



Office of Oil and Gas Management

ePermitting Electronic Filing Administrator (EFA) Enrollment Guide

**December 16, 2021
Version 1.0**

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Contacting the Office of Oil and Gas Planning and Program Management

If you have any questions or issues regarding granting User Access to the ePermitting Application please contact the Office of Oil and Gas Management.

Number: (717) 772-2199

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

Email: RA-ep-BOGMOGRE@pa.gov

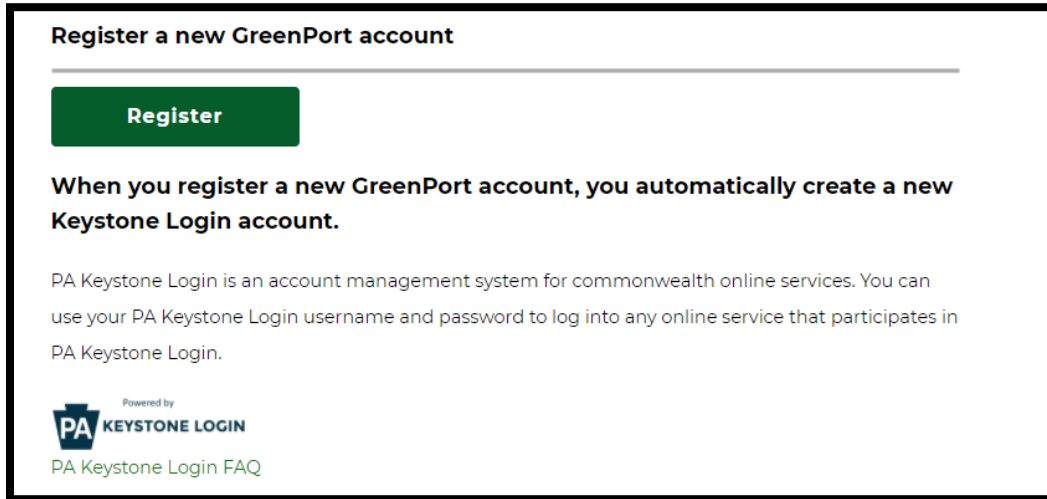
Purpose

This guide is intended to assist the Electronic Filing Administrator (EFA) to gain access to the ePermitting application. Once the EFA has submitted their request, DEP will be notified via email to process the EFA's access request for the assigned Operator or Company.

With the new updated enrollment process, an EFA can begin working on a draft permit application while awaiting DEP approval on their EFA request.

GreenPort Account New User Registration

To access the ePermitting application you must have a registered Keystone GreenPort account. If you need to register for a GreenPort Account go to <https://greenport.uat.pa.gov/gpl> and click on the Register button and enter the required information as prompted.



Register a new GreenPort account

Register

When you register a new GreenPort account, you automatically create a new Keystone Login account.

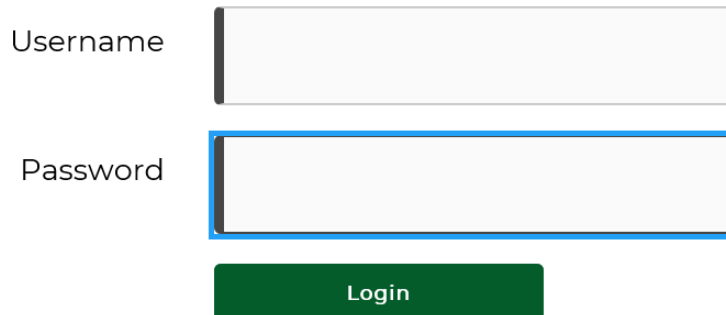
PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login.

Powered by
PA KEYSTONE LOGIN
PA Keystone Login FAQ

When you have registered your GreenPort account or already have a GreenPort account, enter your Username and Password and click Login!

Login to your account

Note: Do not use your Old DEP GreenPort account created before 03/20/2021.



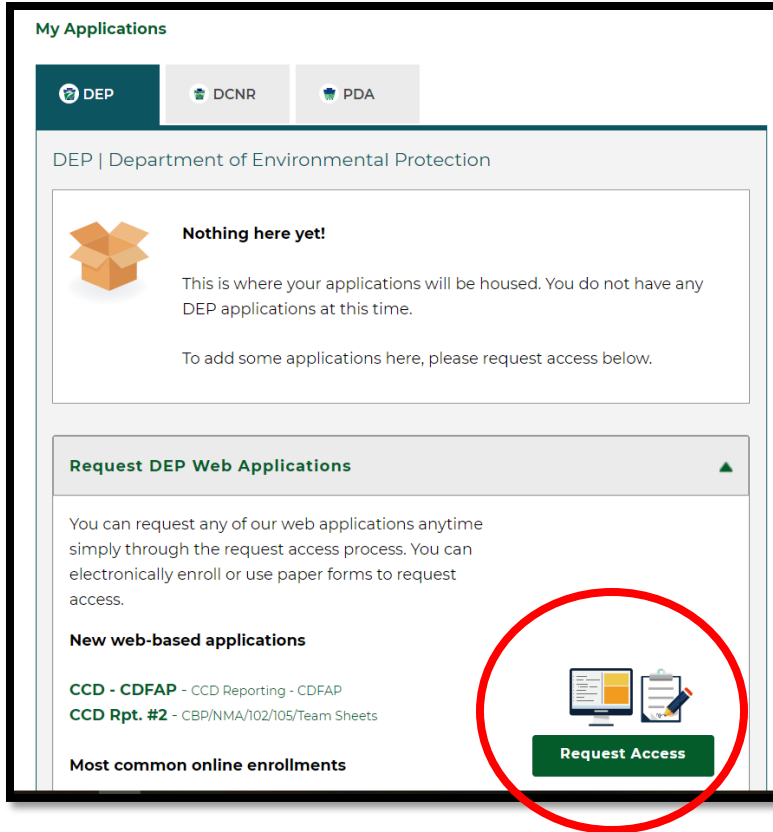
Username

Password

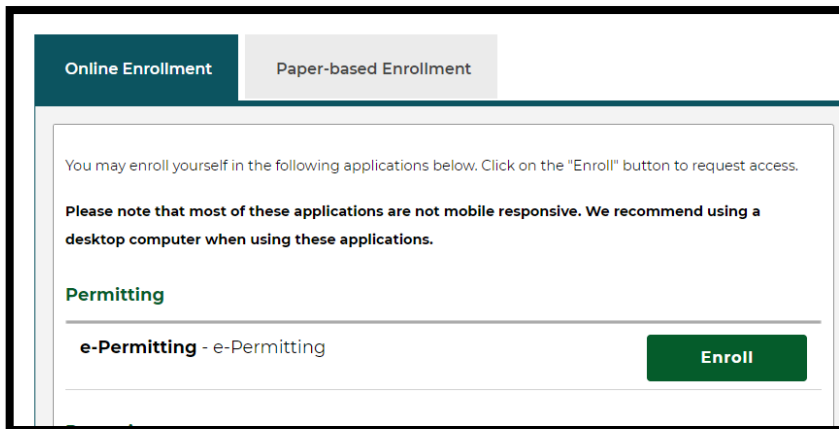
Login

How to Enroll in ePermitting

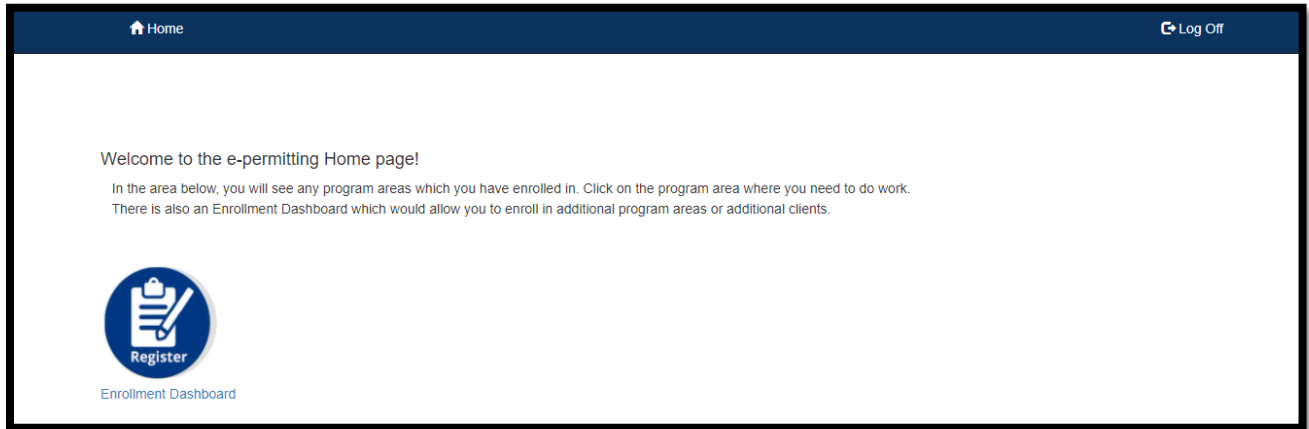
Once a GreenPort account has been successfully registered, you will log into GreenPort using the Username and Password you created during the registration process. Once logged in, select the Request Access button to begin if you are not currently enrolled.



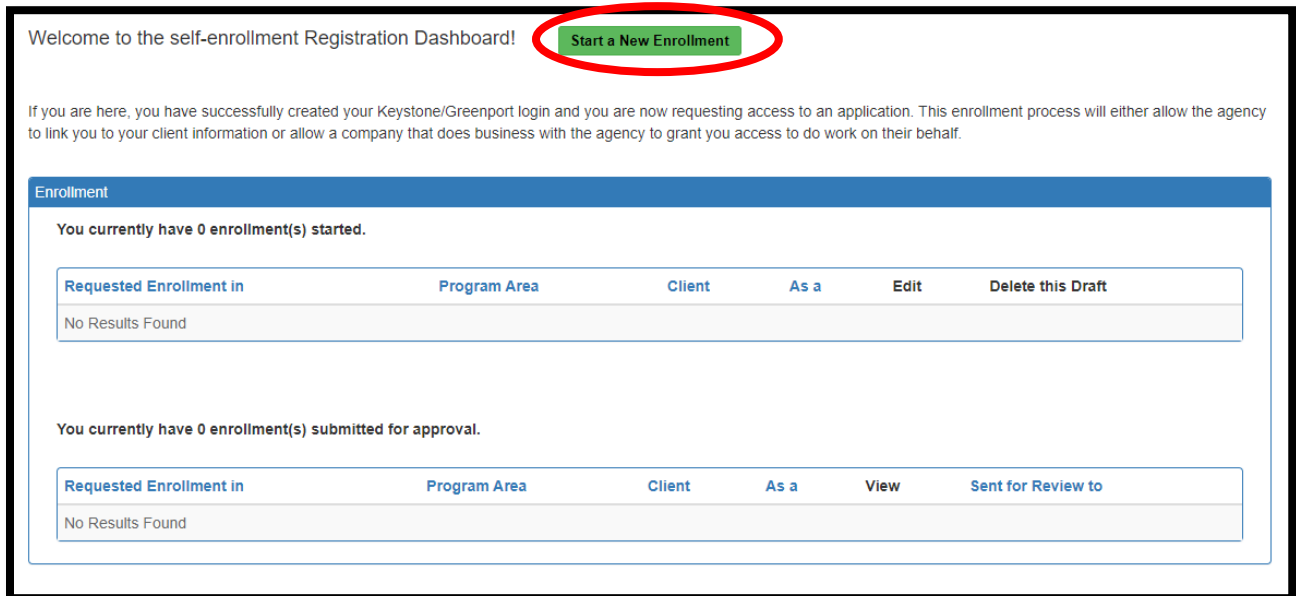
On the Online Enrollment tab, Click the Enroll button for ePermitting



The ePermitting Home Page will open, the EFA will click on the Enrollment Dashboard Icon to start a New Enrollment or to view current requested enrollments.



To start a new enrollment, click the Start a New Enrollment button.



The Start a New EFA Enrollment is a 6 Step Wizard process. All 6 steps must be completed and submitted to gain proper access to the ePermitting application.

Step 6: REVIEW, SUBMIT AND GET STARTED

Step 6: Review, Submit and Get Started!

Once this form is submitted it will be digitally routed to DEP for review. You may view your submitted form at any time from the Enrollment Dashboard.

In the meanwhile, you will be taken to the e-permitting Home Page. From the Home Page, you can create a new draft submission and begin work. All work can be saved at any time and will appear on the Drafts tab.

Until DEP approves your access, you may notice that some areas of the submission are read only, such as selecting an existing site or verifying the Client information. Once your access is approved, these areas will be enabled. You will not be able to submit to DEP until your access is approved.

Click [Here](#) to review your enrollment. (Will open in another window)

[← Previous](#) [Return to Dashboard](#) [Submit](#) [Continue →](#)

You can review all your information by clicking the hyper link in the box. If your information appears correct click

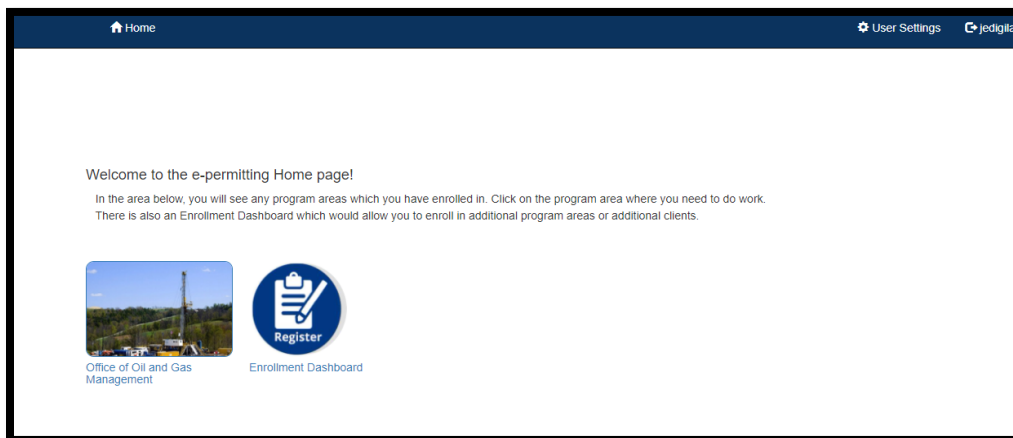


button.

After submitting your EFA ePermitting enrollment, the information you entered will be sent to the DEP's Instant access / New client registration program for DEP Approval. Once your request is reviewed and approved you will receive a notification email. If your request is rejected, you will also receive an e-mail containing an explanation of why the request was rejected.

With the new updated Wizard enrollment process, the EFA can begin working on a draft permit application while awaiting DEP approval.

The ePermitting Home page should be displayed. To begin a permit in ePermitting click the Program icon to get started!



Change History

Version	Date	Revision Description
1.0	December 3, 2021	Creation of EFA Enrollment Guide