



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

# ePermitting Registration Renewal User's Guide

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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

Version	Date	Revision Description
1.0	August 8, 2017	Version for user review
2.0	December 13, 2017	Updating language and screenshots specifically for paying a permit renewal
3.0	December 27, 2017	Added GreenPort login instructions

### 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 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

Hours: Monday to Friday 8:00 am to 4:30 pm

Email: ep-efactshelpdeskteam@pa.gov

### 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

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## ePermit Dashboard

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 Users can view applications that are Draft, Submitted, Correction Required, Approved and Withdrawn/Denied.

### Accessing the ePermit Dashboard

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

The screenshot shows the DEPGreenPort Login page. At the top, there is a blue navigation bar with the Pennsylvania Department of Environmental Protection logo on the left and links for "Tom Wolf, Governor", "John Quigley, Secretary", and "DEP Home" on the right. Below the navigation bar, the page has a white background with the "DEPGreenPort Login" title on the left and the Pennsylvania Department of Environmental Protection logo on the right. A horizontal line separates the header from the main content. The main content area contains a welcome message: "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 radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 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." Below this is a note: "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 registering below." At the bottom of the main content area, there is a login form with two input fields: "Username:" and "Password:". Below the password field is a blue button labeled "Log into DEPGreenPort". At the very bottom of the page, there are two links: "Can't remember your password? [Click here](#)" and "Having problems? [DEP Greenport FAQ](#)".

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

# DEPGreenPort

## List Applications



**Applications**

This list of applications to which you have access

**Account Administration**

Password change, e-mail address change, password recovery hint/answer, etc.

**Logout**

Logout of DEPGreenPort

**Enroll**

Click on the "Enroll" button to obtain a listing of available self-registered applications.

**Permitting**

**ePermitting**



ePermitting |

**Administration**

**ePermitting  
Security**

ePermitting Administration



8. Click the  button.
9. From within the ePermitting application, the ePermit Dashboard is the "home" page. It can be accessed at any time by clicking the  button.
10. Authorized users will see various links based on the programs they have been given access to.

Welcome to ePermitting

Select a program below:

- [Bureau of Mining Programs](#)
- [Storage Tanks](#)

**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.**

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 (14)		Completed (298)							
Client ID	Client Name	Authorization Type		Request Type			Overall Status		
<input type="checkbox"/>	62265	EAST NORRITON PLYMOUTH WHITPAIN JT SEW AUTH		Storage Tank Registration and Permitting		Renewal			
Facility Id	Facility Name	City	Invoice Number	Invoice Date	Balance Due	Due Date	Status	Edit	
<input type="checkbox"/>	46-33144	EAST NORRITON PLYMOUTH WHITPAIN JSA	PLYMOUTH MEETING	924640	12/04/2014	\$125.00	02/04/2015		<a href="#">Edit</a>
<input type="checkbox"/>	183879	PRECOAT METALS DIV SEQUA COATINGS CORP		Storage Tank Registration and Permitting		Renewal			
Facility Id	Facility Name	City	Invoice Number	Invoice Date	Balance Due	Due Date	Status	Edit	
<input type="checkbox"/>	02-80232	PRECOAT METALS DIV SEQUA COATINGS MCKEESPORT	MCKEESPORT	736603	08/04/2009	\$250.00	10/04/2009		<a href="#">Edit</a>
<input type="checkbox"/>	189354	BERGEYS REALTY CORP		Storage Tank Registration and Permitting		Renewal			

## Working Through a Registration Renewal

Authorized ePermitting users have the ability to update information in their Registration Renewal 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.

- Checkbox** - a checkbox is clicked to select the value next to it. You may click it a second time to deselect it.

Example: 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: 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\*

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:

## Entering Data into Your Draft Registration

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. Click  to save your changes at any time while working on the module. You can return to the module to complete it at another time.
4. You may encounter an error message when saving a module if something was entered incorrectly.

5. 

Email\*

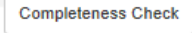
Invalid Email address e.g. info@cloudcms.com

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

Success: Module Data Saved


Or

Error: System Error: Please try again later

6. Click  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 that need to be finished before the module can be considered complete.**

7. Click  .

8. The completed module will be indicated with a  to the right of the facility name under the Status heading.



## Submitting a Registration Renewal

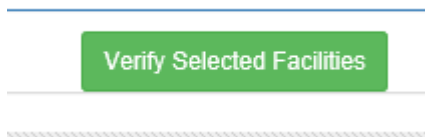
Authorized ePermitting users can verify facility information and pay a facility registration from the ePermit Dashboard page within the ePermitting application.

### Verifying Facility Information

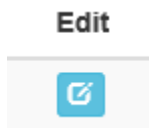
1. From within the ePermitting Application, access the Storage Tanks ePermit Dashboard page.
2. Select clients or facilities to verify facility information is correct. A user can select multiple clients and facilities by selecting the checkboxes to the left of the records listed in the Pending tab:

Pending (14)		Completed (298)	
	Client ID	Client Name	
<input type="checkbox"/>	62265	EAST NORRITON PLYMOUTH WHITPAIN JT SEW AUTH	

3. To verify multiple facilities, click on the "Verify Selected Facilities" button at the bottom of the page.



4. To verify an individual facility, click on the "Edit" button beside the facility record.



5. The ePermit Module Detail-Verify Facility Information will display. Verify the Tank Owner Information and Facility Information is correct by selecting the check box to indicate their accuracy. If they are not accurate, follow the instructions on the page.


The above information is accurate\*

If the tank owner information is incorrect, submittal of a [Storage Tanks Registration/Permitting Application Form](#) is required.

6. Responsible Official Contact Information and Billing Contact Information is updateable.

Responsible Official Contact Information-Add, verify, or update the information below.

<b>First Name</b>	<input type="text" value="Storage"/>	<b>Middle Initial</b>	<input type="text" value="Tank"/>	<b>Last Name</b>	<input type="text" value="Owner"/>
<b>Title</b>	<input type="text" value="EXEC DIRECTOR"/>				
<b>Contact Firm</b>	<input type="text" value="Storage Tanks Unlimited"/>				
<b>Street # and Name or P.O. Box*</b>	<input type="text" value="400 Market Street"/>				
<b>Address Line #2</b>	<input type="text"/>				
<b>City*</b>	<input type="text" value="Harrisburg"/>	<b>State*</b>	<input type="text" value="Pennsylvania"/>	<b>Zip code*</b>	<input type="text" value="17101"/>
<b>Country</b>	<input type="text" value="United States"/>				
<b>Telephone #</b>	<input type="text" value="(717)-555-7777"/>	<b>Ext.</b>	<input type="text" value="11"/>		
<b>Email</b>	<input type="text" value="director@storagetanks.org"/>				
<b>Fax</b>	<input type="text" value="6102798033"/>				

7. When finished working on the module, click the  button and the



button to verify the module is complete.

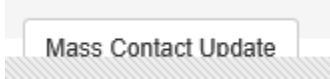
8. Select the  button to return to the Dashboard.

9. A green status should appear beside the client/facility record.

### **Mass Contact Update**

Clients with multiple facilities have the ability to update contact information for more than one facility at a time.

1. At the bottom of the Verify Facility Information module, select the



button.

2. Select the Contact to Copy from the drop down options.

**Mass Contact Update**

Contact to Copy Responsible Official ▼

First Name	<input type="text" value="Storage"/>	Middle Initial	<input type="text" value="Tank"/>	Last Name	<input type="text" value="Owner"/>
Title	<input type="text" value="EXEC DIRECTOR"/>				
Contact Firm	<input type="text" value="Storage Tanks Unlimited"/>				
Street # and Name or P.O. Box	<input type="text" value="400 Market Street"/>				
Address Line #2	<input type="text"/>				
City	<input type="text" value="Harrisburg"/>	State	<input type="text" value="PA"/>	Zip code	<input type="text" value="17101"/>
Country	<input type="text" value="usa"/>				
Email Address	<input type="text" value="director@storagetanks.org"/>				
Fax	<input type="text" value="6102798033"/>				

**Copy**

3. Select the Facility(ies) to copy the contact information to, and select the button.

**Back to Verify Facility Information**

4. When finished, select the Back to Verify Facility Information to return to the module.
5. Complete the module, save, and return to the dashboard.

***Paying a Registration Fee***

Payment can only be made once client/facility information is verified and a green icon appears in the status column on the dashboard.

**Status**



1. After the information has been verified for accuracy, select the Client/Facility and

**Pay & Submit**

- click the Pay & Submit button at the bottom of the page.
2. User is taken to the Payeezy Payment page. Enter in payment information for Credit Card or Telecheck, and select the payment button at the bottom of the page.



## DEP Storage Tanks

### Review Your Order

Total Amount: USD 125.00

### Choose Payment Option



### Pay With Your Credit Card

Cardholder Name

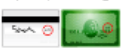
Credit Card Number



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.

3. Message will appear if payment has been processed

Payeezy<sup>SM</sup> Gateway Demo

PA.GOV

DEP Storage Tanks

Your payment has been processed

You are being forwarded to your receipt page.

[Please click here if it does not open automatically.](#)

Secure Payment provided by [First Data Corp.](#)

### Printing a Certificate

1. To view paid registrations, select the Completed tab from the ePermitting dashboard.



2. The user may view and print a Temporary Registration Certificate by selecting the View Temporary Certificate link

