DEP GreenPort Instructions

DEP GreenPort is the one stop eCommerce shop that provides all the tools you need to check underground mining conditions and submit MSI applications. Just take a few minutes to complete your one-time GreenPort registration. Then use the GreenPort to submit MSI applications and make commissions.

You must be a licensed Pennsylvania Insurance Producer with property authority to register and use the MSI Application systems.

Before you register to use the eCommerce system, we recommend that you print the following instructions for the DEP GreenPort's Registration as well as Instructions to Submit an Application. These instructions will guide you through the use of the online application system.

DEP GreenPort Registration (First-Time Users)

1. Click on the link to self-register.

2. Enter your name exactly as it appears on your insurance license and click "Continue Account Creation."

3. Enter your information including an e-mail address into the systems as required and then click "Create Account" to finish creating your account.

4. Your username and password are sent to the e-mail address you provided. Record your username and password and keep it with your records.

5. Enter your username and password. The password is case sensitive while the username is not. Log into the DEP GreenPort.

6. Click on "Enroll" at the bottom of the page.

7. Click on "MSI for Agents" to add it to your account. You must be enrolled in "MSI for Agents" to receive commissions.

8. Once you are enrolled, click on the button to return to the applications menu.

9. Click on "MSI for Agents" to select it. The link is located on the right side under registration.

10. Click on "I Agree" to the Trading Partner Agreement.

11. Carefully read the announcements page. This page will inform you of any changes to the system. Click on "Proceed" to continue.

12. Click on "Yes" to execute the Insurance Producer Agreement.

13. Review your contact information. You are able to correct your information by clicking on "Update Info." Click on "MSI Menu" to continue.

14. Enter your PA Department of Insurance license number and pin number required for license verification. The pin number defaults the last 4 digits of the license's SSN. You are able to change the pin number. Click on "Login."

15. Pick and answer a security question.

16. Click "MSI Menu." You are now at the main menu.

Congratulations, you now able to submit MSI applications. Instructions to Submit an Application provides additional information on the application submission process.

DEP GreenPort (Pre-Registered Users)

1. At the Producer Login, enter your username and password and then log into the DEP Greenport. The password is case sensitive while the username is not.

2. Click "MSI for Agents" located on the right under registration.

3. Click "I Agree" to the Trading Partner Agreement.

4. Carefully read the announcements page. This page will inform you of any changes to the system. Click on "Proceed" to continue.

5. Click on "Yes" to execute the Insurance Producer Agreement.

6. Review your contact information. You are able to update your information by clicking on "Update Info." Click on "MSI Menu" to continue.

7. Enter your PA Department of Insurance license number and pin number required for license verification. The pin number defaults the last 4 digits of the licensee's SSN. You are able to change the pin number. Click on "Login."

8. Click "MSI Menu." You are now at the main menu.

9. Review the Instructions to Submit an Application for additional information on the application submission process.

Thank you for participating in our efforts to bring MSI coverage to those at risk. If you have encountered problems, please contact our help desk at **1-800-922-1678**.