



pennsylvania

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

ePermitting Radiation Producing Machine Renewal 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	February 28, 2018	Version for user review

Purpose

Welcome to the guide to user administration for the ePermitting website via the DEPGreenPort website.

This guide provides information on how to successfully administer eDMR users on the DEPGreenPort website and use the functions available through the ePermitting Application.

Applications Support Help Desk Team

Help Desk Support Line:

Number: (717) 787-4357

Hours: Monday to Friday 8:00 am to 4:30 pm

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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ePermit Dashboard

ePermitting users access the ePermit 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 Users can view applications that are Draft, Submitted, Correction Required, Approved and Withdrawn/Denied.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:

The screenshot shows the DEPGreenPort login interface. At the top, there is a blue navigation bar with the Pennsylvania Department of Environmental Protection logo on the left and links for 'Tom Wolf, Governor', 'John Quigley, Secretary', and 'DEP Home' on the right. Below the navigation bar, the page features the 'DEPGreenPort Login' heading on the left and the Pennsylvania Department of Environmental Protection logo on the right. The main content area contains a welcome message: '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.' Below this is a note: '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.' The login form consists of two input fields: 'Username:' and 'Password:'. Below the password field is a blue button labeled 'Log into DEPGreenPort'. At the bottom of the form area, there are two links: 'Can't remember your password? [Click here](#)' and 'Having problems? [DEP Greenport FAQ](#)'.

4. Enter your username in the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  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

Enroll

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

Permitting

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Administration

ePermitting

Security

ePermitting Administration



8. Click the  button.
9. From within the ePermitting 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 tabs based on the applications that they have been given access to.

Welcome to ePermitting

Select a program below:

- Bureau of Mining Programs
- Storage Tanks
- Radiation Protection

***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

Pending (3)		Completed (28)							
Client ID	Client Name	Authorization Type	Request Type	Overall Status					
<input type="checkbox"/>	99407	DEGOVANN JOHN J	Radiation Producing Machine Renewal	Renewal					
Facility Id	Facility Name	City	Invoice Number	Invoice Date	Balance Due	Due Date	Status	Edit	
<input type="checkbox"/>	04-09568	DEGOVANN JOHN J DPM	PHILADELPHIA	912856	07/29/2014	\$300.00	09/30/2014		
<input type="checkbox"/>	99364	DEBERNARDIS TERESA A	Radiation Producing Machine Renewal	Renewal					
Facility Id	Facility Name	City	Invoice Number	Invoice Date	Balance Due	Due Date	Status	Edit	
<input type="checkbox"/>	01-13830	DEBERNARDIS TERESA A DMD	SOUTHAMPTON	918050	09/26/2014	\$300.00	11/30/2014		
<input type="checkbox"/>	99378	MORTIMER ROBERT R	Radiation Producing Machine Renewal	Renewal					
Facility Id	Facility Name	City	Invoice Number	Invoice Date	Balance Due	Due Date	Status	Edit	
<input type="checkbox"/>	01-13859	ROBERT R MORTIMER DMD	PITTSBURGH	922460	11/21/2014	\$150.00	01/31/2015		
<input type="button" value="Pay & Submit"/>			Total : \$0						

Working Through a Radiation Producing Machine Renewal

Authorized ePermitting users have the ability to update information in their Machine Renewal by completing modules and saving them at any time within the ePermitting 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*

Pennsylvania



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:

Save

Entering Data into Your Radiation Producing Machine Renewal

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

Email*

717123333

 Invalid Email address e.g. info@cloudcms.com

5. You will see a message indicating if the module was saved successfully or not.

Success: Module Data Saved

Or

Error: System Error: Please try again later

6. 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.**

7. Click  .

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

Submitting a Radiation Producing Machine Renewal

Authorized ePermitting users can verify facility information and pay a facility registration from the ePermit Dashboard page within the ePermitting application.

Verifying Facility Information

1. From within the ePermitting Application, access the Radiation Protection Dashboard.
2. Select the facility to verify information is correct. A user can select a facility by selecting the checkbox to the left of the record listed in the Pending Tab:

Pending (3)		Completed (28)	
Client ID	Client Name		
<input type="checkbox"/>	99407	DEGOVANN JOHN J	
Facility Id	Facility Name	City	
<input checked="" type="checkbox"/>	04-09568	DEGOVANN JOHN J DPM	PHILADE

- To verify the selected facility, click on the "Edit" button beside the facility record.

Edit



- The ePermit Authorization Overview page will display:

ePermit Authorization Overview

Radiation Producing Machine Renewal			
Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Verify Facility Information	⚠	
<input checked="" type="checkbox"/>	Registration Fee	✔	02/23/2018

Save Pay & Submit Back

- Select the link for the Verify Facility Information to update Facility Information.
- The ePermit Module Detail-Verify Facility Information will display. Verify the Location Information is correct by selecting the check box to indicate accuracy. If this is not accurate, follow the instructions on the page.

I agree the above information is accurate.*

If the Location Information is incorrect, please contact the Bureau of Radiation Protection at 717.787.3720

- In the Billing Information section, verify the EIN listed is accurate by selecting the check box to indicate accuracy. If it is not accurate, follow the instructions on the page.
- Continue through the module, as the Billing Information is updateable.
- In the Tube Inventory Information section, a user must verify they possess radiation producing equipment by selecting the checkbox in order to continue. If a user does not possess radiation producing equipment they must follow the instructions on the page.
- By selecting the checkbox, the user will be presented with their Tube Inventory Information.

Tube Inventory Information

I possess radiation producing equipment.*

Invoiced Qty	Adjusted Qty	X-Ray Tube	Edit
0	0	Medical Blood Irradiator	
0	0	Medical Bone Densitometer	
0	0	Medical CT On-Board Imaging	
0	0	Medical CT Scanner	
0	0	Medical CT Simulator	

11. User may adjust the quantity of an X-Ray Tube type by selecting the edit button to the right of the tube type.
12. User is presented with the Tube Inventory Information Details and may adjust the quantity of that specific tube type by entering details and saving.

PA.GOV OFFICIAL APP Tom Wolf, Governor Patrick McDonnell, Secretary DEP Home

X-Ray Tube: Medical Blood Irradiator

Invoiced Quantity: 0

Total Quantity On Hand: 1 | 

13. Complete the Certify section.
14. When finished working on the module, click the  button and the  button to verify the module is complete.
15. Select the  button to return to the Authorization Overview page.

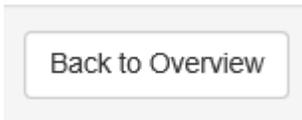
Reviewing Registration Fee

1. Once the Verify Facility Information module is complete, a user may review their registration fee by selecting the Registration Fee module. This will display the breakdown of the user's fees.

Application Fees

Registration Fee	
Item	Fee
Annual Administrative Fee	\$ 100.00
Invoiced Tube Renewal Fee	\$ 50.00
Total Invoiced Fee	\$ 150.00
Past Amount Due	\$ 150.00
Invoiced Amount Due	\$ 300.00
Added Tubes Adjustment	\$ 50.00
Removed Tubes Adjustment	-\$ 0.00
Total	\$350.00

[Back to Overview](#)



2. Select the [Back to Overview](#) button to return to the Authorization Overview.
3. A green status should appear beside each module.

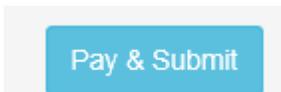
Paying a Registration Fee

Payment can only be made once the facility information is verified and a green icon **Status**



appears in the status column on the dashboard.

A user may pay for one facility directly from the ePermit Authorization overview page or from their ePermit Dashboard.



1. Select the [Pay & Submit](#) button below the module links from the ePermit Authorization overview **OR** From the ePermit Dashboard, select the Facilities with the green status icons and click the Pay & Submit button at the bottom of the page.
2. User is taken to the Payeezy Payment page. Enter in payment information for Credit Card or Telecheck, and select the payment button at the bottom of the page.

PayeezySM Gateway Demo

PA.GOV

Radiation Control Payment

Review Your Order

Total Amount: USD 350.00

[« Return to Radiation Control Payment](#)

Choose Payment Option

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Security Code
 Present

CV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



3. Message will appear if payment has been processed.

Printing a Certificate

1. To view paid registrations, select the Completed tab from the ePermitting Dashboard.



- The user may view and print a Certificate by selecting the View Certificate link. The ability to view a Certificate is only available for the renewals that are paid online.

View Certificate

