E-permitting Enrollment

Completing the electronic filing administrator authorization for storage tanks

STEP 1: Log into your DEP Greenport account. If you do not have one, you can create a new Greenport account or update an existing account to the Keystone Login system by following the instructions available via the Keystone Login FAQ.

STEP 2: From the Greenport dashboard you can access your e-permitting dashboard by clicking “e-Permitting” on the applications list under the DEP heading.

If you do not have e-permitting listed as an application, scroll down and click the Request Access button. You will be taken to the portal to request web applications.
Scroll down to find e-Permitting and click **Enroll**. From there you will be taken to your e-Permitting home page.

STEP 3: Once you have access to the e-permitting dashboard, click on the **Enrollment Dashboard** button to register for Storage Tanks access.
STEP 4: At the top of the self-enrollment screen, click the **Start a New Enrollment** button.

STEP 5: You will need to select an e-permitting program area. Use the drop-down list to select **Storage Tanks**. After clicking continue, you will be asked if you are a storage tank owner, employee of a storage tank owner, a certified tank installer, a representative of a certified company, or a third-party submitter.
STEP 6: Follow the below instructions according to your submitter type:

**Tank Owner or Employee of a Tank Owner:**
You will be asked if you have an invoice number. If you have access to a current or past invoice, enter the number and click **Validate Invoice**. If the correct client information is displayed, click **Continue** to be taken to review the security agreement. Continue to STEP 7.

If you do not have a valid invoice number, choose if you are an individual or an organization and click **Continue**. Enter the information requested and click **Continue** to be taken to review the security agreement. Continue to STEP 7.

**Certified Tank Installer**
Enter your certification number and expiration date as listed on your certification card and click **Validate**. If the correct client information is displayed, click **Continue** to be taken to review the security agreement. Continue to STEP 7.
Representative of Certified Company

Enter the certification number and expiration date as listed on your company certificate and click Validate. If the correct client information is displayed, click Continue to be taken to review the security agreement. Continue to STEP 7.
Third-party submitters will need to contact DEP for further instructions on how to become linked to e-permitting, as they will require Greenport authorization from the storage tank owner’s account to do so.

STEP 7. The screen will display the terms of the Security Agreement (EFA Agreement). Read through the terms, then click Continue. 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. Click Continue to be taken to the review and submit screen.
If you would like to review the information you have entered before submission, you can do so by clicking the word “Here”, which will open another window to display all of the information entered into your Enrollment application. You can close this new window to return to your application. If you are satisfied that the information you have entered is correct and complete, click Submit.

Once you click the Submit button, you will be taken to your e-permitting home page, which will now have an icon for the Storage Tanks e-permitting system. Instructions for use of the Storage Tanks e-permitting system can be found in the Storage Tank Registration Submissions Quick Guide on the Storage Tanks e-permitting webpage underneath the heading “4. Submitting a registration amendment?”.

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