

Greenport Account Registration

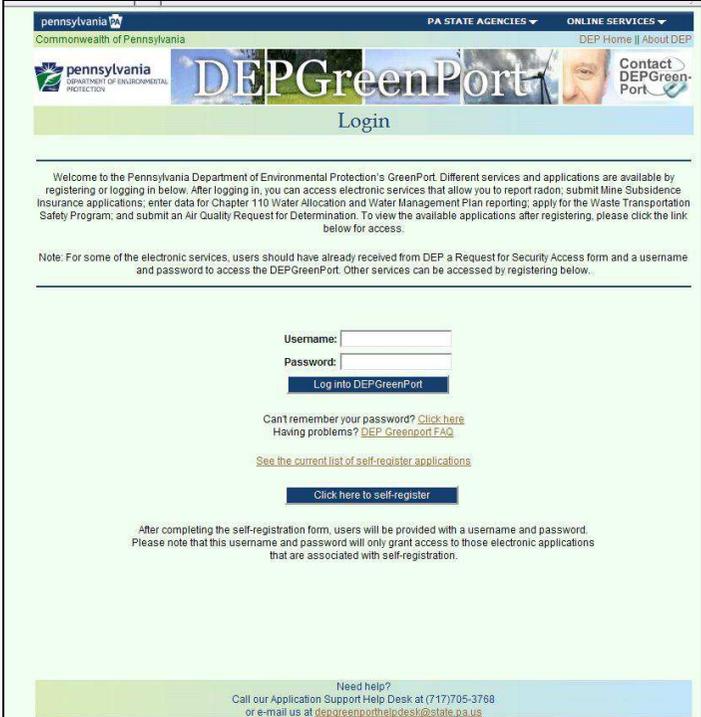
Prepared by: Applications Support Help Desk

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Creating a Greenport Login

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



The screenshot shows the DEP GreenPort website interface. At the top, there are navigation links for 'pennsylvania PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this is the 'Commonwealth of Pennsylvania' header and the 'DEP GreenPort' logo. A 'Login' button is prominently displayed. Below the login button, there is a welcome message and a note about user access. The main content area contains a login form with fields for 'Username:' and 'Password:', followed by a 'Log into DEP GreenPort' button. There are also links for 'Can't remember your password?' (Click here), 'Having problems? DEP GreenPort FAQ', and 'See the current list of self-register applications'. A 'Click here to self-register' button is highlighted with a red box. At the bottom, there is a 'Need help?' section with contact information for the Application Support Help Desk.

4. Click the **Click here to self-register** button to start the account creation process.
5. The Self-Registration Name page will display:



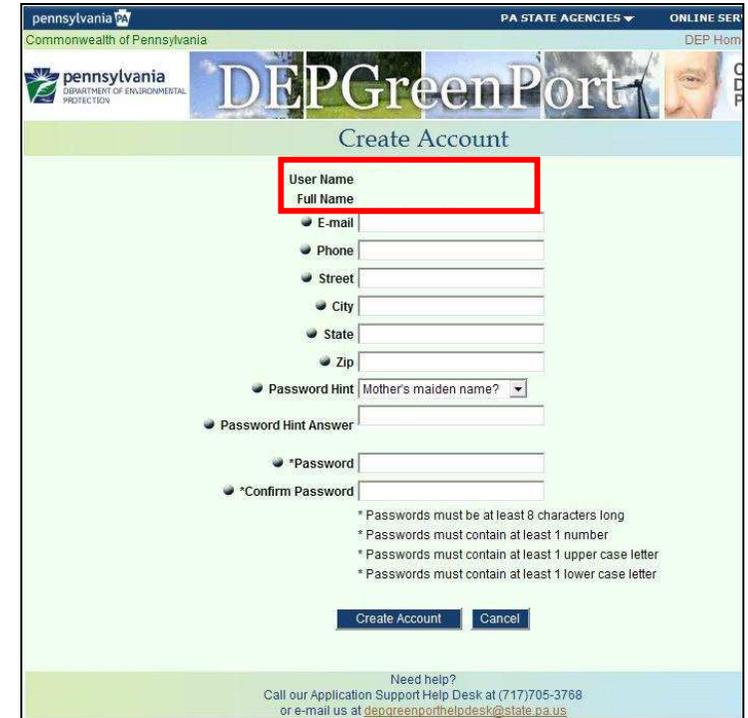
6. Enter your first name in the the *First Name* field.
7. Enter your last name in the *Last Name* field.

 **Note:** Enter YOUR first name and YOUR last name, not the name of your company or institution.

8. Click on the  button.

 **Note:** If you single click the CANCEL button, it will return you to the main DEP GreenPort webpage and cancel the self-registration process.

9. The Create Account page will display:

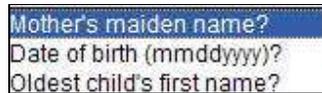


 **Note:** The User Name and Full Name portion of the Create Account page will automatically populate based on the First and Last Name you entered into the Self-Registration Name page.

 **Caution:** It is strongly recommended that you record your User Name and keep it in an easily accessed and remembered location. Your User Name is half of what is required to log in to the GreenPort website. If you forget your User Name, you must call the Applications Support Help Desk to retrieve it.

10. Enter your e-mail address in the *E-mail* field.
11. Enter your telephone number in the *Phone* field.
12. Enter your street address in the *Street* field.
13. Enter your city in the *City* field.
14. Enter your state in the *State* field.
15. Enter your zip code in the *Zip* field.
16. Choose a Password Hint from the *Password Hint* drop down menu.

The Password Hint menu options are:



17. Enter the answer to your Password Hint question in the *Password Hint Answer* field. Enter the answer to the question selected in Step 16.

△ **Caution:** *The Password Hint question is used in case you forget your password. In the event that you forget your password, you can click on the "Can't remember your password? [Click here](#)" link on the main GreenPort login page, answer the question you selected, and have a new password e-mailed to you. For this reason, double check that your email address is entered correctly.*

18. Enter your password in the *Password* field.

△ **Caution:** *You may enter any password you want into this field, but it **MUST** conform to the following standards:*

- * Passwords must be at least 8 characters long
- * Passwords must contain at least 1 number
- * Passwords must contain at least 1 upper case letter
- * Passwords must contain at least 1 lower case letter

*Passwords that do not conform to these standards will not be accepted, and you cannot continue with your self-registration process until an appropriate password is entered. The text you enter into this field will display as a string of stars (****) for security purposes.*

19. Re-enter your password from Step 18 in the *Confirm Password* field.

△ **Caution:** *If the password you enter into this field does not match the password you entered into Step 18 exactly, you cannot continue with the self-registration process until they do match. The text you enter into this field will display as a string of stars (****) for security purposes.*

20. Click the  button when all fields have been completed.

21. The following message will be displayed to indicate that the account creation was successful and an email sent confirming the account information.



Note: *Your Username and the e-mail address you entered during account creation will display. Double check that the displayed e-mail address is correct. If you forget your password, this is the e-mail address GreenPort will send a new password to if you correctly answer your Password Hint question.*



Caution: *It is strongly recommended that you **record your Password** and keep it in an easily accessed and remembered location with your User Name. Your Password is half of what is required to log in to the GreenPort website. If you forget your Password and cannot retrieve it using the "Can't remember your password? [Click here](#)" link, you must call the Applications Support Help Desk to reset it. The Applications Support Help Desk cannot view your current password and can only change it upon request.*

22. The user name and password created can now be used to access the DEP Greenport website.