



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

# e-permitting User's Guide

Prepared by: Applications Support Help Desk

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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     | July 18, 2018 | Version for user review |

### Purpose

Welcome to the guide to user administration for the e-permitting 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 e-permitting 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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## ***e-permit Dashboard***

e-permitting users access the e-permit 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 Users can view applications that are Draft, Submitted, Correction Required, Approved and Withdrawn/Denied.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:

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.

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.

Username:

Password:

[Log into DEPGreenPort](#)

[Can't remember your password? Click here](#)  
[Having problems? DEP Greenport FAQ](#)

4. Enter your username in the *Username* field.
5. Enter your password into the *Password* field.
6. Click the [Log into DEPGreenPort](#) 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

**Permitting**

ePermitting

ePermitting |

**Administration**



ePermitting  
Security

ePermitting Administration

Enroll

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



8. Click the  button.
9. From within the e-permitting 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](#)
- [Air Quality - Asbestos](#)
- [Radiation Protection](#)
- [Bureau of Air Quality](#)
- [Office of Oil and Gas Management](#)
- [Bureau of Waterways, Engineering, and Wetlands](#)

**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     |      |  |
| <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     |      |  |
| <input type="checkbox"/> | 189354        | BERGEYS REALTY CORP                          |                  |              | Storage Tank Registration and Permitting |          | Renewal        |      |  |

## Creating a Draft Permit Application

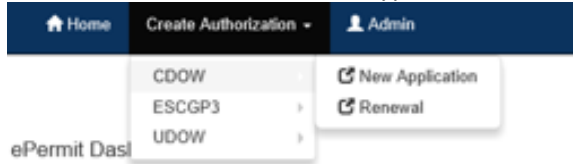
Authorized e-permitting users can create a new draft permit application from the e-permit Dashboard page within the e-permitting application.

### Creating a Draft Permit Application

1. From within the e-Permitting Application, access the e-permit Dashboard page.
2. Click the Create Authorization button:

Create Authorization ▾

3. Mouse over the authorization type and click New Application:



4. The e-permit Authorization Overview page will display:

ePermit Authorization Overview

ESCGP3

| Included                            | Go To   | Status | Completed | Included                            | Go To   | Status | Completed |
|-------------------------------------|---|--------|-----------|-------------------------------------|---|--------|-----------|
| <input checked="" type="checkbox"/> | <a href="#">Client Information</a>                                    | ⊗      |           | <input checked="" type="checkbox"/> | <a href="#">Erosion and Sediment Control Plan BMPs</a>  | ⊗      |           |
| <input type="checkbox"/>            | Expedited Eligibility Review - Required if requested Expedited review | ⊗      |           | <input checked="" type="checkbox"/> | <a href="#">Riparian Buffer</a>   | ⊗      |           |
| <input checked="" type="checkbox"/> | <a href="#">Site Information</a>                                      | ⊗      |           | <input checked="" type="checkbox"/> | <a href="#">Primary Stage Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Plan</a> | ⊗      |           |
| <input checked="" type="checkbox"/> | <a href="#">Project Information</a>                                   | ⊗      |           | <input checked="" type="checkbox"/> | <a href="#">Antidegradation Analysis</a>  | ⊗      |           |
| <input checked="" type="checkbox"/> | <a href="#">Act 14 Notification</a>                                   | ⊗      |           | <input checked="" type="checkbox"/> | <a href="#">Layer Package and Shapefile</a>   | ⊗      |           |
| <input checked="" type="checkbox"/> | <a href="#">PNDI Information</a>                                      | ⊗      |           | <input checked="" type="checkbox"/> | <a href="#">Compliance History and Certification</a>  | ⊗      |           |
| <input checked="" type="checkbox"/> | <a href="#">Cultural Resources Notification</a>                       | ⊗      |           | <input type="checkbox"/>            | Additional Stage Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Plans             | ⊗      |           |
|                                     |   |        |           | <input checked="" type="checkbox"/> | <a href="#">Application Fee</a>   | ⊗      |           |

General Attachments(0)

| Date Added                    | Document Name | Document Type | Description | Download |
|-------------------------------|---------------|---------------|-------------|----------|
| There are no items to display |               |               |             |          |

[Upload New Attachment](#)

[Save](#) [Pay & Submit](#) [Back](#)

5. Click the link for the Module you wish to open and work on.

6. When finished working on the module, click the [Save](#) button.

## Working Through a Draft Permit Application

Authorized e-permitting users have the ability to update information in their Registration Renewal by completing modules and saving them at any time within the e-permitting 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.

1. **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:

### Unlocking Non-Required/Optional Modules

The e-permitting Application allows authorized users the ability to add additional, non-required information to the application by “unlocking” optional modules from the e-permit Authorization Overview page.

1. From the Authorization Overview page for a draft permit in the e-permitting application, click the  beside the optional module under the Included column to unlock the module.
2. Click the  button.
3. Click the name of the module under the Go To column to view and complete the module.

### Entering Data into Your Draft Registration

The e-permitting 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 e-permitting 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. Upload all required attachments.


**Missing Required Attachments**-certain modules require attachments to be uploaded to the application. They will be listed in the "Missing General Attachments" grid.

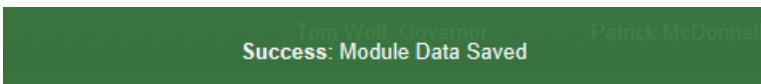
| Missing Required Attachments | Template URL                  | Attach                 |
|------------------------------|-------------------------------|------------------------|
| General Information Form     | <a href="#">View Template</a> | <a href="#">Attach</a> |
| Map Checklist                |                               | <a href="#">Attach</a> |

4. 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.
5. You may encounter an error message when saving a module if something was entered incorrectly.

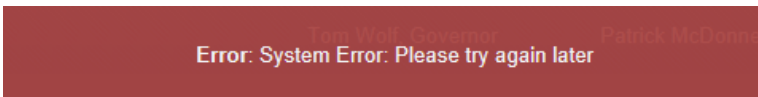
Email\*


717123333

6.  Invalid Email address e.g. info@cloudcms.com  
You will see a message indicating if the module was saved successfully or not.




Or



7. 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.**

8. Click  .

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

## Uploading Attachments

Several modules within the e-permitting application require attachments to be included with the submission. Authorized users will need to include these attachments for the module to be considered complete. Authorized users are also able to add additional, non-required attachments to their submission.

1. Click the **Upload New Attachment** in the General Information Attachments section or **Attach** in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

The screenshot shows the 'Upload Attachment(s)' window. It has a title bar with a close button. Below the title bar is a green header labeled 'File Selection'. Underneath, there is a text input field for 'Choose File(s) to Upload' and a 'Browse...' button. Below that is a grey area with the text 'Or drop files here'. Another green header labeled 'File Definition' is present. Below it is a table with columns: 'File Path', 'Document Name', 'File Description', 'Document Type\*', 'Allowed File Types', 'Request Confidentiality', and 'Delete'. At the bottom of the window are 'Upload' and 'Cancel' buttons.

A user is able to browse for one single file to upload, or may also drag and drop multiple files into the "Drop Files Here" section.

\*Note: if the user selected **Attach** in the Missing General Attachments section, the Document Type field is prepopulated with the name of the document.

The screenshot shows the 'Upload Attachment' window. It has a title bar with a close button. The main area contains the following fields:

- Document Type \***: A dropdown menu with 'Certification' selected.
- File To Upload \***: A text input field with a 'Browse...' button and a blue question mark icon.
- Document Name**: A text input field.
- Description**: A text input field.

At the bottom, there are 'Upload and Save' and 'Reset' buttons. A red note on the right says '\* fields are required.'

3. Select the attachment type from the Document Type dropdown menu.
4. Select **Browse...** to open a Windows Explorer window to browse to and select the file.
5. Users may enter a Document Name and Description if they so choose.
6. Click **Upload and Save**.
7. Users may click **Reset** to clear the contents of all fields and start over.

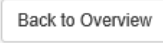

## Submitting a Permit Application

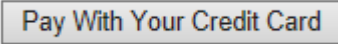
Authorized e-permitting users have the ability to submit permit applications after completing all the appropriate required and non-required/optional modules.

### Submitting Permit Applications

1. From within the e-permitting Application, complete all required and selected optional modules.
2. After all modules have been completed, you will need to complete the Application Fee module to submit the application for payment.

### Paying and Submitting the Application

1. From within the e-permitting application, complete all required and selected optional modules.
2. Click the Application Fee module.
3. Enter the appropriate fees (if any) for the modules listed.
4. Click the  button.
5. Click the  button.
6. You will now be taken to the Payeezy page to enter your payment information.

When finished, click the  button.

Payeezy<sup>SM</sup> Gateway Demo






### DEP ePermitting Electronic Payments

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#### Review Your Order

Total Amount: USD 300.00





#### Choose Payment Option

#### Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

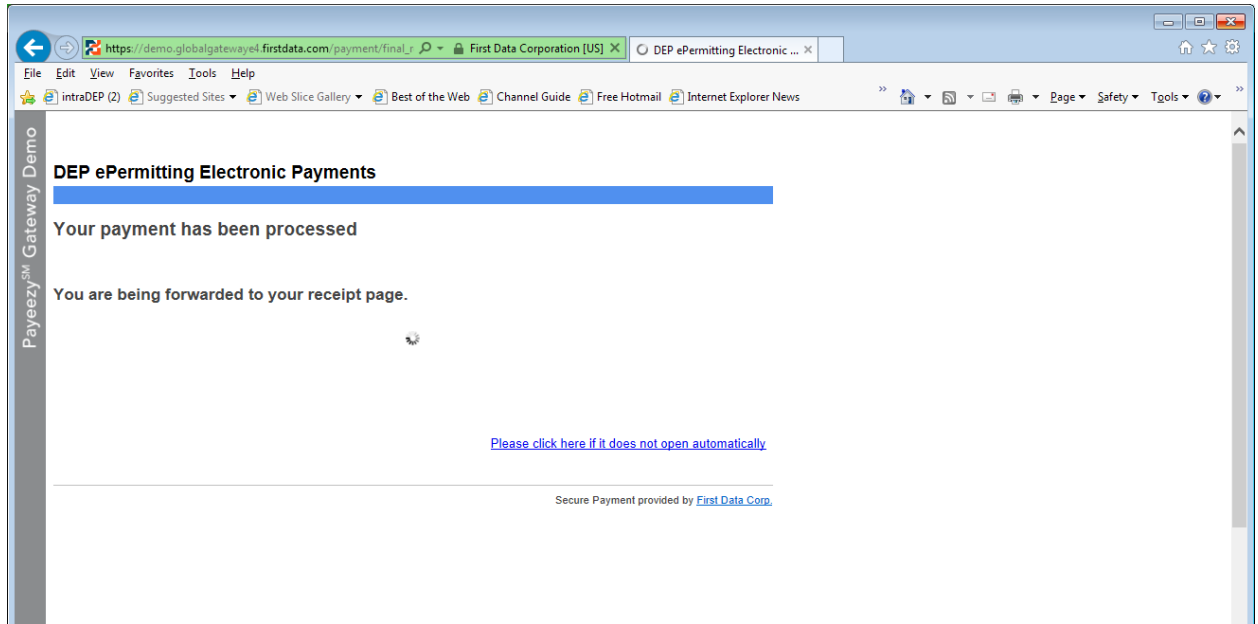
Email

A confirmation email will be sent to this address.

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

- If payment is accepted, you will receive a message indicating the payment is processed successfully and you will be returned to the e-permit Dashboard page, where you will now see a new 'Submitted' tab, or if you had previously submitted applications, you will see an increase in the number of submissions on the 'Submitted' tab.



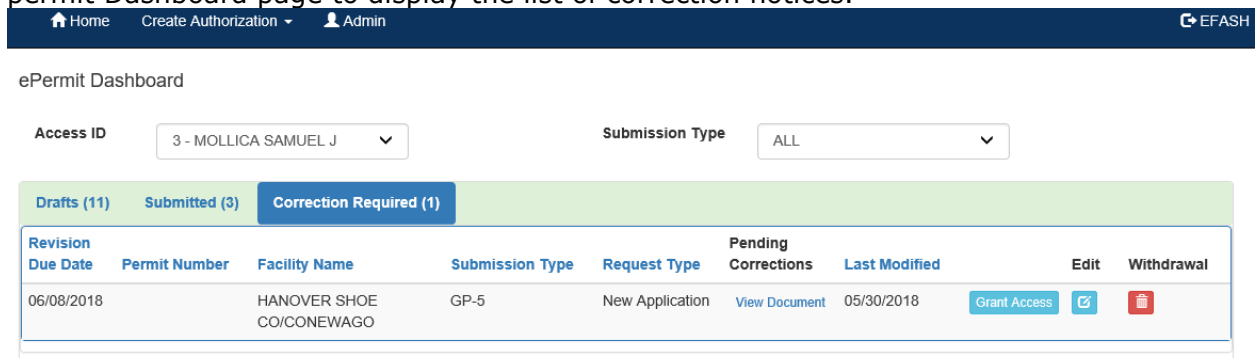
- If payment is not successful, you will see a message on the Payeezy screen indicating your payment was not processed. You will then be returned to the e-permit Authorization Overview screen.

## ***Reviewing and Modifying a Correction Required Permit Application***

Authorized e-permitting users will see a Correction Required tab on the e-permit Dashboard page if a previously submitted application is in need of a correction(s).

### ***Reviewing and Completing a Correction Required Permit Application***




- From within the e-permitting Application, click the Correction Required tab on the e-permit Dashboard page to display the list of correction notices.



- Click the View Document under Pending Corrections.

- Click the item under Module/Area you wish to work on. You will be taken to the appropriate Module/Area.

| Module/Area                          | Correction Detail | Corrected                |
|--------------------------------------|-------------------|--------------------------|
| GP-5 General Application Information |                   | <input type="checkbox"/> |



- Correct the indicated items, and click the  button. Click the  button to return to the e-permit Authorization Overview.
- Click the Corrections Required tab from the e-permit Dashboard to mark the item (s) as Corrected.
- Click the  to the item(s) you have corrected.
- Click the  button.

## ***Viewing a Previously Submitted Permit Application***

e-permitting users have the ability to view previously submitted Permit Applications.

### ***Viewing Submitted Applications***

- From within the e-permitting application, click the Submitted tab on the e-permit Dashboard page.

| Submitted Date | Permit Number | Submission Type        | Request Type    | Last Submitted Date | View  |
|----------------|---------------|------------------------|-----------------|---------------------|---|
| 07/13/2018     |               | Ch 105 GP Registration | New Application | 07/16/2018          |  |
|                |               | Ch 105 GP Registration | New Application |                     |  |

- Click the  to view the permit.