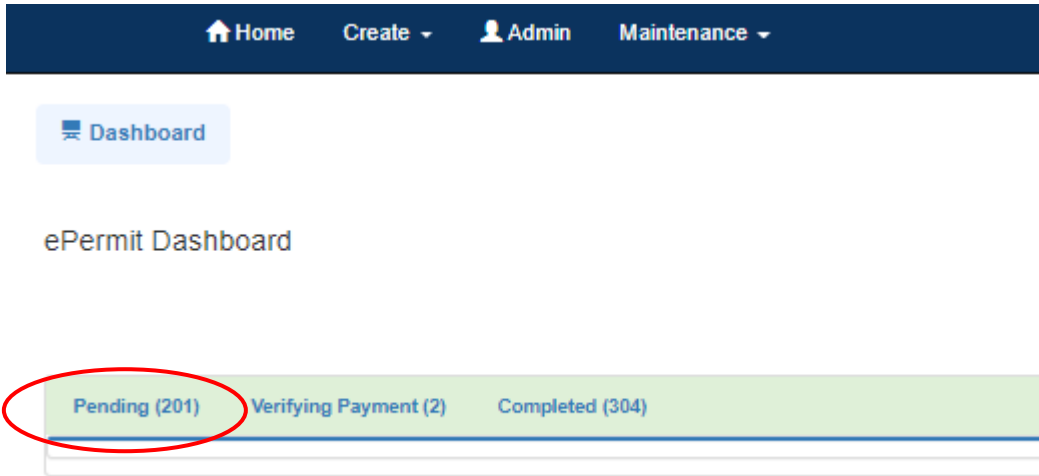
3. You will go to the e-Permitting home page where you should see a button and picture for Storage Tanks. Click on the Storage Tanks button.

Welcome to the e-permitting Home page!

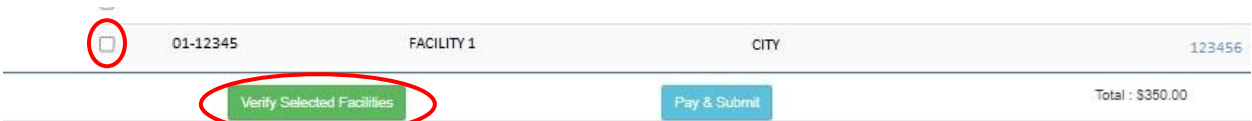
In the area below, you will see any program areas which you have enrolled in. Click on the program area where you need to do work. There is also an Enrollment Dashboard which would allow you to enroll in additional program areas or additional clients.



- This should take you to a page called “ePermit Dashboard”. You should see a tab labeled “Pending”. Click “Pending”. This should display your facility and amount due.



- You will first need to verify the facility information is still correct before the system will allow you to pay. Select the facility by using the checkbox, then click “Verify Selected Facilities”.



- This will take you to the verification screen. You can expand the facility information if you’d like. If everything looks good, check the “Accurate” box and click “Save”. A green bar will appear at the top to let you know it’s successfully saved.

ePermit Mass Data Verification

Check each facility listed below to verify that the client, facility, and tank information displayed is correct. Client, facility, and tank information found to be in error must be corrected by submitting a Storage Tanks Registration/Permitting Application Form to the Division of Storage Tanks. Responsible Official and Invoice Contact information may be updated online by clicking the Edit link within the facility record. To see contact and tank information, expand the facility records by clicking the “+” at the left side of the facility record.

Check the boxes for each facility once you have verified that the information provided is correct. Save and click the Back button to return to the dashboard where payment can be made.

Accurate?	Client Name	EIN/SSN	Street Address	Line 2	City	State	Zip	Telephone	Ext	Balance Due
<input checked="" type="checkbox"/>	NAME	123456789	ADDRESS		CITY	PA	12345-1234	1234567890		\$300.00
<input checked="" type="checkbox"/>	Facility Id	Name	Address		City	State	Zip	Balance		Edit
<input checked="" type="checkbox"/>	01-12345	FACILITY 1	ADDRESS 1		CITY	PA	12345	\$150		
<input checked="" type="checkbox"/>	02-12345	FACILITY 2	ADDRESS 2		CITY	PA	12345	\$150		

Save


- Click “Back to Dashboard”, then click the “Pending” tab again. The facility will be listed and should now have a green status indicator. This means that the facility information has been verified and you can now make the payment.

ePermit Dashboard

Prior to paying facility registration fees, please verify that the facility information is correct. Facility contact information may be updated in the Verify Facility Information screen. Client and facility information found to be in error must be corrected through the submittal of a Storage Tanks Registration/Permitting Application Form to the Division of Storage Tanks. Select clients or facilities to verify the information provided. You can select multiple clients and facilities by clicking in the boxes to the left of the records below. To verify multiple facilities, click on the “Verify Selected Facilities” button at the bottom of the page. To verify an individual facility, click on the “Edit” link beside the facility record. Payment can only be made once client/facility information is verified and a green icon appears in the status column. After you have verified the accuracy of the information, click the “Pay & Submit” button to pay registration fees for the selected facilities.

Pending (0/0)		Verifying Payment (2)		Completed (0/0)							
Client ID	Client Name	Authorization Type	Overall Status								
<input type="checkbox"/>	123456	CLIENT NAME	Storage Tank Registration and Permitting								
Facility Id	Facility Name	City	Invoice Number	Invoice Date	Balance Due	Due Date	Status		Edit		
<input type="checkbox"/>	01-12345	FACILITY 1	CITY	1234567	05/12/2021	\$200.00	07/12/2021				
<input type="checkbox"/>	02-12345	FACILITY 2	CITY	1234567	03/18/2020	\$150.00	05/18/2020				

- Select the facility by using the check box and click “Pay & Submit”. This will take you to the Payeezy payment screen where you can enter the payment information and submit. Once you have submitted the payment, you should receive your payment receipt via email, and your screen should go back to the ePermit Dashboard. This may take a minute or two; be patient.








DEP Storage Tanks

Review Your Order

Total Amount: USD 150.00





Choose Payment Option

Pay With Your Credit Card

Cardholder Name


Credit Card Number

Expiry Date (MMYY)

Security Code Present

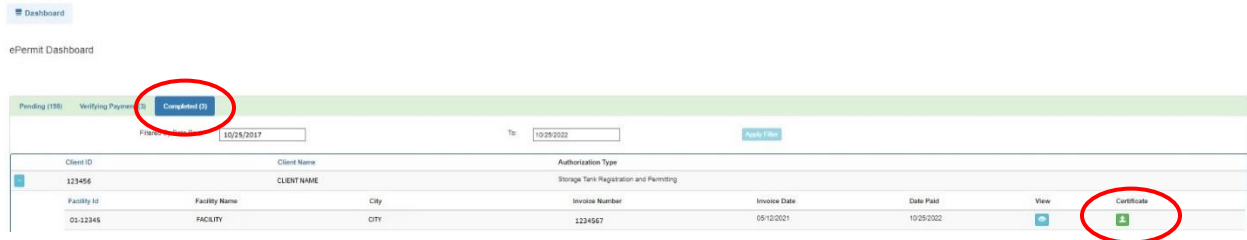
CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Email

A confirmation email will be sent to this address.

- Once you're back to the ePermit Dashboard, click on the "Completed" tab. Find the facility and the payment, and over to the right you'll see a green icon under the heading "Certificate". Click on that green icon (watch for pop-up blockers), and your registration certificate should be provided as a PDF in a pop-up window.



- Contact the Division of Storage Tanks with any issues or questions at 717-772-5599.